

Sir William Osler: School Policies

Absence from School

1. Parents are asked to call the school before 9:00 a.m. if their child(ren) will not be in attendance. (416) 396-6830 – Press 1.
2. If a student must leave school early, parent/guardian please contact the Main Office and the student must sign out. Students require permission from a parent/guardian in order to leave the school.

Late Policy

Students must be in their class and ready prior to the start of the period. Being on time eliminates disruptions to class and demonstrates good employability skills. Patterns of late arrival to class will be addressed.

- 1 – 5 lates = intervention by the teacher, including detention.
- 6 lates = lunchtime detention by office
- 7 lates = monitoring sheets
- 8+ lates = Administration involvement

Continued lates will result in further consequences as determined by Administration which may include losing privileges for excursions such as overnight and day trips as well as the year-end trip.

Lockers

Each student is assigned a locker for his/her use. The combination/spare key and locker information must be given to the office. **The school is not responsible for theft or damage to any personal property.** In accepting this locker on school property, you must realize that your locker may be subject to inspection at any time. For your safety:

- NEVER share your locker or combination with anyone.
- Valuables such as wallets and other personal items should be secured in your locker.

Lunch

1. Trays and dishes are to be taken to the dishroom and waste either thrown out or recycled by students.
2. Students are not permitted in classroom hallways during lunch.

3. Keep our school neat and clean. Use the available garbage cans, recycling and green bins. Please remember we are a Platinum ecoSchool!

Transportation

Please see the Transportation brochure or school website in regards to bussing protocols and how to be notified electronically when there are disruptions to the bussing schedule.

Co-Curricular Activities

There are many supervised activities available for you to join after regular school dismissal. (If you use school transportation, you must make your own arrangements for travelling if you are going to be late going home). SAC cards are needed for these activities.

Cell Phones / Personal Electronics

Cell phones / personal electronics may only be used in class with teacher permission. The office has a phone available for students for emergency phone calls. Please contact the school if you need to speak with your child during class time.

No media items such as IPODS and video games, etc. are permitted to be used in the classrooms without teacher permission and are strongly recommended **NOT** to be brought to school as we cannot be held responsible. **The school is not responsible for theft or damage to any electronic device.**

Visitors

Students must **NOT** invite visitors to the school. All visitors **MUST** report to the main office.

Smoking / Vaping

The Toronto District School Board and Toronto Public Health mandates a smoke-free environment. Smoking, E-cigarettes and vaping is not permitted within 20 meters of school property.

Allergies & Scent Aware

The Toronto District School Board is a sensitive environment and no fragrances (scented) should be worn or sprayed (ie. Axe) and no nut products (ie. Peanut Butter) should be brought onto school property

Academic Honesty

Cheating is usually defined as the act of practicing deceit or breaking the rules. In the context of assessment and evaluation, cheating would be defined as the deviation from the behaviour expected in an evaluation situation.

Plagiarism is defined as the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work. (*Growing Success 2010* p.151)

To ensure academic honesty and avoid instances of plagiarism, teachers will:

- define plagiarism, and teach students the research skills that help them avoid plagiarizing;
- use a variety of excellent print and electronic resources;
- provide age-appropriate instruction about students' ethical responsibility to avoid plagiarism;
- create research assignments and tests that involve higher-order critical thinking that engage students, therefore reducing the opportunities for students to plagiarize;
- avoid creating assignments that require students to simply gather facts on a topic without engaging in problem solving, making choices or reflecting;
- give students time to work on the assignment occasionally in class so that the teacher can assess, on an ongoing basis, the research skills students are developing, and can provide support as needed;
- ensure that assignments for evaluation, tests and exams are to be completed, whenever possible, under the supervision of a teacher;

- apply the procedures for dealing with instances of plagiarism consistently and fairly

Consequences For Plagiarism may include:

- A mark of zero may be awarded for the assignment in question, as there has been no evidence that the student has demonstrated research skills required to demonstrate achievement, or
- In the professional judgment of the teacher/principal, he/she may provide an opportunity at another time for the student to demonstrate evidence of proper research skills;
- Depending on the nature of the offence and in discussion with the principal/vice-principal, the student's other teachers may be alerted;
- Repeated pattern of academic dishonesty may result in an escalating severity of consequences;

Appeal: All students who face the consequences of plagiarism or cheating have the right to appeal the teacher's decision to the principal/vice-principal. Students may appeal their case to the principal/vice-principal only after they have first discussed the matter with their teacher.

PROGRESSIVE DISCIPLINE

Teacher/Student/Parent Interventions & Consequences – Minor

- Expectations communicated to student and parent
- Review Code of Conduct
- Contact with parent
- Quiet area to work
- Verbal reminder of appropriate behaviour
- Problem-solving/reflective activity
- Time out
- Loss of privilege

- Update call to parent
- Behaviour contract
- Conflict mediation
- Consult or Referral to Administration/Guidance/Curriculum Leader/Special Education/Outside Agency
- Detention (classroom teacher)
- Reward/reinforce improved behaviour
- Home consequences

Teacher/Student/Parent Interventions & Consequences – Major

1. Administrator speaks to the student
2. Review Code of Conduct with student and/or parent
3. Reflection sheet to be completed by student and signed by parent
4. Phone call home
5. Letter to parents outlining concerns
6. Office detention
7. Withdrawal from class (supervised)
8. Behaviour contract
9. Meet with parents (parent, student and staff meeting to follow)
12. Referral to support staff and/or community agencies
13. Peer mediation/restorative justice
14. Transfer

SUSPENDABLE BEHAVIOURS

Discretionary - Mitigating factors have been considered.

Progressive Discipline has been used and a variety of consequences have been implemented.

Considerations: Special Education accommodation/Predicated by harassment, problems continue to disrupt the learning environment.

Mandatory - AFTER consideration of all mitigating factors, it is mandatory (Education Act, Part XIII, section 306) that a student shall

be suspended if the student commits specific behaviours. It is also mandatory within the TDSB Safe Schools Policy that a student shall be suspended if the student commits specific behaviours.

Upon return from Suspension, there will be a meeting between administrators and parents to develop a plan for success.

Homework Policy

General time allotments per school night is 20 minutes, maximum, of core-based homework, and/or, 15 minutes reading*, (or read to)*, plus extra-curricular activities, and/or TTC Training, Community Orienteering, and household chores (as per Osler’s Training Plan for Independent Learning). Typically, there will be no homework assigned on weekends, although students are still encouraged to read, (or be read to), at least 15 minutes, **every day**.

Gamma	Enrichment Activities/Tasks: • Read, or Read to, Experiential Learning	
Beta	Monday –Period 1 Tuesday –Period 2	Wednesday –Period 3 Thursday – Period 4
Delta	Combination of above. Subject to student’s ability level. Use prescribed Augmentative Communication Resources ¹ and Assistive Devices ²	

***Credit Courses may have homework every day for every course.**

Student Activity Council (SAC)

The SAC meets once a month to plan activities such as dances, and which charities the students wish to support. In the past students have fundraised for Free The Children, Agincourt Community Services, and Terry Fox have been beneficiaries of the students’ support. As well we have an annual campaign (40 years) to raise money to support the United Way of Greater Toronto.

Helpful Hints for Parents/Guardians

1. Check your child's bookbag.
2. Initialing or signing the agenda.
3. Keep a supply of pencils, pens, etc.
4. Encourage a regular homework routine.
5. Choose the same quiet, well - lit place
6. Oversee assignments, don't do the work.
7. Praise all your child's efforts!
8. Be positive about the task at hand.

Helpful Hints for Students

It is suggested that teachers and parents go over these hints with their students/children to help them develop regular study habits.

1. Make sure you have the things you need **before** you leave the classroom.
2. Make sure you **listen to your teacher** so you know what you have to do.
3. Make certain you have recorded all tasks properly in your Osler agenda, or course notebook.
4. Make certain you understand all tasks assigned to you.
5. At home find a quiet, well - lit place to do your homework.
6. Set a regular time to do your homework tasks. Try to make homework a habit.
7. Keep supplies on hand so you never have to search for the things you need. (Pencils, pens, leads, crayons, scissors, glue, tape, dictionary, ruler, etc).
8. Make certain a parent/guardian checks over your assignment and signs your agenda.
9. Plan your time wisely. Don't leave all your work for the last night before a test or assignment is due.
10. Ask for help from a parent only if you need help. Don't expect your parent to do the tasks for you.

School Council

Sir William Osler H.S. has an active Parent Council. A light dinner is provided at 6:30 pm, as well as supervised activities for your child. To contact School Council, email swohs.parents@gmail.com

Home-School Communication

Communication between parents/guardians and school staff is critical to best support students. Information is sent by the school through the calendar in this student agenda, eMail, phone calls, the school website, automatized phone/eMail messages and the school website.

Please note that all policies, procedures and dates are subject to change, in accordance with TDSB policies and procedures. We will try to provide notification in a timely manner whenever there are changes.

