



# Appleby College Code of Conduct

# APPLEBY COLLEGE COMMUNITY COVENANT

For over a century Appleby College has flourished as a community of learning in which each and every member (including students, employees, and parents) is expected to act in ways which advance the mission of the College to educate and enable young men and women to become leaders of character.

The enduring strength of the Appleby College community derives from four core ethical values: respect, responsibility, integrity and compassion. Taken together, these embody what it means to be a member of the Appleby College community. Each day through our individual words and actions we strive to uphold these core ethical values, and thereby forge a community which fully reflects these values. At the same time, we recognize that actions which are not consistent with these values erode our sense of community and adversely affect our mission.

## Core Ethical Values:

- **Respect**  
In all of our words and actions, we demonstrate respect for ourselves and for one another. We act with courtesy and consideration towards all. We are respectful of the physical environment in which we live and learn. As members of a universally diverse community, we respect each other's differences and work together to build an inclusive learning community.
- **Responsibility**  
We take responsibility for our actions without excuses and hold both ourselves and others accountable to the highest ethical standards. We are committed to academic excellence, civic responsibility and environmental stewardship.
- **Integrity**  
In pursuing the highest standards of excellence and in all of our words and actions we are open and honest, acting towards others at all times with honour and integrity.
- **Compassion**  
We actively recognize the needs of others both within our Appleby College community and beyond it. We support and care for one another in order to sustain a community of compassion.

As members of the Appleby College community we commit ourselves to uphold these values and to adhere to this Community Covenant.

# Appleby College Code of Conduct

Updated and revised on Sept 2016

## Introduction

The Code of Conduct of Appleby College (“Appleby”) is based on principles that promote teaching and learning as well as the highest standards of academic excellence and of personal behaviour. These principles include respect, honesty, integrity, responsibility and accountability in a safe school community.

These standards of behaviour apply to all members of the Appleby community – whether on school property, in student residences, on school buses or at school-authorized events or activities.

All members of the Appleby community are to be treated with respect and dignity. Active and engaged citizens are aware of their rights, but more importantly, they accept the responsibility for protecting their rights and the rights of others. Violence and physically aggressive behaviour are totally unacceptable as are their use in resolving conflict. The possession, use or threatened use of any object to injure another person is equally unacceptable. Alcohol and illegal drugs are addictive and present a health hazard. Appleby’s Code of Conduct includes policies and procedures in response to substance abuse.

Under the Ontario *Human Rights Code*, every person has a right to equal treatment with respect to services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. Appleby recognizes that inappropriate and unacceptable behaviour towards another member of the community requires a serious response.

In the following articulation of policies and procedures, Appleby reserves its right to apply a full range of sanctions, including expulsion, to any offence. Further, policies and procedures are subject to review and may be changed or amended at an appropriate time without notice. All community members are responsible for following both the letter and the spirit of school policies and procedures.

## Roles and Responsibilities

Appleby recognizes that all members of the Appleby community, including the Principal, Head of School, teachers, administration, students, parents and volunteers, have an obligation to comply with the behaviour standards outlined in this Code of Conduct. Members of the Appleby community have the following roles and responsibilities:

The Principal, under the direction of the school’s Board of Governors, takes a leadership role in the daily operation of the school. He provides this leadership by:

- demonstrating care for the school community and a commitment to academic excellence and a safe teaching and learning environment;
- holding everyone under his authority accountable for their behaviour and actions;
- empowering students to be positive leaders in the school and community; and/or
- communicating regularly and meaningfully with all members of the school community.

Faculty and administration, under the leadership of the Principal, maintain order in the school and are expected to hold everyone to the highest standards of respectful and responsible behaviour. As role models, they uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- empower students to be positive leaders in their classroom, school and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers and the members of the school community; and/or
- prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, properly dressed, on time and ready to learn;
- shows respect for himself/herself, others and persons in authority;
- refrains from bringing anything to school that may compromise the safety of others; and/or
- follows the established rules and takes responsibility for his/her own actions.

Parents play an important role in educating their children and have a responsibility to support the efforts of school employees in maintaining a safe and respectful learning environment for all students. Reference to parents include, where applicable, custodial and non-custodial parents and/or guardians. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure their child attends school regularly and on time;
- promptly report their child's absence or late arrival to the school;
- become familiar with the Code of Conduct;
- encourage and assist their child in following the Code of Conduct; and/or
- assist school employees in dealing with disciplinary issues involving their child.

## **Definitions**

For all purposes of this Code of Conduct, reference to parents includes, where applicable, custodial and non-custodial parents and/or guardians; reference to the Appleby community includes students, teachers, parents and guardians, administration and volunteers.

## **Standards of Behaviour**

By enrolling at Appleby, students automatically assume the obligation to comply with the provisions of the Code of Conduct. Central to the Code of Conduct is the understanding that each student will follow certain standards of behaviour. Self-discipline and a willingness to accept responsibility for one's actions and conduct are fundamental to the Code of Conduct.

The standards of behaviour apply to all members of the Appleby community: students, faculty, parents, administration and volunteers, whether on school property, in student residences, on school buses or at school-authorized events or activities.

All members of the school community must:

- comply with the Code of Conduct;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and their opinions;
- treat one another with dignity and respect at all times, especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching; and/or
- not swear at a teacher or at another person in a position of authority.

## **Inappropriate Behaviour**

Examples of inappropriate behaviour include, but are not limited to:

- academic dishonesty;
- swearing at a teacher or other person in authority;
- acts of vandalism causing damage to school property or property located on school premises;
- smoking on school property;
- student possession of alcohol or illegal drugs;
- students being under the influence of alcohol or illegal drugs;
- trafficking in weapons or illegal drugs;
- selling alcohol or giving alcohol to a minor;
- harassment of any kind;
- bullying, intimidating or threatening another person;

- fighting;
- gambling;
- possessing weapons, including a firearm;
- using a weapon to cause or threaten bodily harm to another person;
- physically or sexually assaulting another person;
- committing theft, robbery or extortion;
- possessing explosive substances;
- distributing hate material;
- hate-motivated violence;
- inappropriate use of electronic communications/media; including accessing inappropriate materials on the Internet; posting offensive comments on personal or commercial websites (e.g. Facebook, www.ratemyteachers.com, and similar sites);
- leaving a notebook unattended;
- unauthorized use of a motor vehicle;
- unauthorized absence from campus;
- unexcused absence from school activities;
- absence from residence after curfew;
- unauthorized presence of a person of the opposite sex in a school residence;
- degrees of sexual intimacy inappropriate to the school;
- unauthorized possession of school building keys; and/or
- conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

### **Failure to Comply with the Code of Conduct**

All Appleby community members are responsible for observing both the letter and the spirit of the school's policies and procedures. As a general principle, Appleby reserves its right to apply a full range of sanctions, including expulsion, to any offence committed by a student. Although the specific provisions set out in this Code of Conduct outline steps that Appleby normally will take in the event that a student contravenes, or attempts to contravene, the provisions of a Code of Conduct, they do not take away from the ultimate discretion of Appleby to apply any sanction that is appropriate in the particular circumstances of an offence, including the expulsion of a student.

In addition, it is not necessary that a student succeed in actually committing an offence for the full range of sanctions to be applied. For example, an attempt to cheat on a test may be just as serious as actually cheating on a test.

### **Sanctions**

When exercising its discretion to determine the appropriate sanction to apply to an offence, Appleby will take into account:

- the seriousness of the offence or the attempt to commit the offence;
- the intention of the student; and/or
- the impact of the offence on the standards of behaviour and integrity that Appleby tries to cultivate in the school community.

The range of sanctions that Appleby will apply to an offence include:

- meeting with appropriate person(s) (such as peers, faculty, administrators);
- removal from a school activity, special program or recess to complete work or a special assignment designated by the teacher;
- school work as assigned;
- removal from class for a period of time;
- contact with the parent(s) of the student involved;
- probation;
- in-school gating;
- conference involving student, teacher, parent and administrative employees;
- arrangement of a behaviour or performance contract with the involvement of student, teachers and parents;
- financial restitution, reparation or service in a case where damage is caused or maintenance work made necessary;
- formal suspension from school for one or more days; and/or
- expulsion from the school.

The school reserves the right to dismiss a student when the continued attendance of that student would not be in the best interests of that student or the school. The school also reserves the right to dismiss a student when his/her behaviour seriously jeopardizes the school's ability to guarantee the dignity and safety of its students, interferes with learning, represents a breach of the Code of Conduct, or involves conduct which is injurious to the moral tone of the school or to the physical or mental well-being of others. In these circumstances, the school will make reasonable efforts to assist the student's family in securing suitable alternative education arrangements.

### **Process and Procedure**

In determining whether an offence has been committed and what sanction should be applied, Appleby will employ procedures that:

- reflect the severity of the offence alleged;
- ensure that a student, and his/her parents, are aware of the complaint against the student;
- ensure that a student, and his/her parents, have the opportunity to present fully and fairly their version of events and explanation and to have these taken into account by the decision-maker; and/or
- ensure that the decisions will be made in a fair and impartial way.

The general procedure that Appleby will observe to investigate and deal with any reports of breaches of the Code of Conduct is as follows:

- The teacher who observes the incident/behaviour or to whom it has been reported to will, where possible, complete a Serious Incident Report within 24 hours and submit it to the Head of School.
- The Head of School will forward this report to the appropriate School Director to investigate.
- The School Director will question those with alleged involvement to determine involvement, facts and related issues.

As part of the investigation, the School Director will provide the student with an opportunity to explain the student's conduct, respond to the allegation and be heard regarding the student's position with respect to the incident in question.

After these initial interviews, the School Director will inform the parents, as required.

The school will document any discussions and interviews undertaken by its employees, including those in which allegations are communicated to the student and/or parents.

Communication with the student and parents will clearly indicate Appleby's Code of Conduct and the consequences for infractions; the School Director will report findings to the Head of School.

If a student denies an allegation and a matter of credibility arises, the student and his/her parents will be given an opportunity to meet with the person who will make the discipline determination (the Head of School) so that he/she can present his/her version of events, including mitigating circumstances; test or challenge the evidence against the student; and make submissions as to possible sanctions.

In the case of an alleged offence, the student and his/her parents will be given an opportunity to meet with the Head of School so that he/she can present his/her version of events, including mitigating factors, test or challenge the evidence against the student and make submissions as to possible sanctions.

If a discipline matter involves more than one student, any written communication from the School to the student or parents will be customized to reflect the particular student's circumstances.

### **Student Discipline**

1. Where a concern arises regarding possible student discipline, the School Director will conduct an investigation and consider mitigating factors.
2. Following an investigation, if it is considered necessary to suspend a student, the School Director will make every effort to contact the student's parents in order to discuss reasons for the suspension and engage them in becoming part of the plan to change behaviour.
3. Where appropriate, the School Director will inform the parents of the victim about the nature of the activity that resulted in the harm to the victim, the nature of the harm to the victim and the steps taken to protect the victim's safety, including disciplinary measures taken in response to the activity.
4. The School Director, in conjunction with the student's teacher, will organize schoolwork to be provided for the student to be completed during the term of the student's suspension.
5. A suspension will be for a fixed period, not exceeding 20 school days. The minimum period of suspension is one school day.
6. A one-day suspension will be in effect, where possible, on the first school day following the infraction.
7. The Head of School, who approves suspensions of students, will ensure that:



- (a) the student's teachers are informed of the suspension; and
  - (b) all reasonable efforts are made to inform the student's parent of the suspension within 24 hours of the suspension being imposed.
8. The School Director will prepare and send the notice of suspension, copying the Head of School on this communication. A notice of suspension will be given to the student and mailed or e-mailed to the parents.
  9. A parent may wish to appeal a suspension. Such parent must give written notice of his or her intention to appeal to the Principal within 5 school days of the commencement of the suspension. In the event an appeal is made, the suspension is still required to be served by the student.
  10. The Principal is required to hear and determine the appeal within a reasonable time of receiving notice. The Principal will assess the evidence as provided by the parties and determine whether on a balance of probabilities, it is more probable than not that the student did commit the infraction.
  11. The Principal will decide to:
    - (a) confirm the suspension;
    - (b) confirm the suspension, but shorten its duration, even if the suspension that is under appeal has already been served, and order that the record of the suspension be amended accordingly; or
    - (c) quash the suspension and order that the record of the suspension be expunged.
  12. The Head of School has the authority to recommend an expulsion, if he or she believes this to be the appropriate response to an infraction.
  13. Where the Head of School recommends an expulsion, the Principal has the authority to expel after considering all of the evidence.
  14. The Principal is required to consider the submissions of the parties, any mitigating factors, and any statement or submission by the student.
  15. The Principal will decide whether to expel the student from Appleby. In the event that the Principal decides to expel the student, the school will make reasonable efforts to assist the student's family in securing suitable alternative education arrangements.

### **Entitlement to Access and Search**

By enrolling at Appleby, both the student and his/her parent(s) acknowledge and agree that where Appleby has reasonable grounds to believe that there has been a breach of a school rule, a school administrator or designate may access and search a student's room, locker, person and/or possessions in order to maintain a safe school environment and/or to ensure that the student is complying with the requirements of the Code of Conduct.

### **Academic Integrity**

As a community founded upon personal and academic integrity, Appleby expects that students enter the school with a serious purpose, good sense, and a sense of personal responsibility and respect for others. As part of its mission to nurture leaders of character, the school makes every effort to ensure that students understand its Academic Integrity Policy. As members of the community it is in turn the student's individual responsibility to ensure that they honour both the letter and spirit of the school's Academic Integrity Policy. Students must take an active role in their learning. Engaging in any form of academic dishonesty or misconduct in order to obtain academic credit or advantage of any kind is an offence under this policy.

The school ensures that its curriculum includes training and exemplars for students to ensure they are able to operate with academic integrity. Student's understanding of academic integrity must be complete and lasting, and prepare them for future academic success.

Incidents of academic dishonesty include plagiarism, cheating or a demonstrable intention to cheat on examinations, tests or assignments.

**Plagiarism** includes: copying or paraphrasing the work of others without citation; misrepresenting someone else's work as one's own; copying another student's work; translating work from one language to another without citation; using the same piece of work in two separate courses or for two separate assignments.

**Cheating** includes (but is not necessarily limited to): viewing or using tests or examinations without permission of the teacher; bringing and using notes, electronic or online translators, or other unauthorized aids in an evaluation or examination giving unauthorized aid to another student, sharing or allowing another student to copy or use one's test, exam, essay or homework; theft of the test or examination; receiving excessive help with homework, take-home assignments, essays, etc, from a tutor, parent or fellow student.

Students failing to adhere to these standards on examinations will be expelled; those guilty of academic dishonesty on term work or tests are subject to disciplinary action, up to and including expulsion.

### **Roles and Responsibilities**

**Teacher** - If an incident of academic dishonesty is suspected, the teacher will assemble relevant evidence and interview the student. If in the teacher's professional opinion and in consideration of any mitigating factors it is determined by the teacher that the student has a satisfactory explanation, the process stops. If the student has no explanation, has an unsatisfactory explanation and/or denies dishonesty, then the teacher will present the evidence to the Department Head.

**Department Head** - If the Department Head considers the evidence of cheating unconvincing, the process stops. If convincing, then he/she will direct the teacher to write a Serious Incident Report and

submit it to the Head of School within 24 hours. The Head of School will contact the Assistant Head of School, Academics and the appropriate School Director to investigate.

**School Director** - The School Director will examine the evidence, interview the student(s) and inform parent(s) of the investigation. Parent(s) will be given notice of the particulars of the case at this point: what is alleged, what the policy is and what the potential outcomes are. The School Director will then determine in consultation with the Assistant Head of School, Academics, on the balance of probabilities, whether the student is or is not guilty of academic dishonesty. The School Director will meet with the student to inform him/her of the sanctions and communicate any decision or sanction to his/her parents in person, via phone or email. If, based on balance of probabilities, the student is not guilty of academic dishonesty, the process ends and the student and his/her parent(s) are informed.

### **Consequences of Academic Dishonesty**

#### **Examinations**

In all cases, academic dishonesty on an examination will result in expulsion.

#### **Other Evaluations, Assignments or Tests**

The general sanction guidelines that Appleby College will apply in cases of academic dishonesty on work, assignments or tests other than examinations are as follows:

#### **Middle School**

**First Offence** - The student will initially receive a grade of zero percent on the test or assignment and then must complete an alternative assignment in order to demonstrate knowledge of the material. The alternative assignment will be graded and valued in the same manner as the original assignment and this grade replace the zero percent. Parent(s) will be notified by the School Director. The student must also write a letter to the teacher (to be approved by the School Director) and to the Head of School demonstrating an understanding of the seriousness of cheating with an assurance that there will be no future academic integrity issues.

**Repeated Offences** - The Assistant Head of School, Academics will meet with the student and his/her parent(s). The student will initially receive a grade of zero percent on the test or assignment and then must complete an alternative assignment in order to demonstrate knowledge of the material. The alternative assignment will have a maximum value of up to 50% of the original assignment. The alternative assignment will be completed at school during a weekend gating to be determined by the School Director.

**Optimates and Academic Prizes** – Where a demonstrated breach of the academic integrity policy has occurred more than one time in a given year, the student will not be eligible to win an academic prize or earn the Optimates award for that school year.

## Upper School

**First Offence** - The student will initially receive a grade of zero per cent on the test or assignment and then must complete an alternative assignment in order to demonstrate knowledge of the material. The alternative assignment will have a maximum value of up to 50% of the original assignment. The alternative assignment will be completed at school during a weekend gating to be determined by the School Director. Parent(s) will be notified by the School Director. The student must also write a letter to the teacher (to be approved by the School Director) and to the Head of School demonstrating an understanding of the seriousness of cheating with an assurance that there will be no future academic integrity issues.

**Repeated Offences** - The Assistant Head of School, Academics will meet with the student and his/her parent(s). The student will receive a grade of zero per cent on the test or assignment and must complete an alternative assignment in order to demonstrate knowledge of the material. The alternative assignment will have a maximum value of up to 50% of the original assignment. The student will receive a one day in-school suspension to be coordinated with the Director of Guidance and the School Director. Such continued conduct may result in further disciplinary action, up to and including expulsion.

**Optimates and Academic Prizes** – Where a demonstrated breach of the academic integrity policy has occurred more than one time in a given year, the student will not be eligible to win an academic prize or earn the Optimates award for that school year.

## Senior School

**First Offence** - The student will initially receive a grade of zero per cent on the test or assignment and then must complete an alternative assignment in order to demonstrate knowledge of the material. The alternative assignment will have a maximum value of up to 50% of the original assignment. The student will receive a one day in-school suspension to be coordinated with the Director of Guidance and the School Director. During the in-school suspension the student will be expected to complete the alternative assignment. Parent(s) will be notified by the School Director. The student must also write a letter to the teacher (to be approved by the School Director) and to the Head of School demonstrating an understanding of the seriousness of cheating and with an assurance that there will be no future academic integrity issues.

**Repeated Offences** - The Assistant Head of School, Academics, will meet with the student and his/her parent(s). The student will receive a grade of zero per cent on the test or assignment with no opportunity to complete an alternative assignment. The zero per cent will not be removed in the calculation of the Final grade. Such continued conduct may result in further disciplinary action, up to and including expulsion.

**Optimates and Academic Prizes** – Where a demonstrated breach of the academic integrity policy has occurred more than one time in a given year, the student will not be eligible to win an academic prize or earn the Optimates award for that school year.

For Upper and Senior School students, the frequency of infractions of the school's Academic Integrity Policy is tracked for the duration of their attendance at Appleby College.

### **Closing Note**

The "spirit" of the law will always supercede the "letter" of the law in cases where academic integrity is called into question. The Head of School reserves the right to modify or change a response in any academic integrity case and the policy and procedure is subject to review and may be changed where circumstances warrant.

### **Late Work Guidelines**

Deadlines for assignments are an important part of the learning experience at Appleby. In addition to teaching students how to budget and manage their time effectively, deadlines also allow teachers the opportunity to assess the development of a student's learning skills at different times and through varied assignment formats.

In all instances, it is the student's responsibility to complete tasks on time. If a student requires an extension due to school-related commitments, illness or other circumstance the student must negotiate the extension with his or her subject teacher. Subject teachers will support and assist students by working in collaboration with the students' form teacher and advisor to arrange for modified assignments and/or due date extensions.

If a student has not negotiated an extension and an assignment deadline is missed, homework is incomplete or a class test is missed, the following actions will be taken:

#### **Middle School**

A Middle School student who does not have an assignment or homework completed by the due date will be required to complete the work as soon as possible. The subject teacher will notify the student's form teacher within 24 hours of the missed deadline as well as the student's parent/guardian and the Director of the Middle School (if necessary).

If a student's homework is incomplete, an assignment is not completed, or a class/test has been missed without permission on a Monday or Tuesday and the work has not been made up by the start of period 6 on Tuesday, the student will be required to attend the homework club on Tuesday afternoon following Home Form meetings. If homework is not completed on Wednesday through Thursday and the work has not been made up by the start of Period 6 on Thursday, the student will need to attend the homework club on Thursday afternoon.

#### **Upper School**

Missed Academic Deadline: An Upper School student who does not have an assignment completed by the due date will be required to stay after school and serve one after-school gating under the supervision of a faculty member. In order to discourage students from completing work for one class

during another, students will still be required to attend the gating even if the missing assignment or homework is subsequently submitted prior to the end of the academic day.

After-school gatings will run Monday, Tuesday, and Friday from 3:50-4:50 pm and on Wednesday from 2:40 – 3:40 pm in Classroom B4. After-school gatings take precedence over any co-curricular commitments except in the event of a scheduled athletic game. In this case, the gating may be deferred to the next day. However, a student may only defer a gating once during the week; therefore, if the student has another game the day of the deferred gating or the student is assigned a second academic gating during that week and there is also a game that day, the gating takes precedence. If a student accumulates two or more academic gatings in a week, he/she will be required to attend a 4-hour gating on Saturday. Saturday gatings begin at 9:00 am and all remaining details will be communicated by the appropriate School Director.

Students are expected to submit the in-completed work at the end of the gating. If the work is not submitted the subject teacher will deduct a late mark of 5% per day from the student's grade for a maximum of 5 days beginning with the missed due date. The maximum total deduction is therefore 25%. (For example: a student who receives a grade of 80 out of 100 on an assignment which is a day late will receive a 5% reduction of the 80 which is calculated by  $(.05 \times 80 = 4)$  which equals a reduction of 4 marks resulting in a final grade of 76.)

At the end of each reporting period if there is still in-completed work then the teacher will report this to the Department Head, Upper School Director, Advisor as well as notifying parents and the student will receive a 0% for this work.

If a student has work that is outstanding or an unverified absence from class, then the subject teacher must submit a gating notice using the electronic system

**Unverified Absence from Class:** Upper School students with unverified absences from class will be required to serve the same gating as those students who missed an academic deadline, and they may not represent Appleby in any capacity for that day.

**Missed Test or In-Class Evaluation:** An Upper School student who misses a test or in-class evaluation due to an unverified absence from class will be required to meet with the subject teacher and the Director of the Upper School to discuss the incident. Parents will be notified. The student will be permitted to take the test but with a 10% academic penalty and a behavioural consequence as determined by the School Director – typically it is a weekend gating. The test or in-class evaluation will be written at the first available opportunity as determined by the subject teacher. If the student does not follow this schedule he/she will receive a mark of 0%.

**Homework Policies:** Homework policies will be determined within each Department and must be clearly outlined for students at the beginning of the year and on each Course Information Sheet posted on Sharepoint.

### **Senior School**

**Missed Academic Deadline:** A Senior School student who does not have an assignment completed by the due date will face a 10% loss of marks per day up to a maximum of 50%. (For example: a student who

receives 80 out of 100 on an assignment which is a day late will in fact receive a 10% reduction of the 80 which is calculated by  $(.10 \times 80 = 8)$  which equals a reduction of 8 marks resulting in a final grade of 72.) There will be no after-school gatings for Senior School students with late work. The subject teacher must contact parents and advisors within 24 hours about the late work and the fact that the student is losing marks.

The student is responsible for handing in the overdue work. If at the end of each reporting period there is still missing work then the teacher will report this to the Department Head, Senior School Director,

Advisor as well as notifying parents and the student will receive a mark of 0% for this work.

**Missed Test or In-Class Evaluation:** A Senior School student who misses a test or in-class evaluation due to an unverified absence from class will be required to meet with the subject teacher and the Director of the Senior School to discuss the incident. Parents will be informed. The student will receive a 20% loss of marks on the test as well as a behavioral consequence.

The test or in-class evaluation will be written at the first available opportunity as determined by the teacher. If the student does not follow this schedule then they will receive a mark of 0%.

**Unverified Absence:** Senior school students with unverified absences from class will be required to serve an after-school gating and they may not represent Appleby in any capacity for that day. If a student accumulates 2 or more academic gatings in a week, then a 4 hour Saturday gating will result.

If a student has an unverified absence from class, then the subject teacher must submit a gating notice using the electronic system

**Homework Policies:** Homework policies will be determined within each Department and must be clearly outlined for students at the beginning of the year and on each Course Information Sheet posted on Sharepoint.

## **Mutual Respect Policy**

Appleby recognizes that to achieve its vision, the environment it provides must be one which demonstrates respect, dignity, equity and safety for all members of the Appleby community. Appleby promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All members of the Appleby community have the right to be safe, and feel safe, in the school. Any form of discrimination or harassment is prohibited. The school commits to timely investigations that are thorough, objective and fair to all affected parties. Every person has the right to report an incident or suspected incident without fear of reprisal.

Appleby's faculty and administration have a special responsibility in this area — not only must their own conduct be above reproach but they are in a position to observe and identify possible instances of discrimination, harassment and bullying. All complaints will be treated with discretion and respect for the individuals involved; however, anonymous complaints cannot be investigated. All relevant documentation will be maintained in strict confidence, subject to the school's ability to conduct a full and thorough investigation.

Any allegation of discrimination, harassment or bullying will be dealt with in accordance with Appleby's procedures and will meet or exceed the applicable standards set out in relevant legislation, including the *Child and Family Services Act*, *Ontario Human Rights Code* and *Ontario College of Teachers Act, 1996*.

### **Purpose of the Policy**

The purpose of the Mutual Respect Policy is to maintain a working and learning environment free from acts of harassment. This policy is a clear statement of the school's commitment and determination to act promptly against any incident of harassment and to create an environment where harassment will not be tolerated. The objectives of the Policy are to:

- demonstrate and promote the commitment of Appleby to protect the dignity and rights of its students, volunteers and employees;
- alert and educate students, volunteers and employees and all of the Appleby community to the fact that harassment is prohibited under the laws of the Province of Ontario;
- take immediate action and provide confidential, impartial and effective procedures to resolve complaints in ways that respect the rights of all parties;
- provide appropriate remedies to complainants in recognition of the impact of harassment;
- identify various roles and responsibilities for the maintenance of a harassment-free environment; and/or
- provide appropriate responses and consequences where harassment has occurred.

### **Discrimination**

Discrimination refers to unfair or prejudicial treatment of individuals or groups on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability as set out in the Ontario *Human Rights Code*. Discrimination, whether intentional or unintentional, has the effect of preventing or limiting access to opportunities, benefits, or advantages that are available to other members of society.

### **Harassment**

Harassment is a form of discrimination and is against the law. Harassment is defined in the *Human Rights Code* as "engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome."

Harassment may be physical (e.g. pushing or other unwelcome contact), verbal (e.g. threats or insults), written or visual (e.g. graffiti or display of offensive and hurtful materials designed to exclude or marginalize their target) and may include use of the Internet. Harassment does not necessarily need to target a specific student or individual. A single act or expression can constitute harassment, for example, if it is a serious violation.

Harassment can manifest itself in many ways. Types of behaviour which constitute harassment include, but are not limited to:

- jokes or hostile comments relating to physical characteristics, ancestry or age;
- physical or verbal teasing;



- display or passing around of sexist, racist or derogatory pictures, materials or graffiti;
- intimidation, offensive remarks, belittling and threatening behaviour;
- leering (suggestive staring), obscene and/or offensive gestures;
- inquiries or comments about a person's sex life or sexual preferences;
- practical jokes which cause awkwardness or embarrassment, endanger safety or negatively affect others;
- hazing
- derogatory nicknames; and/or
- physical or sexual unwelcome contact.

Allegations of discrimination and/or harassment will be investigated by Appleby Facilitators who are trained for this role in accordance with the procedures outlined in this brochure.

### **Bullying**

Bullying means aggressive and typically repeated behaviour by a pupil where,

- (a) the behaviour is intended by a pupil to have the effect of, or the pupil ought to know that 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, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

This behaviour includes the use of any physical, verbal, electronic, written or other means.

Cyberbullying 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; and
- (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Appleby recognizes that bullying:

- adversely affects students' ability to learn;
- adversely affects healthy relationships and the school climate;

- adversely affects a school's ability to educate its students;
- will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g. online) where engaging in bullying will have a negative impact on the school climate.

Students may attain or maintain power over others in the school through real or perceived differences. Some areas of difference may be size, strength, age, intelligence, economic status, social status, solidarity of peer group, religion, ethnicity, disability, need for special education, sexual orientation, family circumstances, gender, and race.

Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g., hitting, pushing, tripping), verbal (e.g., name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g., excluding others from a group, spreading gossip or rumours). It may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cellphones, text messaging, Internet websites, or other technology).

Children who suffer prolonged victimization through bullying, as well as children who use power and aggression as bullies, may experience a range of psycho-social problems that may extend into adolescence and adulthood.

### **What can you do?**

If you are a victim, know someone who is a victim or see behaviour which you feel may be discrimination, harassment or bullying:

- if it is safe to do so, tell the person to stop;
- write down what happened; include names, how often it has happened, time, date, location, any witnesses, who else you have told and if you know of anyone else who may have experienced similar conduct; and
- if you are a student, talk with an Appleby Facilitator to determine the appropriate next step.
- If you are unsure if what you witnessed and/or experienced is considered discrimination, harassment or bullying or if you are not comfortable telling the person to stop, talk with an Appleby Facilitator. All reports are taken very seriously and will be handled in a timely and respectful way for everyone involved.
- For any reason, if you do not wish to go to a designated Appleby Facilitator, report the incident to an adult you trust, either at home or at the school.

### **The Role of an Appleby Facilitator**

Appleby has trained Facilitators who will be listed in the Appleby Directory and on Blackboard. A Facilitator will:

- explain the options available to you;
- provide support and help you talk with the person involved, if you wish to do so;
- arrange for a mediated discussion to resolve the issue;
- help you make a formal complaint;
- provide access to counselling and/or other support as needed; and
- advise students of their right to inform parent(s)/guardian and/or legal counsel.

### **What happens when you talk to a Facilitator?**

The Facilitator will listen to your concerns to determine with you what the appropriate next steps should be. Where necessary, steps can be taken to ensure the safety and protection of yourself and others. You may decide you wish to talk to the individual(s) involved on your own; or if all parties agree, the Facilitator can arrange to mediate a discussion with you and the individual(s) involved in order to find a reasonable resolution. The Facilitator is responsible for keeping confidential documentation of discussions held and of any agreements made. Should informal resolution not be possible, you can make a formal complaint through the Facilitator. In cases of alleged harassment or bullying between an employee and student, a formal investigation will be undertaken.

### **What happens with a Formal Complaint?**

Upon the filing of a written complaint with a Facilitator, a formal investigation will be undertaken:

- the complaint will be discussed with the respondent;
- the respondent will have the opportunity to provide a response which will be provided to the complainant;
- at least two investigators will be assigned to review the facts, conduct interviews and other appropriate means of investigation; the complainant, respondent and witnesses may each have a support person of their choosing (who is not involved in the complaint or investigation) present during any interviews;
- results of the investigation, including recommendations, will be documented and a copy will be provided to all parties involved;
- Facilitators have the option of consulting with a School Director during the investigation; and the Principal or designate will prepare a written decision outlining the findings and disciplinary or other actions to be taken.

### **Consequences**

The intent of discipline is to teach and to guide. Consequences will vary according to the individual and circumstance. Consequences may include, but are not limited to:

- removal from a school activity or program;
- removal from class for a period of time;
- formal suspension from school for one or more days; and / or
- expulsion from school.

In these instances, conditions to return to school will be discussed with parents and students in accordance with school policy.

### **Timelines**

All complaints must be reported within six months of the most recent alleged harassing behaviour. Permission to proceed with an issue outside this timeline may be obtained in consultation with the Principal.

### **Frivolous or Vexatious Complaints**

Appleby does not condone frivolous or vexatious complaints. If it is determined as a result of an investigation that a complaint was made maliciously with intent to harm or made in bad faith, formal disciplinary action will be taken against the complainant.

### **Confidentiality and Notification of Parent(s)**

Facilitators will, at the informal stage, treat information in confidence. At the mediated discussion stage, both parties to the complaint are aware of the information; information is confidential subject to the school's need to protect parties involved and to ensure a full and thorough investigation. Where appropriate, parent(s) of students will be notified as soon as possible.

At the formal investigation stage, individuals other than the parties involved may need to be interviewed. Parent(s) of students will be notified in all cases requiring formal investigation. Incidents of discrimination, harassment and bullying will be investigated according to Appleby's procedures by the School Director. In cases of serious bullying and/or violence, the law requires reporting to appropriate external authorities who will conduct an investigation and guide the appropriate actions. In such cases, the Facilitator, Headmaster and/or designate will co-operate with the authorities.

### **Attendance Policy**

Students attending Appleby are expected to be in school for all of their academic classes and co-curricular school commitments. The school tracks attendance records for each component of the program. The Ministry of Education mandates that an academic credit includes 110 hours of classroom instruction. If a student misses a significant part of the program, he/she may not be eligible to obtain credit for academic or co-curricular commitments required in the Appleby College and Ontario Secondary School Diploma. While there may be circumstances due to medical or exceptional reasons that a student may miss class in addition to school related events and activities, the school reserves the right to withhold a credit in any course where more than 15% of the class time has been missed for non-school related reasons. In these cases, the school will award the final mark and credit upon satisfactory completion of the additional class time and work. This additional class time will need to be arranged by the family through an educational centre which is acceptable to Appleby.

### **Absences**

Formally, there are two types of absence: approved and unapproved. Approved absences are for medical reasons and for other reasons that are acceptable to the school; unapproved absences are for reasons that are unacceptable to the school, such as early departure and late return, as well as blocks of time for holidays during term. All requests for approval of absence need to be initiated by the parent/guardian to the student's advisor. Approval is determined by the Head of School.

Parents of students who are absent for medical reasons must notify attendance. In the event of confidential medical reasons, parents and students may contact the Health Centre to notify them of absences. Students requesting to be absent from school for other than medical reasons must get permission from the Head of School through the following process:

The student's parent or guardian needs to communicate with the student's advisor or form advisor explaining the reason for the need for the student to be away from school.

If the student is requesting an absence for more than two days, an absence adjacent to a holiday, or an absence used to visit a university, the advisor will e-mail the student's teachers and co-curricular leaders asking to be informed of any complications due to the absence and then forward the request directly to the Head of School.

If the student is requesting to be absent for one or two days, the advisor will e-mail the student's teachers and co-curricular leaders asking to be informed of any complications due to the absence. Responses should be returned within 24 hours. The advisor will then inform the parents of any concerns and then will notify attendance.

Approval of requested absences will be communicated via e-mail by the Head of School directly to the advisor and to the attendance system.

Unless for exceptional reasons (such as medical), students will not be permitted to write examinations outside the scheduled time for each individual examination. Students who fail to write an examination will receive a grade of zero per cent, and the student's promotion to the next grade will be discussed at the end-of-year Promotions Committee meeting.

Students, including boarders, who experience any kind of discomfort, distress or illness that prevents them from attending class or an activity, must go to the Health Centre. Failure to do so will result in a gating or relevant disciplinary action. Parent(s) will be notified when a student is signed into the Health Centre, in the event that he/she needs to go home.

Permission to miss academic or co-curricular commitments must be obtained at least one week in advance.

### **Late Arrivals and Leaving During the Day**

If students arrive after the start of period one, they are to proceed to Main Reception and sign in at the front desk, recording their name, grade and boarding house, and the time and reason for lateness. Parents, who are picking children up for an appointment during the school day (including co-curricular times) or have granted their children permission to leave for other reasons, must notify the school. Students under the age of 18 years are not permitted to sign out with the explicit permission of their parent/guardian. This permission should be noted by the parent to the school via an email to [attendance@appleby.on.ca](mailto:attendance@appleby.on.ca) or by calling the school's attendance line at 905-845-4681 ext. 750. Any boarding students who are leaving campus must obtain permission from their house director and sign out in the house. Students are not permitted off campus during the school day without proper permission.

### **Dress Code**

## **Appleby College Dress Code**

School dress is worn at all times during the academic day unless permission is granted not to wear school dress. Students are to arrive at school and leave school in uniform, and must remain in classroom dress until the end of the academic day.

School dress consists of:

- Navy blue single-breasted school blazer with the Appleby crest permanently affixed.
- First team athletes receiving Colours may wear his or her Colours jacket.
- Pressed dark grey dress pants (for boys and girls)
- No sweatpants or lounge pants; no black pants
- Appleby kilt (for girls) – no shorter than 7 cm (2.5 inches) above the knee. Students will be asked to change from kilts shorter than 7 cm above the knee into their slacks. Students not wearing tights or pantyhose should wear boxer or biking shorts under their kilt.
- Solid navy blue sweater or vest (tie must be visible)
- No sweatshirts, turtlenecks or hooded tops of any style
- Appleby logo athletic, house, spirit or grad apparel is not permitted with the school uniform.
- Solid white or solid light blue dress shirt
- Girls may wear fitted dress shirts with a straight bottom (“French Cut”)
- School Tie. New students receive a tie on Opening Day and do not need to purchase one prior to the start of school
- Ties from Round Square schools can be worn upon return from exchange for one reporting period only
- Black Low-cut and low-heel dress footwear (No boot-style shoes, clogs, open-toed, open-heeled, high heels or athletic/running shoes)
- Practical black winter boots may be worn only when there is snow or ice on school walkways. Students should have their shoes in their locker and be prepared to wear them if the sidewalks are clear.
- Socks - Boys: black, navy blue or dark grey socks
- Socks - Girls: solid navy blue knee-high socks, or navy blue opaque tights (no patterns, no sheer nylons)
- Hats and other outerwear are not permitted indoors
- Coats may be worn outdoors, but must be removed inside buildings

## **Appearance**

Students must accept responsibility to dress tastefully within the school’s guidelines, take an interest in their own appearance and wear their uniform proudly. Girls are restricted to modest jewellery and makeup. Boys may wear one set of stud earrings. Visible body piercings and visible tattoos are not permitted.

All articles of Appleby clothing must be labelled with the student’s name. A reasonably conservative, traditional haircut is required. Hair should be neat and clean for boys, neither hanging over the eyebrows nor reaching the top of the jacket collar. Exaggerated haircuts, exotic styles or colours are not permitted. Male students must remain clean shaven; sideburns should not extend beyond the earlobe.

### **Physical Education & Athletics**

The Physical Education (PE) uniform must be worn in all gym classes and athletic co-curricular activities.

The athletics uniform comprises:

- Navy blue or white crested T-shirt
- Navy blue athletic crested shorts
- White athletic socks
- Proper athletic footwear (e.g. running shoes)
- Navy blue wind suit or tracksuit for outdoor activities (purchased through the College Shop)

All students representing Appleby on a competitive team are required to purchase and wear the Appleby athletic tracksuit for all home and away games.

Additional equipment will be required for specific classes throughout the year (e.g. skates, bathing suit, baseball gloves, mouth guard, winter clothing). Please consult your PE teacher for the equipment required for your specific grade. All uniform items of Appleby PE clothing are available from the College Shop. Students must have their PE uniforms for the first day of school. Boarding students who have a dance or physical education class first period may wear their PE or dance uniform to breakfast.

### **Athletic Equipment and Team Uniforms**

All students taking part in competitive or instructional programs are required to provide their own equipment. Eye protection is mandatory for anyone using the squash courts. Mouth guards are mandatory for those playing field hockey, hockey and rugby. School-owned equipment and uniforms that are not returned two weeks after the end of the season will be charged to the student's account at a significant mark-up by the Business Office.

### **Supper Dress**

Dress during the supper hour is more relaxed. Slacks or neat shorts may be worn with a collared shirt or tasteful T-shirt. Athletic wear, including tank tops, is not permitted and students are not allowed into the dining facility without having showered and changed after games. Outerwear, including hats, is not permitted in the dining facility at any time.

### **Technology: Instant Messaging / Gaming Policy**

Appleby has instituted an Instant Messaging / Gaming Policy. This policy provides a structure which strongly encourages students to stay on task during class time.

Teachers will be clear about their classroom policy regarding proper technology use. Students must adhere to this policy. If a student is caught by a teacher off task during class by playing video games or using Instant Messaging, the teacher may report that student to the IT office. A series of consequences will occur for repeated offences as outlined below.

First Offence: Student must meet with the Assistant Head of School, Information Technology for a discussion on proper use of technology in the classroom and a review on this policy. The advisor will be notified as will the parents.

Second Offence: Student must meet again with the Assistant Head of School, Information Technology. At this point the student computer will be put in “lock down” mode for one week. Lock down mode will restrict computer use preventing MSN Messenger and others programs from running. Parents will be notified.

Third Offence: Students must meet with the Head of School. At this point, the student computer will be put in “lock down” mode for one month. Students will also have to check in with the IT department once per week to ensure no games or inappropriate software has been installed.

Fourth Offence: This initiates a letter home to parents and a referral to the Promotions Committee at the end of the year. Parents will be notified of further consequences, as determined by the Head of School.

### **Substance Use Policy**

Appleby protocols are designed to:

- provide preventative intervention before substance use becomes a dependent health problem;
- provide disciplinary and non-disciplinary approaches to intervention;
- require professional evaluation of a student to determine a student’s level of risk and set forth recommendations for treatment when one or more of the following concerns are identified: use of a substance, provision of a substance to others, or a student is “in the presence of” a substance; and
- provide a way for a student, parent, guardian, peer or community member to address concerns about alcohol and other drug use that does not require participation in the school’s disciplinary system.

Appleby recognizes the need to provide its community with clear policies concerning substance use. It remains the ultimate responsibility of the Board of Governors and the Head of School to approve policies that not only deal with infractions but also provide support for students in need of and requesting assistance.

It is the responsibility of all members of the Appleby community, including all students, parents, administration, faculty and members of the Board of Governors, to be familiar with these policies.

For the purposes of this policy:

- “Drugs” means any mind-or-mood altering substance or a facsimile of any such substance or any substance that a student believes to be a drug or represents to others as a drug, but does not include alcohol, tobacco, over-the-counter drugs taken for medicinal purposes by a student or medicinal substances prescribed by a licensed medical practitioner for the use of the student concerned.
- “Substance use” means the use of drugs, alcohol or tobacco.



- “Paraphernalia” means any equipment, product or material that is used for making, using, concealing drugs or alcohol. Drug or alcohol paraphernalia generally can be categorized as, and will include: user-specific products (pipe, rolling papers, vaporizers, e-cigarettes, etc.) or dealer-specific products (scales, vials, baggies, flasks, etc.).

Appleby students are subject to this policy while at Appleby, while on any trip arranged by Appleby, while representing Appleby in any activity or in any circumstance in which the student has identified himself/herself, or should reasonably expect to be viewed, as a student representative of Appleby. Representations of drug use by Appleby students, or in the presence of Appleby students, will be considered as breaches of the Substance Use Policy of the Code of Conduct. This includes representations in media of any kind, including, but not limited to, [www.facebook.com](http://www.facebook.com), [www.youtube.com](http://www.youtube.com), [www.myspace.com](http://www.myspace.com), and so on.

“Referral for a drug test” means that the student will be asked to attend a private facility chosen by Appleby and to provide samples of bodily fluids to be analyzed for indications that the student has used some or all of alcohol, drugs or tobacco.

The protocol governing all drug testing is as follows: In every case, the student and his/her parents will be asked to consent to the drug testing and to the release of the test results by the lab to the Head of School. The Head of School will have the discretion to discuss information received with the student and his/her parents, will do so on request and may also make such information available to other counselling personnel who are involved in assisting the student in addressing substance use issues. Such information will be retained by the Head of School in his confidential files. If the student or the student’s parents refuse to consent, the test will not take place; however, the student will be required to withdraw from Appleby.

The protocol governing referrals pursuant to this Policy for any service in respect of which a consent to the provision of the service (including an “evaluation” of a student’s status regarding actual or potential substance use) or release of information to the school is required as follows: In every case, the student and his/her parent(s) will be asked to consent to the provision of the service and the release of information to the Head of School. The Head of School will have the discretion to discuss information received with the student and his/her parents, will do so on request and may also make such information available to other school staff who are involved in assisting the student in addressing substance use issues. Such information will be retained by the Head of School in his confidential files. If the student or student’s parents refuse to consent to the referral, it will not proceed; however, the student will be required to withdraw from Appleby.

A student’s family will be responsible for all costs incurred in complying with this Policy, including the costs of drug testing, evaluations and any counselling or assistance rendered to a student pursuant to this Policy.

### **Parent/Student Role**

Parents have the primary responsibility for the education, discipline and counselling of their children. Attendance at Appleby is a privilege, not a right; parents and students must therefore accept their responsibility to comply with all Appleby policies. Drugs are illegal, as is the underage possession and use of alcohol and the underage use of tobacco in a public place. The possession or use of drugs, alcohol or tobacco interferes with the constructive development of students. Ontario law prohibits the sale or supply of tobacco to a person who is less than 19 years of age. In addition, it is illegal to smoke tobacco or hold lighted tobacco in a number of specified public places, including an Ontario school.

Ontario law prohibits anyone under 19 years of age from having, consuming, purchasing, attempting to purchase or otherwise obtaining liquor, except in a home or private place and then only if the alcohol has been provided by that person's parent, guardian or lawful custodian. Parents who provide or facilitate alcohol consumption by students other than their own child can be charged under the *Criminal Code*, face possible civil action and consequences from the school if they are a member of the Appleby community.

Appleby expects all students to comply with the law, including laws relating to drugs, alcohol and tobacco. Students, parents and all other members of the Appleby community should not tolerate the provision or use of drugs, alcohol or tobacco to or by students or any activities intended to facilitate such provision or use. Parents should be aware that they or their children may be subject to criminal or civil liability in connection with the provision or use of drugs or alcohol.

### **School Role**

- Communication: Students, parents, faculty and administration will be informed of the Policy through one or more of Appleby's publications, including this Code of Conduct.
- Education: Information will be provided primarily through the curriculum, external resources (including appropriate speakers) and student-driven initiatives.
- Training: A protocol has been developed and training will be provided for faculty and administration with a view to ensuring consistency in dealing with substance use issues.
- Identification and Intervention: Appleby will attempt to assist and support a student who is involved in substance use.
- Counselling: Internal and external counselling resources will be identified and publicized. Any faculty member approached by a student for assistance concerning drug, alcohol or tobacco issues must consult with Appleby's health professionals, and/or Guidance Counsellors while maintaining (should the student so request) the student's anonymity. The school has developed a comprehensive program that includes educational, treatment and disciplinary components.

### **Drug and Alcohol Protocol**

Students of Appleby will not use, possess, procure or provide drugs, alcohol or paraphernalia or facilitate in any way the use, possession, procurement or provision of drugs, alcohol or paraphernalia. If the school has reasonable grounds to believe that any student has committed a criminal or quasi-criminal offence in relation to drugs or alcohol, it will so advise the police and will co-operate fully with any resulting investigation.

A student who breaches this rule is subject to disciplinary action, including possible suspension or expulsion, at the Head of School's discretion. In every case the penalty imposed will be adjusted to fit all relevant circumstances including the nature of the breach, the student's willingness to co-operate with rehabilitative and preventive measures and the student's general pattern of conduct including prior breaches of school policy, particularly this Policy. In general, breaches that involve providing or procuring drugs, alcohol or paraphernalia for others or attempting to do so or repeated breaches of the Policy will result in the expulsion of the student.

If a student is found to have breached this Protocol, he/she will be referred to the Head of School or a designate, and will, in addition to any other disciplinary measures imposed by the Head of School, be subject to some or all of the following measures:

- parents will be contacted;
- immediate suspension for a minimum of five days, if the breach involves the student's own use, possession, procurement or possession of drugs and/or alcohol;
- immediate expulsion if the breach involves the student's provision of drugs or alcohol to others or the possession of drugs and/or alcohol for the purpose of providing them to others or assisting others to procure drugs or alcohol;
- a Serious Incident Report will be completed and submitted to the Head of School who will retain it in his confidential file; and
- the Clinical Resource Team (CRT) will be informed.

The student will be assigned to the School Director and will be subject to some or all of the following measures:

- immediate referral for a drug test;
- referral for random drug testing (for six months from the date of the first drug test or until the student leaves the school, whichever occurs first);
- undertake in writing to become drug-free within 40 days and to honour that undertaking;
- referral for appropriate professional evaluation;
- referral for individual and/or group counselling, as recommended in their assessment, and follow other measures recommended in the assessment; and/or
- any other rehabilitative or disciplinary measures that the Clinical Resource Team (CRT) decides are reasonable and desirable to assist the student in addressing substance use issues or to facilitate the maintenance of a drug-and-alcohol free environment at Appleby or that otherwise serve the purposes of this Policy.

The School Director will report to the Head of School on the student's progress. Any failure to co-operate with the measures prescribed by the School Director or Head of School may give rise to further disciplinary measures, up to and including possible suspension or expulsion.

### **Random Drug Testing**

Random drug testing will take place for six months from the date of the first drug test or until the student leaves the school. The testing schedule will be at the discretion of the School Director. Students should anticipate that random testing will occur at least twice each month at a minimum, may occur on sequential days and is likely to occur after school or student social events. Students involved in the random testing are required to complete a test on the day requested.

### **Students In the Presence of Others Who Are Using Drugs or Alcohol**

Students are obligated to promptly remove themselves from the presence of others who are using drugs or alcohol. A student who does so will not be subject to disciplinary action for being in the presence of drugs and/or alcohol.

A student must seek adult assistance immediately if he/she is in the presence or aware of another student who: needs medical assistance because of substance use; and/or appears to be intoxicated and likely to engage in conduct that imposes a risk of harm to the student or others (for example, driving an automobile while intoxicated).

Any student who seeks adult assistance in such circumstances will not be subject to discipline under this Policy in connection with the drug or alcohol use giving rise to the request for assistance.

Students who are found to be “in the presence of” drugs or alcohol in circumstances from which they could not reasonably have been expected to promptly remove themselves (for example, on a bus trip that the student undertook without knowing that others on the trip had drugs or alcohol with them) are not subject to discipline under this Policy.

Aside from the exceptions set out above, a student who is found to be “in the presence of” drugs or alcohol will be subject to the following protocol:

- parent(s) will be contacted;
- immediate suspension for three days;
- a Serious Incident Report will be completed and submitted to the Head of School
- the Clinical Resource Team (CRT) will be informed

A student who is assessed to be at risk and/or tests positive for drug or alcohol use will remain under the direction of the School Director and will, at the School Director’s discretion, be subject to some or all of the following measures:

- referral for random drug testing (for six school months from the date of the first drug test or until the student leaves the school, whichever occurs first);
- undertake in writing to become drug-free within 40 days and to honour that undertaking;
- referral for individual and/or group counselling as recommended in their assessment, and follow other measures recommended in their assessment; and/or
- any other rehabilitative or disciplinary measures that the Clinical Resource Team (CRT) decides are reasonable and desirable to assist the student in addressing substance use issues or to facilitate the maintenance of a drug-and-alcohol free environment at Appleby or that otherwise serve the purposes of this Policy.

The School Director will report to the Head of School on the student’s progress. Any failure to cooperate with the measures prescribed by the School Director may give rise to further disciplinary measures, up to and including possible suspension or expulsion.

### **Non-Disciplinary Resources**

Students who wish to receive information support or counselling regarding substance use have several options at Appleby. The resources are available to students who wish to discuss concerns about themselves or wish to share concerns about peers.

The following options are available to students outside the discipline system:

- Speak with a faculty member. Students may choose to confer with a teacher, House faculty member, advisor or coach. The faculty member can listen and make recommendations about the available school resources.
- Speak with the Health Centre employees or a Guidance Counsellor. Students may visit the Health Centre or Guidance Centre to ask for information, to make an appointment to speak with one of the employees or professionals, or to ask for a referral to a professional in the local community.
- Speak with a peer counsellor.
- Self or employee referral to the Clinical Resource Team (CRT). The CRT is a team of professionals who provide all students referred to them with non-disciplinary assistance in addressing substance use concerns.
- Participate in a counselling and/or drug testing, the cost of which will initially be covered by the school.

### **Tobacco Protocol**

Students of Appleby will not use, possess, procure or provide tobacco, in any form, or facilitate in any way the use, possession, procurement or provision of tobacco, in any form.

First Offence:

- the student will be required to meet with the School Director; the student will be assigned:
- *boarders* – one full week with no campus leave, in-residence restriction for all evenings, including Friday, Saturday and Sunday evening
- *day students* – two consecutive Saturdays of on-campus community service,

in addition to any campus-based resources for smoking cessation, the student will also be given a list of outside services and resources

Second and Subsequent Offences:

- the student will be required to meet with the School Director; the student will be assigned:
- *boarders* – one full week with no campus leave, in-residence restriction for all evenings, including Friday, Saturday and Sunday evening, plus one Saturday and Sunday of on-campus gating
- *day students* – two consecutive Saturdays of on-campus gating; plus one Sunday on-campus gating
- in addition to any campus-based resources for smoking cessation, the student will also be given a list of outside services and resources.

The student will be referred to the Promotions Committee for re-admission at the end of the school year. The Promotions Committee will consider information received from the student and professionals who have been working with the student related to this offence. The ability of the student to remain

nicotine-free, the number of smoking offences, the dates of the offences and the student's involvement in a cessation program will also be considered.

Gatings for Substance Use Policy infractions will take priority over co-curricular commitments.

### **Lighting of Substance Policy**

The lighting of substances is a significant safety concern for the Appleby community. Students found smoking and/or using matches, candles, lighters, incense, etc. inside, on or within 10 metres of any school building, unless authorized and supervised by an Appleby faculty member, will result in expulsion. The school may also identify additional areas that will result in the same consequences. The Policy on the Lighting of Substances applies to all substance use protocols. It will be applied at the first offence in all cases of the lighting of substances and will result in expulsion.

### **Technology: Acceptable Use Policy**

Appleby has actively pursued making advanced technology and increased access to learning opportunities available to students. Appleby considers access to computer resources to be a privilege granted on the condition that each member of the Appleby community uses these resources responsibly and in accordance with ethical, legal and Appleby standards. These resources are the property of Appleby and Appleby reserves the right to take measures to protect those resources.

This Acceptable Use Policy (the "Policy") is intended to help enhance the use of Appleby's technology, including all computers, systems, database/records systems, networks, software and communications systems, including e-mail, voice-mail, fax transmissions and use of and access to the Internet (collectively, the "System") by setting out conditions for acceptable use of the System. This Policy applies to and must be adhered to by each student of Appleby that has access to the System (the "User"). This Policy is in addition to any other procedures, practices and guidelines applicable to Users.

Appleby offers the System with the recognition that access to and use of the System includes some risks. While the Internet provides access to many excellent sources of information that are useful to the curriculum, it also provides access to sources of information that are inaccurate, inappropriate or offensive. There is also the potential that illegal acts may be committed on the Internet. It is impossible for Appleby to guarantee that no student will ever access such sources, either deliberately or inadvertently.

This Policy should not be regarded as all-inclusive. The absence of a specific statement prohibiting a certain activity does not mean the activity is acceptable. Any activity or use not specified in this Policy that is contrary to ethical, legal or Appleby standards is prohibited. If in doubt about the appropriateness of any use or activity, Users must consult with the Information Technology (IT) Office prior to engaging in such use or activity.

### **Use of the System**

Students are expected to familiarize themselves with this Policy. Access to the System is conditional upon the User's agreement to comply with the terms of this Policy. Use of the System constitutes a User's acceptance of the terms of this Policy.

A User may only use the System for purposes related to his/her studies and operations and activities of Appleby. All other uses are prohibited. Students should have no expectation of privacy when using the school's System.

Students should use the System in a way that will not disrupt its use by others and that does not involve improper use. Use may be monitored and if improper use is detected a pop-up screen may appear; however, it remains the student's obligation to ensure that all use is appropriate, does not adversely impact on anyone else's use and is in compliance with this Policy.

Examples of acts inconsistent with the Policy include, but are not limited to:

- using the System to create, process, distribute, access, download, store, send or receive illegal, offensive, pornographic, defamatory, abusive, obscene, profane, sexually-oriented, threatening, racially offensive or other inappropriate materials (this includes posting or distributing materials on personal web pages, commercial websites, e.g. [www.ratemyteachers.com](http://www.ratemyteachers.com), social network sites, e.g. [www.facebook.com](http://www.facebook.com), [www.myspace.com](http://www.myspace.com), [www.youtube.com](http://www.youtube.com), [www.hi5.com](http://www.hi5.com), and similar sites);
- violating the System security, the terms of any software license agreement or anyone's privacy; using the System to impede or disrupt computing activities of others, including distributing unsolicited advertising or chain or pyramid letters, or mail bombing, phoning or message broadcasting after a recipient has requested that they stop;
- using, without permission, computer accounts or network identification numbers (IP addresses) assigned to others;
- destroying or damaging equipment, software or data belonging to Appleby or others;
- using the System in a manner that harasses others. This includes posting of images or e-mail messages that cause discomfort to others. The display of images, sounds or messages on the system in a public area which causes discomfort to others who share that area is also prohibited. Users shall assume that their electronic correspondence, including instant messaging, is the legal equivalent of publicly spoken or written words;
- seeking information about, browse, obtain copies of, modify, lock or hide files, documents or passwords belonging to others for any reason, whether at the school or elsewhere, unless specifically authorized to do so by those individuals;
- disrupting electronic communications or monitor them without authorization;
- posting messages and attributing them to another user or otherwise misrepresenting one's identity online;
- copying copyrighted material without permission or install any software for which the User or Appleby does not own a licence; and/or
- playing video games or using Instant Messaging during class without permission (see MSN/Gaming Policy).

Users shall:

- use the System in a way that will not disrupt its use by others;

- limit their use of the System, including to access the Internet, to topics and websites that are appropriate and not otherwise contrary to this Policy;
- log out properly;
- seek prior approval to download or print any large files; and
- report messages relating to or in support of any use contrary to this Policy in accordance with the Reporting Violations section below.

### **System Security**

Reasonable efforts must be made by all Users to preserve the System's overall security. This includes maintaining an updated, proper and secure password. Passwords should be changed often and should never be shared. A forgotten password or unauthorized use of a password should be reported to IT personnel at once. Attempts to access or accessing information, files or System areas beyond the level of security that a User had been granted will be considered theft. If Users encounter or observe a gap in the security of the System, they must report it to the IT Office. Users must not exploit or attempt to exploit any such gaps in the security of the System.

### **Viruses**

Viruses are unauthorized computer programs that may destroy or damage computer files on an infected computer. Users should be aware that a virus may be located in any file or disk obtained from a third party. (This is one reason users must obtain permission from IT personnel before loading any software onto the System. If users have any doubts or concerns about a file they plan to load onto the System, they must obtain the permission of IT personnel before loading the file.)

### **System Monitoring**

Appleby supports the free flow of information and ideas over the Internet but will periodically monitor the use of the System. Users acknowledge that they do not have a reasonable expectation of privacy with regard to their use of the System, even when this use is restricted to school-related activities and the information is stored on its computers or network.

Appleby may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. Appleby may also on occasion access, read, copy, reproduce, print, retain, move, store, destroy and/or disclose information, including files, messages, documents, stored in or sent over the System. These situations may include, but are not limited to:

- (i) in the course of regular maintenance of the system;
- (ii) in the event of a request for documents as part of legal proceedings; and
- (iii) where Appleby has reason to believe that the System is being used in violation of this Policy or otherwise contrary to the Code of Conduct.

### **Violations of the Policy**

The school's discretion in identifying an appropriate discipline response, the student's intention to commit an act contrary to or prohibited by this Policy, or to do an act required by this Policy, and the



degree to which such an act was committed will be instrumental in determining the consequences of such an act.

In addition to being a violation of Appleby's rules, certain computer misconduct is prohibited under Canadian law. In addition, Users may be held responsible for misuse which occurs by allowing their account to be accessed by a third party. Sanctions Appleby may take any one or more of the following actions in response to violation of this Policy:

- issue written or verbal warnings;
- suspend the User's account;
- terminate the User's account;
- suspend or expel the User from Appleby; and/or
- bring legal action to enjoin violations and/or to collect damages, if any, caused by such violation.

### **Reporting Violations of this Policy**

Anyone who believes that there has been a violation of this Policy should direct the information to the IT Office. If available, they should provide the IT Office with the following information:

- the IP address used to commit the alleged violation;
- the date and time of the alleged violation; and
- evidence of the alleged violation.

### **Cars / Driving Policy**

The roads around the campus are one-way. Parents enter through the main school gates, drop students off in front of the Nicholas Arts Centre and exit. A speed limit of 15 km/h must be observed at all times. The Town of Oakville has designated all roads within the campus as Fire Routes. Parking is restricted to official parking areas. Offending cars may be ticketed and/or towed by the Town, not Appleby. On extraordinary occasions of an exceptional nature, Senior students may apply to the Head of School for permission to have a car on campus. The use of the car is restricted to the stated justification for permission. Residence (house) Directors will hold and issue car keys as required. Parking for students is restricted to the chapel parking lot. Parents are requested to observe this rule by not allowing their children to bring cars to school or park in the school's vicinity.

The car policy applies to all students during the times the school is responsible for them. For boarders, that is at all times between Sunday evening return time and sign-out time following their last school commitment on the weekend. For day students it is from their departure to school until their return home after their last school commitment.

Violation of any of the above rules will result in loss of the vehicle permission regardless of the student's need and a three day suspension. Any second violation will result in a five day suspension. Subsequent violations will result in expulsion.

A student riding in another student's car is in violation of the car policy and can expect a one-day suspension. On weekends, students may not transport other students on the campus. Students signing out from residence for short periods during the week continue to be the responsibility of the school and as such may not drive or ride in cars unless they have received permission from their Residence Director. Under no circumstances are students without permission to have a car on campus allowed to drive during school hours unless the parent is in the car. Students who do not comply with this will be subject to the same disciplinary consequences as those students who abuse their permission.

**The policies and procedures contained in the Code of Conduct are subject to review and may be changed or amended from time-to-time.**