



# Trafalgar Castle School

**STUDENT HANDBOOK**



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## ABOUT US

What makes Trafalgar Castle School unique? We have been at the forefront of girls' education for almost 150 years weathering world wars, global pandemics, financial crises and society's changing values. With 220 students from Grades 4 to Grade 12, we are small by design. We believe that providing each girl with the knowledge, skills, and mindset to define her own future prepares her to contribute and thrive in a world of accelerating change.

When do girls thrive? When they have room to explore and try new things without traditional boundaries. When they can find and follow their passion. When they are fuelled by a sense of purpose. When they believe in themselves and are certain they can go wherever their vision takes them.

At Trafalgar, we know what makes all this possible for a girl: it's the power of her own voice. That power is the axis around which she turns, the puzzle piece that completes her life's picture.



A girl who finds her voice finds her confidence. She advocates for herself and stands up for others. She asks questions because she expects to be heard. She works hard because she knows she will be supported. She joins a team because she believes she can contribute. She makes big plans because she trusts in her ability to shape the future. She embraces the opportunities and challenges that will be faced in a school year shaped by Ontario's response to the current global pandemic. That is our expectation.

The 2020-2021 school year will bring new challenges as we manage the impact of COVID-19. We know that the strength of our community and our shared values will see us through the months ahead as we unite in writing a new chapter of our school's history.



## Student Care Guidelines

### Principles and Values

Trafalgar Castle School is a community that promotes a safe, positive learning and teaching environment for all school community members. We are committed to working proactively to educate ourselves and our community as we strive to create an equitable and fair society for all. As important and challenging conversations around race and systemic racism continue, we stand united in support of all Black, Indigenous, and People of Colour individuals and will actively work to eliminate any form of discrimination toward any individual or group.

Furthermore, we acknowledge we are living through unprecedented times as the impact of a global pandemic affects our community and our school. During this time, our actions will be guided by our school values and we will not tolerate the mistreatment of any individual or group because of fear of COVID-19.

This Student Care Guideline outlines our goals as a learning community and clearly defines what is acceptable and unacceptable behaviour for all members of the Trafalgar Castle School community.

The purpose of this Guideline is to:

- Ensure that members of the school community are treated with respect and dignity;
- Promote responsible citizenship;
- Maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
- Encourage the use of positive and peaceful means to resolve conflict; and
- Promote each person's physical and psychological safety.

### Roles and Responsibilities

Students, staff, parents and volunteers share a common responsibility to conduct themselves in a manner that is reliable and respectful of other members of the school community, and to contribute to a positive and healthy school environment. The rules, policies and procedures of



the School are designed to create an environment that allows for the smooth operation of the School's programs, allows for optimum student learning and experiences, and ensures the health, safety and welfare of each member of the School. Any actions and behaviours that threaten these ideals, whether on school property or in other circumstances (i.e. off school property, at home, online, etc.), and that have a negative impact on the school climate are treated very seriously and are subject to consequences.

Students and parents are required to indicate their understanding and commitment to the principles of our Student Care Guidelines and the [Student Code of Conduct](#) by signing the Student & Parent Commitment & Acknowledgement Agreement in the summer mailing package.

#### **i) Head of School and Senior Leadership Team**

The Head of School and Senior Leadership team will:

- Be role models to the School community, demonstrating the standards of behaviour expected of all other members of the school community;
- Demonstrate care for the school community;
- Commit to ensuring a safe teaching and learning environment, which promotes academic excellence;
- Encourage students to be positive leaders in our school and community;
- Keep the school Community informed through regular, meaningful communications; and
- Remain off campus if ill, until symptoms improve and fever is absent for 48 hours or more. The Head of School and Senior Leadership Team will submit a digital health screening daily before arriving on campus.

#### **ii) Teachers and Staff**

Under the leadership of the Head of School, teachers and staff are expected to:

- Be role models to the school community, demonstrating the standards of behaviour expected of all other members of the School community;



- Hold students to a high standard for respect, academic honesty, kindness and responsible behaviour;
- Model a growth mindset that believes in the possibility of continuous growth and ongoing improvement;
- Encourage students to work to their full potential and develop a strong sense of self-worth;
- Recognize and support the diversity of learners that make up our School community;
- Develop the leadership potential of each student;
- Provide ongoing and timely feedback to students, which supports their academic and personal growth;
- Maintain regular communication with parents/guardians; and
- Remain off campus if ill, until symptoms improve and fever is absent for 48 hours or more. Teachers and staff will submit a digital health screening daily before arriving on campus.

### iii) Students

Demonstrate respect for themselves, and for others, through the following behaviours:

- Come to school prepared, on time, and ready to learn;
- Follow the rules of the School and take responsibility for one's own actions;
- Actively engage in all aspects of school life;
- Contribute to an atmosphere of inclusion by respecting everyone's unique qualities, perspectives and values; ([Please see Equity and Inclusive Education Policy Here](#))
- Do not bring anything to school that could compromise the safety of others (i.e., weapons, offensive images, alcohol, tobacco, cannabis, drugs);
- Make informed choices and decisions;
- Take appropriate risks which challenge one's thinking and experiences;



- Demonstrate resilience in problem solving and addressing challenges;
- Speak up when others are engaging in behaviours that compromise the feelings and/or safety of others;
- Be responsible when using Social Media. ([Please see Social Media Policy Here](#)); and
- Remain off campus if ill, until symptoms improve and fever is absent 48 hours or more. Students will submit a digital health screening daily before arriving on campus.

#### iv) Parents/Guardians

- Promptly report your daughter's absence or late arrival to the main office;
- Ensure your daughter arrives to school on time; ([Please see Student Attendance Policy](#))
- Help your daughter be prepared for school (i.e., homework, proper attire, supplies, etc.);
- Support the School in maintaining a safe and respectful learning environment for all;
- Avoid planning extended family vacations during the school year;
- Inform the School of relevant changes in personal information (i.e. address changes, medication changes, injuries, changes at home that may impact your daughter, extended absences of student, family or guardians, etc.);
- Ensure the completion of your daughter's daily digital health screening before she arrives on campus; and
- Avoid entering the school premises for the duration of the 2020-21 school year (unless otherwise notified) in an effort to contain risks associated with COVID-19.

### Respect, Civility and Responsible Citizenship

#### All members of the school community will:

- Respect and comply with all applicable Canadian federal, provincial, and municipal laws and public health recommendations;
- Demonstrate honesty and integrity;



- Treat one another with dignity and respect at all times, regardless of race, ancestry, place of origin, citizenship, religion, gender, sexual orientation, age or ability;
- Respect the needs of others to work in an environment that is conducive to learning and teaching;
- Recognize and avoid any offensive, embarrassing and unwelcome comments and conduct (verbal, in writing, online); ([See Social Conduct/Harassment Policy Here](#))
- Show proper care and regard for School property and the property of others; and
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully.

## Safety

### All members of the School community will:

- Refrain from any threatening actions and forms of intimidation (i.e., negative comments, bullying, exclusion, coercion, assault, etc.);
- Not bring alcohol, weapons and/or legal/illegal drugs to the school community or to school sanctioned activities;
- Maintain the physical safety of all members of our school community;
- Disinfect hands thoroughly and often;
- Observe social distancing rules within the school building at all times;
- Never share food or drink;
- Regularly and often disinfect equipment that is used - electronic and otherwise, and avoid sharing personal devices;
- Cover coughs and sneezes, and stay home if coughing or sneezing; and
- Immediately dispose of tissues after first use or masks and immediately sanitize hands.



## Bullying and Relational Behaviour

The School adopts the Ontario Ministry of Education definition of bullying:

a) Aggressive and typically repeated behaviour by a pupil to have the effect of, or the pupil ought to know the behaviour would be likely to have the effect of:

i. causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual’s reputation or harm to the individual’s property, or

ii. creating a negative environment at a school for another individual, and

b) The behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as:

Size	Sexual orientation	Strength
Age	Family circumstances	Peer group power
Gender	Gender identity	Gender expression
Intelligence	Economic status	Race
Social status	Religion	Ethnic origin
Disability	Learning differences	

For the purposes of the definition, the behaviour includes the use of any physical, verbal, electronic, written or other means.

Bullying by electronic means including:

- (a) Creating a web page or a blog in which the creator assumes the identity of another person;
- (b) Impersonating another person as the author of content or messages posted on the internet;
- (c) Communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals. (*Ontario Ministry of Education, December 5, 2012*)



If students have a disagreement, quarrel or one-time physical altercation, this does not constitute 'bullying', however appropriate action will be taken if necessary.

Some examples of bullying and relational aggression include:

- Excluding others from social activities;
- Damaging a victim's reputation with others by spreading rumours;
- Gossiping about the victim, or humiliating her in front of others;
- Withdrawing attention and friendship; and
- Manipulation and coercion.

Students who participate in bullying activities toward other students will experience progressive disciplinary measures and participate in restorative practices by taking responsibility through personal action. (Please see [Bullying Prevention and Intervention Policy Here](#). See [Progressive Discipline Policy Here](#))

Observed or felt bullying behaviour, should be reported immediately to a trusted adult. As much as possible, confidentiality will be maintained unless it compromises the investigation and resolution.

### **Progressive Discipline and Restorative Practices**

Appropriate supports to address inappropriate behaviour for an improved school climate may include but are not limited to the following:

- Personal reflection;
- Goal setting;
- Meeting with parents;
- Volunteer service to the school community; and
- A referral to counselling.



## Inappropriate Behaviour

Behaviours leading to immediate action include:

- Bullying of any kind;
- Offensive language;
- Ongoing disruption of the learning environment that impedes teaching & learning;
- Committing an act of vandalism of personal or school property;
- Use of social media to defame a student or staff member or the School;
- Theft;
- Racist or hate motivated activity;
- Stating a threat or threatening conduct with the intent to cause harm to another;
- Committing unwanted physical contact or physical assault on another person;
- Alcohol consumption or distribution; and
- Hazing behaviour of any kind.

In these situations, parents will be contacted immediately.

Possible follow-up for inappropriate actions include but may not be limited to (in no particular order):

- Reflective conversation;
- Apology (verbal and written);
- Meeting with parents and administration;
- Student Behaviour Contract;
- Restriction of privileges;
- Paying for any damages incurred;
- After-school detention;



- In-school or out-of-school suspension;
- Immediate release to Parent/Guardian; and,
- Expulsion.

The following will be taken into consideration:

- Particular student and circumstances (e.g., mitigating or other factors);
- Nature and severity of the behaviour;
- Impact on the school climate;
- Progressive discipline already implemented;
- Whether the behaviour is related to prejudice, discrimination or harassment; and
- The student's age.

### **Mitigating Factors**

Assuming the student's continued presence in the school does not create an unacceptable risk, mitigating factors may be considered when addressing bullying situations. These factors, include but are not limited to:

- The ability of the student to control her behaviour;
- The ability of the student to understand foreseeable consequences of her behaviour.

### **Suspension**

The Head of School or a member of the Senior Leadership Team may suspend a student for up to 20 school days if there are reasonable grounds to believe that the student has engaged in any of the inappropriate behaviours listed above while at school, at a school-related activity, or in other circumstances where engaging in the activity will have an impact on the school climate or the safety of individuals.

The Head of School or a member of the Senior Leadership Team may also suspend a student if there are ongoing issues or concerns with the student following school policies and procedures. This includes actions considered to be dangerous, that may cause physical or emotional harm to others in the School, damage to the reputation of the School and/or involve the police.



## Suspension Process

The Head of School or a member of the Senior Leadership Team may suspend a pupil for up to 20 school days and, in considering how long the suspension should be, the Head of School shall take into account:

- The student does not have the ability to control their behaviour;
- The student does not have the ability to understand the possible consequences of their behaviour;
- The student's presence in the school does not create an unacceptable risk to the safety of another person;
- The student's history (i.e., personal history such as recent trauma in the student's life);
- Whether progressive discipline has already been used;
- Whether the behaviour is related to harassment because of the student's race, ethnic origin, religion, disability, gender identification, sexual orientation or any other type of harassment;
- How the suspension will affect the student's ongoing education;
- The student's age;
- If a student has special education needs and has an individual learning plan, the Head of School must also consider:
  - Whether the behaviour was a manifestation of a disability identified in the student's learning plan;
  - Whether appropriate accommodation has been provided
  - Whether suspension is likely to aggravate or worsen the student's behaviour or conduct.

Each decision on discipline is unique for each student. Based on these factors, one student may be recommended for suspension, while another student is not.

Parents will be notified immediately when a student is suspended. This will be followed by a letter notifying parents about the suspension. The letter will include:



- Reason for the suspension;
- Length of the suspension;
- Date of re-entry meeting.

A pupil who is suspended is suspended from engaging in all school-related activities and from being on school premises (in the case of day students). Suspension/expulsion documents are added to the Ontario Student Record (OSR).

During a period of suspension, the School will ensure that the student continues to have access to course materials and assignments.

Following a suspension, the student will attend a re-entry meeting with the Head of School or or a Senior Academic Administrator, accompanied by a parent/guardian. Both the student and the parent/guardian will sign a Behaviour Contract.

### **Expulsion**

An expulsion is different from a suspension and results in the student being asked to leave the School. Expelled students are suspended while an investigation is undertaken and expulsion is being considered.

### **Expulsion Process**

A student who engages in the following activities will be immediately suspended. The Head of School will undertake a thorough investigation into the matter in order to determine whether the student will be expelled.

### **Activities leading to possible expulsion include:**

- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Using a weapon to cause or to threaten bodily harm to another person;
- Being in possession of, sharing or trafficking weapons or illegal/legal drugs;
- Committing robbery;



- Giving alcohol or cannabis to a minor;
- Bullying – if the student has previously been suspended for bullying and the student's presence in the school creates an unacceptable risk to the safety of another person;
- Any activity for which a student can be suspended (see section on suspension) that is motivated by bias, prejudice or hate;
- Any other activities determined by the Head of School to be severe and/or recurring in nature.

Expulsion will happen whether the activity took place at school, at a school-related event (i.e., a field trip) or in any other circumstances where the student's behaviour has a negative impact on the school climate.

### **Informing Parents**

When students are suspended pending a possible expulsion, the parents will be notified immediately. This will be followed by a letter notifying parents about the possible expulsion. The letter will include the reason for the possible expulsion.

### **Factors Influencing the Decision to Expel a Student**

Before deciding whether to expel a students, the Head of School will consider the student's individual circumstances and specifically take into account the following factors:

- The student does not have the ability to control her behaviour;
- The student does not have the ability to understand the possible consequences of her behaviour;
- The student's presence in the school does not create an unacceptable risk to the safety of another person;
- The student's history (i.e., personal history such as recent trauma in the student's life);
- Whether progressive discipline has already been used;
- Whether the behaviour is related to harassment because of the student's race, ethnic origin, religion, disability, gender identification, sexual orientation or any other type of harassment;



- How the expulsion will affect the student's ongoing education;
- The student's age;
- If a student has special education needs and has an individual learning plan, the Head of School will also consider:
  - Whether the behaviour was a manifestation of a disability identified in the student's learning plan;
  - Whether appropriate accommodation has been provided

Each decision on discipline is unique for each student. Based on these factors, one student may be recommended for an expulsion, while another student is not.

### **Following the Investigation**

Following the investigation, the Head of School may decide that the student should not be expelled. In this case, the Head of School will either:

1. Confirm the suspension and its length.
2. Confirm the student is still suspended, but shorten the length of the suspension and update the student's record.
3. Withdraw the suspension and remove it from the student's record even if the suspension has already been served.

If the Head of School determines that an expulsion is warranted, the parents will be informed in writing of the decision.

### **Appeal Process**

A parent/guardian may appeal a suspension/expulsion to the Head of School in writing within 10 school days. The Head of School shall, within three school days, strike an Appeals Committee composed of administrative and faculty representatives to review the process, the evidence and the resolution.



## **Tobacco and Smoking/Vaping**

Smoking and vaping are strictly prohibited on school property at all times or at a school-sanctioned activity. Students are strictly prohibited from smoking/vaping anywhere off-campus, within sight of the school property. No student may smoke or vape at any time or anywhere while in uniform.

Students who violate the school's tobacco and smoking guidelines will be subject to the following consequences:

- First offence: Warning, parents will be notified of this "recorded caution";
- Second offence: Immediate three day suspension, the student will be required to return to the School with her parents or guardians; and,
- Subsequent offences: Additional suspension or possible expulsion.

## **Alcohol and Cannabis**

Student consumption of alcohol/cannabis is strictly prohibited on school property at all times. No student may consume alcohol/cannabis at any time while in uniform or on school property or at a school-sanctioned activity, regardless of the student's age. Students who violate these guidelines will be subject to the following consequences:

- First offence: Parents will be notified and the student will be sent home with an immediate three-day suspension; and
- Subsequent offences: Additional and/or longer suspension or possible expulsion.

## **Hazing**

Trafalgar Castle School has zero tolerance toward hazing of any kind. Hazing is defined as any action taken, or any situation created, whether on or off campus, which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation/admission into, or affiliation with any club/organization/team/group or any associated activities of the School.



## Academic Policy and Procedures

### Attendance

All students, staff and Faculty will submit a digital health screening form each day before arriving on campus.

Any day student who is unable to attend school on any day or who will be late must have her parents advise the School online through Edsby or by phone at 905.668.3358 before 7:55 a.m. The school day begins promptly at 8 a.m.

Students who miss one full period or more during the school day for illness are not permitted to participate in co-curricular activities after school that day.

A day student arriving late for school or returning from an appointment must complete the online health screening prior to arriving on campus and then sign in at the Main Office directly upon arrival. Students are required to stay at school for lunch unless a parent has contacted the School regarding a specific lunchtime appointment.

Students in Grades 4 through 10 may not sign-out during the school day to leave the campus unless the School has received an authorized note, email or phone call from a parent.

For the 2020-2021 school year, students in Grade 11 and 12 may arrive at School for Period 2 if they have a Period 1 spare. They may also sign out for the day at the end of Period 3 if they have a Period 4 spare. Once signed out, the student may not return to campus for that day. Students with a Period 2 or 3 spare may not leave campus during the school day in order to minimize movement on and off campus. (This change in policy will be reviewed as public health guidelines change throughout the year).

Every effort should be made to arrange appointments after school or on the weekend. If an appointment during school time is unavoidable, day students should submit a parental note to the office, or parents should contact the office directly. All medical and dental appointments for boarders are made through the school nurse. To limit potential exposure to illness, students are encouraged not to leave and return to campus multiple times in one day. Appointments are, therefore, strongly encouraged before arrival to or after departure from school.

A boarder who is unwell must report first to the Don on duty and/or to the nurse who will advise the office if that student is to remain in her room, or to be picked up by a guardian to be cared for while she is ill. A day student who becomes ill during the school day is to report to the nurse,



who will contact her parents and make arrangements for her to go home. She will not be permitted to go home unaccompanied; parent/guardian pick up is required within the hour.

All students should arrive at school with only the materials they need for the day's lesson as lockers are not available to students during the 2020-2021 school year. It is important that students bring weather-appropriate clothing every day as they will spend time outdoors. All students should also have a supply of face masks that are comfortable and well-fitting for those times and situations when a mask is deemed necessary.

### **Absence Form**

If a student is planning to be away from school for two or more days for reasons other than illness, the parent will enter the absence in Edsby and the student will complete and return an Absence Form obtained from the Main Office. This form requires the signature of the parent or guardian, and is to be submitted prior to departure. Forms are submitted to the appropriate Senior Leadership Team member, Ms. Taylor for Lower School and Mrs. Knight-Johnson or Ms. Garcia for Upper School.

Absences for family outings or to accommodate extended holidays are strongly discouraged. In such cases, it may not be possible to accommodate missed tests or assignments.

Students who have an unauthorized absence from a class may also receive a mark of zero on any tests/assignments missed.

### **Academic Honesty**

It is the responsibility of the school to educate, guide and support students so that they may demonstrate academic honesty in ways that are age and grade appropriate.

It is an offence for a student to knowingly:

- Possess or use unauthorized notes or other aids, or to copy from or be influenced by someone else during a quiz, test or examination;
- Give unauthorized aid to someone else, or allow someone else to copy or use one's work during a quiz, test or examination;
- Give any prior and unauthorized access to tests or examination materials;



- Submit the same work for credit to more than one teacher, unless approved by the subject teachers of a cross-curricular program of study;
- Submit as one's own work any assignment including essays, lab reports, creative work, take-home tests and seminars prepared by another student or individual;
- Fail to appropriately credit the work of others through the use of academic citations; and
- Plagiarize the publication of someone else's ideas or work as one's own without acknowledgement.

For a first offence:

- The student's parent/guardian is notified of the offence;
- The student is required to discuss the incident and recommit to the Student Handbook expectations; and,
- The student is required to redo the assignment under the supervision, and may receive a reduced mark for the assignment.

If a student is suspected of a second offence or further subsequent offence, the following procedure may be utilized:

- The student will receive a zero on the assignment;
- The student and the student's parents or guardian will be notified in writing of the alleged breach of academic honesty; and
- After review, there may be additional disciplinary action including suspension, a record of which would be entered into the student's Ontario Student Record.

For a repeat offence, the following actions may be taken:

- The student may be suspended for a period determined by the Head of School;
- The student may be required to undertake appropriate counselling to promote responsible academic responsibility; and,
- In ongoing or extreme cases, the student may be expelled or denied re-enrollment.



## Tests and Assignments

*\*The following policy will be applied in all Upper School courses. Lower School guidelines will be determined by the classroom teacher and communicated to students and families.*

If the timing of a test conflicts with other activities which cannot be rescheduled – e.g. medical or dental appointments, etc., the student is responsible for making alternative arrangements with her teacher **in advance**, to write the test without penalty. For written tests, this rescheduled test will normally be written during the next class period. Students who miss tests/assignments due to an unauthorized absence will receive a zero.

If a student is ill and unable to write a test, alternative arrangements for testing will be made or a relevant assignment of equal value given. There will be no penalty in this circumstance.

## Independent Study Project or Unit (ISU)

ISU assignments, which are part of the 30% final summative evaluation component of a student's mark in Grades 9 to 12, are in the same category as final examinations. As such, they are subject to the same absence policy. A student will receive a mark of zero if she is absent for an ISU presentation or does not submit an ISU project on time, unless mutually agreed to arrangements are made ahead of time. The only valid reason for missing an ISU presentation is illness or a family emergency.

In the case of illness, a doctor's note must be presented within 24 hours, indicating that the student was under the doctor's care and unable to present/submit.

## Late Assignments

It is the student's responsibility to complete all assessment tasks (projects, assignments, presentations, etc.) by the due date assigned by her teachers. It is the student's responsibility to keep track of all tests, assignments, etc.

Our teachers will clearly define assignment dates and this information will be readily available to students and parents/guardians. Major assignment/test calendars for each grade will be available.

If a student does not submit or complete an assignment by the due date, that work will receive a deduction of 10% per school/business day late, up to a maximum of 40% deducted. The teacher will assign a final date on which the work may be submitted. For any late work submitted after



that final date, the student may receive a mark of zero. Note that the assignment must still be completed.

If a student determines ahead of time that she will not be able to submit an assignment by the due date assigned by the teacher, the student will be allowed to negotiate a new due date with her teacher and Ms. Knight-Johnson. This negotiation must take place not less than 24 hours, and not more than seven days, prior to the due date. The student must seek teacher approval. The teacher will contact the student's parents (or the Don in the case of a boarding student) to communicate the new due date.

If a student does not submit an assignment on the agreed extension date:

- The student will meet with Mrs. Knight-Johnson or Ms. Garcia to discuss the situation;
- The student will be required complete the assignment under supervision during spare periods;
- Where the student does not have spare periods, the assignment will be completed under supervision at home or in boarding after discussion with parents or the boarding don; and
- Students are required to complete all overdue assignments.

### **Evaluation & Reporting**

Student progress will be evaluated continuously throughout each course in which the student is enrolled. A variety of methods will be used, including classroom participation, essays, projects, tests, skill demonstration and examinations. Regular attendance in class is vital to the process of learning and to the successful completion of each course. All students in Grade 8-12 will write a set of examinations in January and June.

Students and parents will receive reports in the following time period:

- November – Midterm Report Card
- February – Semester 1 Report Card;
- April - Midterm report card (Upper School Only); and,
- June – Final Report Card.



## School Community Information

### Calendar

The calendar can be found online. The School is officially closed during the December and March holidays, as well as other long weekends as noted in the school calendar. For the 2020-2021 school year, boarding remains open during these times for boarders who cannot find accommodation with parents, guardians or homestays.

### Cars and Parking

Senior students require a permission form from the Director of Program Development to park at school. Students who bring cars to school must park in the lot to the west of the tennis courts. Boarders must leave their car keys with the Director of Boarding Life when they return on Sunday evenings and pick them up on Friday.

### Co-Curriculars

Co-curricular opportunities will be offered at all levels online and in person according to Public Health recommendations as it relates to the pandemic situation. The schedule for co-curriculars may be adjusted throughout the year accordingly. Students are strongly encouraged to participate in co-curricular activities that interest them and to suggest and lead co-curricular opportunities as approved by the Director of Program Development at their suggestion.

### Daily Schedule

For 2020-2021, the School will follow a semestered schedule with four consistent 80-minute periods (in the Upper School) each day. Lower School periods are 40, 60 or 80 minutes in length. The school day ends at 3:30 p.m. Monday through Friday. There are modified days throughout the year, which are communicated via Edsby, the school calendar and email.

### Electronic Devices

Students sign the Responsible Technology Use Policy prior to the school year commencing. This agreement ensures students and parents understand the intended use of all educational technology on campus.

**To maintain focus during the school day, the use of cellphones from 8 a.m. to 3:30 p.m. is restricted.** Students may check cell phones after dismissal from lunch and prior to Period 3. Upper School students may check messages during a spare. Cell phones must be placed on silent and stored in the student's knapsack or bag during the school day. Cell phones may be



used for instructional purposes within the classroom at the discretion of the teacher. Cell phones should be cleaned several times a day and must not be shared with others.

Should a student not adhere to these rules, her cell phone will be confiscated and held until the end of the day. Repeated non-adherence to these rules will result in detentions or removal of permission to use cell phones during the day.

Phones may be used to take photos at events before and after formal proceedings but are not to be in use during events. Cell phones are to be sanitized often and hands are to be cleaned after each use of the cell phone.

Laptops are a learning tool and must be used for learning purposes. Laptops found unattended or being misused will be held. Laptops are to be sanitized often and hands are to be cleaned after each use of the laptop.

## Events

Students are expected to attend all special events at the School as listed and described on the school calendar. Travel plans, appointments and other activities are to be made with these important dates in mind.

**Attendance is mandatory at the following school events if they are able to take place during the school year:**

- Holiday Bazaar;
- Carol Service and Holiday Dinner;
- Senior Dinner;
- May Court Festival;
- Academic and Co-Curricular Recognition Ceremony; and,
- Trafalgar Day activities.

Families are asked to arrange holidays accordingly.

## Food and Drink

Trafalgar Castle School is a nut-aware facility, and as such we do not permit outside food in the School. Students are provided with a morning snack and lunch. For the 2020-2021 school year,



lunch will be served to students in the classroom in pre-packaged, individual containers. Students will be instructed to clean their hands and sanitize their eating surfaces before and after eating.

### **GO Station Shuttle**

The School provides a shuttle between the Whitby GO Station and the School each day for day-girls who use the GO Transit system. The shuttle picks students up from the station at 7:34 a.m. and Departs from the school at 3:40 p.m. for the 3:59 p.m train. For the 2020-2021 school year, there is only one after-school shuttle time scheduled.

Students are required to wear a mask and socially distance at all times on the Shuttle and the Go Train.

When the health situation allows after school co-curricular activities to take place on campus a second shuttle, departing at 5 p.m. for the 5:24 p.m. train will become available.

Students who take the shuttle must have a permission form submitted and register each day with the Main Office via email by 2:00 p.m. On modified days there is a modified Go Train schedule that will be shared by the School.

### **Lockers, Books/Valuables, Laptops and Money**

Students are encouraged to clearly label their laptop, accessories, books, bags and clothing items. Bags left unattended will be collected.

Valuables and large sums of money should not be brought to school. **The School does not accept responsibility for lost or stolen money or articles.**

**Lockers will not be available for the 2020-21 school year.** Students are asked to bring to school only those items absolutely necessary for classroom learning, and to ensure those items are sanitized regularly. Students will carry all their belongings with them at all times and their movements within the building will be limited, to allow both for the convenient carrying and storage of their items and to limit the number of people with whom each person comes into contact.

**Students must wear and bring weather appropriate clothing that will allow them to comfortably spend time outdoors in stretches of 20 to 40 minutes.**



## Open Flame

The use of lighters and matches inside Trafalgar Castle School poses an extreme risk to the building and its inhabitants. Students are strictly prohibited from having any open flame within the School building. Any student violating this policy will be liable for immediate suspension/expulsion. Additionally, anyone violating the policy will be asked to leave the premises.

## Swimming Pool & Fitness Centre

The Fitness Centre will be off limits to students and staff in September and until such time as deemed safe by Public Health and the School Administration.

The pool will be open for supervised use by small groups of boarders as part of scheduled boarding activities. General use of the pool will be allowed when deemed safe by Public Health and the School Administration.

## Clothing & Personal Presentation

The school uniform is a source of pride for our school. It represents each girl's connection to our school's history and traditions, and fosters a sense of community and belonging. We believe that the wearing of a uniform helps to promote equality and emphasizes the shared values that unite us.

In this time of COVID-19, every return-to-school decision must balance physical safety, the health & wellness of our students, and the importance of routine and traditions. Our research into how we can help limit the transmission of the virus on campus has resulted in the decision to move from a formal uniform to a dress code for the duration of the pandemic. This temporary change will mitigate risk and ensure better hygiene by facilitating the regular washing of all items of clothing worn into the school by students.

This move from our regular uniform to a more flexible dress code for the coming year will also make it easier for students who will not have access to gym change rooms and will participate in PE classes that will be largely outdoors. We will be using the outdoor spaces on our campus as often as possible this year and want our girls to be dressed comfortably and warmly for outdoor learning, activity and exercise.

Please note that we will also require that all items of clothing be labelled as students will no longer be able to look through a "Lost & Found" box during the pandemic. There are a number



of options for labelling including permanent markers, iron-on labels or custom stamps or such as [Mabel's Labels](#).

### **Uniform Items Not Permitted**

Uniform items that must be dry-cleaned or are not easily laundered after each use will temporarily not be permitted for the 2020-2021 school year.

- No blazers;
- No tunics;
- No kilts;
- No neck ties; and
- No lapel pins or button.

### **Dress Code for the 2020-2021 Academic Year**

The dress code will focus on bottoms in navy, black or grey, and tops in white, navy or light blue. Some items are available through the school store. In order to make purchasing as simple as possible for families, generic items may be ordered through any retailer. We ask only that the items purchased follow the required colour guidelines as set out below and do not include any slogans, logos or large brand-identifying marks. Small discrete logos are permissible as we realize it is difficult to find some sportswear items with no branding (e.g., Nike, Lululemon, Polo, etc.). A number of Canadian retailers have reasonably priced options that meet the school's dress code:

<https://www.gapcanada.ca/browse/category.do?cid=1061822>

<https://oldnavy.gapcanada.ca/browse/category.do?cid=36516>

### **Tops**

- Long-sleeve or short-sleeve dress shirt (white);
- Long-sleeve or short-sleeve polo shirt (white, light blue, navy);
- Trafalgar gym uniform t-shirt; and
- Plain short-sleeve athletic t-shirt (white, navy, sky blue).

### **Sweaters and Sweatshirts**

- Navy blue cardigan (machine washable);
- Navy blue pullover (machine washable);
- Trafalgar branded hooded sweatshirt (navy, grey);



- [https://trafalgarcastleschool.itemorder.com/sale#cat\\_37934](https://trafalgarcastleschool.itemorder.com/sale#cat_37934);
- Plain sweatshirt or hoodie (navy, grey; no logos); and
- Grade 12 Grad sweatshirt.

**Note: House colours are reserved for Spirit Days.**

### **Bottoms**

- Navy or black dress pants (slim fit is allowed; no ultra-skinny fit; no denim);
- Navy or black skort (Grade 4/5/6; skirt/shorts combo; machine washable);
- Navy or black skirt (maximum 3" above knee rule still applies; machine washable);
- Navy or black Bermuda-style shorts (machine washable; no biking shorts);
- Trafalgar gym uniform shorts (no other athletic shorts are permitted); and
- Navy, black or grey loose-fit joggers, athletic pants or sweatpants (ankle length, no leggings; no yoga pants; no spandex material).

### **Footwear**

- Navy or black knee socks (to match bottoms);
- Navy or black leotards or opaque tights (to match bottoms; no pattern);
- White sports socks;
- Black dress shoes; and
- Athletic shoes.

### **Headwear**

- Headbands (navy, light blue, black, white – no patterns);
- Hijabs (navy, light blue, black, white – no patterns); and
- Hair clips or ponytail holders should be simple.

### **Hand Hygiene Guidelines**

- For effective hand hygiene, it is recommended that rings, bracelets, watches and fitness tracking devices should not be worn. Rings often harbour bacteria even after hand washing. Bracelets, watches and Fitbits may limit the ability of students to wash effectively around the wrist area;
- Nails should be kept short, clean, and free of nail polish. Chipped nail polish and false nails can harbour bacteria; and
- Regular uniform guidelines pertaining to discrete jewellery and minimal make-up remain.



Dress Code for the 2020-2021 School Year

<b>Allowed</b>	<b>Not Allowed</b>
<p data-bbox="342 569 399 772">Cotton fabric Appropriate length</p> 	<p data-bbox="886 604 911 709">Too short</p> 
<p data-bbox="342 894 399 1098">Cotton fabric Appropriate length</p> 	<p data-bbox="886 930 911 1087">Spandex fabric</p> 
<p data-bbox="342 1241 399 1444">Cotton fabric Appropriate length</p> 	<p data-bbox="886 1297 911 1434">Denim fabric</p> 



<b>Allowed</b>	<b>Not Allowed</b>
<p data-bbox="332 520 365 718"><b>Dress style pant</b></p> 	<p data-bbox="820 550 852 697"><b>Denim pants</b></p> 
<p data-bbox="332 865 365 1096"><b>Loose fitting jogger</b></p> 	<p data-bbox="820 928 852 1033"><b>Leggings</b></p> 
<p data-bbox="344 1213 376 1444"><b>Appropriate length</b></p> 	<p data-bbox="831 1276 863 1381"><b>Cropped</b></p> 
<p data-bbox="344 1549 376 1789"><b>Acceptable wide leg</b></p> 	<p data-bbox="824 1579 857 1726"><b>Leg too wide</b></p> 



<b>Allowed</b>	<b>Not Allowed</b>
<p data-bbox="342 485 367 695">Trafalgar branded</p> 	<p data-bbox="802 512 854 674">Non-Trafalgar branded</p> 
<p data-bbox="342 816 367 1058">Acceptable logo size</p> 	<p data-bbox="802 848 826 1005">Log too large</p> 
<p data-bbox="334 1178 358 1388">Trafalgar branded</p> 	<p data-bbox="802 1209 826 1352">House Wear</p> 
<p data-bbox="342 1535 367 1667">Plain t-shirt</p> 	<p data-bbox="802 1493 826 1682">Patterned fabric</p> 



All students are required to dress appropriately for gym classes using the outlined dress code. House clothing or team uniforms are to be worn on spirit dress days.

When sports resume, student athletes are required to have a gym uniform for practices and a school tracksuit for all games, as needed.

### **School Shoes**

If students elect to wear black shoes, they should be completely black, polishable leather in either oxford or loafer style. Flat shoes or shoes with up to one inch wedge heel are approved. Other fabrics such as suede, patent leather or colourful stitching are not permitted. Logos or other decorative features are not permitted.

Lace up running shoes are permitted and required if PE is part of a student's schedule.

### **Personal Presentation**

Jewelry, makeup and hair style/colour must be discreet and appropriate:

- Hair colour must be subtle and naturally occurring;
- Hair accessories must be neutral (black/brown/tan) or school coloured (sky blue, navy blue, white, grey);
- Jewellery and pins are not permitted for those taking PE classes and are strongly discouraged for all at this time; and
- Nails may be painted in nude, pale colours and must be neatly trimmed (ornamentation is not permitted).

At school sanctioned events, students are to dress neatly and appropriately.

### **Casual Clothing**

Casual clothing worn for dress down days or to school evening/weekend events and functions as well as to other schools for functions, should be appropriate.



### Dress Down Days

The following are not permitted:

- Sleeveless tops;
- Spaghetti straps (straps should be two inches minimum);
- Undergarments showing;
- Midriff or back exposed;
- Skirt/dress/shorts length being shorter than 3-4 inches above the knee;
- Cut off or ripped shorts; and
- Inappropriate or offensive logos or designs on clothing or accessories.

**Formal/Semi Formal Dress Events** (i.e. Holiday Dinner, Senior Dinner, Grade 8 Celebration, Academic and Co-Curricular Recognition Ceremony)

Students are asked to observe the following guidelines:

- Bare shoulders are permitted;
- Exposed midriffs are not permitted;
- Length of skirt/romper/short/dress is to be 3-4 inches above the knee (minimum) or longer; and
- No lingerie/undergarments visible.



## Student Services

### Guidance and Wellness

The Mental and Emotional Student Health (MESH) Team provides support to students and families seeking advice regarding:

- High school credit and course planning;
- Career planning;
- Post-secondary education planning;
- Social-emotional supports;
- Planning and organization of time and resources;
- Community supports and resources; and
- Leadership opportunities.

### Learning Support

The aim of the Learning Support Services is to provide each student with what she needs in order to function at her best, in the least restrictive environment, and with as much independence as possible. Students are encouraged to speak to their teachers when they have concerns regarding their academic progress and to solicit the help of the Learning Support Services as needed.

Learning Support Services may provide: learning accommodations, extensions of learning, supports with organization and planning, supports regarding social emotional needs; and identified academic needs for extension and/or accommodation.

Families are encouraged to share information with Learning Support Services regarding student learning styles, needs and observed behaviours. Learning Support staff will work in cooperation with families, students and teachers to create Learning Plans that support student success. Referrals may be made to outside agencies and supports for assessments and or therapies that could support wellbeing and academics.



## Wellness

The Circle of Care Team consists of the Director of Student Wellness and Support, the school Nurse, Director of Boarding Life, the Child and Youth Worker, other MESH team members and the school Doctor. Communication about specific student wellness and academic needs should be communicated with this team. As wellness is a concern of everyone, others are brought into the circle of care as deemed beneficial to the wellbeing of those involved.

Wellness and mindfulness are integral to our community. Opportunities to think about personal wellness and to practice wellness strategies are integrated into the school program. Students are reminded and encouraged to use mindfulness and wellness strategies to support their daily interactions. When students struggle to maintain wellness, they are encouraged to talk to their Advisor, the Director of Student Wellness and Support, and/or another trusted adult within the School.

## Personal Support

Students all need someone to speak to from time to time. Sometimes it's best to talk to a friend, other times, a parent, a trusted teacher, or Advisor, or others we know well. From time to time, students may find a need to speak to someone else.

Support can be found in the School. By emailing [need2talk@trafalgarcastle.ca](mailto:need2talk@trafalgarcastle.ca), students can privately identify that they would like to talk. Students can identify who they would like to speak with - the School Nurse, Counsellor, or Director of Student Wellness and Support, and the time of day that is best to meet. There are a number of private and out of the way places to meet, such as the Health Centre.

## Medical Services

Students who are ill during the day must be seen by the school Nurse. Students are not permitted to contact parents directly about going home; the school Nurse must see them first. If a day-girl needs to go home, the school Nurse will notify parents and teachers. Students are not permitted to leave campus on their own if going home ill.

Boarding students who are feeling ill may remain in the Health Centre or in their room depending upon the school Nurse's recommendation and under the supervision of the Director of Boarding Life. Guardians will be contacted to and expected to pick up the student if the illness will require more than a few hours to recover.

The school Nurse **must** be informed if any student is taking medication, and all health forms must be kept up-to-date. All medications, except nurse-approved multiple vitamins, must be kept



in the Health Centre. All prescriptions and holistic remedies must be approved for taking in Canada and confirmed in English.

A pediatrician is available by appointment to all boarding students. Appointments are made through the School Nurse.

Students should carry prescribed epipens and inhalers with them at all times. When students are leaving campus for a field trip, they must ensure they have epipens and/or inhalers on their person (if required). Students will not be permitted to attend the field trip if they do not have these items on their person for the trip.