



# Trafalgar Castle School

## Boarding Life Student Handbook



## Boarding Staff

### Head of School

Dr. Leanne Foster

[foster.leanne@trafalgarcastle.ca](mailto:foster.leanne@trafalgarcastle.ca)

905.668.3358 ext. 225

### Director of Student Wellness and Support

Mrs. Rosemary Garcia

[garcia.rosemary@trafalgarcastle.ca](mailto:garcia.rosemary@trafalgarcastle.ca)

905.668.3358 ext. 228

### Director of Boarding Life

Mrs. Carmen Holland

[holland.carmen@trafalgarcastle.ca](mailto:holland.carmen@trafalgarcastle.ca)

905.668.3358 ext. 282

### School Nurse

Mrs. Michelle Colomvakos

[colomvakos.michelle@trafalgarcastle.ca](mailto:colomvakos.michelle@trafalgarcastle.ca)

905.668.3358 ext. 248

## Boarding Dons

Ms. Lala Boronieva

[boronieval@trafalgarcastle.ca](mailto:boronieval@trafalgarcastle.ca)

Ms. Yovuni De Livera

[delivera.yovuni@trafalgarcastle.ca](mailto:delivera.yovuni@trafalgarcastle.ca)

Ms. Jessica Randall

[randall.jessica@trafalgarcastle.ca](mailto:randall.jessica@trafalgarcastle.ca)

Ms. Julie Yoon

[yoon.julie@trafalgarcastle.ca](mailto:yoon.julie@trafalgarcastle.ca)



**Dear Boarders and Families,**

We have been living in unprecedented times since COVID-19 swept across the globe. While full details of our return to boarding this fall are still being finalized, we want to assure you that we will be ready to welcome you in September! Despite changes that will ensure our boarders' health and safety, we will continue to deliver a supportive, fulsome and meaningful boarding experience that is unique to our school.

We recognize there will be many adjustments as we enter this period of a new normal, including changes to our outings and long weekends. We are fortunate in Ontario, and particularly in Whitby, to have decreasing levels of COVID-19 infections. Please know that we will be diligent in monitoring the situation in our region and will continue to adapt our boarding protocols and policies based on advice from our local health authorities. In all we do, the health, safety and happiness of our students is paramount.

Every member of our Boarding Team is united behind this goal and is looking forward to creating a nurturing environment that will help our boarders feel safe and supported. We want this year at Trafalgar to be filled with wonderful experiences, friendship and much joy.

Across the school, our Trafalgar faculty and staff are working hard to bring our community back together in a way that is safe, responsible and attuned to the unprecedented times of the pandemic. We look forward to welcoming you soon.

Sincerely,

Mrs. Holland  
Director of Boarding Life

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## Welcome to Trafalgar Castle School!

The Castle is a very special place. We are so happy you have chosen to join our unique school community and will call Trafalgar Castle School “home.” Here at Trafalgar, you will find a place where you can be challenged, strengthened and nurtured in a community of care and support. Our dedicated staff members and student leaders are committed to working with you to create an environment that will allow you to thrive academically, socially and emotionally.



Your caring Boarding Team “family” will be comprised of your peers from around the world. Family meetings happen weekly, and you are required to attend and participate. These meetings are an excellent opportunity for you to make new friends, establish floor policies and rules, and to learn about events happening at school and within the community.

personally.

Whether you are a new or returning student, we want and expect you to get involved in school life because we know from years of experience working with boarding students that becoming part of the school community will lead to greater success for you, both academically and

Welcome to Trafalgar Castle School! You are an important member of our boarding family.

## Section 1: Boarding Life Program Overview

### Our Program

#### Boarding Culture

Trafalgar Castle School has been nurturing international and domestic students in our boarding facilities since 1874. At Trafalgar, we want every girl to fully immerse herself into our rich Boarding Life program. Our unique, small-by-design program, allows us to focus on meeting the individual needs of each girl, and her family, many of whom join us from around the globe.



#### Boarding Life Program

Maintaining a strong spirit, mind, body and relationships are of the utmost importance. Wellness sets a strong foundation for effective learning. Balanced meals, snacks and numerous activities that challenge and engage, along with a support system of teachers, a nurse and counsellors, all set the stage for our students to achieve success.

### Our Facilities

#### Boarding

Our boarding rooms are situated on four floors: Upper and Lower Frances; and Upper and Lower Ryerson. We understand that these spaces are the girls' home away from home. Our rooms are spacious with high ceilings and tall windows that make the rooms feel bright and airy. Each room is air conditioned to ensure comfort during the warmer months in the fall and spring.



## Our Team

### Parents & Guardians as Partners

When students join us in our boarding program, it is often their first time away from home for an extended period of time. We encourage girls to advocate for their own needs, but we also require parents and guardians to play an active role in the learning and socialization processes. We are key partners in every child's learning and developmental journey.

### Staffing

A team of four Boarding Dons live at the Castle with the girls. They report to our Director of Boarding Life.

The Head of School, Dr. Foster, resides on campus with her family, ensuring added support and security for our students. She often joins the girls at dinner time and drops by for evening visits.

## Student Engagement - The 5 A's

### Academics

We pride ourselves on offering an inquiry-rich, rigorous academic program at Trafalgar. There are many options for students to receive academic support (e.g., Advisor, Tutorial, Study Hall and one-on-one conferencing). Teachers communicate regularly with our Dons to update them on each students' academic progress. There is scheduled evening study time Monday through Thursday from 6:30 to 8 p.m. for all Boarders. Dons are available to support students with their school work, editing and printing throughout the evening and on weekends.

### Authentic Leadership

Our student leadership philosophy is founded on the belief that every girl can learn to lead, and that leadership is about more than a title – it's a mindset. In boarding, many important informal and formal leadership opportunities exist. Whether planning an activity or outing, participating in a talent show, leading family meetings or, more formally, serving as a member of the Boarding Life

Council, we encourage each girl to develop her own leadership skills.



Every September, each boarding ‘family’ elects representatives to join the Boarding Life Council. This group of student leaders meet weekly to discuss school life issues and to work collaboratively with one another, faculty, staff and senior leadership to create improvements and innovative changes to boarding life. In addition, the Boarding Life Council organizes and leads activities to engage all boarding students. Involving students in creating their own programs and activities, and ensuring they have a voice in important matters are fundamental elements of boarding life at Trafalgar Castle School.

### **Activities & Excursions**

There are many boarding activities planned on campus for this fall. Every weekend, girls will have the opportunity to engage their different interests. Boarders are encouraged to sign up to participate in these activities as a way to gain new perspectives through these varied experiences.

Often, students and Dons lead the activities, while at other times, partners from our community are invited to provide expert instruction. During the winter months, the girls historically have had the opportunity to enjoy the great Canadian winter as part of the Snowhawks downhill ski program. This coming winter, participation in this program will be dependent on Public Health recommendations. The program runs every Saturday for seven weeks. Additional costs do apply.

### **Active Citizenship**

As part of the Ontario Ministry of Education requirements for graduation with an Ontario Secondary School Diploma (O.S.S.D.), every student is required to achieve 40 hours of community service. At Trafalgar Castle School, the majority of our girls far exceed this minimum requirement, and give of their time in a variety of important ways. Our teachers and Dons organize different activities, both at school and in our local community, for the girls to experience giving back to others. Many opportunities have shifted online and we will participate in activities with discretion and mind to health and safety.



### **Awesome!**

We challenge each girl to discover her own awesome! Whether it be taking calculated risks, making friends, trying new food, studying for the big test, playing in the snow or auditioning for the school show, we encourage our girls to develop resilience, confidence and leadership as they embrace all the good things that Trafalgar Castle School has to offer.



## Section 2: Calendar and Schedules

### School Calendar

The main school calendar may be found on the [School's website](#). During a regular school year, the School and boarding are typically closed over the Christmas and March Breaks. This year, with the situation around COVID-19, **Boarding will remain open for students in need of a place to stay**. The Boarding Life Team will ensure that Boarders are well cared for and enjoy activities over the holidays.

**This year, Boarding will also remain open during the long weekends.** We will continue to monitor the COVID-19 situation closely and in the new year, it is our hope to make some adjustments and hopefully be able to bring back the beloved long weekend trips.

### 2020 - 2021 Long Weekends and School Closing

<p><b>Thanksgiving Long Weekend</b> Thursday, October 8 - classes end at 3:30 p.m. Tuesday, October 13 - classes resume</p>
<p><b>Mid-Term Break</b> Thursday, November 12 - classes end at 3:30 p.m. Tuesday, November 17 - classes resume</p>
<p><b>Christmas Break</b> Friday, December 18 - Boarders leaving for homestays depart by noon Monday, January 4 - Departed Boarders return beginning at 1 p.m.</p>
<p><b>Family Day Long Weekend</b> Thursday, February 11 - classes end at 3:30 p.m. Tuesday, February 16 - classes resume</p>
<p><b>March Break</b> Thursday, March 4 - Boarders leaving for homestays depart by 8 p.m. Monday, March 22 - Departed Boarders return beginning at 1 p.m. Tuesday, March 23 - classes resume</p>
<p><b>Easter Long Weekend</b> Thursday, April 1 - classes end at 3:30 p.m. Tuesday, April 6 - classes resume</p>
<p><b>Victoria Day Long Weekend</b> Thursday, May 20 - classes end at 3:30 p.m. Tuesday, May 25 - classes resume</p>
<p><b>End of the Year</b> June 20 Boarding closes at noon</p>



### Return to School Dates

In order to help students adjust to social distancing requirements and routines, we will coordinate our return to campus using a phased approach as follows:

- **Tuesday, September 8**
  - Virtual online orientation for all students; and,
  - Grades 7 and 8 Boarders move in - appointments will be required.
  
  - ***Note:** The government mandated 14-day quarantine period requires an arrival date in Canada on or before **Tuesday, August 25** for international boarders arriving in residence for September 8.*
  
- **Wednesday, September 9**
  - Grades 4 to 8 - Classes begin on campus; and,
  - Grades 9 to 12 - Distance Learning begins.
  
- **Thursday, September 17 and Friday, September 18**
  - Grades 9 to 12 Boarders move in - appointments will be required.
  
  - ***Note:** The government mandatory 14-day quarantine period requires an arrival date in Canada on or before **Thursday, September 3** for international boarders arriving in residence for September 17.*
  
  - ***Note:** Grades 9 to 12 Boarders may move in to residence anytime after September 8 provided they have completed the mandatory 14-day quarantine.*
  
- **Monday, September 21**
  - Grades 9 and 10 - Classes begin on campus; and,
  - Grades 11 and 12 - Continue with Distance Learning.
  
- **Wednesday, September 23**
  - All grades in classes on campus

### Requirements For 14-Day Quarantine

Many students will be able to self-quarantine with relatives or guardians. For those international students in need of other options, Trafalgar Castle School has connected with a nearby hotel located just minutes from the School. The hotel is well-equipped to welcome our girls and offers quality facilities with services in place to support guests that are quarantining. Accommodations and services are provided at reasonable rates (Trafalgar Castle Rate: \$119 per night). Students arriving on the same flight may choose to share a two-bedroom suite. Families may arrange their own transportation between the airport and hotel or reach out to our Boarding Team for assistance. If requested by families, our Boarding Team will help oversee check-in and be in daily contact with the girls.



**Reservations must be made directly with the hotel . Contact [Mrs. Carmen Holland](#), Director of Boarding Life, for more information.**

**Airline ticket booking:** Please ensure that flights are arranged well in advance and take into account school dates as posted in the calendar. Please note that the majority of airlines now require **minors under the age of 14 to be accompanied by a chaperone to the gate**. The School does NOT offer this service but can arrange this service for a fee of \$150 CAD each way through our trusted guardianship partners at ISGC. The fee will be charged to the student’s school account.

**Airport Transfer:** The School will assist with arranging airport transfer through ISGC.

### Daily Routine: Weekdays

Time	Routine
7 a.m.	Wake-up, beds made, rooms left clean and presentable. Submit online COVID-19 screening form. Dons ensure that all students attend breakfast.
7:15 - 7:45 a.m.	Breakfast Students may return to their rooms after breakfast.
7:55 a.m.	Security access to Boarding ends at 8 a.m. Proceed to Period 1 class with ALL necessary school materials for the day including warm outdoor clothing for prolonged periods outdoors.
8:15 - 9:35 a.m.	Period 1
9:35 - 9:45 a.m.	Morning snack
9:45 - 11:15 a.m.	Period 2
11:15 a.m. - 12:15 p.m.	Lunch/Daily Physical Activity
12:15 - 1:35 p.m.	Period 3
1:45 - 3:05 p.m.	Period 4
3:05 - 3:30 p.m.	Tutorial
5:30 - 6 p.m.	Dinner – All students must sign in for dinner by 5:30 p.m.
6:00 - 6:30 p.m.	Free time
6:30 - 8 p.m.	Study Hall (mandatory)
8:00 - 9 p.m.	Boarding fun activities/free time
9 p.m.	Evening snack and free time
Starting at 10 p.m.	Please check your in-room time



### Evening Bedtime Routine

Grade	In Castle	In Room	Lights Out
Grades 7 & 8	5:30 p.m.	9:30 p.m.	10:00 p.m. Electronic devices are collected and stored safely by the Dons
Grades 9, 10 & 11	5:30 p.m.	10 p.m.	10:30 p.m. Grades 9 only: electronic devices are collected and stored safely by the Dons
Grade 12	5:30 p.m.	10:30 p.m.	11:00 p.m.

#### Why We Control Students' Electronic Devices

Research on teenage sleep patterns found that individuals who used a computer in the hour prior to bedtime were nearly three times as likely to get less than five hours of sleep. Using a mobile phone before bed nearly doubled the risk of having a poor sleep. Sleep is one of the most important factors in learning, physical and mental health.

To ensure that our girls (Grades 7 to 9) have a good night sleep, and to better monitor the use of technology, we collect all electronic devices during lights-out bed-checks.

The electronics are safely stored in our laptop storage carts located on each boarding floor, and recharged overnight. The girls may collect their fully-charged devices in the morning.

### Weekend Routine

On the weekend, students must sign in for both brunch and dinner. If signing out for the day, students may miss EITHER brunch or dinner, but not both.

#### Friday

Time	Routine
5 p.m.	Dinner

#### Saturday

Time	Routine
	<i>Students going out on Saturdays may only miss one meal, (brunch or dinner)</i>



	<i>unless given prior permission from Boarding Staff.</i>
8 - 10 a.m.	Optional breakfast
Noon	Brunch
1 p.m.	Planned activity - optional
5 p.m.	Dinner
6:30 - 8 p.m.	Planned activity - optional
9 p.m.	In Castle time for Grades 7, 8, 9 & 10
10 p.m.	In Castle time for Grades 11 & 12

**Sunday**

<b>Time</b>	<b>Routine</b> <i>Students going out for the day can only miss one meal, (brunch or dinner) unless they have permission from Boarding Staff.</i>
8:00 - 10 a.m.	Optional breakfast
11 a.m. - noon	Study Hall - mandatory for Grades 7 & 8
Noon	Brunch
5 p.m.	Dinner
8 p.m.	All Boarders return from weekend leave
Please see below	In room

**Weekend Hall/Room Routine**

<b>Grade</b>	<b>In Castle</b>	<b>In Room</b>	<b>Lights Out</b>
<b>Grades 7, 8 &amp; 9</b>	8 p.m.	10 p.m.	11 p.m.
<b>Grades 10 &amp; 11</b>	9 p.m.	10:30 p.m.	Midnight
<b>Grade 12</b>	10 p.m.	11 p.m.	

**Section 3: Practices and Routines**

**Language**

The acquisition of language is a lifelong process that is a factor in one's intellectual and social/emotional development. The School understands that mother tongue is closely linked to culture and identity and is to be respected. We support students in expressing their ideas, feelings and understanding using their mother tongue when needed and the School will provide opportunities for students to express themselves using their mother tongue.

English is, however, the primary language of instruction and communication between all community members at the School. As such, we promote English being spoken in the classroom and all school activities, as well as in social settings in order to be inclusive of all students, faculty and staff.

### **REACH System - Leaves from Boarding**

**REACH** is the boarding school software that helps streamline the day-to-day management operations including leave management, student tracking, attendance, parent communication and notifications.

**Important:** Please ensure that your personal contact information is **always** up-to-date. Kindly log into [Castle Connect](#), our parent portal, to update your contact information or notify the Admissions Team at [admissions@trafalgarcastle.ca](mailto:admissions@trafalgarcastle.ca).

### **Weekend Leave**

- Students may apply for leave using their mobile device. Any student planning to leave Boarding for the weekend must inform their Don in person and apply through the REACH app;
- The Weekend Leave Request must be completed by Wednesday night prior to the requested leave so that the Boarding Team may confirm plans;
- With REACH, permissions are automatically sent to the students' parents, guardians, hosts or designated staff members for approval;
- With REACH, students can also view which leave requests are still awaiting approval; and
- If permission is granted from the parent/guardian and a staff member on the REACH system, the student must still sign out in the Boarding Office.

**Students are not to leave the school grounds for the weekend until they have spoken with the Don on duty to confirm that their weekend plans have been confirmed via REACH.**

The student is required to return to the School by Sunday evening at 8:00 p.m. It is crucial to ensure a quiet, settled boarding house for the upcoming busy week. If there is an emergency and a student has a valid reason for being late, the student **must** call the School before 8:00 p.m. If a Boarder does not return on time and has not called, then a search for that student will begin.

### **Daily Leave During the Week**

Boarders wishing to leave campus during the week (after school, before dinner) must sign out at the Boarding Life Office. Students are not permitted to sign out of the building without receiving verbal permission from a Don.

### **Senior Leave – Tuesday Evenings**

Any student in Grade 11 or 12 may sign out for a Tuesday evening leave. The student may leave after school and return by 9 p.m. All Boarders must follow the proper sign-out procedure. This is a privilege which may be revoked by the Boarding Team due to inappropriate behaviour, incomplete school work and/or not following the expectations, procedures and policies.

### **Off-campus Leave on Weekends**

On weekends, students remaining at the School are encouraged to plan their schedules to include a combination of time spent independently and time spent participating in scheduled activities. Students are accountable to the Boarding Life Office at all times throughout the weekend.

On a typical weekend, Boarders participate in a variety of activities on campus or travel off school campus with other Boarders. “Off school campus” may include shopping excursions to local malls, movie outings or other activities. Students wishing to leave campus must submit a leave on the REACH system and come to the Boarding Life Office to sign out. Students are not permitted to sign out without receiving verbal permission from a Don.

### **Study Hall**

Study Hall is a time for quiet work and focused study from 6:30 to 8 p.m. Monday to Thursday. It is organized to help students develop effective study habits and to receive any required support from Dons who are supervising. If students have assignments for editing or printing by the Boarding Team on duty, they must see them ahead of time to organize a time BEFORE 9:00 p.m. in order to complete this. Last minute requests may not be met as Dons have other responsibilities and other students’ needs to meet.

### **Grades 7 and 8**

Students in Grades 7 and 8 require more support as they are just beginning to form effective study habits. A Don will work closely with these younger students to develop good study habits, tools and techniques in order to maximize the benefits of Study Hall.

### **Grades 9 and 10**

Students are expected to proceed to the Study Hall with all the books and materials they require, and be seated and working by 6:30 p.m.

### **Grades 11 and 12**

Students in Grades 11 and 12 may study in their rooms from 6:30 p.m. (with the exception of Tuesday’s Senior Night Out).



### Study Hall Expectations

- No phones are permitted in Study Hall;
- Permission to study in another location within the School must be granted by a Don on duty;
- Socializing, using social media or using the internet for non-academic purposes during Study Hall is not permitted;
- No food is permitted in Study Hall; and
- Senior students who use Room Study must leave their bedroom door open so that the supervising Don may check on them with minimal interruption.

Students are reminded that others on the hall may want to continue to work and must be given due consideration. Students are required to complete all homework assignments even if that means working longer than Study Hall.

Students wishing to have their lights on longer in order to complete homework and assignments must ask the Don on duty before lights out.

Students demonstrating effective study and work habits may be granted Room Study as the year progresses. The Director of Boarding Life and the Team will review recommendations and observations made by Dons on a regular basis to determine which students are granted Room Study and which require supervised Study Hall.

### Consequences

Boarders who are late, unprepared, or are unproductive during Study Hall (surfing the Internet, on Netflix, etc.) will receive a warning, followed by a notice home and no access to Wifi for a period of time. If the problem persists a Green Gating will be given.

### Rooms

The following are reminders about a student's room:

- Student rooms must be presentable at all times. Beds are made before class every day and the floor kept clear of clutter so that cleaning staff are able to do their job effectively. Room inspections take place daily;
- Students are required to purchase cleaning supplies to maintain the cleanliness of their rooms in between cleanings by staff;
- Suitcases and trunks may not be kept in rooms, and are to be stored in the designated storage area;
- All exits, including doors and windows, must be free of anything that might inhibit a safe and swift exit in the case of an emergency;
- The threat of fire prohibits the use of electrical appliances such as toasters, popcorn machines, electric kettles and irons, except in designated common room areas;



- Any damage to the room and/or fixtures should be reported to the Director of Boarding Life. Students/families will be charged for the repair of excessive damage;
- NO writing on walls, ceiling, or furniture;
- The furniture is to be left in its present location;
- Posters may not be offensive and must be hung on cork boards and not on the walls;
- Perishable food is not permitted in rooms. Food attracts rodents and insects. All non-perishable food must be stored in airtight plastic containers;
- **NO peanuts/nut products are permitted at any time;**
- Combination safes are provided for each student. The School is not responsible for lost or stolen items;
- Cupboards/closets must be locked at all times. Students must purchase a combination lock;
- Quiet times must be observed. Students are required to respect the needs of other students;
- Students are not permitted to sleep in another student's room during the week. Sleepovers on the weekends within family groupings may be allowed with permission from the Boarding Staff;
- Passports must be kept in the school safe; and,
- Access to the Boarding halls will be closed during school hours. Students' security access fobs are deactivated from 8 a.m. to 3:30 p.m.

#### **June - Moving Out of Boarding**

Boarding Staff will inspect the room after each student signs out. Charges will be placed on the student's account if items are missing, the room is damaged or extra cleaning is required.

#### **Student Leadership**

Grade 12 Prefects are valuable members of the School's student leadership team. For the 2020-2021 school year, the Head Girl who is a day student will not reside in boarding.

#### **Boarding Life Council**

Boarding Life Council is designed to meet the needs of our boarding students. Representatives from each of the four families are chosen by their fellow family members in September with input from Boarding staff.

Boarding Life Council Representatives are selected based on the following criteria:

- A willingness to learn to lead;
- Time/organizational skills;
- Engagement in school activities;
- Limited or no involvement with disciplinary action within the last two years;
- A demonstration of a positive attitude; and,
- An inclusive nature.

The Boarding Life Council meets weekly throughout the year, and reports weekly to



students during dinner announcements or additional meetings. New students are always welcome to come forward. The Boarding Life Council is led by a Prefect and a Boarding Don.

Each boarding student is encouraged to develop, organize and lead an activity at some point during the year. This is in an effort to engage every student by providing them with the opportunity to plan something of high interest to them, to promote teamwork in Boarding and to develop their leadership skills. The activity can be onsite or offsite and can be a physical activity, a craft, a show, etc.

### **Mail**

Mail will be picked up each day by the Dons and put in the Boarding Life Office.

## **Health and Wellness**

### **Medical Forms**

It is imperative we receive **all medical forms including immunization records by Monday, August 10**. All required forms **MUST** be received **before** the students' arrival.

### **Counselling Support**

Guidance counselling services are available during the week. All appointments are confidential and can be arranged through the school nurse and wellness team.

### **Medical Doctor**

A pediatrician is available by appointment and referral through the school nurse.

### **School Nurse**

A registered nurse is available in the Health & Wellness Centre every Monday through Friday. The nurse may be reached at Extension 248. Boarding students who have been sick during the night should report immediately to the Don on duty and go to the Health & Wellness Centre in the morning for an assessment.

Students who are too ill to go to class must remain with the nurse in the Health & Wellness Centre. Students are not allowed to stay in their rooms when they are sick. Students staying in the Health & Wellness Centre must notify the nurse of any tests, presentations or assignments.

If a student is seriously ill and needs to miss a test or presentation, the nurse will notify the teacher. It is the student's responsibility to follow up with the teacher to make arrangements for missed tests or assignments.

Students presenting with symptoms that could indicate the possibility of COVID-19 infection will be isolated and a guardian will be contacted for immediate pick up.

### **Medications**

**Medication, including herbal medicine, is NOT permitted in student rooms** without permission from the nurse. Medications from home will not be administered without a doctor's prescription. All prescriptions must note: name of medication, dose, frequency, reason for medication, date prescribed, and doctor's name and phone number.

Medications for colds, headaches, upset stomachs, etc. are available in the Health & Wellness Centre and the Boarding Life Office.

Medications must never be shared with anyone. Students may be permitted to self-administer asthma medications, vitamins, birth control pills and antibiotics after consultation with the nurse.

### **Health Insurance**

International boarding students are automatically enrolled in a mandatory International Student Emergency Health Insurance Plan with the School through Johnson Fu Insurance Agency. **Please do not purchase other insurance.** Misreported information may result in termination of health insurance and/or impact enrolment at Trafalgar Castle School. Any health conditions existing prior to the first day of school will not be covered by the student health insurance plan.

### **Circle of Care**

The student Health History form indicates that personal health information may be shared within a student's Circle of Care if a mental or physical health concern arises. Best practice indicates that students are better able to function when individuals within the Circle of Care are transparent in terms of what the student requires of the School if/when they develop a health issue. Information will only be shared within the Circle of Care when a health issue significantly impacts a student's daily life. Sharing of "need to know" information about a student will be done to support the student holistically, and as necessary, based on the consent given by each parent and/or student.

Information provided in the Student Health History form is private, but not strictly confidential. Information included in this form may be released to the Durham Region Health Department, Children's Aid Society or Trafalgar Castle School staff as required to ensure the safety and well-being of the student.



### **Dining Hall and Food**

Every student must attend the three meals a day offered by the School. Breakfast and dinner are supervised by the Dons. Boarders must be signed-in on the REACH system by the attending Don. Seating is assigned to maintain social distancing measures, family bubbles and best practice regarding cleanliness and safety. Tables need to be cleared properly at the end of each meal and a proper sense of decorum should be maintained in the Dining Hall.

**No cell phones are allowed in the Dining Hall. Any cell phones that are heard ringing or vibrating in the Dining Hall or those that are seen in use will be confiscated.**

Over the weekend, students are expected to attend both brunch and dinner unless they have signed out in the appropriate manner.

**Due to allergies, foods containing tree nuts or peanuts are not permitted in the building at all. Please read all labels before bringing food into the School or when ordering delivery.**

**There is absolutely no cooking in rooms.**

### **Dress - School Dress Code**

Information about the School Dress Code will be shared with the whole school community.

On all occasions, students are expected to wear clean clothing in adherence to the dress code.

During the school week, all students must come to breakfast dressed for the day.

### **Dress - Casual Clothing**

On the weekends, casual clothes are to be worn. All students must keep in mind that they are ambassadors of the School, and as such should be appropriately dressed at all times, especially when leaving the school grounds.

When 'dressing down' at school, students may not have undergarments or midriff showing, and dresses and shorts should be an appropriate length. Students should also be dressed in clothing not pajamas when moving around the School.

### Cars

Boarders who bring cars to school must park them in the student parking lot next to the tennis courts and the car keys must be handed in to the Boarding Life Office.

**Cars may not be driven during the school week.** Any boarding student bringing her car to school must fill out the appropriate form with an accompanying parent or guardian signature. These forms will be kept in the Boarding Life Office.

Trafalgar Castle School is NOT responsible for vehicles or their contents left on school property.

**Only students with permission from their parents/guardian may be a passenger in other students' cars. This permission form is available from the Boarding Life Office.**

### Laundry

Students are responsible for doing their own laundry. There are laundry machines onsite that students may use by appointment. The machines may not be used during the school day, during study or after 11 p.m. Every student is responsible for emptying the washer and dryer immediately after use so that they are available for the next student/staff member to use. Dryer sheets are to be placed in the garbage.

Early in the school year, the Boarding Life Team will go over the guidelines for using the laundry facilities with all boarding students. Students should not take other students' clothes out of the machines. If laundry has been left in a machine for too long and another student wishes to use a machine, the Boarding Life Office should be notified.

The laundry schedule is as follows:

<b>Monday Evening</b>	- Lower Frances
<b>Tuesday Evening</b>	- Lower Ryerson
<b>Wednesday Evening</b>	- Upper Frances
<b>Thursday Evening</b>	- Upper Ryerson
<b>Friday Evening</b>	- Upper Frances
<b>Saturday</b>	- Lower Frances
<b>Sunday</b>	- Lower and Upper Ryerson

### Phones

Cell phones are permitted as long as they are not used during the school day, during Study Hall, during meals or after the "In Room" time later in the evening. Please do not lend cell phones to other students. Cell phones may be confiscated if used at inappropriate times or if they disturb others. **There is a strict 11 p.m. deadline for mobile phone use.** This may be difficult for overseas students due to time zone differences. For this reason, all students are encouraged to arrange a predetermined time to talk to their families that will comply with this rule.



### **Banking**

Students are encouraged to responsibly handle their own finances and to have their own bank account in the Town of Whitby. There are several major banks within a 10- minute walk from the School offering extended hours and bank machines. Students are encouraged to plan their spending and keep only minimal amounts of cash in their possession and in their room. **All cash and valuables must be locked in students' combination safes at all times.**

## **Section 4: Conduct Expectations and Progressive Discipline**

### **Conduct, Expectations and Progressive Discipline**

Trafalgar Castle School endeavours at all times to provide learning and working communities that support fair treatment of all students, faculty and staff. The basis for interaction is mutual respect, cooperation and understanding. In order to live together in a boarding community and to be able to concentrate on academic, athletic and co-curricular activities, each student must agree to live respectfully for the common good of both the individual and the group.

Ongoing failure to follow the boarding expectations, policies and practices **may result in the student being asked to leave Boarding permanently.** Please visit the Student Care Guidelines found in the Student Handbook on the Resource page on Castle Connect.

### **Progressive Discipline** (See [Progressive Discipline Policy](#) and [Student Code of Conduct](#))

Progressive discipline is a whole-school community approach, including parents/guardians, that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. Students can choose to be a part of the solution or a part of the problem. When inappropriate behaviour occurs, disciplinary measures will be applied within a framework that is both corrective and supportive.

A progressive discipline approach is defined as *a system of escalating responses intended to correct the negative behaviour rather than to punish the student.* The stage chosen for a particular infraction will depend on a variety of factors that include: the severity of the infraction; the previous history of the student; and external factors. A progressive discipline approach includes the use of early and ongoing intervention strategies by parents and staff to address inappropriate behaviour.



### **Restoration (Restorative Action)**

The first step in resolving any social conflict or issue is to provide a forum for the girls to communicate. In some cases, the Director of Boarding Life will facilitate these sessions. The session is confidential and students involved work to find a compromise that both parties can agree to. Parents may or may not be involved.

### **Detentions**

A student may receive a detention for non-compliance with school policies and practices or for inappropriate classroom behaviour. Teachers and/or administration may issue a detention. All students are expected to serve their detentions on the day assigned. Detention activity will attempt to be correlated to the inappropriate action.

### **Gatings (Boarding Students Only)**

All Boarders are expected to behave respectfully towards each other, faculty and staff at all times. Any negative behaviour (breaking school/boarding rules, treating others disrespectfully, etc.) will result in consequences. The Boarding Life Team will be using the following Gating System as our main system of progressive discipline.

**Please Note:** Students who are gated will not be permitted to take part in weekend activities.

#### **Behaviours that may lead to Gating:**

- Failing to sign in/out;
- Arriving/returning late to and from school;
- Not following the policies and procedures as outlined;
- Social concerns with other students; and
- Misuse/abuse of property.

#### **Green Gating**

Green Gating will be used for minor issues, or first-time offences such as missing a meal, not signing in/out, out of room at bedtime, one-time incident of negative behaviour, etc. Green Gatings last one night only, beginning on Fridays after school, and continuing until after Saturday brunch.

Conditions will be set by the Director of Boarding Life and the supervising faculty member, and may include:

- Not being permitted to sign-out on Friday evening or Saturday morning;
- Student required to check in every hour at the Boarding Life Office;
- Student required to remain in a classroom, working quietly during her Green Gating;
- Student's use of computer/DVD/video games/TV may be restricted; and
- Early bedtime or early wake-up may be added.



### Red Gating

Red Gating will be used once a student has received multiple Green Gatings or for major discipline issues that do not quite require a full-school suspension, such as leaving the Castle without permission, dishonesty, inappropriate use of the computer, continuing disrespectful behaviour towards others, etc.

Red Gatings will last a weekend, beginning Friday after school through until Sunday after dinner. Conditions of Red Gating will be set by the Director of Boarding Life and the supervising Boarding Life Team, and may include:

- Not being permitted to sign-out on Friday evening, Saturday morning or Sunday morning;
- Student required to check in every hour at the Boarding Life Office;
- Student required to remain in a classroom, working quietly during her Red Gating;
- Student's use of computer/DVD/video games/TV may be restricted; and
- Early bedtime or early wake-up may be added.

**Please Note:** More than one Red Gating will result in a meeting with the Director of Boarding Life and the student's parents/guardians.

### Suspension & Expulsion

A student may be suspended if she has engaged in any activities 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: See the Student Handbook and [Student Code of Conduct](#) for more details.

## Section 5: Preparing for Arrival at Trafalgar Castle School

### Packing for Trafalgar - Dorm Room Essentials

Packing to move away from home can be a very daunting experience. To help our new students make an easy transition to their new home, we recommend for them to purchase 'The Dorm Essentials' prior to their arrival. The store, Bed Bath and Beyond, is a place we suggest as they offer all the dorm essentials, have a good selection of items and you can order online and have items delivered to the School. Their website is: [www.bedbathandbeyond.ca](http://www.bedbathandbeyond.ca). If you are interested in placing an order with Bed Bath and Beyond, please use our school address for delivery with your daughter's name. ***We recommend that you place the order sometime in July to allow sufficient time for delivery.***

Our school address is:

Trafalgar Castle School

Your daughter's name: \_\_\_\_\_

401 Reynolds Street

Whitby, Ontario

L1N 3W9



### Suggested Packing/Provisions Checklist

DONE	BEDROOM
	Desk lamp
	Bed linen: duvet or comforter, flat sheet and pillowcase (single)
	Laundry bag and/or basket
	Pictures and pins for bulletin board
	Alarm clock
	Small sewing kit (optional)
	Small mirror
	Desk fan
	Reusable water bottle
	International plug-ins (CSA approved see below)
	Power bar

DONE	BATHROOM
	Bathrobe and shower slippers (flip flops)
	2 large towels and 2 smaller towels (hand and face)
	Totebag/shower tote/caddy
	Toothbrush and toothpaste
	Shampoo and/or conditioner
	Soap
	Mouthwash
	Hair dryer
	Comb and/or brush
	Body wash
	Deodorant
	Cleaning supplies for room and bathroom (While we will keep all areas clean with frequent and



	heightened cleaning protocols, <b>sanitizing wipes</b> to clean surfaces before and after coming into contact with them will reduce chances of spreading germs. It is recommended that each girl have a supply of wipes, sanitizer gel, a broom, an all purpose cleaner and paper towels.)
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DONE	MISCELLANEOUS
	Oral Thermometer
	Laundry detergent
	Dryer sheets
	Camera
	Watch
	Sunscreen
	Sunglasses
	Phone and charger
	Headphones
	School bag
	Clothes hangers
	USB key or hard drive
	Sun hat (ball cap)
	Combination locks (2)
	Umbrella

DONE	CLOTHING
	10 pairs of underwear
	10 bras
	3 pairs of pyjamas
	1 spring/fall jacket
	1 rain jacket



	1 winter jacket
	Snow boots
	Casual pairs of shoes
	Running shoes
	Scarf, mittens and hat
	6 short sleeve shirts and 6 long sleeve shirts
	3 sweaters/sweatshirts/sweatpants/jeans/leggings/skirts
	Bathing suits
	Name labels
	3 dressy outfits (Christmas Dinner/School dances)
	Kettles (to be used only in approved stations and not in the rooms)

**Not Permitted in Boarding:**

- Extension cords (extension cords will be provided);
- Large stereos, speakers;
- Refrigerators;
- Hot plates or burners;
- Televisions;
- Electric blankets;
- Portable heaters (we will provide as needed);
- Coffee makers or other small appliances; and
- Over the counter medication such as Tylenol, Advil, etc..

**IMPORTANT REMINDERS**

ALL ELECTRICAL DEVICES AND ADAPTERS INCLUDING COMPUTERS MUST BE CSA OR UL APPROVED. ALL ELECTRICAL DEVICES WITH THOSE LOGOS MEET RIGOROUS STANDARDS FOR ELECTRICAL SAFETY IN NORTH AMERICA. ELECTRICAL DEVICES THAT ARE NOT CSA OR UL APPROVED ARE **NOT** PERMITTED.

DUE TO ALLERGIES, FOODS CONTAINING TREE NUTS OR PEANUTS ARE **NOT** PERMITTED IN THE SCHOOL AND MAY NOT BE KEPT IN ROOMS. PLEASE READ ALL LABELS BEFORE BRINGING FOOD INTO THE SCHOOL.

MEDICATIONS ARE **NOT** PERMITTED IN STUDENTS' ROOMS WITHOUT PERMISSION FROM THE SCHOOL NURSE. MEDICATIONS FOR COLDS, HEADACHES, UPSET STOMACHS, ETC., ARE AVAILABLE IN THE HEALTH & WELLNESS CENTRE AND IN THE BOARDING LIFE OFFICE.