



Realize what's within.

Life at Trinity

A Handbook for Senior School Families



TRINITY
COLLEGE SCHOOL

Since 1865

2023-2024

OUR MISSION

Developing habits of the heart and mind for a life of purpose and service

OUR VISION

Trinity College School will be internationally regarded for excellence in developing leaders of character, purpose and vision due to the strength of its people, program and place.

A MESSAGE FROM THE HEAD OF TRINITY COLLEGE SCHOOL

While no single publication can possibly capture the unique character of Trinity College School, *Life at Trinity* does provide all of us with a better understanding and appreciation that TCS is a great community by design and not simply by chance. We rely on shared values, commitments, structure, planning and, yes, rules.

New and returning families alike should familiarize themselves with this document, as its content evolves and is updated each year. There is a great deal of helpful and important information contained within these covers which you will find yourselves referencing regularly, including our daily routine, academic and co-curricular information, rules and expectations, contact information and the School's *Honour Code*.

I wish you all the best for what will inevitably be an active, challenging, fulfilling and fun year.



Stuart K.C. Grainger
Head of Trinity College School
Phone: 905-885-3217 ext. 1201
Email: sgrainger@tcs.on.ca

Important Notes

Life at Trinity: A Handbook for Senior School Families is intended to assist readers in understanding the daily routines, expectations, policies and procedures of TCS. By enrolling at the School, each student becomes bound by the policies and regulations of TCS. Students and families are responsible for familiarizing themselves with the general information, rules and regulations, and keeping up to date with any changes. TCS reserves the right to make changes in the information contained in *Life at Trinity* and will do its best to communicate those modifications. If there is an inconsistency between the regulations and policies published herein and the School's practice, the most up-to-date version of such material, as established by the School, will prevail.

Change in contact information

It is the parents' responsibility to inform the School of any changes in contact information that occur during the year. This includes telephone numbers (both business and home), email addresses and guardian information. Please ensure that all changes are communicated to info@tcs.on.ca.

Life at Trinity

A Handbook for Senior School Families

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HONOUR CODE

Purpose of an Honour Code

The *Honour Code* outlines ideals which Trinity College School (TCS) students value above all others and guides the School's fundamental expectations of student behaviour. Every student attending TCS, and the student's parent(s), must adhere to the spirit of the *Honour Code*.

The Honour Code

TCS believes that students should understand and live by standards of honourable behaviour; they will be guided by principles that encourage commitment and collective responsibility, personal integrity and genuine respect for community.

Personal integrity is the foundation upon which students can thrive and develop. It is the cornerstone of one's character. Personal integrity is demonstrated daily in doing one's best, not for external rewards but, rather, simply in a desire to do what is right. In addition to being true to one's self, personal integrity implies a soundness of character. At TCS, honesty is expected, not rewarded.

Academic deception, inappropriate use of technology and networks, lying, cheating, or any act that contravenes the *Major Rules* described in *Life at Trinity* is unpalatable, even if there is no chance of being caught. At TCS, a student's personal integrity is paramount.

Living in any community brings with it certain responsibilities. Within the TCS community we collectively contribute to the maintenance of a "culture of respect" which governs all interactions and relationships. Every person at Trinity College School has a right to live, learn and work in a safe and healthy environment.

Our community includes individuals from many different cultures and backgrounds which results in an interesting and enriching learning environment for all. In such a diverse community, inclusiveness must be prioritized and individuals must recognize that success and happiness are achieved through an open mind, a respectful and generous view of one's neighbour, and a clear respect for others. All TCS students, therefore, commit to a school community that is free of racism and discrimination, promotes respect, diversity, cooperation, integrity and constructive communication. Only through extending ongoing and unconditional respect to the people with whom we share this campus can a community like TCS thrive.

By way of their enrolment at TCS, students acknowledge that they have read and understood the implications of this *Honour Code* and will endeavour to uphold it in their daily lives.

CONTACTS

TCS faculty and staff phone numbers and email addresses can be found in our online directory at www.tcs.on.ca/faculty-staff. To reach an individual at TCS, dial 905-885-3217 and follow the automated attendant's instructions. Email addresses generally follow the convention [firstinitiallastname@tcs.on.ca](mailto:firstname.lastname@tcs.on.ca).

During regular business hours (weekdays from 8:30 a.m. to 4:30 p.m.), the School has a switchboard receptionist who can assist with directing calls.

All Senior School students are assigned an advisor. The advisor and head of house are the "link" between home and school. To reach an advisor, please call 905-885-3217 and follow the automated attendant's instructions.

In case of an urgent matter outside regular business hours, parents may contact a head of house, or a head of Senior School or the head of Trinity College School.

<i>Head of Trinity College School</i>	Stuart Grainger	sgrainger@tcs.on.ca	1201
<i>Assistant</i>	Jennifer Dunbar James	jdunbarjames@tcs.on.ca	1202
<i>Head of Senior School - Academics & Student Life</i>	Kristopher Churchill	kchurchill@tcs.on.ca	1214
<i>Assistant</i>	Holly Fournier	hfournier@tcs.on.ca	1215
<i>Head of Senior School - Student Support</i>	Jennifer Paziuk	jpaziuk@tcs.on.ca	1263
<i>Assistant</i>	Yvonne Whyte	ywhyte@tcs.on.ca	1290

<i>Attendance Line</i>	Laurie Caine	tcsattendance@tcs.on.ca	1111
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Heads of House

<i>Bethune House</i>	David Ingram	digram@tcs.on.ca	1285
<i>Bickle House</i>	Erin McGee	emcgee@tcs.on.ca	1297
<i>Brent House</i>	Campbell Hall	chall@tcs.on.ca	1346
<i>Burns House</i>	Jennifer Petrolito	jpetrolito@tcs.on.ca	1318
<i>Hodgetts House</i>	Sasha Vojnov	svoynov@tcs.on.ca	1369
<i>Orchard House</i>	Tom Langford	tlangford@tcs.on.ca	1276
<i>Ketchum House</i>	Kristen Richardson	krichardson@tcs.on.ca	1238
<i>Rigby House</i>	Tanya Beck	tbeck@tcs.on.ca	1207
<i>Scott House</i>	Suzanne Hamilton	shamilton@tcs.on.ca	1319
<i>Wright House</i>	Steph Feddery	sfeddery@tcs.on.ca	1286

Change in Contact Information

Please advise the School of any address, email or telephone number changes, temporary or otherwise. Please contact info@tcs.on.ca concerning any changes. Parents should refer to their child's name in the email, and, if applicable, tell the School if the changes affect the billing address. The School should also be advised of any change in contact information for legal guardians of students.

Receiving Email from the School

Email is one of the School's main communications tools. Frequently TCS will send information to families via email, as well as regular communications such as the weekly *Parents' Newsletter* (for more information on the newsletter, see page 46). Some of this information can be time sensitive and important to the life of students at the School. As such, families are encouraged to add the domain "@tcs.on.ca" to their safe senders list. This should ensure that any mail that comes from the School, be it an email from the student's advisor or an invitation to an upcoming event, will not be discarded as junk mail or blocked by the parents' email server. If parents have trouble adding "@tcs.on.ca" to their safe senders list, please do not hesitate to contact the communications office (communications@tcs.on.ca) for assistance.

Accessing Information Online

All Senior School families should become familiar with the School's two key websites. One is the School's public website, www.tcs.on.ca, and the other is our password protected Edsby site, tcs.edsby.com.

For parents, TCS maintains a special page on its public website – www.tcs.on.ca/parents. This is where parents will find school news, information, key announcements, downloads and quick links to a host of useful resources. We encourage all parents to familiarize themselves with the *parents* page and bookmark it for future use.

The School also uses a password-protected Edsby site – tcs.edsby.com – which offers information that is private or sensitive in nature. On Edsby, parents can login to access report cards, view travel notices and more. There is a quick link to Edsby available at www.tcs.on.ca/parents. Instructions on how to access Edsby will be provided to parents in September.

ACADEMIC LIFE

Assistant Head of Senior School - Academic Administration
Suzy Hall shall@tcs.on.ca ext. 1386

Assistant Head of Senior School - Teaching & Learning
Myke Healy mhealy@tcs.on.ca ext. 1365

Student learning is a key focus of the Trinity College School program. Although students take ultimate responsibility for their own academic performance, the School offers a great deal of support to those in need. As a first step to achieving academic success, students are expected to become familiar with the policies and procedures outlined below. All families should also familiarize themselves with the *Senior School Course Calendar and Academic Policy Guide*, which is published online at www.tcs.on.ca.

Academic Vision Statement

Trinity College School offers a broad and rigorous curriculum in which students may concentrate in areas of personal interest. At TCS, education is collaborative, rich in discussion and writing-intensive. We believe that learning is an active process that fosters habits of the heart and mind while challenging all students to communicate effectively and to think both critically and creatively.

Academic Attendance

The School's attendance program is designed to promote the health and safety of all students and create an environment for academic success. Parents of day students need to play an important part in this endeavour. If the student will be absent due to illness or appointments, missing chapel or late arriving to school, please call or email the attendance line as soon as possible. The number is 905-885-3217 ext. 1111 and the email is tcsattendance@tcs.on.ca. **Please do not call advisors or heads of house with this information.**

Please contact the assistant head of Senior School - academic administration (see contact information above) to request permission, in special situations, for a student to miss **three or more** days of classes, particularly before or after breaks, and do so well in advance of the leave date. Families are asked to respect all dates when classes are in session. The School's holiday schedule is very generous as it is. In the case of an extended health-related absence, a note from the student's physician should be provided to the TCS health centre. For more information on medical leave, see page 11.

Inclement Weather Days

Classes are always in session given that we have so many boarders and most teachers live close by. Students are expected to be in class and buses will run unless driving conditions are unsafe. If a student is unable to attend school on these days, parents must contact the attendance line. Parents of students on cancelled buses need not call the attendance line, as all bus students are assumed to be off-campus when the buses are cancelled. Should a student be unable to attend due to inclement weather, learning is expected to proceed asynchronously, with students logging into the School's learning management system, Edsby, to see what transpired in

class and to receive the homework. Should the student be driven to campus, parents are requested to inform the School that the student will be on campus.

Course Schedule Changes

At the start of the school year, students will receive their timetables and can speak with their guidance counsellor about any needed course changes. The deadline for adding a new course is September 20, 2023, the end of one full academic cycle of eight days. Students wishing to withdraw from a course have longer to do so, but to avoid having course attempts declared on the student transcript, the withdrawal must be done before February 13, 2024 for full-year courses; December 4, 2023 for first semester courses; and May 6, 2024 for second semester courses.

Reporting of Learning

When reports are available for viewing online through the Edsby learning management system, parents will receive an email with detailed access instructions. Parents also receive an email when the system opens for booking Parent-Teacher Meetings; parents book their own meetings. (Please also see instructions for *Accessing Information Online* on page 4.)

2023-2024 report card dates:

Monday, October 16, 2023: Progress report of learning skills

October 19-20, 2023: Fall Parent-Teacher Meetings

Monday, November 27, 2023: Interim report

Tuesday, February 6, 2024: Interim report

February 14-15, 2024: Winter Parent-Teacher Meetings

Monday, April 22, 2024: Interim report

Monday, June 24, 2024: Final report

Exams and Summative Assessments

Students must write final exams or complete other summative assessments in order to earn credits. Please understand that, in order to maintain the integrity of the process, exams must be written as scheduled and in their designated location. Exams typically last between 1.5 and 3 hours, depending on the grade level of the exam. They are worth between 10% and 30% of the student's final grade. Typically, students must wear exam dress (Number One dress minus the jacket and tie) for all exams.

Student Records and the Ontario Student Transcript

The *Ontario Student Transcript* (OST) was developed by the Ministry of Education to provide a common and consistent summary of a student's achievement in Ontario secondary school credit courses. Successfully completed courses, courses attempted for more than one-half of the academic year in its entirety, and failed courses (according to the requirements of current ministry guidelines) are entered on each student's OST using the common course code designation issued by the ministry. A student's OST is brought up to date at the end of each academic year and is retained in the guidance department; however, students may obtain a copy of their OST upon request from the guidance office.

Graduation Requirements

Most courses offered at TCS are university-preparatory courses focusing on academic skills and substantial course content. They meet the formal requirements for the Ontario Secondary School Diploma (OSSD) leading to post-secondary entrance. In order to earn a secondary school diploma leading to post-secondary studies, students must earn 30 credits, including 18 compulsory credits, pass the *Ontario Secondary School Literacy Test* and complete 40 hours of community service. If students have any questions about diploma requirements, they should speak to their guidance counsellor.

Speech Day

Speech Day is the School's closing, graduation and prize giving ceremony which will take place on campus on June 14, 2024. **Please be advised that, historically, attendance at Speech Day is compulsory for all students.** The day is usually finished around 3:00 p.m. and students are expected to leave campus at that time. The School moves quickly into summer programming and maintenance mode. All possessions should leave with students unless special arrangements, for returning students only, are made with the head of house. Students with later flights must arrange to stay with relatives or a designated guardian until the flight.

TCS Scholars' Award

One important way that Trinity College School celebrates, inspires and honours academic achievement is through the TCS Scholars' Award. True scholarship is more than earning a certain grade; it is an approach to one's school experience that embodies the habits of the heart and mind. For example, a TCS Scholar takes ownership over academic results, sets academic goals and works to meet them, supports the contributions of classmates, approaches work in innovative ways and perseveres.

To earn the TCS Scholars' Award, the following criteria must be met:

1. The student must finish the year with a cumulative average of 86% or higher on the June report card. This cumulative average must be based on a minimum number of TCS on-campus courses or eLearning Consortium Canada online courses taken in the regular academic year:
 - At least seven (7) courses in Grade 9
 - At least seven (7) courses in Grade 10
 - At least six (6) courses in Grade 11
 - At least five (5) courses in Grade 12

Note: Summer Academy courses and courses taken with other providers do not factor into the TCS Scholars' Award.

2. The student must meet expectations related to the six learning skills of: responsibility; organization; independent work; collaboration; initiative; and self-regulation. For example, a TCS Scholar completes homework, is punctual for class, uses class time wisely, submits work on time, seeks assistance when needed and uses technology appropriately, among the other habits of the heart and mind outlined for each learning skill. The full criteria for the TCS learning skills is posted in Senior School classrooms and is included in the *Senior School Course*

Calendar and Academic Policy Guide, which is published online at www.tcs.on.ca. The academic office will look at each student's reported learning skills ratings and gather input from course teachers to determine if expectations are being met.

Note: Scholars' Awards may be impacted by acute disciplinary probation (ADP) status.

Students who meet the criteria listed above will earn the TCS Scholars' Award. First time TCS Scholars' Award winners receive a TCS Scholars' Award tie, second time winners and beyond receive a TCS Scholars' Award gold lapel pin. The top three returning students by grade will receive a gold, silver or bronze medal based on their previous year's final average, calculated to three decimal places.

Students in Grade 10 who go on international exchange in the spring term may earn the TCS Scholars' Award but will be ineligible for winning the bronze, silver or gold awards for top average in their Grade 10 year. Grade 12 students who meet the criteria for the TCS Scholars' Award upon graduation will be recognized at Speech Day.

At the conclusion of designated reporting periods, a TCS Scholars' List will be generated, listing the names of the students who are currently meeting the criteria listed above. While the TCS Scholars' Award may only be earned at the conclusion of the academic year, being named to the TCS Scholars' List carries certain privileges that remain in place until the conclusion of the next reporting period.

Academic Progress

Students who are not reaching the School's academic expectations in achievement, learning skill development and/or effort will be required to engage with support mechanisms at the School. In these cases, communication takes place with parents, subject teachers and the student's advisor and guidance counsellor. The goal is to identify issues and develop strategies to address them. In more serious situations, meetings with the assistant head of Senior School - academic administration and/or one of the heads of Senior School may occur.

At the end of the year, the School reviews the progress of each student. A student who fails a course may be asked to attend summer school, to complete summer work or to repeat the course. Occasionally students who have not met the School's academic expectations in achievement and/or effort may be asked to leave the School. Students with a cumulative average below 70% who are permitted to return may be placed on a performance contract and may be mandated to access various student support services.

Please consult *Community Standards and Expectations* on page 35 for more details regarding academic standards.

Study Periods

Grade 12 students may study in their rooms, their houses or the library during the day when they do not have class, unless they have an average less than 70% or have been directed otherwise. All other students study in a classroom under supervision or, in special cases, in the library, Math Learning Centre (MLC) or Price Academic Support Centre. Grade 11

students who reach Scholars' List status during the previous June reporting period are reassessed in November, at which time they may be granted greater freedom with respect to their study period.

TCS Planner

A helpful tool in time management is the *TCS Planner*, a notebook-sized agenda showing all normal class times and special schedules which are scheduled in advance. The planner includes spaces in which students are expected to record long- and short-term assignments, special appointments, team trips and other information needed to plan their busy lives. Students will find the planner indispensable in keeping track of all that happens at TCS and are expected to have it with them for all classes and evening study.

Edsby: Online Learning Management System

All courses use Edsby, an online learning management system that directly supports teaching and learning. Each student must access this platform daily via laptop or mobile app in order to keep abreast of what has happened in class, what homework is assigned, and to access handouts, readings and assessments. Students use Edsby to access due dates, see their daily schedule and connect with co-curricular groups. Edsby does not replace the *TCS Planner* nor preclude the necessity for students to record important dates. For more information, see *Information Technology Services* on page 44.

Academic Integrity

Academic integrity, both inside and outside the classroom, is paramount to the purpose of Trinity College School and to the academic development of TCS students. The School operates on the basis of trust. We expect that TCS students will promote academic integrity in all that they do.

Cheating

Students who cheat on assignments, tests or exams will be given a zero and will be reported to the assistant head of Senior School - academic administration or designate. The student is advised and supported by the advisor and/or head of house on these occasions. Students involved in such offences may be placed on acute disciplinary probation (ADP) and subject to additional consequences ranging from gatings to expulsion (see *Academic Dishonesty* on page 37).

Plagiarism

Plagiarism, the presentation of another's words or ideas as if they were your own, is equally unacceptable. A student may not copy words or summarize ideas from books or magazines or online sources without crediting the source. Students may not take words or ideas from other students' mouths, from their papers or from their computers, and present them as their own. Similarly, students may not fabricate lab results or submit the same work for two different courses, regardless of the academic year in which it was completed. Students must never facilitate plagiarism by passing on completed work to another student. These are all examples of dishonesty that undermine the academic integrity of the School.

A student suspected of plagiarism will be reported to the assistant head of Senior School - academic administration or designate. The student is advised and supported by the advisor

and/or head of house on these occasions. Students found guilty of plagiarism are expected to redo the assignment properly, subject to the teacher's discretion. Additional consequences will range from gatings to expulsion according to the severity of the offence. As well, students who commit plagiarism or facilitate plagiarism may be put on acute disciplinary probation (ADP).

Use of Generative AI Tools

The School recognizes that generative artificial intelligence (AI) is transforming teaching and learning. The following guidelines will be regularly updated as AI technology evolves:

Acceptable uses of generative AI

- **As a subject of study:** Students are encouraged to learn as much as possible about AI, its capabilities, its limitations, and the ethical considerations it brings.
- **As a study aid:** Generative AI can help explain complex concepts, assist in reviewing materials and act as a study partner. Nevertheless, it should complement, not replace, studying course materials and understanding the foundational concepts.
- **As a writing and reading aid:** AI can help in editing and refining original work (e.g. the Grammarly app). However, students must retain their individual voice, style and understanding in their work.

Unacceptable uses of generative AI:

- Students must not submit work generated primarily by AI as their own, including essays, creative writing assignments, digital art, lab reports and any other schoolwork
- Using AI to complete homework, tests, or exams
- Generating knowingly false or misleading content
- Failing to acknowledge AI-generated content

Students must follow teacher instructions on how AI can and cannot be used in individual courses. The unethical use of AI-generated content will be treated as academic dishonesty.

Late Arrival to Class and Detention

Students are expected to attend all classes and to arrive on time. Timeliness is an essential skill for success and evidences both self-respect and consideration for others. Ultimately, appropriate attendance enhances academic performance. Three or more incidents of being late to class are flagged as a concern. If a student is continually late to class, the student will meet with the assistant head of Senior School - academic administration to discuss these concerns. If the late arrivals continue after a plan is in place to resolve the issue, further consequences will result, which may include detention, suspension or expulsion.

If a student misses a class without legitimate reason, a detention will be assigned. These detentions are arranged by the academic office and are of commensurate length to the class that was skipped.

Should the detention be missed or absences continue, a meeting will take place with the assistant head of Senior School - academic administration, along with the head of house and advisor, to determine the reason for the attendance issue and to implement a plan of action to resolve the problem.

Should these absences continue after a plan is in place, further consequences will result, which may include gating, suspension or expulsion.

Hand-held Electronic Device Guidelines

TCS recognizes that hand-held electronic devices, such as smart phones and smart watches, are useful tools for scheduling and communication. Given the extensive use of the REACH system for sign-in/sign-out, hand-held devices will be used routinely throughout each day, evening and weekends on campus. All students are required to have the most current version of REACH on their hand-held device. At the same time, mobile devices can be yet another distraction in the classroom. Research indicates that task-switching between social media and school work during periods of learning could hinder academic performance. If a student brings a hand-held electronic device to TCS, the following guidelines apply:

- a) Electronic devices must not disturb academic, community and co-curricular activities through beeping, ringing or causing distractive behaviour. During the school day (including chapel, meals in Osler Hall, class, in the halls, co-curricular activities, evening study, or while walking from one point to another) **electronic devices must be “out of sight and sound.”**
- b) Devices may be used in the Cirne Commons and house common rooms at appropriate times.
- c) Electronic devices are liable to temporary confiscation by any staff member for inappropriate or distracting use. Students will be required to relinquish their electronic devices during tests, exams and other events where the possible recording and sharing of information is forbidden. In particular, electronic devices are prohibited in the testing room during Advanced Placement examinations.
- d) Parents are advised to have adequate insurance, as students are responsible for all incurred charges, both legal and fraudulent. This would include any lost or stolen electronic devices.
- e) For policies on audio/visual recording, see page 37 in the *Community Standards and Expectations* section.

Calculators

All students taking a math course at TCS are required to own a scientific calculator and to have it in every math class. Students who are enrolled in Advanced Placement (AP) Calculus and/or AP Statistics will be required to own a Ti-84 graphing calculator. While students not enrolled in an AP mathematics course may opt to purchase a graphing calculator (the Ti-84, for example), this is not a requirement. Student graphical explorations in mathematics courses will be modelled and supported through reputable online resources that come at no cost to students. Students should note that any calculator with a Qwerty (or equivalent) keypad will not be allowed during tests and exams, and that the School is not responsible for lost or stolen calculators.

Textbooks and Course Resources

At the beginning of each course, teachers will identify what textbooks or resources are needed in the course. Textbooks will be loaned to students for the duration of the course. Should the student return the textbook at the end of the course in a good condition, there is no additional charge. Some courses will require students to purchase resources that may

not be returned, for example workbooks, course packs, or English novels that students will annotate. These resources will be available for purchase at the school store and may be charged to a student's account.

INTERNATIONAL LEARNING

Director of International Learning

Greg Hodges

ghodges@tcs.on.ca

ext. 1296

International Student Exchange

Each year a small number of Grade 10 students have the opportunity to exchange with their counterparts from around the world. These exchanges take place during the spring term with leading independent schools in South Africa and Australia. Grade 10 students will be notified of an information meeting scheduled for late September and students with exemplary academic and citizenship records are allowed to apply. Decisions are confirmed prior to Christmas. This is an academic exchange intended to foster an increased sense of cultural literacy. Students, while abroad, are fully responsible for the demands of their academic program.

Modern Languages Exchanges

Biannually, the department of languages and culture organizes reciprocal Grade 10 exchanges with a school in France. Foreign students and their chaperones are hosted as guests at our school in the fall or spring, and during the March Break our students and supervising faculty travel abroad for just over two weeks. Participating TCS students typically are required to host a guest student in their home (for day students) or in their dorm room (for residential students).

Experiential Education

Complementing our students' liberal arts education, TCS typically offers a number of travel-based curricular programs. For example, Grade 10 Canadian History since World War I (CHC2D) and Grade 10 English (ENG2D) may be taken in an enhanced and situational format that couples both experience and learning. The School may also offer credit courses in the summer at a college of Cambridge University (U.K.).

Co-curricular International Travel

A number of student groups travel internationally as part of their co-curricular responsibilities and interests. Programs are organized and overseen by the lead faculty member and logistical support is provided through the TCS travel office. In past years, students have engaged in experiential learning opportunities in Ecuador, the Bahamas, South Africa and countries across Europe. Additionally, teams and performing arts groups may represent the School in international performances or competitions. In all cases, the programs are organized to minimize any disruption to the normal academic life of the School.

SUMMER ACADEMY

TCS offers a Summer Academy each year, allowing students to earn a credit over four weeks in a course appropriate to their grade level. Summer courses will run from July 2-26, 2024.

All course selections should be made in consultation with a guidance counsellor.

Summer 2024 online course offerings may include:

- Grade 9 Issues in Canadian Geography (CGC1D)
- Grade 10 Civics & Citizenship (CHV2O) – *half credit*
- Grade 10 Career Studies (GCL2O) – *half credit*
- Grade 10 Canadian History since WWI (CHC2D)
- Grade 11 Introduction to Anthropology, Psychology & Society (HSP3U)
- Grade 11 Biology (SBI3U)
- Grade 11 Functions (MCR3U)
- Grade 12 English (ENG4U)
- Grade 12 Advanced Functions (MHF4U)

The School's summer course offerings will be announced and posted online (www.tcs.on.ca/summeracademy) in the winter and students will be made aware of the different options available.

Please contact the assistant head of Senior School – teaching & learning (mhealy@tcs.on.ca) for more information on available Summer Academy courses.

STUDENT SUPPORT

Head of Senior School - Student Support

Jennifer Paziuk jpaziuk@tcs.on.ca ext. 1263

Assistant Head of Senior School - Student Support & Wellbeing

TBA (please contact Jennifer Paziuk in the interim)

The student support department's mission: to foster independence, responsibility and understanding in matters of physical and emotional health, learning and educational planning.

When speaking with past and present students about their TCS experience, two themes are consistently noted: the extent to which students are educated by their experience as a whole, and the strong sense of community at the School. The student support department continues these traditions of learning beyond traditional curricular lines and fostering relationships helpful in guiding and supporting students throughout their TCS journey.

The student support department, in concert with faculty and staff, proactively tries to identify students who may be experiencing difficulty while educating about and encouraging self-awareness, resilience and self-advocacy. Staff endeavours to establish authentic, open relationships, built firmly upon the values of TCS.

Student support staff members are committed to providing resources to faculty, advisors and heads of house to aid in their education and support of students. They also provide a broad range of services to students directly, as outlined herein.

HEALTH SERVICES

School Physician

Dr. Doug Dersnah 905-885-8371

Director of Health Services

Jennifer Kedwell, Reg.N.
jkedwell@tcs.on.ca ext. 1216

School Nurses

Janet Reid, R.P.N.
Gillian Ross, R.P.N.
Stephen Roberts, Reg.N.
Karen Thompson, Reg.N.

School Counsellor

Kerri Dunn, R.P. kdunn@tcs.on.ca ext. 1231

Phone Numbers

TCS Health Centre: ext. 1216
Northumberland Hills Hospital: 905-372-6811
Dr. Dersnah's Port Hope Office: 905-885-8371

Health Centre Hours of Operation

There is a nurse available 24 hours every day that school is in session.

The health centre is staffed at these times:

- Monday-Friday: 7:30 a.m.-11:00 p.m.
- Saturday: 8:00 a.m.-midnight

The nurse is available via pager (ext. 1000 internally or 905-377-6565 externally) at these times:

- Weeknights: 11:00 p.m.-7:30 a.m.
- Weekends: midnight Saturday-7:30 a.m. Monday

When students are admitted to the health centre, a nurse remains on duty 24 hours a day.

The school physician is available at their Port Hope office. If the school physician is unavailable, the doctor-on-call in the Northumberland Hills Hospital emergency room fills in for them.

Day Students

We assume that day students will continue under the care of their family physician. However, the health centre is available during school hours and in the event of an emergency. Also, as in the case of a boarding student, a day student is subject to the School's medical supervision when participating in sports or when illness or injury occurs at school. For these reasons, it is important that families of day students keep the health centre apprised of any changes to the student's health and/or medical regime.

Referrals to Dentists and Other Specialists

The health centre staff does not include a dentist or other medical specialists. If such services are necessary, the health centre, in consultation with the student's parents, may arrange appointments and transportation to area offices.

School Health Certificates and Immunization Information

All students attending TCS are required to have a completed health certificate on file in the TCS health centre. This certificate must be signed by a parent or guardian, and it must be completed and signed by the family physician following the required physical exam. All immunization information, including updates as required by the *Immunization of School Pupils Act*, must be attached to the health certificate. Failure to accurately complete and forward the health certificate to the School could result in delayed enrolment at the School, suspension or required withdrawal.

Medical Insurance for International Students

The International Student Insurance Elite Plan is mandatory for all international students. In addition to standard coverages, this plan can cover all TCS international students for medical treatment and testing of COVID-19 up to the policy maximum of \$2 million. Contact Director of Health Services Jennifer Kedwell for more information:
jkedwell@tcs.on.ca.

Excused Absence from Classes

A student who is not in the care of the health centre is expected to attend all classes. Parents of day students who are too ill to attend school must contact the attendance line as soon as possible at tcsattendance@tcs.on.ca or 905-885-3217 ext. 1111.

Excused Absence from Sports

A sick or injured student not in the care of the health centre may be excused from sports by the school physician, a school nurse or a school athletic therapist. In such cases, the health centre issues the student an excuse slip and parents are notified.

In-Patient/Out-Patient Policy

The nurse-in-charge or the school physician may determine that a boarding student should be in the care of the TCS health centre and be treated as an in-patient. There is no additional fee for this service. The student is cared for as an in-patient until the student is pronounced well enough to be cared for on an out-patient basis.

Medical Leave

All medical leaves must be approved and arranged through the head of Senior School - student support or designate. In situations where a student is unable to meet minimum expectations of the School due to health reasons, or when the School determines that a student's needs are beyond the capacity of the School to responsibly provide care, the School may require the student to take medical leave. Students on medical leave may be required to complete coursework while away from school and/or to alter their course load as determined by the head of Senior School - student support or the assistant head of Senior School - student support & wellbeing.

The head of Senior School - student support, in consultation with the assistant head of Senior School - student support & wellbeing and health care professionals of the School's choosing, will determine whether a student is permitted to resume attendance to the School, as a day or boarding student.

Health Centre Billing

Prescription drugs, as prescribed by the school physician or other physicians, are ordered by the nurse-in-charge in the health centre and charged individually to the student. Prescription receipts are sent to parents with their school statements for submission to their drug plans. Services provided outside the School (e.g., X-rays, blood work) are either charged to the student's medical insurance or charged directly to the student's school account. When a student must travel for referrals, the student pays for all taxis and transportation charges.

Bills from local dentists, orthodontists, chiropractors, optometrists, etc., are paid directly by the School and the charges are applied to the student's school account, unless individual arrangements are made, or the student has insurance to cover these bills at the time of the visit.

Students from the United States and any offshore countries are not eligible for the Ontario Health Insurance Plan (OHIP) while studying in Ontario. TCS offers alternative insurance to all

offshore students and, in some circumstances, may mandate enrolment. A premium is charged for this annual coverage.

Health Education

Clearly, a knowledgeable student can make informed health and lifestyle decisions. At TCS, we aim to have all students, every year, factor some form of health education into their program. The program is incremental, wide ranging, and designed appropriately for different age groups. For some topics, the students are separated by gender identity. Throughout, the fostering of a healthy lifestyle is paramount. Instruction is handled by the faculty in the department of health and physical education, the health centre personnel, guidance counsellors and, from time to time, other professionals. Resources are made available to students in the health centre, the health and physical education office and classroom, the guidance office and the Senior School library. Students are encouraged to drop by to review or borrow relevant materials.

Allergies/Nut Allergies Policy

TCS takes the health of all students seriously and asks that families inform the School of any serious allergies a student may have. The School posts notices for staff indicating students who have severe allergies and self-injectable epinephrine devices are contained in various first aid kits located on campus. That said, students with severe allergies are asked to carry their own provisions with them for use in case of emergency.

While TCS cannot guarantee items containing traces of nuts will never be brought into the School, and we cannot pledge that TCS is a "nut-free" school, the School has made it a priority to avoid selling or supplying snack foods in vending machines or the Bear Boutique that contain traces of peanuts, tree nuts or nut oils (e.g., almonds, walnuts, cashews, Brazils) where possible. Likewise, our culinary services staff has taken many steps to address allergy concerns inherent in food preparation for both meals and event refreshments on campus.

Families sending treats to school or contributing to bake sales and other events are asked to keep the welfare of students in mind and avoid introducing food items that may contain traces of peanuts, tree nuts or nut oils onto the premises.

Sexuality Counselling and Reproductive Health Care

TCS recognizes that adolescent development includes issues of friendship, romantic attachment and intimacy. While affirming young people's need to understand and express their sexuality, the School feels that intimate sexual contact is not appropriate within the context of school life. We recognize that certain occasions necessitate counselling and care in specific areas relating to sexuality. The School addresses these concerns through academic and health services programs which provide the information necessary for students to make responsible decisions. The policy of offering counselling and care regarding reproductive health does not condone sexual activity. It does reflect that the health care professionals at TCS recognize that some adolescents may choose to become sexually active.

In the School's administration of advice and services in this sensitive area, the following principles apply:

1. Decisions about sexuality are very personal, so students may seek counsel from an adult in the school community with whom they have a trusting relationship. TCS faculty members are encouraged to direct students to an appropriate member of the health centre staff who can provide further assistance.
2. Contraceptive counselling is available upon request through the health centre. The counselling addresses all aspects of contraception and, if the discussion results in the student deciding to obtain contraception, includes a follow-up visit with a physician.
3. Recognizing the importance of condoms in the reduction of sexually transmitted diseases, the School has installed condom machines in discreet places within the washrooms of residences.
4. Since education provides the platform for informed choice-making, sexuality and related matters are addressed through the School's health & physical education program, and extended through guidance programming and other school initiatives.
5. Should student pregnancy occur, it is considered on a case-by-case basis, with the student's emotional and physical health as the main concern.

Response to Alcohol, Nicotine and Other Drug Use

The use of alcohol, nicotine or other drugs is antithetical to the school environment, is harmful to the individual, and is illegal for minors in Ontario. The primary role of the TCS health centre staff is to treat the student's condition and not to act as an arm of the disciplinary process. The health centre is not equipped as a facility to deal with any student obviously under the influence of alcohol or other drugs.

Therefore, any student brought to the health centre who is under the influence of drugs or obviously intoxicated will be assessed by the nurse-in-charge at the health centre and, if necessary, transported to the Northumberland Hills Hospital in Cobourg with the assistance of a head of house, residential assistant or other member of the educational staff. The student will be assessed by a physician in the emergency department at the hospital and treated as necessary. When the physical wellbeing of the student involved is assured by the nurse-in-charge, then the parents, school physician and relevant school authorities (e.g., the head of Senior School - academics & student life, head of house and advisor) are notified. Disciplinary action then ensues.

If any student is perceived to have a problem with the use of alcohol or other drugs, the School commits to having open conversations with the student and family. The following actions may be taken:

1. A member of the health centre staff (nurse, psychotherapist or physician) meets with the student regarding education, support and treatment options.
2. Follow-up counselling sessions may be arranged by the student and counsellor on a confidential basis, or with the assistance of a member of the health centre staff.
3. If it has been established that the student has a problem with the use of alcohol or other drugs, the School will communicate with the student and parent(s) regarding possible next steps. Where specialized treatment is required, medical leave may be necessary.

4. Where addiction or unhealthy patterns of use/abuse are evident, students must demonstrate a willingness to actively engage in treatment to remain enrolled at the School. See the section on *Medical Leave* (page 11).
5. Voluntary drug testing is available as a service to families.

It is important to note that, while the School strives to support students when challenges arise, there are circumstances where a student's needs may be greater than the School can support, necessitating the student's departure from the School. Where a student's illness, addiction or habits put others at risk, or impact our learning community, the student will be required to leave the School. In these cases, the School strives to provide recommendations for specialized care to the family, and to minimize the academic impact as dictated by circumstances.

Doctor-Patient Relationships

Society increasingly recognizes the partnership between the patient and the doctor in medical decision-making. More and more, patients have a greater voice in any decision concerning their health. The issue of informed consent is an important one for TCS because parents and guardians are seldom available to sign a consent form for medical care, notwithstanding that the head of Trinity College School and staff are deemed legally to be *in loco parentis*; that is, empowered to act on behalf of a parent for emergency treatment in the parent's absence.

Health professionals must abide by the wishes of competent patients who identify forms of health care they do not wish to receive. Health professionals may face legal liability if they impose unwanted treatment on these patients. Unconsciousness, for instance, does not negate a patient's previously expressed wishes. A refusal of a particular treatment must be respected, even when health professionals fear that the result may be avoidable injury or death.

Parental consent is required for treatment of patients under 16 years of age; however, the law protects the physician who prescribes birth control devices to a teenager under the age of 16, when requested to do so by the teenager. The courts reason that a teenager who is willingly sexually active is considered to be capable of making a decision about practising contraception.

Medical Records

Medical records are stored in a secure place under lock and key. Access to these medical records is given as follows:

1. Students wishing to review their medical records may do so upon written request. The physician who has produced these records, or the physician's designate, should be in attendance.
2. Third-party review of medical records should be granted only with the written permission of the student.
3. The above protocol is waived in the event of a life-threatening situation involving the student.

COUNSELLING SERVICES

School Counsellor

Kerri Dunn, R.P. *kdunn@tcs.on.ca* ext. 1231

Chaplain

Major The Revd. Canon Don McLean Aitchison UE
chaplain@tcs.on.ca ext. 1308

General Principles

- a) Confidential counselling is available on campus with the school counsellor or the chaplain. More specific counselling is referred to other community resources. Counselling is confidential unless concerns of safety arise.
- b) The qualified school counsellor is available to meet with students during the school day. They adhere to the standards of confidentiality as outlined in the *Code of Ethics of the College of Registered Psychotherapists*.
- c) Psycho-educational assessment may be recommended by the School to further understand student need, and to inform support plans. Families are responsible for arranging assessment. The School, with permission of the student and parents, will provide background information to the assessor to facilitate a meaningful assessment.

FRANCES PRICE ATHLETIC THERAPY CLINIC

Head Athletic Therapist

Tanya Beck, B.Sc. (H.K.), C.A.T.(C)
tbeck@tcs.on.ca ext. 1207

Athletic Therapist

Vanessa Forchilli, B.Sc. (K.), B.A.H.Sc. (H.A.T.)
vforchilli@tcs.on.ca ext. 1307

The Frances Price Athletic Therapy Clinic is open daily, and closes when sports practices have ended after school. The athletic therapists are available to assess and treat sports-related injuries, and work in conjunction with the School's physician and health centre.

Students are encouraged to schedule consultations, assessments or treatments during spare periods, commitment-free time, or after school. Appointments will be confirmed at the discretion and availability of athletic therapy staff on a first-come, first-serve basis.

When there are sporting events at TCS, the athletic therapists are available for emergency treatment of injuries. There is no additional fee for this service.

Concussion health and safety is a priority. Return to Learn and Return to Play protocols are informed by current best practice, guidelines and research in this rapidly evolving area. Care and support of students under Return to Learn and/or Return to Play protocols is directed by a team including the school physician, athletic therapy, health services and academic support.

The *Trinity College School Concussion Policy* was developed in collaboration with the Concussion Centre from Holland Bloorview Kids Rehabilitation Hospital. This policy aims to increase education and awareness for faculty, school staff, parents/guardians and students on the signs and symptoms of a concussion and the specific protocols for managing concussions in the school setting. It is designed to keep students safe, be proactive, align with current evidence

and Rowan's Law, and support the staff and students of Trinity College School.

Rowan's Law mandates:

- Annual review of concussion awareness resources by athletes, parents, coaches and other designated individuals
- A concussion code of conduct, reviewed by athletes, parents and other designated individuals, to set out rules of behaviour to minimize concussions while participating in sport
- Removal-from-sport and return-to-sport protocols to ensure that an athlete is immediately removed from sport if suspected of having sustained a concussion and that appropriate processes are in place to guide their safe return to training and competition

Concussion protocols and related resources can also be obtained by speaking with staff at the health centre, Frances Price Athletic Therapy Clinic or Price Academic Support Centre.

THE ADVISOR PROGRAM

Advisor Coordinator

Rachel Pearson *rpearson@tcs.on.ca* ext. 1351

Advising is not just about academics but the overall engagement of the student in the TCS community and programming. Advisor-advisee relationships are most effective when built on a foundation of honesty, mutual respect and candid communication. Working in partnership with advisees, advisors have four key areas of responsibility:

- To encourage self-advocacy
- To foster personal growth and meaningful school engagement
- To guide in reflection and decision-making
- To partner with the advisee's family in support of the advisee's development

Advisors meet with their advisees in groups and individually. The advisor and the head of house are the primary contacts for parents when it comes to overall patterns of wellbeing and development. Teachers and co-curricular leaders will reach out to families if they notice difficulties specifically in their classroom or program. It is also important that parents contact their child's advisor or head of house regarding any matters that may impact their child's engagement at school or in school life. This will ensure communication is thorough and timely.

Should any significant academic or citizenship challenge arise, the advisor will identify strengths and areas where the advisee wants to grow, informed by feedback from academic, citizenship, co-curricular and familial partners, and, as needed, ensure that:

- The patterns are discussed with the student directly
- The student is coached/supported in creating a plan of action, as needed/desired
- The student is aware of supports that are helpful in executing that plan
- The plan is followed up on consistently
- These patterns are communicated to the student's circle of care
- These patterns are communicated to the family

PRICE ACADEMIC SUPPORT CENTRE

Director of Academic Support

Allyson O’Grady aogrady@tcs.on.ca ext. 1255

Academic Support Faculty

Grant Elson gelson@tcs.on.ca ext. 1602

Rachel Pearson rpearson@tcs.on.ca ext. 1351

John Thomson jthomson@tcs.on.ca ext. 1262

The Price Academic Support Centre (PASC) enhances teaching and learning at TCS by providing comprehensive academic resources, support and services for students and faculty members. In conjunction with other academic and student support services (guidance, health services, athletic therapy, library and the advisor program), its focus is to help students demonstrate learning and academic strengths to maximize their academic potential. In addition, the PASC helps teachers explore and implement teaching methods that will enable them to work with all students more effectively.

The PASC provides support and coaching to all students. As such, it complements, rather than substitutes for the academic support given to students by their individual teachers and advisors. It is important that all students experiencing academic difficulty:

- Meet with their subject teachers regularly for extra help, including through academic assistance, learning seminars, the Math Learning Centre and the Writing Centre
- Take responsibility for their learning and are guided to become independent learners
- Become active learners
- Develop self-advocacy skills
- Recognize their areas of strength and need, and adapt their learning accordingly
- Participate in learning skills seminars held by the PASC team

The PASC works with students to coordinate “peer to peer” academic support, whereby students are paired with a peer for academic coaching.

The PASC also works in close partnership with the Frances Price Athletic Therapy Clinic, the health centre, students and faculty, supporting students recovering from concussion as part of the School’s Return to Learn protocol. For further information, see the *Frances Price Athletic Therapy Clinic* section above.

Learning Skills Sessions and Workshops

Designed to assist a variety of learners and promote readiness for learning, the PASC offers learning skills seminars, sessions and workshops that help students explore areas of strength and challenge. Students are encouraged to seek support through the centre. For example:

- Time management
- Note-taking strategies
- Study skills
- Test-taking strategies
- Exam preparation
- Overcoming procrastination
- The SQ4R reading strategy

Support for Students with Diagnosed Learning Needs

TCS is committed to making reasonable accommodations for our students with identified learning disabilities provided the appropriate documentation is submitted to the School.

In keeping with the Ontario Ministry of Education, university and the College Board’s testing policies, TCS requires:

- A current psycho-educational assessment (no more than three years old)
- A qualified professional to have conducted the assessment
- Documentation which must include a specific diagnosis
- Documentation to support the diagnosis which must be comprehensive
- A rationale for requested accommodations to be provided

Process

The director of academic support or designate will be responsible for reviewing documentation to confirm that it complies with guidelines and determines accommodations provided in the context of TCS. The School does not modify course curriculum.

The recommendations from the psycho-educational assessment are used to guide the accommodation process once parental consent for release has been obtained. The director of academic support or designate will then create an *Academic Support Profile* (ASP) which is shared with the student’s teachers, advisor and head of house, who will work with the student to help derive the full benefit from the ASP. Please note that not all recommendations may be implemented.

It should be noted that for SAT and Advanced Placement exams approval for accommodations must be sought from the College Board since these are American standardized tests. This process is directed through the department of student support.

At TCS, students who are diagnosed “gifted” through psycho-educational assessment are not provided specific program adjustments, nor is an ASP developed; rather, they are encouraged to explore enriched, pre-AP and AP courses and AP Capstone. The School’s broad, comprehensive and extended curriculum provides challenging opportunities for students of all abilities.

Confidentiality

TCS will maintain confidentiality of the psycho-educational assessment and will not release any part of the documentation, outside of the School context, without the student’s and parent’s informed consent.

Standard Testing Support

Test/exam accommodations are based on the recommendations from the psycho-educational assessment and articulated in the student’s ASP. They often include:

- Extended time for tests/exams
- Use of a laptop
- Clarification of questions
- Oral follow-up
- An alternative, distraction-reduced environment

It is vital that students understand that the accommodation process is a shared responsibility. With this in mind, students

are taught to advocate for themselves and are expected to take an active role in the support and accommodation process. It is acknowledged that this takes time and teamwork, and that students may need ongoing guidance while they develop the maturity, skills and self-awareness required for truly independent learning.

GUIDANCE

Director of Guidance

Matt Fox *mfox@tcs.on.ca* **ext. 1275**

Guidance Faculty

Tyler Bailey *tbailey@tcs.on.ca* **ext. 1310**

Keith Brooks *kbrooks@tcs.on.ca* **ext. 1206**

Leisa Wierenga *lwierenga@tcs.on.ca* **ext. 1613**

Guidance Assistant

Tanya Skeoch *tskeoch@tcs.on.ca* **ext. 1210**

Overview and Mission

The primary focus of the TCS guidance department is to support every student's growth by helping them think about and plan for their future, and providing individual support for their emotional and social development. We aim to provide a safe and nurturing environment where students feel welcomed and affirmed, while working closely with parents, teachers, heads of house and advisors to ensure a highly integrated approach to student support.

Academic & Post-Secondary Support

Counsellors support students with things such as:

- Course selection
- Enrichment opportunities
- Summer programs
- Goal setting (personal, academic and career development)
- Post-secondary and scholarship applications

Social-Emotional Support

Counsellors offer students the opportunity to explore, understand and work through personal issues such as:

- Self-esteem
- Stress
- Anger, sadness
- Motivation, perfectionism
- Conflicts with friends, roommates, family
- Grief/loss
- Sexuality and gender

Guidance Classes

Grade 10: Students will spend half of the year in a career studies class. The course consists of an examination of the following: education and career planning; exploration of values, skills and personality; decision-making and communication; and university program research.

Grade 11: Beginning in January, students will meet every two weeks (no credit earned) researching possible post-secondary avenues, including: particular strengths of various institutions; compatibility of a student's learning style and the size of the university or college; requirements for admission; possible

career paths; and professional and graduate programs. Students are encouraged to develop organizational skills throughout the research process. The year ends with the application of research strategies and preparation for the summer break.

Grade 12: Beginning in September, students will meet one period per eight-day cycle (no credit earned) working on the application process in earnest and, in the latter part of the year, addressing their transition to post-secondary. Grade 12 students, in addition to guidance classes, are also encouraged to have regular one-on-one meetings with their guidance counsellor throughout the process of considering and applying to post-secondary institutions.

Post-Secondary Applications

As students enter their final year they will need to responsibly manage the university and college application process while doing their best academically. At the start of Grade 12 each student will have reviewed options for post-secondary study and have a reasonably firm list of programs to which they wish to apply based on their Grade 11 research. Discussion is always encouraged and it is understood that students may add or remove programs from their list as new information arises or as interests shift. Guidance counsellors will oversee the application process and many of the applications to Canadian universities are completed in class.

As each university or college has its own specific criteria for admission, students are expected to know what entrance tests may be required (e.g., SAT I and/or SAT II, TOEFL, etc.) for their programs of choice in the latter part of Grade 11. Guidance counsellors are always happy to assist students in finding information, to direct them to relevant resources or to discuss options with students, advisors and parents; however, the onus will be on each student to take responsibility for post-secondary applications and any supplementary documentation that may be necessary. With support and advice throughout, this will allow students to develop the confidence to advocate for themselves after they leave TCS and move into the next phase of their lives.

It is very important that students visit universities or colleges of interest and thus the guidance department typically runs two full-day field trips, one in the spring of Grade 11 and the other in the fall of Grade 12, so that students are afforded the opportunity to visit at least two universities. Visits will include question and answer sessions with TCS alumni currently attending each school. It is strongly recommended that families and students do their best to visit most, if not all, of the universities of interest as this is a major determinant of a good final choice of university and program. This can be accomplished through the summer or over the generous breaks TCS offers throughout the academic year.

U.S. College/University Applications

SATs can be written in Canada in October, November, December, May and June. The decision of when to write the SAT is best done in consultation with a guidance counsellor.

The guidance department has study resources available and will help students pursue test writing courses (facilitated by external providers), if desired.

Families of applicants to U.S. universities will often seek to apply for need-based financial aid to offset the cost of an

American education. This is a highly personal process, which involves the disclosure of sensitive and private financial information, including copies of tax returns. The guidance department, therefore, refers families to appropriate university officials, but will not take an active part in the financial aid application process itself.

Course Selections

Returning Students

Course selections begin in the winter term for the following academic year. Course selections are done by each student with the direction of a guidance counsellor and approved by parents. Course selection consists of looking at the courses the student wishes to take, the OSSD requirements as well as any possible areas of post-secondary study.

Changes to course selections can be requested, with appropriate rationale, as late as the end of the first full eight-day cycle at the start of the new academic year in September. It is, however, recommended that requests be made as soon as possible as some courses may fill early. Detailed information regarding the process is provided to students and parents each year.

Junior School Grade 8 Students

At the start of winter term the Senior School hosts an enrolment information evening for Grade 8 parents and students. This is an opportunity for students and their families to become familiar with academic and co-curricular options, expectations and daily life in the Senior School.

During the winter term, guidance counsellors from the Senior School meet with Junior School Grade 8 students to begin their course selection for Grade 9. Course selections are shared with both Junior School staff and parents prior to confirming Senior School schedules to ensure that selections are appropriate.

New Students

New students email their course selections to their assigned guidance counsellor; however, before courses can be approved and finalized, the guidance department must receive year-end June report cards and/or a transcript from the student's previous school. It is recommended that these be sent to TCS as early as possible. Detailed instructions for course selection are provided to families at the time of enrolment. Please be aware that guidance counsellors are only available until June 23 and after August 21, 2023.

Please consult the *Academic Life* section of *Life at Trinity* for information on course changes and student records.

LIBRARY

Librarian

Shelagh Straughan sstraughan@tcs.on.ca ext. 1291

Library Assistants

Viola Lyons vlyons@tcs.on.ca ext. 1292

Julie Spencer jspencer@tcs.on.ca ext. 1292

The Senior School library supports the School's academic, co-curricular and residential programs through three key objectives:

- To enrich curricular and co-curricular initiatives by working with students, in class and one-on-one
- To develop a rich collection and programming that encourages active reading and thoughtful use of resources
- To maintain a welcoming space conducive to reading, research and reflection

Library services and programming are designed to meet the diversity of student needs and interests, and seek to be relevant and timely to what is happening in the school community.

The library collection is comprised of 10,000 print volumes (fiction, non-fiction and periodical), 15 scholarly databases and a rich catalogue of downloadable e-books and audiobooks. Library faculty and staff support the development of information literacy skills through classes held both in the library's Gibson Room and within teachers' classrooms.

The library offers a variety of workspaces, including soft seating, tables for individual and group work, reading room space for quiet study and two small group rooms with HDMI connectivity for display. The library space is flexible and able to accommodate a range of group sizes for a variety of purposes.

Co-CURRICULAR PROGRAM

Trinity College School values the three pillars of our co-curricular program: arts, service learning and athletics. Each of the three pillars offers a variety of activities from which students can choose so that they may follow their interests and passions within the framework of the School's expectations. Students in all grades (9-12) must meet certain criteria in order to satisfy the co-curricular program expectations of the School. TCS recognizes the importance of a balanced, healthy lifestyle; regular physical activity remains a core component of the learning environment. It should also be noted that students graduating from TCS are required to have completed a minimum of one term of participation in co-curricular arts (regardless of which grade they enter the School) and the minimum 40 hours of community service.

The **Performance** program includes activities which require a selection process in order for students to participate. This would include auditioned music ensembles and dramatic productions, competitive sports teams and service trips for which a selection process is required (e.g., the Island School service learning trip).

Students entering the School with identified skills in areas such as service, performing arts, dramatic arts and competitive athletics are required to participate in the co-curricular program at the Performance level.

The **Activity for Life** (AFL) program within each of the pillars offers students the chance to explore opportunities of interest to them in a less pressured environment during each of the three terms: fall, winter and spring.

Following are the 2023-2024 guidelines for students participating in the Activity for Life program at each grade level.

Grade 9/10 Activity for Life Program:

Grade 9 students are engaged each day of the week Monday to Friday.

- **Physical Activities:** Students are required to participate in physical activity all three terms. Activities run four days per week on Monday, Wednesday, Friday and select Saturdays.
- **Service Learning:** Activities run on Tuesday.
- **Arts:** Activities run on Thursday.

Grade 10 students, in addition to the above-noted athletics requirement, have the choice of service on Tuesdays or Thursdays, or arts on Tuesdays and Thursdays. They must choose one or the other but certainly can be engaged in both.

Grade 11/12 Activity for Life Program:

- **Physical Activities:** Students are required to participate in physical activity all three terms. Activities run four days per week on Monday, Wednesday, Friday and select Saturdays.
- **Arts:** Activities will run in the fall, winter and spring terms on Tuesdays and Thursdays depending on instructor availability. *Note:* All students must have participated in one term of co-curricular arts before graduating TCS.

- **Service Learning:** Senior students in Grade 11 and 12 who are part of the AFL physical activities program for two or more terms are required to be engaged for a minimum of one term, one day per week, in service. Service activities for Grade 11 and 12 students will run in the fall, winter and spring terms, on Tuesday and Thursday.

Due to the nature of the academic program in Grades 11 and 12, students are encouraged to choose activities that will enable them to lead a healthy lifestyle.

In the following pages, further details on each of the School's athletic, arts and service learning programs are provided.

Co-curricular Events Calendar

Information on specific athletic, arts and service learning events held throughout the year can be found on the school calendar at www.tcs.on.ca. There is a dedicated calendar of competitive athletics games available on the TCS website at www.tcs.on.ca/athletics/schedule. Calendars will be updated as information for the 2023-2024 school year becomes available.

ATHLETICS

Athletic Program Director

Will Salvarinas wsalvarinas@tcs.on.ca ext. 1224

The Trinity College School athletic program provides a wide variety of competitive and non-competitive sport opportunities delivered through the Performance and Activity for Life programs, respectively. Student athletes are supported in learning and developing sport and life skills that build character and instill healthy fitness habits intended to last a lifetime.

Tradition

TCS has a long history of competitive sport. From 1902 when the rivalries of the independent schools' Little Big Four began, sport remains woven into the very fabric of TCS. Since those early days, the Canadian Independent Schools Athletic Association (CISAA) has grown significantly in size and scope. TCS proudly takes a leadership role in this community, which encompasses more than 35 schools and 100 leagues. TCS teams compete very successfully within CISAA and often at the highest provincial level, the Ontario Federation of School Athletic Associations (OFSAA). The memories of playing for TCS live strongly in the minds of students and alumni, illustrating that sport at TCS is more than simply competition; it is a bond forged from a common purpose, resulting in lifelong friendships.

Program Expectations

Athletics serve to complement the School's academic, artistic and service learning programs and the true value of a TCS education is found through full engagement both in and out of the classroom. The goal of the athletic program is to demonstrate the values and benefits of healthy active living

and teach important life skills such as commitment, leadership, respect, effort, humility and friendship. The student athlete at Trinity College School is expected to be fully engaged in school life which includes being physically active each of the three terms of sport, either within the Performance (competitive) or the Activity for Life (AFL, non-competitive) program.

The following list of program expectations applies to student athletes in both the Performance and AFL programs:

Respect for the rules

- Athletes must respect both the letter and the spirit of any rules for any and all school athletic activities they participate in
- Athletes must listen to, and follow, their coaches' instructions

Respect for commitments

For instance:

- Athletes must attend all scheduled activity days, games and practices, team functions
- Athletes must communicate directly with a coach if it is impossible to meet a commitment
- Injured athletes must attend therapy and their activities, practices and games as therapy allows, and play a positive role

Respect for academic responsibilities

For instance:

- Athletes must stay on top of their academic work
- Athletes must not use academic work as an excuse to evade athletic responsibilities
- Athletes must not use athletics as an excuse to avoid academic responsibilities

Good sportsmanship

For instance:

- Athletes must be modest in victory and gracious in defeat
- Athletes must be supportive of their teammates
- Athletes must respect officials and coaches

Diligence

For instance:

- Athletes must make an honest effort at all times
- Athletes must participate in a positive manner
- Athletes must work hard to improve their fitness and skills to their full potential

The School, coaches and parents are expected to provide student athletes with the support they need to become successful, contributing members of the school community and society at large. Parents should focus on the life lessons their children can take away from sport.

Offerings

TCS typically offers a total of 19 different interschool sports (see list on page 19), fielding 44 competitive teams at the Senior School level in the Performance program. In addition, there is a diverse Activity for Life non-competitive program. Our competitive teams play under the mantle of the TCS Bears, and our school athletic colours are maroon, white and black.

Main Competitive Arenas

TCS teams compete within the Conference of Independent Schools Athletic Association (CISAA) with the hope of senior teams qualifying for the OFSAA (Ontario Federation of School Athletic Associations) Championships.

Amenities

The athletic facilities and amenities offered in and around the TCS campus include:

- A country setting allowing cross-country running and skiing on and near the campus
- Excellent rural roads for cycling
- Five squash courts
- Five gymnasiums
- Four tennis courts
- A full fitness facility
- A hockey arena
- An athletic therapy clinic

Colour Guidelines

- Colours are only awarded at the Bigside level
- Athletes in Grades 11 and 12 are eligible
- Athletes must play on four Bigside teams in their two senior years (Grade 11 and 12) to be eligible
- To maintain eligibility in a season where the athlete does not play on a Bigside team in Grade 11 or 12, the athlete must satisfy the program expectations (see above)
- School discipline may affect eligibility for Bigside colours; offences that lead to suspension and a student being put on acute disciplinary probation (ADP) may make a student ineligible for colours in the season of the offence and subsequent seasons that school year.
- Athletes must satisfy the colours criteria (see below)
- Colours are awarded in June of an athlete's Grade 12 year

Expectations for TCS Colours

Colours at TCS are not awarded, they are earned. To earn colours, athletes are obliged to meet the following expectations.

A. To earn colours, athletes must respect

1. Their opponents

For instance:

- Athletes must shake hands properly before/after games
- Athletes must offer hospitality to teams visiting TCS
- Athletes must behave respectfully while visiting other schools
- Athletes must not taunt or degrade their opponents
- Athletes must play fairly at all times

2. Officials

For instance:

- Athletes must accept officials' decisions
- Athletes must not heckle officials
- Athletes must appreciate that officials have difficult jobs

3. Coaches

For instance:

- Athletes must be supportive of their coaches
- Athletes must listen to, and follow, their coaches' instructions

B. To earn colours, athletes must value team goals over individual goals

For instance:

- Athletes must respect their coaches' decisions about playing time
- Athletes must be willing to play the position or role their coach assigns them
- Athletes must focus on team goals rather than individual achievements (e.g., winning an MVP award)
- Athletes must be a leading ambassador for TCS, a positive spokesperson for the School, their team and their teammates and coaches

Bigside Tie

- Ties are only awarded at the Bigside level
- Athletes in any grade are eligible
- Bigside ties are awarded at the awards night of the season in which athletes have completed their third season on a Bigside team during their career at TCS
- Athletes must satisfy the colours expectations (i.e., must be on the "eligible" list each of the three seasons)

Distinction Award

- To earn a Distinction award, an athlete must fulfill the program expectations, colours criteria and Distinction definition in that season
- Distinction awards are only presented to athletes in Grades 11 and 12
- Athletes may earn a Distinction award more than once in a sport

Distinction awards are presented to athletes who have earned them by satisfying the following criteria:

- The athlete has maintained an exceptionally high level of performance throughout the season
- The athlete has exhibited strong leadership on the team
- The athlete has been a leading ambassador for TCS

Athletic User Fees

Certain sports cost more to operate than others, and TCS applies a user fee to help offset these costs. The accounts of all students who participate in the sports listed below are billed the user fee.

- Alpine \$1,000 (estimated)
- Football \$200
- Hockey (Senior level) \$3,000-\$3,500 (estimated)
- Rowing \$600 (spring season)
- Golf \$275 **estimate based on last year's membership; tournament fees extra (average \$60 each)*

Overnight trips for tournaments and events, such as attending OFSAA, are treated as extra expense to be covered by participating athletes.

Travel

Tours abroad for teams are optional and involve an extra cost to the students participating; teams attempt to offset the costs by fundraising. Students who travel outside Canada (e.g., those playing hockey, basketball, rugby and baseball) need valid passports. Non-Canadian students also need a valid and current study permit to re-enter Canada after any school trip.

Athletic Dress

All students on competitive teams are required to purchase athletic dress as part of the uniform. This includes the TCS athletic track suit required for all travel. Some uniforms are for purchase only; others are on a rental basis, with fees administered at the end of the season. Any student who does not return a rented jersey will be responsible for paying the replacement fee. Please note that teams wishing to purchase promotional clothing (e.g., hats, T-shirts) first must obtain approval from the athletic program director.

Athletic Travel

On the occasion when competitive sports teams arrive late back to campus from a game (after 7:00 p.m.), the team will stop for dinner on the way home. Students will be asked to pay for their food and be reimbursed (\$15/meal) at the end of the season. Students are always encouraged to bring snacks and water with them to competitions.

Athletic Offerings

Performance programs typically offered:

Fall	Winter	Spring
Basketball (g)	Alpine (co)	Badminton (co)
Field Hockey (g)	Basketball (b)	Baseball (b)
Football (b)	Squash (co)	Golf (co)
Harriers (co)	Hockey (b&g)	Rowing (co)
Soccer (b)	Swimming (co)	Rugby (b&g)
Volleyball (b)	Volleyball (g)	Soccer (g)
		Softball (g)
		Tennis (b&g)
		Track (co)
		Ultimate Frisbee (co)

Legend: g=girls; b=boys; co=co-educational

Note: Gender distinctions in competitive (Performance) athletic programs are determined by CISAA.

Activity for Life non-competitive programs which may be offered:

Fall	Winter	Spring
Racquets	Racquets	Racquets
Fitness	Fitness	Fitness
Equestrian	Snow Team	Equestrian
Outdoor Games	Gymnastics	Outdoor Games
Yoga	Yoga	Beach Volleyball
	Rowing (<i>dryland training</i>)	

Note: All Activity for Life programs are offered to all genders.

Arts Program Director

Sally McKay-LePage smckay-lepage@tcs.on.ca ext. 1232

Mission

The co-curricular arts program at Trinity College School imparts a creative, challenging and innovative exploration of the arts where talented and aspiring young artists can develop and enhance their artistic skills in preparation for a richly rewarding lifelong relationship with the arts.

TCS values, supports and recognizes the importance of the arts as a necessary and vital component of a student's well-rounded education.

"Arts education not only enhances students' understanding of the world around them, but it also broadens their perspective on traditional academics. The arts give us the creativity to express ourselves, while challenging our intellect. The arts integrate life and learning for all students and are integral in the development of the whole person." – Dr. Terry Bergeson

Traditions Old and New

For more than 100 years, the performing and fine arts have played an integral role in the cultural and creative lives of students at TCS. As far back as 1882 with a production of the one act farce, *Poor Pillicoddy*, dramatic performances, house plays and music concerts have added to the cultural pursuits of our students. Today, TCS offers students a vast array of artistic possibilities. As an extension beyond our curricular offerings, students can explore a myriad of challenging artistic pursuits including instrumental, vocal and choral music, dramatic arts and dance, improvisation, visual arts, pottery and more. Our complete program is updated yearly and posted on the TCS website (www.tcs.on.ca) under *Senior School – Arts*.

Program Expectations

The student artist at TCS is expected to be fully engaged in school life. The performing and fine arts serve as the fundamental cornerstones of excellence in education, fostering a student's creativity, innovation and pursuit of excellence through a rigorous curricular and co-curricular program. The roles within the arts are many, and each is fostered and nurtured by an arts faculty and part-time instructors who are accomplished and dedicated teachers, active in their arts disciplines. It is our goal to graduate students with creative and passionate involvement and an understanding of the cultural life of their communities as well as refined skills in one or more arts disciplines. As such, students are expected to be actively engaged in the process of arts learning alongside professionals in all arts disciplines. Students are strongly encouraged to be engaged fully and committed to the co-curricular arts program during their time at TCS.

Within the co-curricular arts there are a number of performing arts options, which include activities requiring a selection process in order for students to participate. This would include auditioned music ensembles and dramatic productions. Furthermore, offerings include a portfolio building program for those students in Grade 11 and 12 interested in pursuing the arts at the post-secondary level, which also require instructor approval for participation.

Program Requirements

Grade 9 students are mandated to participate in the co-curricular arts program. This program offers a wide array of arts experiences, which in recent years has included: music, dance, technical theatre, robotics, improvisation, arts and crafts, ukulele, portfolio building and visual arts. The breadth and depth of the co-curricular arts program provides a unique opportunity to experience new challenges and enhance artistic skills. Intrinsic to one's development as a human being, the performing and fine arts lift us beyond what has always been, toward the possibilities of "what if?"

Unless otherwise designated, co-curricular arts are open to all students from Grade 9 to Grade 12. A more detailed explanation of co-curricular arts offerings is available on the *Senior School* section of www.tcs.on.ca, under *arts*.

Dance

Student performance in dance is offered for participation through the co-curricular performing arts program. A sprung floor on the theatre stage and combination dance/drama studio provides flexible rehearsal space for both our actors and dancers.

Students have the opportunity to dance and learn for fun and fitness in the fall and winter terms. The dance club is offered exclusively for Grade 9 and Grade 10 students, with no previous dance experience required for participation.

In addition to the dance club, students in any year with previous dance experience are eligible to audition for the dance troupe. These dancers rehearse and choreograph dance routines in jazz, modern, ballet, hip hop and break dance. Students work towards the production and staging of a major dance show towards the end of the winter term.

Theatre Production

Building on the strengths of the curricular drama program spanning Grade 9 through 12 (including a Master Class section dedicated to Grade 12 students pursuing entrance to university theatre programs), TCS offers a wide range of co-curricular performance opportunities. Throughout the school year, students have the opportunity to explore and engage in a myriad of activities that go into the creation of a theatrical performance. For those interested in acting, TCS offers audition opportunities in all areas of its co-curricular theatre program including two major theatrical productions geared to senior level students. Students are provided with opportunities to explore the technical aspects of theatrical production including set, lighting, costume and makeup design as well as stage management.

Recent productions have been as varied as *Spamalot!*, *The Diary of Anne Frank*, *Vimy*, *Harvey*, *Arsenic and Old Lace*, *Salt-Water Moon*, *Death of a Salesman*, *A Streetcar Named Desire*, *The War of the Worlds*, *A Midsummer Night's Dream*, *Hamlet* and *The 39 Steps*.

Music

LeVan Hall's state-of-the-art music facility provides ample rehearsal, storage and practice space for the increasing performance demands and expansion of the music program. Senior School music courses are offered from Grade 9 to Grade 12, complemented by extensive co-curricular music offerings. Students can elect to study vocal and instrumental

music (including courses specific to guitar), with comprehensive instruction in performance, theory, listening, MIDI technology, jazz and world music.

Due to the depth of program, co-curricular music has witnessed tremendous growth and level of achievement in the past several years. Our large performing ensembles have achieved regional and national performance recognition participating at Musicfest Canada and regional music festivals. In addition to festival performances, our musicians perform annual Christmas and spring charity concerts.

Rehearsing weekly for three terms, TCS offers a wide range of performing ensembles including a string orchestra and wind ensemble as well as jazz and vocal ensembles. Any TCS student is welcome to take part in the co-curricular music performance program, however, some ensembles are auditioned. Additional performing ensembles are available for student participation through our chapel program. Rehearsing all three terms, these include the Chapel Choir and Johnson Bell Ringers.

Any student at TCS may also take advantage of the opportunity to study music with private tutors. Many of these instructors are professional musicians who travel weekly from Toronto to teach our students.

The TCS co-curricular arts program also coordinates an instrument rental program which is strongly recommended for instrumental and string students.

Visual Arts

The world of electric tools, sculpture, construction, printmaking, painting, mixed media and drawing enjoys purpose built spaces in the School's visual arts wing. Every visitor to TCS quickly experiences the colourful and engaging production from the art department. Constantly changing exhibitions of student work occupy virtually every major corridor and foyer area of the School. The visual arts wing provides great flexibility in terms of what all art classes (including co-curricular groups) can achieve, and extensive exhibition space. The visual arts faculty and part-time artist instructing staff put a premium on creativity, imagination and hard work.

The co-curricular arts program offers many opportunities for students of all grade levels, whether beginner or advanced. The School's well established visual arts program is recognized for its rigour, variety and imagination, and builds from its academic streams of media and traditional arts. Engaging weekly for three terms, TCS offers a wide range of art practices. From pottery to figurative drawing to eco-friendly sculpture with trashbots, our versatile program allows for students of all interest levels to engage in visual arts in a meaningful way.

House Debates

The debating program at TCS operates through intramural debating which takes the form of a house debating competition. There are four rounds of house debate, and for each round each house provides two junior and two senior teams. There are then a semi-final and a final round to determine a winner at both the junior and senior levels.

External Competitive Debating

TCS is a founding member of the Fulford Debate League and is a member of the Ontario Student Debating Union. Over the course of the school year, students may be selected to represent the School at the three Fulford Debate tournaments as well as participate in the OSDU provincial championships.

The Record

The Record is the TCS yearbook. It is produced by the students under the direction of the editor-in-chief. Students who wish to help with the yearbook in any capacity (e.g., sub-editors, photographers, advertising raisers, page designers) should apply to the faculty advisor, Barbara Brough.

Co-Curricular Arts Awards Guidelines

Awards for co-curricular arts involvements are presented at a ceremony held near the end of the school year. Below are the criteria for earning specific performing arts awards. *Note:* To be considered for and recognized with a co-curricular arts award, acute disciplinary probation (ADP) status is taken into consideration.

Commendation Award

To earn a Commendation award, a student must honour all arts commitments, contribute to a safe and welcoming studio and performance space, try a variety of art forms, actively promote the arts on campus and work hard to achieve a personal best in their chosen discipline.

Awards of Excellence

To earn an award of Excellence in the following categories, the student must demonstrate all attributes of the Commendation award level, as well as meeting the following criteria:

Award of Excellence – Performance

Awarded for outstanding participation and performance.

Artistry: Takes artistic risks and displays a passion for the art form

Responsibility: Dedication and commitment to the ensemble – demonstrates initiative above and beyond minimum requirements

Multiple arts involvement: Participates beyond the minimum requirement with demonstrated consistency, dedication, commitment and skill in all arts groups

Award of Excellence – Debates

Awarded specifically to students in their graduating year who have participated in both the debate club and in external debate competitions in multiple years. Awarded for dedication, commitment and character.

Debate skill excellence: Illustrates a deep understanding and skill level of debate technique; displays a passion for the art form

Responsibility: Dedication and commitment to the debate program – demonstrates initiative above and beyond minimum requirements

Multiple years of club and competition involvement:
Participates beyond the minimum requirement with demonstrated consistency, dedication, commitment and skill

Award of Excellence – Visual Arts

Artistry: Takes artistic risks, is passionate about the art form and shows innovation with materials, processes and ideas

Responsibility: Displays dedication and commitment to developing their artistic voice and vision

Multiple arts involvement: Participates beyond the minimum requirement with consistency in art groups

Award of Distinction

An elite award for outstanding contribution to the co-curricular arts. This honour is awarded to a graduating student. To earn Distinction, a student must meet all criteria of the two previous award levels (Commendation and Excellence), as well as meeting the following criteria:

Artistry: Demonstrate growth and skill development during their career at TCS

Responsibility: Demonstrate a passion for the arts and serve as a role model to others

Multiple arts involvement: Yearly involvements in their chosen discipline(s)

SERVICE LEARNING

Service Learning Program Director

Kim Vojnov kvojinov@tcs.on.ca ext. 1414

Mission

To uphold Trinity College School's mission of developing habits of the heart and mind for a life of purpose and service, everything we do and say should send a message to the world about who we are. Senior School is a critical time in which to work on developing strong values and integrity. Students should ask themselves, "How have I made a difference? How will I continue to make a difference?"

Our service learning program has a number of desired outcomes. The School offers a program which is student centered, sustainable and focused on building relationships. In order to go beyond simply fulfilling the Ontario Ministry of Education's requirement of 40 hours of community service, students need to feel empowered to act on their desire to give back and to strengthen their awareness of injustice in the world. Through service learning activities they will develop leadership skills, knowledge and genuine compassion, leading to lifelong involvement in service. It is the School's goal to develop responsible global citizens; individuals whose actions add harmony to the world. It is an added benefit that universities highly value this sincere student reflection on service learning.

Opportunities

There are a variety of service opportunities offered at TCS. It is important to involve students in deeds which promote empathy toward other people and nations, promote respect and responsibility toward the environment and a better understanding of local and global issues. As a result, there are various initiatives that will deal with all of the above and appeal to all members of the student population.

Under the co-curricular umbrella at TCS, the Performance program includes activities that require a selection process in order for students to participate. The service learning department may offer international opportunities for students to apply to, such as an environmental service trip to Island School, Bahamas.

Local initiatives along with partnerships under the Activity for Life stream include but are not limited to Northumberland Big Sisters and Big Brothers, helping out at food banks and second hand stores, conservation initiatives and visiting several local nursing homes. These opportunities will happen on Service Saturdays as outlined in the *TCS Planner*, as well as on weekdays in designated co-curricular times.

Student service is also happening on campus with involvement in Trinity Environmental Action Club (TEAC), the Cultural Awareness Group (CAG), Trinity Students for Social Justice (TSSJ), the Gender and Sexuality Alliance (GSA) and Rebound Youth Services.

Stewardships offer unique service learning opportunities for students in the Senior School. Each year, more than 100 students take stewardships in portfolios throughout the School, including the library, computer labs, music and art studios, greenhouse, therapy clinic and Chapel Choir. Each year, new stewardships are created to respond to the needs of the School and are managed by members of staff. Stewardships are unique in that stewards contribute to a special area or program regularly over the course of the year. The hours of service earned by each student count towards the provincial graduation requirement of 40 hours. Dedicated stewards who consistently contribute earn a stewardship tie at the conclusion of the year.

Finally, Week Without Walls is a week of service learning outside of the walls of a typical classroom, which involves various sites and includes important educational and reflective elements for students. Students and faculty travel in groups to sites from Toronto to Belleville for a wide range of service initiatives including low-income housing builds, nursing homes, food banks, animal shelters, environmental conservation centres and more. This is truly a community-building event and milestone for TCS.

Recognition

TCS celebrates students' service learning success with various school events and presentations. Student achievement is also acknowledged in a service awards event following the May break. Students are acknowledged for reaching various milestone achievements, including a focus on hours completed and dedication to service. The **Bronze** award requires 80 hours of service, the **Silver** award requires 120 hours and the **Gold** award is given for 200 or more service hours, with repeat Gold recipients eligible for Distinction. *Note:* To be considered for and recognized with a service learning award, acute disciplinary probation (ADP) is taken into consideration.

To ensure each student is recognized for service contributions, please contact advisors in the event that students earn community service hours outside of TCS. Students choosing to earn hours outside of the opportunities facilitated by the School are required to obtain a form from the service learning office, or on Edsby, *tcs.edsby.com*, to be filled out by the student and activity supervisor. A description of the activity is required, as is the supervisor's signature. This form also needs to be signed by the student's advisor before the service work is done to ensure that it meets provincial requirements. Requirements and parameters surrounding suitable service work are also included on this form, consistent with the Ministry of Education's guidelines. Aside from written verification of the details, the advisor and service learning program director can assist with any other queries.

CAMPUS LIFE

Below are outlined various aspects of student life at TCS pertaining to both day and boarding students in the Senior School.

STUDENT LEADERSHIP

Student Leadership Coordinator

Michelle Bishop mbishop@tcs.on.ca ext. 1334

Trinity College School prides itself in providing a wide spectrum of opportunities for students to take on responsibilities and develop leadership skills. It is an integral part of the TCS experience. These leadership positions are service-oriented, and student leaders learn the importance of putting something back into the community.

School Prefects

Every year, six to 12 senior students are appointed as school prefects including two head school prefects. Among their many responsibilities, these students set the tone for student leaders and the community in creating a hopeful, spirited and inclusive school. They set a leading example in honouring the expectations of Trinity College School and advise (adult) school leaders by advocating for the student body.

House Prefects & House Captains

House prefects and house captains are appointed in each house to set the tone for students in the house and create a hopeful, spirited and inclusive community. They advise heads of house and advocate for students in the house and set a leading example in honouring the expectations of Trinity College School.

Councils, Clubs & Affinity Groups

In addition to the leadership roles that are part of the co-curricular arts, athletics and service learning programs, there are additional opportunities for students to become involved in groups either as members or leaders.

- Councils: Groups that aim to educate the community
- Clubs: Shared interest groups
- Affinity Groups: Shared identity groups

Appointment for leadership positions takes place in the spring (April – prefects; May – house prefects and house captains; May – council, club & affinity group leadership). Registration to join councils, clubs and affinity groups takes place yearly in September. Students interested in forming a new council, club or affinity group should speak to Ms. Michelle Bishop.

SUSTAINABILITY

Director of Sustainability Programs

Alison Elliott aelliott@tcs.on.ca ext. 1268

Vision

Sustainability through learning, teaching and doing.

Mission

To reduce our footprint. To live in a healthy, sustainable community.

The *TCS Sustainability Plan* identifies target areas in which TCS takes action to embed sustainability in our campus, curriculum and culture. We continue to set goals and strive towards making sustainability visible, desirable and doable in order to prepare our students to create a flourishing future. We are leaders in the protection of our local and global environment. In 2018, TCS was named “Greenest School in Canada” by the Canada Green Building Council. In 2019, TCS received a Canada Clean50 Top Project Award for our student Green Cup Challenge. TCS applies for EcoSchools Canada certification annually, and for several years has been certifying at the highest level, platinum.

Values

- Our students will learn the knowledge, skills and values necessary for a flourishing future
- Our community takes responsibility and leadership towards a healthy, sustainable planet
- We will use our habits of the heart and mind to foster a sustainable future
- We must nurture our natural habitat so that it can be enjoyed by future generations of people, plants and animals
- We must shift from environmental awareness to action

Opportunities

Students are able to pursue environmental leadership and/or service opportunities by:

- Being a house green rep
- Joining the Trinity Environmental Action Club (TEAC)
- Being appointed to the Sustainability Committee
- Being a sustainability steward
- Participating in environmental service learning days, Week Without Walls, environmental service trips
- Taking part in tree-planting, gardening and other stewardship activities

Recognition

The Green Cup trophy is awarded to two houses each May to celebrate the highest number of points collected for correct recycling, paper reduction, implementing eco-actions, tree-planting and more.

Green reps, TEAC leaders and occasional other students who demonstrate extensive environmental service and/or leadership are awarded a sustainability tie. Multiple years of environmental service and/or leadership may be recognized with a sustainability lapel pin. These awards are presented each May during the Green Chapel.

THE MEMORIAL CHAPEL

Chaplain

Major The Revd. Canon Don McLean Aitchison UE
chaplain@tcs.on.ca ext. 1308

The School believes that a healthy spirituality and faith can provide a firm foundation for lifelong wellness. While the chapel tradition is Christian (Anglican), and affords students the opportunity to learn about one of the world's great religions up close, students are encouraged to take their own spiritual journey as they engage with the big questions of life's meaning and purpose and their place in it. The chaplain is committed to walking alongside students of all faiths and none, providing encouragement and helping to connect students with the people and resources that can help along the way.

When Trinity College School was founded in 1865, one of the goals of its founder, the Reverend William Arthur Johnson, was to nurture the spiritual life of the students through "the regular if unobtrusive practice of the principles of the Christian Religion in the daily routine of life." These principles include such concepts as the love of neighbour and the practice of servant leadership. It also includes regularly taking time to gather as a community to give thanks for our blessings, to pray for one another and to rededicate ourselves to living lives of purpose and service. We do this in the Memorial Chapel, which was built following the Second World War in memory of those from the School who had died in the wars and in thanksgiving for those who had returned.

The chapel is under the jurisdiction of the Anglican (Episcopal) Bishop of Toronto and the school chaplain is licensed by the bishop to provide pastoral care to the school community and to preside over services in the chapel.

In addition to full school chapel services, there are regular opportunities for Christian students to worship together and grow in their faith. Confirmation classes are arranged on request and candidates can be confirmed during one of the bishop's visits.

SCHOOL STORE & BEAR BOUTIQUE

School Store

The school store, located in the basement of the W.A. Johnson Classroom Block, is open Monday through Friday from 8:00 a.m. to 4:00 p.m. Students can purchase textbooks, other school materials (notebooks, pens, etc.), sports equipment, toiletries and some uniform clothing (e.g., shirts, sweaters and socks). The school store can accept payment by the following methods: charge to a TCS student account, debit card (Interac), Visa, MasterCard or American Express. Each month the charges incurred on TCS student accounts are billed to parents. Students should not charge a large number of unnecessary items at the TCS store.

Bear Boutique

The TCS Parents' Guild Bear Boutique sells gently used uniform items including blazers, kilts, shirts, pants, ties and more. It is also very popular as a tuck shop, offering a great selection of snacks and beverages. Purchases can be made by student account or cash. The boutique is open weekdays during the academic year and for limited days prior to the start of the school year. For hours of operation or further information, please leave a message at 905-885-3217 ext. 1298. Donations of gently used uniform items are gratefully accepted. The Bear Boutique is run by parent volunteers and proceeds from the sale of these items are used to enhance the student experience at TCS.

FIRE & SECURITY INFORMATION

Fire Equipment and Procedures

The School's fire alarm system consists of a speaker system that projects a "tone" within all buildings. An enunciator panel in each building indicates the location of the activated alarm. Separate provision is made for outbuildings, including the Junior School. Regulation fire extinguishing apparatus is located in all buildings, and smoke detectors are linked to the whole school alarm system. The equipment is inspected monthly; tampering with any of the fire equipment or alarm system is a serious offence. Fire doors, including dorm room doors, shall not be propped open at any time.

In the event of an alarm, all students must take an outside route to an assembly point at their respective houses. There, a staff member or senior student conducts a roll call. A report of all present or a list of missing students is sent by runner to the senior staff member outside the W.A. Johnson Classroom Block. The same runner returns with the "all-clear" and dismissal in due time; until then, no one is permitted to leave the assembly area.

At the beginning of the year, all staff and students are made familiar with the procedure to be followed in the event of a discovered or suspected fire; a copy of *TCS Fire Regulations* is posted in all houses. A practice alarm and drill takes place at the beginning of the school year. A total of six drills are scheduled throughout the school year, with each one followed by evaluation of the process and response.

Use of CCTV Security Cameras

TCS makes use of closed circuit television (CCTV) cameras to promote a safe and secure learning and living environment. Primarily, the CCTV system is used as a trespassing deterrent and can also be utilized if investigating suspected instances of property theft or damage. These security cameras, which record video footage, are installed in locations in and around campus as deemed appropriate by the School (and do not include private spaces such as washrooms or boarding bedrooms). Video is recorded and preserved for sanctioned review by authorized personnel, if deemed helpful to a specific situation. Signs are posted on the perimeter of our campus to identify the use of the CCTV system.

Occasionally, recorded video is also recalled to aid in investigating student discipline-related matters, which could lead to disciplinary measures or consequences. CCTV security cameras, of course, are only one means by which the School works to ensure a safe and secure learning environment.

Lockdown Drills

In response to best practices in crisis management and prevention, the School has developed a “lockdown” procedure that is practiced each year. This procedure and its implementation are designed to safeguard the wellbeing of our students, staff and buildings in the event of an intruder or criminal act. At the start of each drill an announcement is given that the building is going on an immediate lockdown. At that point, all occupants present at the time of the drill go to the nearest room and lock all doors and windows while staying clear of any sightlines. They must remain still and silent until a “clear signal” has been issued.

Bicycles, Rollerblades and Other Forms of Conveyance

Bicycles are permitted at the School, but boarders may not store bicycles in their rooms. Students remain responsible for the appropriate storage of their bicycles, and they must provide a lock. Bicycles are not permitted on TCS-chartered buses. While under the care of the School, students must wear a protective helmet when using a bicycle, rollerblades, scooter, hoverboard, longboard or skateboard. Also, to provide a

school environment which is safe and balances the rights of individuals with the School’s duty of care, students are prohibited from riding rollerblades, scooters, hoverboards and skateboards on the TCS tennis courts, inside TCS buildings and on the Ward Street hill. Additionally, boarders are prohibited from riding after dark. Failure to comply will result in the rollerblades, scooters, hoverboards or skateboards being confiscated and held in the head of house’s possession until retrieved by a parent/guardian or until the end of the school year. Additionally, and according to local law enforcement officials, no person on rollerblades, scooters, hoverboards or skateboards should go upon any roadway except while crossing a street on a crosswalk.

Winter Activities on Campus

The extensive TCS campus makes for wonderful cross-country skiing and snow-shoeing during the winter months. That said, students are asked to avoid Mount Trinity with their sleds, skis and snowboards. The elevation is too steep for these activities to be conducted in a safe fashion and therefore it must be avoided.

BOARDING STUDENTS

The vital requirement of all boarding students is respect – for the rights and feelings of all others involved in residence and for all school and private property. In many ways, a residence is a student's second home. But because the School has so many diverse individuals within each residence, the standards applied in each family's home should be only a starting point for students' behaviour here. The following provisions and regulations are in place. Please note that each house may develop its own character and standards within the framework of the School's expectations.

Staff

Each boarding house has a head of house, an assistant head of house and one or more residential assistant(s).

Bethune

Head of House:

David Ingram dingram@tcs.on.ca ext. 1285

Assistant:

John Thomson jthomson@tcs.on.ca ext. 1262

Bickle

Head of House:

Erin McGee emcgee@tcs.on.ca ext. 1297

Assistant:

Grant Elson gelson@tcs.on.ca ext. 1602

Brent

Head of House:

Campbell Hall chall@tcs.on.ca ext. 1346

Assistant:

Peter Mao pmao@tcs.on.ca ext. 1603

Burns

Head of House:

Jennifer Petrolito jpetrolito@tcs.on.ca ext. 1318

Assistant:

Sheri Gardiner sgardiner@tcs.on.ca ext. 1531

Ketchum

Head of House:

Kristen Richardson krichardson@tcs.on.ca ext. 1238

Assistant:

Taylor Herrington therrington@tcs.on.ca ext. 1277

Scott

Head of House:

Suzanne Hamilton shamilton@tcs.on.ca ext. 1319

Assistant:

Tiffany Bathurst tbathurst@tcs.on.ca ext. 1233

In addition, a number of faculty members are allocated to each house for study and supervisory duties, and advisory purposes. While the heads of house oversee matters of leave and house discipline, all identified residential staff and teachers on duty act as mentors and have jurisdiction over the house during their periods of duty.

House prefects and house captains (see page 24) are student leaders who are appointed to assist with the running of the house and to provide guidance to all students. Heads of house determine the specific duties and responsibilities of house prefects and house captains.

Residence Regulations

If students behave reasonably and show consideration for others consistently, they will ensure that their living environment is respectful, caring and friendly.

1. Hours

a) **Sunday-Thursdays:** Students in Grades 9 to 11 must be in their houses by 10:00 p.m., in their own rooms by 10:15 p.m. and "lights out" by 10:30 p.m. Students in Grade 12 must be in their houses by 10:00 p.m., in their rooms by 11:00 p.m. and "lights out" by 11:30 p.m.

Friday: Students in Grades 9 to 11 must be in their houses by 10:00 p.m., in their own rooms by 10:45 p.m. and "lights out" by 11:00 p.m. Students in Grade 12 must be in their houses by 10:00 p.m., in their rooms by 11:00 p.m. and "lights out" by 11:30 p.m.

Saturday: All students must be in their houses by 10:45 p.m., in their own rooms by 12:00 a.m. (midnight) and "lights out" by 12:30 a.m.

b) Except by express permission of the heads of house, all students must be in their own houses by "lights out" and remain there until the first official school function the next morning. Outside doors to all residences will be secured against entry by 11:00 p.m. every evening. *Note:* Forcing or illegally obtaining entry will be regarded as a serious breach of both trust and school regulations. Students should not be out of houses prior to 6:00 a.m. on any day.

c) Wifi in the houses is available until "lights out."

d) All boarding students must sign in at Sunday brunch.

e) Grade 9 and 10 students' phones will be collected by house staff at 10:10 p.m. Sunday through Friday. Phones will be returned after chapel the following morning.

2. Quiet Hours

Noise level must be kept to a minimum (i.e., no sound should carry outside of students' rooms) during these times:

a) All class periods

b) Evening study period (7:00 p.m.-8:30 p.m.)

c) After 10:00 p.m. every evening

3. Inter-house Visitation

a) No student may enter the room of another student when that student is absent without that student's express permission.

b) Boarding students from Brent, Bickle and Bethune, as well as day students from Orchard and Hodgetts, may visit each other with the door propped open, **after** the academic day. Boarding students from Burns, Ketchum and Scott, as well as day students from Rigby and Wright, may visit each other with the door propped open, **after** the academic day.

- c) Scheduled inter-house visitation is available Saturdays from 7:00-10:00 p.m.; students must check-in with the adult on duty; doors must be propped open and lights on.
- d) A maximum of four guests may be in a room at any time.
- e) Visitation during the academic day is prohibited.

4. Non-TCS Guests in the Houses

If students have permission to bring a visitor to TCS, they are expected to introduce their guest(s) to their head of house and request permission to bring their guest(s) into their room. In the head of house's absence, students may request permission from a member of their house staff. The School also expects students and their guest(s) to act with propriety.

5. Guests on Campus

If students have permission to have a guest on campus, they must introduce the guest to the head of house, the teacher on duty or the head of TCS. As hosts, students must remain with their guest(s) at all times when they are on campus. Students may not leave their guest(s) unaccompanied on the campus while they are involved in academic or co-curricular activities. Day and boarding students are responsible and accountable for the behaviour of their guest(s).

6. Vehicle Policy (see also page 34)

Boarders are not allowed to have cars on campus. In order to travel in the vehicle of an adult or another student (in Grade 12 only) of the TCS community, boarders must have verbal permission from their head of house for each request as well as maintain on record a *Vehicle Permission Form* signed by their parents (which is renewed yearly).

7. Visits by Graduates

Alumni are welcome to visit TCS. As a matter of courtesy, they should make their presence known to someone in authority (e.g., head of Trinity College School, head of Senior School - academics & student life or head of house) and abide by the following rules:

- a) Do not enter any student's room without that student's permission.
- b) Do not stay overnight in residences during alumni functions. *Note:* At other times, alumni in good standing may on rare occasions be permitted to stay over for one night if they are invited by a head of house and they conform to all school rules.
- c) Clear any contact with current students with the student's head of house.

8. Room Standards

Boarding students are essentially renting TCS property for the year. This fact does not prohibit them from decorating or arranging their room according to their personal taste. But it does obligate students to respect their "passing through" status. Posters and other wall decorations are permissible provided that:

- a) They do not constitute a fire hazard. No flammable material may be hung except against a vertical surface. Loose drapings, including sheets, towels, blankets and flags, may not be hung as room dividers or as bunk or window blackouts.

- b) They do not exceed normal standards of decency or advocate any violation of school rules or principles. Pictures or representations must not be sexually suggestive beyond any standard apparent in everyday Canadian life, nor may they depict substance use and/or abuse. The arbiter of this standard is the head of house.

9. Room Furnishings and Maintenance

- a) Candles and incense, which constitute a fire hazard, are not allowed in the residences. Open flames are considered a serious danger and are prohibited.
- b) Students may not move any fixed furniture or remove any school furniture from the room.
- c) Before students introduce any extra furniture into their room, they must obtain approval from their head of house.
- d) Beds can neither be dismantled nor elevated beyond the height for which they were designed.
- e) Walls must not be punctured; adhesive putty, not tape should be used for wall hangings.
- f) Bedroom doors must be able to be opened to 90 degrees to meet fire regulations, and doorways must be easily accessible.
- g) Students must have a TCS approved laptop for use in both their residences and their classrooms. There is Wifi access in every student room for network access. Wireless access points are forbidden in the residence rooms and will be confiscated. For further information, see *Information Technology Services* on page 44.
- h) Electric heaters are only allowed if provided by TCS.
- i) Bicycles and sports equipment may not be kept in a student's room without the head of house's permission.
- j) Rooms should be kept tidy; beds must be made daily.
- k) Rooms cannot be locked from the inside due to fire regulations.

10. Recommended/Allowed Items

The School will provide a bed, desk, wardrobe and desk chair, as well as a mattress cover for each boarding student. The School recommends that students bring these items:

- a) A reusable mug/thermos
- b) An inexpensive knife, fork, spoon and plate for snacks in residence
- c) A desk lamp for evening study
- d) A power bar or extension cord
- e) An alarm clock
- f) A set of headphones for stereo/computer
- g) A reading lamp for bunk bed
- h) A lock for desk drawer and computer
- i) A small rug and computer chair
- j) Bedding: Two sets of sheets, pillows and a duvet/comforter with cover
- k) Towels and toiletries
- l) Clothes hangers
- m) A large mesh laundry bag or laundry basket

These items normally are allowed in student rooms:

- a) A reasonably sized stereo (headphones are suggested)
- b) A small refrigerator (half height)
- c) Gaming console (Grade 12 students only; may be confiscated at the discretion of the head of house)

11. Forbidden Items

In addition to the items at the head of house's discretion, these items are not allowed in student rooms:

- a) Alcohol, drugs, drug paraphernalia
- b) Liquor bottles or beer cans as decorative items
- c) Sexually suggestive images or language
- d) Tobacco, nicotine and/or related items
- e) Pets
- f) Cooking apparatus, incense and candles
- g) Nuts and/or nut products

12. Personal Property/Lost Items

Students are expected to lock their dorm room doors when they leave. Nevertheless, be reminded that the School does not accept responsibility for any lost or stolen personal property. All such items should be covered by the family's insurance policy, including items left at TCS when the student returns home for the summer (see the *Speech Day* section on page 6 for details). *Note:* All personal items left at TCS during the summer must be clearly identified with the student's name.

Students are expected to keep their dorm room swipe card secure at all times. A lanyard can be purchased at the school store to keep it secure. In June, student accounts will be billed for any replacement cards issued at a cost of \$7 each.

13. House Offences

House offences will be addressed and dealt with by the head of house, but they may be recorded on the student's school record.

14. Security

The School advises students against holding more than \$50 cash in their possession, and against bringing expensive electronic gadgets or small, attractive items to school. All possessions should be clearly identified. Large sums of money, passports, plane tickets and other valuables may be kept in the head of house's safe.

15. Search Procedures

The School reserves the right to search the room and/or property of any student including but not limited to any locker, room, car, mail/package or other personal belonging. Searches will always be conducted by a staff member and one other witness.

Weekend Activity Program

The School organizes weekend activities in which boarders can participate, such as trips to sporting events, plays, movies, shopping and more. Trips are supervised by TCS staff and costs vary. Weekend events will also be hosted on the TCS campus over the course of the year. Students are further encouraged to take advantage of offerings within the local community, such as concerts, plays and art exhibits, provided approval for leave has been obtained at these times. Please note that these excursions are not supervised by TCS staff and costs must be paid by the student directly. For more information on weekend programs, contact Weekend Experience Coordinator Lisa Redmond (lredmond@tcs.on.ca).

School Closure during Holidays and Breaks

There are traditional times within the academic year – outlined annually on the *All School Calendar* which is in the *TCS Planner* and on the *parents* page of the TCS website – when the School closes for a holiday or break, including December and March Break and select long weekends (see *Weekends at TCS* below for further information). All outside doors will be locked following the departure of boarding students. Extraordinary activities (such as tournaments, competitions or tours) may be run when the School is otherwise closed, and parental authorization will be required for these additional activities. Regular school programming ceases during these specific holidays and breaks and students and their parents or guardians will be required to make arrangements for student care off-campus. Students may return from long weekend breaks after 6:00 p.m. on Mondays, when supervision is available. When the School closes, it dissolves its *in loco parentis* responsibilities for students, who return to the care and responsibility of their parents/guardian at these times. The School closes for the year at the conclusion of the Speech Day ceremony.

When the School is open and leave is sought, it is essential that students and their parents/guardians work with the head of house to ensure that a proper transfer of care occurs.

Weekends at TCS

Trinity College School is a boarding school that prioritizes the diverse experiences of an international and domestic student community living and learning together. Weekends on campus are meant to be an opportunity to develop the habits of the hearts and minds, outside of the classroom, through cultural excursions, community events, as well as athletics, arts and service learning opportunities. For that reason, there are weekends when all students are expected to be on campus (closed weekends), and weekends when students are encouraged to leave campus in order to support their wellbeing (Quiet Weekends). Requests for leave from campus for boarding students are approved by the head of house with parent permission and normally would begin following the completion of all co-curricular activities on Saturday.

Quiet Weekends

The purpose of a Quiet Weekend is to give boarding students an opportunity to leave campus in order to support their wellbeing. Campus life is busy and there is recognition that an opportunity for a break can be beneficial. Families are advised of these dates in the *TCS Planner* and on the TCS website (www.tcs.on.ca/calendar). At these times, students are expected to meet all of their Friday curricular and co-curricular expectations, after which they may leave campus. In most cases, co-curricular events, practices and games will be cancelled on Saturday during a Quiet Weekend. Students may remain on campus should they choose to do so. Bussing is provided for a specified fee and details are emailed to students and included in the weekly *Parents' Newsletter*, as well as in the travel folder in Edsby.

Request for Weekend Leave

Students are expected to meet their school commitments on Friday and Saturday each weekend, after which students may be granted leave to be in the care of a parent, guardian, or alternative host off campus unless it is a closed weekend. If students have no curricular or co-curricular expectations on Saturday, they may request leave for Friday evening and return Sunday. The decision to grant leave belongs to the head of house for each student with parent permission, and it is not appropriate for a student to seek an excused absence from a commitment from a coach or other staff member in order to leave campus early. Friday leave is only granted by a head of house on a closed weekend under very extraordinary circumstances. Exceptions might include weddings, funerals, medical appointments, etc.

Long Weekends

There are five long weekends during the academic year during which campus is closed and students take time off-campus to rest and recharge. Students may travel home, or go into the care of a responsible adult during this time. On the November Break and Victoria Day Break, students may choose to participate in a school trip instead of travelling home or staying with a guardian. Offerings vary from year to year, but there is always a trip that is open to all students during these two long weekends. Note that trips are subject to cancellation if enrolment is unpredictably low.

For Thanksgiving Break, February Mid-Term Break and Easter Break, international students are able to request to stay on campus, for a fee, and only in cases where they do not have a suitable alternative. Services on campus are limited during this time, but students are able to stay in their own rooms and access campus facilities. Students will be supervised by members of the student life team. Students requesting this service should not expect to be granted leave outside of Port Hope, overnight leave, or leave to a day student's house. Students will be responsible for some of their own meals and will be expected to adhere to additional check-ins beyond the regular routine expectations set out in *Life at Trinity*. Families needing support in accessing TCS-led alternatives for long weekends should contact the Ancillary Programs Director, Michelle Bishop, at mbishop@tcs.on.ca. Note that while there are some School sanctioned trips that take place during a portion of the March Break, the School is otherwise closed during December Break and March Break.

Leave Protocol

1. For the sake of safety it is important that every student can be traced or accounted for reasonably quickly. Therefore, all students leaving the campus, except those going on team trips or trips arranged by a teacher, must sign out using the REACH boarding system.
2. Regular weekend leave begins after all obligations (e.g., academic, athletic, arts, service, detention) have been completed and ends at 10:00 p.m. on Sunday.
3. In order for a student to leave campus for overnight leave, a parent or official guardian must confirm via the REACH boarding system, giving permission to the head of house by Thursday night each week. It is each student's responsibility to be in touch with a parent to discuss the student's request for leave. Students may not be granted leave if they are serving a disciplinary sanction or have outstanding schoolwork.

4. If a day student wishes to invite a boarding student home for the weekend, proper parental permissions from both the boarding parent and host parent must be given using the REACH boarding system. The day student's parents assume all responsibility and liability for the visiting boarding student. Families are always welcome to contact heads of house to discuss leave plans. Email addresses and phone extensions are listed on page 27.
5. The School dissolves its *in loco parentis* responsibilities for students who are on leave.
6. The School recommends that parents should hold guests to the same standard of behaviour as the School expects when students are in residence. Should the behaviour of students while on leave bring the School into disrepute, students will be held accountable. These accountabilities can also extend to host students and parents.
7. Provided students have no school obligations, and wish to take a brief leave within walking distance of the School, they generally may sign out between the end of classes and evening study.
8. Students may not leave the campus during class time or daytime study periods; and after dark, they should not leave the campus on their own.
9. Signing out to leave campus does not give a student permission to travel outside of Port Hope on Highways 2, 28 or 401 or to the town of Cobourg. Such permission must be given by the head of house.
10. Students will not be granted leave to homes of friends or relatives where there is no responsible adult supervision, or to hotels or motels unless parents are there to supervise.
11. For leave at other times or to places other than those noted above, students must have the permission of their head of house or the assistant head of house.
12. Academic absences are arranged through the office of the assistant head of Senior School - academic administration.

Other Leave Guidelines

1. Eligibility for overnight leave is always subject to the head of house's discretion. In making a decision on a request, the head of house considers the student's behaviour and the student's academic and co-curricular standing as the major criteria. In each instance, the student and the parent/guardian must work in good faith with the head of house to ensure that proper transfer of care occurs from the School to the parent/guardian or a host family. Students need a responsible adult, approved by their own parents, who can engage in the event of an emergency.
2. We ask that parents do not request special leave for students except in cases of emergency.
3. Questions regarding leave are dealt with by heads of house and should be directed to them.

Visiting TCS

Parents are always welcome and encouraged to visit the School; however, they should check with their child(ren) before coming to make sure they are free. Under normal circumstances, if students do not have a school activity at the time, they may sign out for leave with their parents on Saturdays and Sundays until 10:00 p.m. Parents are especially welcome at major TCS functions.

Accommodations

Port Hope

Comfort Inn	905-885-7000
The Waddell (inn)	905-885-2449
Hotel Carlyle	905-885-5500
Hampton Inn by Hilton	1-800-HAMPTON

Cobourg

Best Western Cobourg	905-372-2105
Comfort Inn	905-372-7007
MacKeechie House (B&B)	905-372-6242
Woodlawn Inn	905-372-2235

Visit www.visitporthope.ca for further information.

Laundry

Each residence is equipped with a staffed laundry room. If students wish to have clothes laundered, they deliver them to the laundry room for pickup in a day or two. Laundry should be dropped off outside the laundry room door and can be picked up from the hooks in the hallway. Special or urgent requests (sports uniforms, dry cleaning, stains) should be taken directly to the laundry staff inside the laundry room. Laundered shirts are buttoned and folded but not ironed. Sewing repairs and alterations will be carried out by the laundry staff at the rate of \$5 per quarter hour. Name tags are supplied and sewn on items of clothing at a cost of 85¢ per tag. Dry cleaning, which is picked up and delivered on Tuesdays and Thursdays, is charged to the student's account.

Mailroom

The mailroom is open from 9:30 a.m. to 11:15 a.m. and 1:30 p.m. to 4:00 p.m. on weekdays. All boarding students have their own mailbox and receive their own key, which costs \$5 to replace. Students can buy postage, send mail, receive mail and packages, and arrange for other mail services as needed.

TRAVEL FOR BOARDERS

Ground Travel Coordinator

Ashley Collings traveloffice@tcs.on.ca ext. 1257

Note: For day student bussing information please refer to page 33.

The School provides options for boarding students to travel during regular weekends (overnight leave) as well as on break weekends and holidays. These travel options will be communicated throughout the year by the travel office. Families are also advised to visit Edsby; at the top of the homepage there is a link to "Bus & Travel Information" where families can find up-to-date travel information, notices and bus locations.

All school rules are in effect while travelling to and from TCS. All travel rates and schedules are subject to change.

Travel for Overnight Leave

Boarding students wishing to take overnight leave on regular weekends must first submit their travel requests electronically using the REACH system for boarders. This electronic system

outlines the student's travel arrangements, after which heads of house will advise students how to proceed. Parents automatically receive a message, and in turn may grant their approval of the student's travel request. The head of house will give final approval of any leave requests. Students may not be granted overnight leave if they have other school commitments or have assignments that are overdue, until the work is completed.

On most regular (non-closed) weekends, TCS offers bussing for boarders from the School to the Whitby GO Station and Toronto on Saturday afternoon, and returning from Whitby and Toronto on Sunday evening. A fixed fee applies. If students wish to reserve a seat on a TCS boarder bus, they must submit their leave request through the REACH system by Wednesday at 10:00 p.m., so that it can be approved no later than Thursday at 9:00 a.m. Once a student has reserved a seat on the bus, any cancellations (for both the departing and arriving trips) must be received by the head of house no later than 4:00 p.m. on Friday to avoid billing. TCS reserves the right to cancel weekend boarder buses based on low registration.

During winter months, if highway conditions are unsafe, these buses could be cancelled. If necessary, the School would cancel the Sunday night bus by 1:00 p.m. on Sunday afternoon. In this case, families will be responsible for finding an alternative travel option for students to return to campus.

Families wishing to book train tickets for boarding students will do so directly with Via Rail. Taxi service is likewise booked directly with Ganaraska Taxi (or another provider designated by the School).

Break Weekends and Holidays

Boarders are expected to return from long weekends/holidays between 6:00 and 10:00 p.m. the day before classes resume. Note that the School is not open prior to 6:00 p.m. on these days.

It is the responsibility of students to fill out their electronic leave forms via the REACH system, which are then submitted to their parents, host families (if applicable) and head of house for approval and signed consent for each break weekend and holiday. The REACH leave form specifies how students will leave and return, and where they will be staying during that leave. Once parents have received the automatic notification from the REACH system, they must confirm the details of the student's itinerary, including, when applicable, airline and flight number information to ensure safe and accurate airport shuttle arrangements are made. A follow-up email or voice mail to discuss leave plans with the head of house is welcome.

Since the School's holidays are already very liberal, TCS does not support students leaving early or returning late from break weekends and holidays. Permission to leave the School early and miss classes requires additional permission and these special requests should be submitted to the assistant head of Senior School - academic administration (see *Academic Attendance* on page 5).

In view of the congestion at holiday time we earnestly suggest that families make all travel arrangements for all holidays before the school year begins. That is the purpose of providing all the relevant dates well in advance (the 2023-2024 dates were posted online in the winter and can be

accessed anytime at www.tcs.on.ca/parents). Special attention should be given to Thanksgiving, Christmas, March Break and Easter holidays, when students compete with the rest of Canada for rail and air tickets.

Options for ground travel to Durham Region and Toronto are offered on all long weekends. These travel options will be communicated throughout the year by the travel office, four weeks prior to the leave dates. A fixed fee will apply for boarder bus and airport bus shuttles. The ground travel coordinator will process airport shuttle and TCS boarder bus reservations. Train tickets must be booked directly by families with Via Rail. Please ensure that all travel requests are submitted via the REACH system by the deadline given for each break. Airport ground transportation will be confirmed by the ground travel coordinator no later than one week prior to travel. If there is a change in plans after the REACH leave form has closed, please notify the head of house directly via email.

Note: Should students need to cancel an airport shuttle service, notice must be given to the head of house and the travel coordinator at least three business days in advance or the student will be charged the full rate. Should students need to cancel a reservation on a TCS boarder bus, in either direction, notice must be received no later than 24 hours prior to the leave or the student will be charged the full rate.

Please ensure the student has the most up-to-date flight itinerary noted on the REACH electronic leave form, including date of travel, airline, flight number, flight time and destination.

Parents should review the details of the trip with the student before departure and return so the student is best prepared for the task of air travel and can have a stress-free journey.

TCS offers an Airport Monitor Program on the December and March breaks to support students who rely on air travel to get home. For a small fee, TCS Airport Monitors assist

students through Toronto's Pearson International Airport both when they depart from campus and upon their return to the School. The goal is to reduce travel anxiety, while offering reassurance for both families and house teams. Information on this program is provided directly to families in the summer and is also available for reference in the travel information section of Edsby. Keep in mind when reserving flights that the airport monitor cannot service airport shuttles that arrive at the airport earlier than 4:59 a.m. for departure, nor can they provide service for students returning to TCS in the morning or very late at night (i.e. past midnight) unless due to flight delay. Note that students who are flying as "unaccompanied minors" are not eligible to use the TCS Airport Monitor service due to airline regulations.

Note: All airport ground transportation prices are subject to change.

Taxis

Taxi fares may not be charged to a student's account unless the trip is pre-arranged and authorized by the school nurse for medical reasons or by the TCS travel office. All other taxi fares are to be paid in cash by the student using the taxi. Due to the limited number of taxis, last-minute arrangements can be difficult. Taxis should be reserved at least 24 hours in advance, Monday to Friday.

Note: Taxi fares are subject to change.

Personal Property/Lost Items

Boarding students are expected to secure their luggage and personal items while travelling on any form of transportation to/from TCS. Nevertheless, be reminded that the School and transportation company will not accept responsibility for any lost or stolen personal property. While every attempt will be made to recover lost items, please note that all such items should be covered by the family's insurance policy.

DAY STUDENTS

This section contains information that is specific to Senior School day students.

Day Houses

As vital members of the TCS community, day students should involve themselves as much as possible in school life. Only by taking full advantage of the opportunities offered (including responsibilities) will the day student derive maximum benefit from a TCS education. Day students are required to take part in a number of house activities, such as meetings and co-curricular events.

Whenever day students are in the School's charge, they are bound by all school rules. Some rules applying only to day students are given below. Questions should be directed to the appropriate head of house.

Each day house has a head of house and an assistant.

Hodgetts

Head of House:

Sasha Vojnov svojnov@tcs.on.ca ext. 1369

Interim Assistant:

Scott Sanders ssanders@tcs.on.ca ext. 1615

Orchard

Head of House:

Tom Langford tlangford@tcs.on.ca ext. 1276

Assistant:

Michelle Bishop mbishop@tcs.on.ca ext. 1334

Rigby

Head of House:

Tanya Beck tbeck@tcs.on.ca ext. 1207

Assistant:

Sarah Dalliday sdalliday@tcs.on.ca ext. 1331

Wright

Head of House:

Steph Feddery sfeddery@tcs.on.ca ext. 1286

Assistant:

Shelagh Straughan sstraughan@tcs.on.ca ext. 1291

Bussing

Bussing is provided along the Highway 401 West corridor (stopping at Bowmanville, Courtice, Whitby and Ajax round-trip; stopping at Newcastle only in the morning) and north to Peterborough. Information on bus locations and their respective times is confirmed with our provider, Century Transportation.

The travel coordinator will process day bus registrations in late August and contact families at their preferred email address to confirm registration. Registered families will receive bus schedules directly from the travel office via email through REACH (families are asked to check their spam filter for the first email from REACH). As well, during the school year, bus information is available for reference on Edsby (for instructions on accessing Edsby, see page 4) and in the weekly *Parents' Newsletter*. To contact the travel office, email traveloffice@tcs.on.ca or call 905-885-3217 ext. 1257.

Important note: Day bus students are expected to secure their bags and personal items while travelling on the bus. Nevertheless, be reminded that the School and bus company will not accept responsibility for any lost or stolen personal property.

Day Bus Billing

Bussing contracts for the 2023-2024 school year will be for two five-month periods (September-January and February-June). This billing is a flat fee, so regardless of when families register, whether prior to or during a service period, they will be charged the full five-month fee for that period. Families may choose to opt out of the second service period (February-June); this request must be made in writing to the travel office at traveloffice@tcs.on.ca prior to February 1. (Families are cautioned that should they choose to opt out of the bussing service at any given time, vacant seats may not be available should they wish to re-enter the bussing program at a later date.)

Inclement Weather Bus Policy

Day Buses

Snow and road conditions can be such that day buses to TCS are cancelled. The School will confirm no later than 6:30 a.m. by email if cancellation is occurring. Even when day buses are cancelled by the School's bussing provider, Century Transportation, due to bad weather, classes are still in session for boarders and those day students who have access to alternate transportation.

Under no circumstances is the Senior School considered "closed" on a snow day. The School expects boarders and those day students within easy reach of the School to arrive and stay for the day, though the School realizes that those day students living further away should exercise sound judgment regarding travel on snow days. For more information, see *Inclement Weather Days* on page 5.

Note: The Junior School will close only if the weather is so severe that adequate staff and faculty needed to ensure student supervision and safety are unable to attend campus. In this event, the decision to close would be emailed to parents.

Activity Buses

When day buses are cancelled, the travel office, in collaboration with the head of Senior School - academics & student life, will review other activity buses (e.g., intended for sports, arts or service learning travel) scheduled for the day to determine if additional cancellations are necessary. The decision will be made to either cancel all buses for the day or to allow some activity buses to run based on the specific weather conditions, timing and travel distance as applicable, and always with the safety of students and staff being the School's first priority. If activity buses are cancelled, the staff member responsible for the activity will notify affected students and families as soon as possible. It is important to note that the cancellation of an activity bus means that the activity (e.g., game, service opportunity) is cancelled as well and individual travel arrangements will not be required. Should an activity be cancelled due to inclement weather, co-curricular activities on campus, such as practices, will still occur should it be safe to do so.

Car/Parking/Driving Regulations

The following rules are put in place for reasons of safety and liability. Having a car at school is a privilege, which may be revoked if students fail to follow the rules below:

1. A day student in Grade 11 or 12 may drive to school in the morning and back home at the end of the day after all of the student's school commitments (academic and otherwise) are completed. **Note:** According to Ontario law, students must have a G2 license to drive alone; if they have a G1 license, they must be accompanied by a licensed driver with four years' experience.
2. Only Grade 12 day students are allowed to drive other TCS students (day or boarding) at any time, and must have permission from their parent/guardian and their own head of house. Each time students wish to leave campus by car, they must complete a request in the REACH system that will automatically be sent to parents to secure permission. If this permission is not received, this will likely result in the student being considered absent without leave (AWOL) and subject to the associated discipline, which is normally a gating (see *Disciplinary Sanctions* on page 39).
3. Under normal circumstances, students may not leave the campus at any time during the school day. This includes Grade 11 drivers, who are expected to remain on campus during the academic day. If a special circumstance (e.g., an appointment) requires a day student to leave school, the day student must have permission from their head of house.
4. Day student drivers must ask other students in their car if they have the permission of their parent(s) and head of house (through the REACH system) to leave campus at that time and permission to be in another student's car. Students departing campus without such permission may be considered AWOL and subject to disciplinary sanctions.
5. Heads of house should be made aware of any carpooling arrangements through which a day student regularly drives other day students to and/or from the School.
6. Day students must park in the student parking area located east of LeVan Hall (beside Rose Glen Road).
7. Drivers and passengers need the permission of their parent(s) and head of house (through the REACH system) to leave campus in a vehicle. Driving infractions (including parking) may result in a range of disciplinary responses, including quarters, gatings and revocation of driving privileges. In extreme cases, infractions could lead to more significant accountabilities.

Disciplinary Sanctions (see also page 39)

The accumulation of 16 quarters results in a seven-day "gating." Being gated means that during the academic day a student may not leave the school grounds.

Each subsequent accumulation of 16 quarters will result in an additional gating. Parents will be contacted by the head of house on the first gating and by the head of Senior School - academics & student life on the second gating. Students are liable for a three-day academic suspension upon receiving a third gating.

Personal Property/Lost Items

Day students are expected to lock their lockers and to not reveal their combinations to others. The School does not accept responsibility for any lost or stolen personal property. All such items should be covered by the family's insurance policy.

COMMUNITY STANDARDS AND EXPECTATIONS

Every successful community involves a high degree of adherence to common values. Indeed, these shared ideals define the community. At TCS, conducting oneself with integrity and consideration of others is not only the most treasured common value, but also expected of each student every day. As a learning community, the greater intent of upholding community values lies in helping students to build lifelong skills related to repairing relationships, handling discomfort, taking responsibility and showing integrity.

The *Honour Code* appears on page 3 of this publication. All students receive a copy of the *Honour Code* in advisor groups and complete a form to say that they have understood their responsibilities and pledge to abide by them.

The following pages cannot cover all conceivable situations. Any behaviour that violates the concept of “honourable conduct and consideration of others” will be dealt with as deemed necessary.

Questioning the purpose or the particulars of school rules while a student is part of the discipline process would not be timely or helpful. At the beginning of the academic year, students should seek clarification on any aspect of the standards and expectations that may be applied. The head of TCS, head of Senior School - academics & student life or assistant head of Senior School - student life are pleased to speak with any student who has questions about the school expectations or process.

Accountability for Minor Rule Infractions

TCS is an advocate for progressive discipline and seeks to provide consequences and support to help students improve their behaviour, while also recognizing their individual circumstances (i.e., the student’s age and stage of growth, the nature and severity of the behaviour, the intention of the student, the student’s willingness to take responsibility for their actions, and the impact of such behaviour on the school community). The goal is to prevent and/or disrupt inappropriate student behaviour as a way to prevent its recurrence; to educate and correct as a preferred outcome.

In the case of relatively minor rule infringements, and while exercising the School’s discretion, a range of options may be considered as the most appropriate way to consider each situation and help the student grow. Supports for students may include: conversations, a review of expectations, and counselling/coaching. Consequences cross a continuum and may include: a verbal apology, a letter of written apology, a research reflection, removal from a class or activity, quarters (detention), a behavioural agreement, gating, a loss of privileges, and/or restitution of costs associated with damage or destruction of property. When situations warrant, families, parents/guardians will be notified of concerns and support in place.

Generally, students are encouraged to manage and resolve minor disagreements or concerns in a peer-to-peer relationship while calling on adults in the community for advice or support as necessary. When in situations whereby a relatively minor rule infringement has taken place and adult intervention may be necessary, the following steps or levels of intervention are provided as a guide:

General Steps of Intervention:

- Level 1: Student, head of house/advisor (report to assistant head of Senior School - student life)
- Level 2: Student, head of house, assistant head of Senior School - student life (report to head of Senior School - academics & student life)
- Level 3: Student, head of house, discipline committee (report to head of Senior School - academics & student life)

Other Rules

1. AWOL (Absent without leave)

Campus

The main campus is understood to be bounded by: Deblaquiere Street North, Ward Street, Rose Glen Road, and by the Boulden House parking lot and sports fields at the north end of the school grounds. Students may be gated for being off-campus without appropriate leave, or for inappropriate use of facilities or presence in prohibited areas on site.

Off Campus

Any property outside of the TCS campus is considered “off campus.” Students should note that staff makes it a priority to be visible in more secluded areas of campus, including the valley and the areas adjacent to the arena. To be even more explicit, the railways CN and CP railway tracks and property, and any private property in town without the owner’s permission, are strictly out of bounds for TCS students.

Out of Bounds

To be even more explicit about what is meant by off campus, the railway tracks (south of campus) and Highway 401 (north of campus) are clearly out of bounds. Similarly, the beach and the Ganaraska River are strictly prohibited as there are no lifeguards on duty and typical water quality tests must be completed prior to any water access. Accountability for breaking this rule will include day students, who will be seen to be “in the company of.”

We distinguish between the different types of AWOL.

Generally, AWOLs that include evidence of curfew violations and deception are viewed as being more serious. These could lead to suspension or expulsion.

- a) Returning late to the house on any night without the head of house’s permission is forbidden.
- b) AWOL is extended to include off-campus school-supervised trips and activities.

2. Vehicles on School Property

Except for special circumstances, TCS does not allow boarders to have cars, trucks or motorcycles at school or in the local area. However, when special circumstances arise, parents may make a request for their child to bring a car to school to meet that special need. Permission must be granted by the head of Senior School - academics & student life or designate before any car comes to the TCS campus.

3. Drones on School Property

For the reasons of privacy, liability and safety, drones and/or other flying devices will not be allowed on campus, unless with express permission and purpose, i.e. limited filming for a student project or promotional film for admissions/website.

4. Leave

On occasion, boarders are invited to have leave with a day student or with their parents. During the school day, no boarder may enter a car driven by any student (boarding or day). Permission may be granted if (a) the boarder has the head of their boarding house's permission to be in a car driven by a student; (b) the boarder has the permission of their parent/guardian to be in the car; and (c) the boarder has the head of their boarding house's permission to leave campus in a car at that particular time. Day students should consult the section on *Car/Parking/ Driving Regulations* on page 34.

5. Medical Leave

Please see page 11.

Accountability for Major Rule Infractions

Crisis Intervention

In any emergency, students should feel empowered to call 911 for emergency response. The health and safety of the community remains paramount.

Referred to as "crisis intervention" the School strongly encourages student(s) to seek the help of a trusted adult on campus for themselves or a fellow student(s) who has been compromised by the effects of alcohol or drugs. If this is done, major disciplinary response will not be invoked. Students worried about their own health, or that of their peers, can activate the crisis intervention protocol by:

1. Going to the health centre in person (on their own or with assistance); or,
2. Contacting the health centre by phone (on their own or with assistance); or,
3. Contacting a staff/faculty member in person or by phone who will bring the student to the health centre.

The health centre representative will supervise the situation until the student's head of house and the head of Senior School - academics & student life and/or the head of Senior School - student support can be engaged. The student(s) covered by crisis intervention will submit to immediate medical evaluation and appropriate discussion, counselling and/or education will follow. The student(s) will, with the assistance of school staff, notify their parents of the incident. Once the student(s) are safe and secure, a review of circumstances will be conducted. It is noted that crisis intervention may not be invoked retroactively. That is, crisis intervention may not be claimed after adult authorities have become involved.

Major Rules

1. Breach of Trust

As confirmed by the language of the *Honour Code*, the foundation of the TCS community is essentially based on trust. Anything that undermines community trust is anathema

to school culture. Deliberate or even inadvertent breaches of trust can make a student liable for discipline accountability, including expulsion.

2. Harassment, Discrimination, Physical or Verbal Aggression

It can be challenging at times to fully understand the experiences of others. To that end, the School will work to support students who experience hurtful or upsetting experiences in the contexts of their own lives. While there are challenges with seeing or understanding the community members' individual or shared experiences, it is essential to establish a framework from which to build.

The TCS community's diversity offers a unique opportunity to learn and practice understanding, tolerance and compassion for oneself and others. While we remain an educational community set to foster growth and understanding in our students, we must be clear that impinging or continuing to impinge upon the wellbeing of others or violating their rights is unacceptable.

By way of example, the *Ontario Human Rights Code* provides the following as typical examples of unwelcome conduct:

- unwanted or unwelcome physical touching, or sexually harassing behaviour, no matter how small the act may seem
- bullying or demeaning behaviour toward others
- "hazing" or "initiation" harassment
- racial epithets, slurs, "cat-calling," or jokes
- name-calling or nicknames
- disrespectful comments or actions toward a person based on race, colour, religion, national or ethnic origin, gender, sexual orientation, or gender identity

Any incidents involving sexual, physical, verbal or emotional harassment, or racial, religious or ethnic intolerance, or physical abuse or threats will be dealt with as severe disciplinary matters. These actions could make a student liable for expulsion or suspension.

All students are made familiar with the harassment policy at the beginning of the school year. This policy is available from the administrative office for reference and is posted in all residences.

The possession of weapons (such as pellet guns, slingshots, switchblades or any other weapons that may be used in a violent or aggressive manner) is strictly prohibited.

3. Dishonesty and Theft

For a community to be effective, an atmosphere of trust and honesty must prevail. At TCS, we cherish personal integrity above everything else, and we will not tolerate lying or stealing. Both are very serious disciplinary matters; stealing in particular generally results in expulsion. Stealing also includes using others' possessions without their permission. Students must be clear on this principle: the unauthorized use of someone else's computer files or personal belongings is considered to be theft.

4. Alcohol and Other Drugs

It is important that TCS not only upholds the laws of Canada but also makes an unequivocal statement about the harmful effects of substance abuse. No student may possess, buy, sell,

or consume an alcoholic beverage on the school property or while in the School's charge. No student may possess, buy, sell, or use drugs, or possess the apparatus for drug use, on the school property or while in the School's charge. Paraphernalia includes vaporizers, personal vaporizers and electronic smoking devices; their possession may make a student liable for expulsion or suspension. Students who are found to have participated in the sale or provision of alcohol or prohibited drugs on campus may be subject to immediate dismissal. Any student departing or returning from leave under the influence of alcohol or drugs will be treated as having violated the School's policy on alcohol and drugs. Severe disciplinary action, which may include expulsion, will be taken if the student is found to have broken these regulations.

Furthermore, a student who chooses to remain "in the company of" such prohibited consumption is considered to have violated a major rule.

Misuse and/or inappropriate possession of prescription and/or over-the-counter medications and/or other chemical compounds likewise make a student liable for expulsion or suspension.

While possession and/or use of marijuana has been decriminalized or legalized in some locales, it is illegal to grow, possess, buy, sell, or share marijuana in any form for anyone under 19 in Ontario. Additionally, the use and/or possession of marijuana in any form continues to be prohibited at TCS.

5. Academic Dishonesty

Cheating, plagiarism and inexcusable absence from class are unacceptable. These violations compromise the integrity of the School and the student. These offences incur consequences ranging from gating to expulsion. Certain academic offences, or repetition of academic offences, may result in the student being placed on acute disciplinary probation (ADP). For more information, see page 7.

6. Fire and Security

Any tampering with the School's fire protection system, including alarms, public address (P.A.) systems and extinguishers, places the entire community in a vulnerable position. It is strictly forbidden. Likewise, any misuse of the door security or interference with the security staff is a serious matter that will lead to sanctions. Open flames, combustibles and vaporizers are strictly forbidden in, on and adjacent to school buildings. Smoking in a building is deemed to be a serious breach of community standards and provincial law.

7. Tobacco and Nicotine Products

Smoking or vaping in a building or in proximity to a school building – in addition to being a personal health risk – is a major violation of safety standards that could lead to suspension or expulsion.

No student is permitted to use or possess tobacco, nicotine or vaporizer "juice" products while in the School's charge. This includes vaporizers and electronic smoking devices (and associated accessories or paraphernalia) whose use was prohibited by provincial law on school premises as of January 1, 2016.

A discipline committee meeting is required for anyone caught in possession of tobacco for smoking or chewing, for anyone who is smoking or chewing tobacco, and for anyone who is in the company of those who are smoking or chewing tobacco.

8. Vandalism

TCS is home to many people. Any willful act of damage to school or personal property is viewed as a gross disregard for our community. Purposeful destruction of this nature is considered a serious disciplinary matter. Students will be charged for willful damage.

9. Keys

Students are reminded that it is not permissible to knowingly receive, borrow, possess, or use a TCS key that accesses locks to campus buildings or property without express permission. Violations of this directive may result in disciplinary action up to and including expulsion.

10. Telephone Policy

Any illegal use of telephone credit cards, PINs, cellular phones, the School's phone system, or making unauthorized or fraudulent calls is treated as a serious disciplinary matter above and beyond any response from the telephone company. Students in residences are responsible for fraudulent calls made from their house telephones.

11. Hand-held Electronic Devices

As per the School's policy, hand-held electronic devices must not disturb academic, community and co-curricular activities through beeping, ringing or causing distracting behaviour. Moreover, the School may respond to what it deems "excessive use." When engaged in any formal and/or community activity at school, electronic devices must be "out of sight and sound."

Electronic devices are liable to temporary confiscation by any staff member for inappropriate or distracting use. Student cell phones and other electronic devices may be subject to search if there is a reasonable suspicion that a student is violating school rules or the law. The School may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.

For the detailed policy on *Hand-held Electronic Devices*, see page 8.

12. Audio/Visual Recording

Healthy relationships are built on trust, mutual respect and a regard for privacy. The use of technologies for audio, video and photographic reproduction or recording of classroom and co-curricular activities is allowed only with the express permission of the subject. In cases where recordings are allowed, such content is restricted to personal use only, i.e. for the purpose of studying or completing course assignments. The consequences for transgressing this rule may include suspension or expulsion.

13. House and Room Visiting

In order to ensure the privacy of all students and to help with security, inter-house visitation is not allowed outside of the designated visitation hours. Moreover, the School cannot condone nor facilitate intimacy (see rule 14 below). Entry into

a residence is defined as crossing the threshold, be it a door or a window. Any violation of the “threshold rule” is considered a serious disciplinary matter and may result in expulsion. There is ample opportunity for all students to socialize in common areas. There are weekly time slots for inter-house visitation.

14. Public Displays of Affection, Sexual Intimacy and Consent

We expect students not to engage in public displays of affection while in the School’s charge. Transgressions of the “PDA rule” could result in disciplinary sanctions being applied.

Students should be aware that, within the context of the TCS community, sexual intimacy is inappropriate and may be grounds for disciplinary action. Students are expected to treat one another with respect and to exercise thoughtful and appropriate decision-making in all their relationships. The School reserves the right to discretion in responding to violations of this policy, and responses may include but are not limited to discussions with parents/guardians/counsellors and/or health staff, or disciplinary action.

It is noted that students must adhere to expectations – and laws – regarding **consent**, defined as explicit, specific actions or words that represent agreement to engage in a specific sexual activity. Consent must be offered throughout an encounter and can be revoked at any time. Threat, coercion, force, or sexual activity with an incapacitated person is never consensual.

15. Sexual Images/Text

Students should be aware that writings or images of a sexual and/or pornographic nature that have no bearing upon the learning that occurs as part of the school curriculum (e.g., art history course materials) are prohibited. The consequences for transgressing this rule may include suspension or expulsion.

Disciplinary Procedure

Once a possible major rule infringement has been brought to the attention of the assistant head of Senior School - student life or the head of Senior School - academics & student life, and has been preliminarily investigated, when warranted a discipline committee will be convened at the earliest convenience.

Discipline Committee

The discipline committee is overseen by the head of Senior School - academics & student life and includes, but is not limited to: the assistant head of Senior School - student life, and two members of the educational staff. It is the function of the discipline committee to address such matters involving possible suspension and expulsion or where the facts may be in dispute. In some cases where factual evidence is not in dispute, disciplinary action may be taken directly by the assistant head of Senior School - student life or head of Senior School - academics & student life without the need of forming a discipline committee.

Due Process

Effort will be made to adhere to the spirit of the guidelines for discipline outlined in this document. While the length of time required of each individual discipline case may vary

depending upon the nature of the investigation, the availability of key stakeholders, and the individual circumstances of the situation, the School endeavours to act in a timely manner. Where a discipline committee has been convened, the student is entitled to due process and parents or guardians will be informed. Reasonable effort will be made to have parents and/or guardians invited to observe the conversation between the discipline committee and the student. The student will be encouraged to ask their advisor (or another trusted educational staff member) to join them in a supportive role for the discipline committee process, if the student would like.

Broad involvement including the head of Senior School - academics & student life, the assistant head of Senior School - student life, the student, certain faculty members and parents is the norm, but exceptions may be made if, in the head of Trinity College School’s judgment, circumstances warrant it. However, in some matters of delicacy, often dictated by family situations, open disclosures are harmful to the individual. In those cases, the head of Trinity College School makes public only those facts that are constructive or instructive to the individual or the community. Therefore, students may not hear the whole story.

Student Support

Every student is assumed to be telling the truth unless future disclosures prove that the assumption is wrong. Distrust must be earned over time.

The advisor and/or head of house (or other chosen trusted educational staff member) will:

- Meet with the student in advance of the discipline committee meeting in order to have the student consider how they might conduct themselves
- Act as a support during the process, as an active listener and to encourage the student to voice those points discussed in their pre-meeting
- Communicate with the student’s circle of care (advisor, head of house, social-emotional counsellor) as necessary

Disclosure of Events/Facts

The discipline committee confers with the student about the student’s misconduct in an effort to determine as best as can be the agreed upon facts. The student is provided an opportunity to explain the incident or incidents. Students should bear in mind that how they respond in disciplinary-related situations is often more revealing about their character than any actual transgression. Taking account of one’s actions is at the heart of restoring trust.

Committee Deliberation and Outcome

Once the discipline committee has been apprised of the established facts and has had the opportunity to ask and answer any relevant questions of the student, the committee will deliberate in the absence of the student and the parents/guardians. The committee’s collective recommendation will take into account the circumstances, existing precedent, and the School’s expectations including the TCS *Honour Code*. Following the committee’s deliberations, and thoughtful reflection, the committee will make a recommendation to the head of Senior School - academics & student life with respect to outcomes. The discipline committee cannot, by itself, effect discipline, but

makes recommendations based on the facts of each case to the head of Senior School - academics & student life who may then either accept or return the issue to the committee for further deliberation.

Consultation with Head of Senior School – Academics & Student Life or Designate

The head of Senior School - academics & student life or designate is deemed to be the final arbiter of all major discipline decisions. The head of Senior School - academics & student life or designate, after informing the head of Trinity College School, has the right to suspend or expel students or refuse re-enrolment for future years. A decision not to invite a student to re-enrol for the following academic year can be based on a prolonged record of poor academic performance and/or unacceptable deportment. This kind of negative and unresponsive attitude can be responsible for a student being asked to leave during an academic school year or at the end of the year.

Disciplinary Sanctions

TCS should be a caring and forgiving community, but the School has neither the resources nor the mandate to be an agent of social reform. In deciding on the course of action with disciplinary breaches, what is best for the individual involved (e.g., a second chance), cannot supplant what is the best statement to make to the whole community. The School assesses each situation individually. Precedents can be helpful, and they usually determine the range of punishments. Still, each circumstance has its unique set of facts, which require different responses.

Two incidents might seem on the surface to be identical, but if the accountability is different it is because the facts, under the surface, were different. A corollary to this is that the School does not normally treat first-time offenders the same way as chronic offenders, and that different responses might apply to different age groups. The School realizes that “pushbutton” discipline (i.e., you do x, you get y) is clearer and sometimes perceived as fairer, but it often short circuits the flexibility to tailor accountability to make it a relevant learning opportunity for the individual involved, and to make it a just resolution considering the facts and the situation of the individual. If at any point students or their families find themselves questioning a decision made by school officials, they are asked first to presume good intentions.

The School has a responsibility to protect confidentiality in discipline matters to the extent possible within the circumstances. The ultimate decision regarding whom to involve in the decision-making, and how many details of the incident or its outcomes should be communicated to whom, must lie with the head of Trinity College School. Parents and guardians should expect to hear discipline-related details only to the extent of their child’s involvement.

Quarters

While teachers take initial responsibility for addressing disciplinary matters that arise within the classroom, TCS does have a routine detention system in place. In the Senior School, “quarters” are assigned for a whole host of infractions, including skipping any school obligation, rudeness, or sloppiness in deportment, dress or room maintenance.

Generally, the expectation is that the adult assigning quarters will have a direct conversation with the student to explain rationale/context.

Gatings

The accumulation of 16 quarters results in a seven-day “gating.” Being gated means a student may not leave campus, except for school commitments. Weekend leave for boarders will not be granted. For more information with respect to day students and gatings, see page 34. Students who have received a gating will be allowed to represent the School in all their co-curricular activities. Each subsequent accumulation of 16 quarters will result in an additional gating. Parents will be contacted by the head of house or the head of Senior School - academics & student life on the first two gatings. Students are liable for a three-day academic suspension upon receiving a third gating.

Detention

Unexcused absences from class (“class skips”) may result in detention. Leave may not be granted to a student who receives detention. Parents will be contacted after a student has accrued two detentions. A student who skips four classes during the school year will be suspended for three academic days.

Letter of Warning

One option at the School’s discretion is to issue a letter of warning to a student (in writing) with a sufficiently detailed explanation of the student’s conduct, and identification of any rule, regulation or professional guidance that has been transgressed. A letter of warning explains what the student needs to do to ensure that the problem does not recur; what the consequences will be or may be if the problem(s) continue unabated or recur; if relevant, what effect the warning will have on the student and their standing at the School; and the duration a warning will be kept on the student record.

Suspensions

A student can be suspended or expelled for a variety of serious offences as detailed in the above sections of *Community Standards and Expectations*. For a first-time offence, a suspension normally lasts from three to five academic days, during which a student must reside off-campus with the student’s parent, guardian, or a person designated by the parent. Students who break school rules while serving a suspension are liable for further accountability, including expulsion. Suspended students are normally placed on acute disciplinary probation (ADP; see definition below) and may also be expected to serve a seven-day gating immediately upon their return.

Acute Disciplinary Probation

As a signal to all concerned, the assistant head of Senior School - academic administration, the head of Senior School - academics & student life, or head of Trinity College School may place students who violate a major school rule or who repeatedly fail to live up to expectations on acute disciplinary probation (ADP) for up to one calendar year.

Students placed on ADP need to be increasingly mindful of the importance of upholding the values and rules of the School. Effectively, a student on ADP who makes a

subsequent significant transgression or who exhibits an ongoing inappropriate pattern of behaviour will become liable for expulsion.

A student's ADP status may affect eligibility for all co-curricular awards and recognition, for example: Bigside colours, arts and service learning awards. While on ADP, a student may be ineligible for the TCS Scholars' List and the TCS Scholars' Award (see page 6). Should a senior student in a position of leadership be suspended and/or placed on ADP, that student should submit a resignation to the head of Trinity College School effective immediately.

Expulsion or Required Withdrawal

Students who are expelled or asked not to return must abide by the policies summarized below:

- Students who are expelled will not be allowed to return to the TCS campus, or to any sanctioned school event held anywhere, until three years after their class has graduated. Then, permission must be secured in writing through the head of Trinity College School's office.
- Three years after an expelled student's class has graduated, the student may request the opportunity to reinstate the student's alumni status.
- Under exceptional circumstances, a special request may be made to the head of Trinity College School's office to allow an expelled student to attend a special event, however, permission to attend alumni functions or events will not be considered until the three years has expired.
- Prior to their class's graduation, such students may not return to the campus without the head of Trinity College School's permission.

On the following page, a chart outlining the disciplinary process and probable outcomes is included for reference.

Expectations for Parents

The student and the student's family agree to comply with and be subject to the School's regulations, rules, and various standards of academic and social behaviour as established by the School. The School believes that a positive and constructive working relationship between the School and the student's parents (or guardian) is essential to the fulfillment of the School's mission and for the success of the child. The School reserves the right to suspend, dismiss, or not re-enrol a student if the School concludes that the actions of the student or a parent (or guardian) make such a positive and constructive relationship difficult or impossible, or that the actions interfere with the School's accomplishment of its educational process. This expectation extends to all TCS-related events including sporting events, on- and off-campus; parents' behaviour could jeopardize their opportunity to attend future events and could affect their child's standing at the School.

Discipline Chart 2023-2024

Level One Infraction		
Action/Behaviour	Response Lead	Probable Outcome
House violations: lates, inappropriate use of technology, failed room checks, chapel skip, breakfast skip, clothing	Head of House	Quarters → Loss of Privileges
AWOL — Incorrect use of REACH		Communication home; Quarters → Gating
AWOL — No use of REACH	Head of House ↓ Assistant Head of Senior School - Student Life	Communication home; Gating
AWOL — Deceptive use of REACH		
In a car without permission		
Abuse of car permission		
Inter-house violation (including day house violations)		
Level Two Infraction		
Action/Behaviour	Response Lead	Probable Outcome
Excessive gatings	Assistant Head of Senior School - Student Life	Communication home; Suspension plus Gating/ADP
Tampering with fire or security equipment/alarms	Head of House ↓	Communication home; Gating/ADP (possible fees incurred in the case of fire/security/alarm)
Public displays of affection/consensual intimacy	Assistant Head of Senior School - Student Life	
Possession of drugs (including edibles), vapes, vape cartridges, tobacco, cigarettes, or alcohol	Head of House ↓ Assistant Head of Senior School - Student Life ↓ Discipline Committee ↓ Recommendation to Head of Senior School - Academics & Student Life	Communication home → Gating → Suspension/ADP → Expulsion (pay for any damage, as appropriate)
Misuse and/or inappropriate possession of prescription medications		
Use of/under the influence of drugs or alcohol		
In the company of drug/alcohol/cigarette consumption		
Vandalism		
Entry into a residence or room without permission (threshold violation)		
Theft		
TCS keys (breach of trust)		
Level Three Infraction		
Action/Behaviour	Response Lead	Probable Outcome
Harassment/bullying/discrimination/physical or verbal or digital aggression or intimidation	Head of House ↓ Assistant Head of Senior School - Student Life ↓ Discipline Committee ↓ Recommendation to Head of Senior School - Academics & Student Life	Communication home → Suspension/ADP → Expulsion
Racism, sexism, misogyny, homophobia and/or any activity deemed to be motivated by hate		
Audio/visual recording and/or distribution without permission		
Possession of weapons (including pellet/paint guns, knives, etc.)		
Sexual assault/behaviour without consent		
Trafficking of alcohol, drugs, vapes		
Loss of trust/breach of <i>Honour Code</i>		
The School reserves the right to notify police services in response to serious breaches of <i>Life at Trinity</i>		

Note: This chart is provided as a general guide. It does not cover all conceivable situations and outcomes. Any behaviour that violates the concept of “honourable conduct and consideration of others” will be dealt with as deemed necessary.

DRESS CODE

Trinity College School is a community consisting of diverse individuals, where there exists a strong sense of belonging, partially due to the pride students take in wearing the school uniform. For communities such as TCS to exist, a respect for certain standards of deportment must be followed. The School considers it important that students appear neat, clean and well-groomed at all times; that clothing is to be in good repair, and appropriate to the activity or occasion.

A common dress code also simplifies concerns that students can have about their appearance. The full Number One dress code conveys what is allowed. If not noted below, an item is not considered to be part of school dress. If students wish to question part of that uniform, or if they have any confusion about the dress expectations, they should contact their head of house or the head of Senior School - academics & student life.

The dress code is in effect from the beginning of classes in the morning to the completion of classes at the end of the academic day. A free period is not considered to be an adequate reason for not meeting the requirements of the dress code. Cirne Commons is an extension of the library, guidance and classroom areas of the School, at least during the academic day; therefore, the academic uniform is expected attire during class hours.

Number One Dress

Number One dress is to be worn during the academic day on Mondays, Wednesdays and Fridays, to chapel on Sundays, and at any time when travelling as a member of a school group, when representing the School, and at special school functions.

- Navy TCS blazer with crest
- Grey flannel trousers/TCS kilt
- White dress shirts, identified with TCS logo, either long sleeved or short sleeved, with a button-down collar
- Grey ankle socks with flannels or TCS shorts; grey knee socks/tights/nylons with kilts
- Prior to Thanksgiving and after May 1, any student may wear TCS grey dress uniform shorts any weekday except during formal chapel, with TCS grey dress uniform socks
- Black polishable shoes with an enclosed heel only
- School tie or bow tie
- Blue TCS crested knit v-neck sweater or vest, or TCS fleece pullover may be worn under the blazer

Number Two Dress

Number Two dress is worn on Tuesdays and Thursdays. Students may wear their TCS navy crested blazer, the blue crested sweater, or a TCS quarter zip polar fleece. In addition, students may also wear official, proper-fitting TCS sweaters or cardigans provided they are official TCS colours (burgundy, grey, white, black, navy). In hot weather (prior to Thanksgiving Break and after May 1) students may wear a short-sleeved TCS dress shirt or the navy blue TCS polo shirt. All other items are the same as Number One dress. Tuesdays are “Wacky Tie Days,” when students may wear a fun tie with their Number Two dress shirt.

General Policies

1. All students must purchase their clothing via Top Marks.
2. A few small items, such as shirts, ties and socks will be available from the school store. Gently-used items can be purchased through the Bear Boutique.
3. Students are expected to be clean-shaven at all times. Sideburns must not extend below the earlobe.
4. All students are expected to have their hair neatly groomed for all school functions and activities.
5. Gum chewing is not permitted while wearing the TCS uniform.
6. Hats may not be worn indoors at any time, including non-uniform days. However, there is an exception for head coverings that are culturally or religiously important; the head of Senior School - academics & student life is open to that discussion and its importance.
7. Athletic dress is worn anytime a team travels or represents the School. It consists of the official TCS warm-up suit and must be purchased through the school store. If students are unable to wear athletic dress, they must wear their Number Ones.
8. If the student is found to be wearing Number One or Two dress uniform items that are not properly maintained (e.g., are stained, ripped and/or dirty) the School reserves the right to appropriate items for dry cleaning or washing and charge the student's account.
9. There are many TCS ties, but students may wear only those to which they are entitled. All students may wear the School tie, bow tie, centennial/sesquicentennial tie, Sunday tie and their official house tie. These ties are sold at the school store. Other ties (choir, Bigside, scholar, sacristan, debating, steward, prefect, alumni, etc.) are given by the School to those entitled to wear them.

Standards of Dress: Non-Uniform Attire

Choices surrounding dress are recognized as personal and reflective of one's identity; therefore, non-uniform dress is an important consideration for student wellbeing. Students have a right to make choices about dress and to feel comfortable in what they wear. In doing so, students are affirmed in their ability to exercise autonomy over their bodies and express their physical identity.

At Trinity College School, standards of dress are required to promote respect, functionality, equity and inclusion. Students are responsible for making clothing choices that respect community values and allow others to feel safe and comfortable. Students are also responsible for respecting the rights of others to self-expression and individuality.

Guiding Principle #1: Time and Place

Respect is a core value that acknowledges the community's cultural norms and values and emphasizes the suitability of clothing choices for different situations.

Guiding Principle #2: Equity

Inclusivity and belonging are core values that ensure individuals or groups are not discriminated against based on their gender identity, race, religion, or other characteristics concerning their identity.

Guiding Principle #3: Relationships

Mutual trust and understanding are core values that promote positive relationships between staff and students, whereby supportive conversations about dress foster learning.

While living and learning at TCS:

Clothing should be clean and made of non-transparent material that fits securely and allows for movement without exposing private body parts.

Undergarments may not be worn as the only or outer layer of clothing.

While inside common and athletic spaces, bottom and top layers of clothing must be worn.

Clothing must not depict, imply, advocate or advertise:

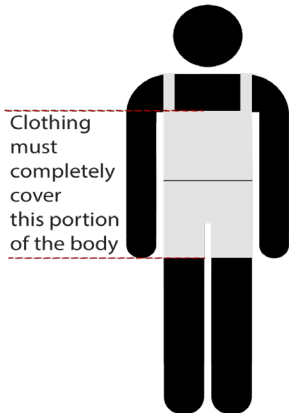
- Illegal, violent, or lewd conduct
- The use of alcohol, tobacco, cannabis, or controlled substances
- Vulgar, discriminatory, or obscene language or images

- Hate speech or imagery targeting groups based on protected classifications (such as race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation)
- Students must not appropriate other cultures through their clothing choices. This includes but is not limited to: Halloween costumes, theme days, or days of significance that may be permitted at the discretion of the School.

The above standards of dress for non-uniform attire have been developed in accordance with the *Ontario Human Rights Code*. If any clothing is deemed not conducive to a learning environment, students and their parents/guardians will work with the School to find a solution.

The chart below outlines further specific expectations regarding non-uniform dress at TCS.

Non-Uniform Attire

<p>During the Academic Day 8:10 a.m. - 3:30 p.m.</p> 	<ul style="list-style-type: none">• Clothing should be unaltered and in good repair, without stains, rips, or holes, including when intentionally designed.• Upper clothing should have straps and provide coverage that extends across the chest and back from the underarm to the top of the bottom layer of clothing.• Bottom clothing should reach the fists of an extended arm at the side.• Hats, visors and hoods are not permitted to be worn indoors unless part of a house clothing or theme day.• Sleepwear is not considered suitable clothing (unless identified by the head of house for a house clothing day).• During Theme Days, support is demonstrated by wearing clothing with the specified colours or theme that adheres to the above standards (or by wearing the school uniform).
<p>In Osler Hall</p>	<ul style="list-style-type: none">• Students are expected to shower and/or change after practices and games into clothing that meets the standard.• Clothing and footwear should be clean; cleats and slippers are not appropriate.
<p>While Travelling with School (trips, sports, service, arts etc.)</p>	<ul style="list-style-type: none">• When students are representing the School during off-campus excursions, dress requirements will be specified by the group supervisor.• In most cases, students traveling to a sports fixture should wear a TCS tracksuit or their #1 uniform.
<p>In the Fitness Centre</p>	<ul style="list-style-type: none">• An upper and lower layer of clothing is required, which may include functional sportswear.• Clean, indoor athletic shoes must be worn.
<p>After School and Weekends</p>	<ul style="list-style-type: none">• Clothing adheres to “While living and learning at TCS” standard above.• Weekend chapel dress expectations will be specified in advance.

INFORMATION TECHNOLOGY SERVICES

Director of Information Technology Services
Kelly Ambrose kambrose@tcs.on.ca ext. 1553

Edsby Learning Management System

The educational staff actively uses online and offline computer software tools to support student learning. The School uses Google Suite for Education along with the Edsby learning management system. Edsby is the School's online portal to support student learning. Edsby is accessible to students and parents worldwide through the internet by clicking on the *parents* page at www.tcs.on.ca and then the *Edsby* link, or going directly to tcs.edsby.com.

For students, Edsby is a secure site where they can find course information and resources, important school information and notices as well as a links to key resources related to their lives at TCS.

For parents, Edsby is a secure site where they can login to access a host of information including links to their child's report cards. Parents can also view the day-to-day class postings and homework assignments in their child's classes. For more information about Edsby, see page 4.

Information Technology Help Desk

The information technology services department operates a full-service IT help desk that is open from 8:30 a.m. until 4:30 p.m., Monday to Friday. Students can bring in their laptops, or report any computer, telephone and voice mail problems that they encounter to helpdesk@tcs.on.ca.

Student Email Accounts

All TCS students have their own email account. Email is an important communication vehicle at the School and students are expected to check their email accounts daily. Student email addresses usually follow the convention: firstnameinitialsurname@tcs.on.ca.

Laptop Program and Service Repairs

Students new to the School are welcome to bring any Apple notebook with them, with the basic hardware expectation of a 256 GB hard drive and 16 GB of RAM. They will be given access to the TCS Wifi and network during their first day on campus. When purchasing the Apple notebook, the School recommends a three-year Apple Care warranty. Please note that this does **not** cover any accidental damage such as liquid spills or drop damage. The IT help desk is a certified Apple Repair Centre and can repair any problems regardless of warranty or not. Families will be provided with a quote if there is a charge prior to the repair occurring. Families may contact Kelly Ambrose, director of information technology services (905- 885-3217 ext. 1553 or kambrose@tcs.on.ca), if they require additional information or assistance.

Laptop Software and Updates

All computers must also be enrolled in a software management program, JAMF. This allows the IT services department to provide self-service access to updates and software.

Use of Laptop Computers in Classes

All Senior School students are required to have their laptop computers with them at the School each day and to bring them to all of their classes. Students are expected to regularly charge their laptop battery and, in particular, to start each day with a fully charged battery. The laptops must be protected either in a backpack or in a protective insert. To avoid damaging the laptop, the laptop must be carried in a backpack and be powered off or in hibernate mode when travelling in the School.

Computers in Student Residences

Each student residence room has Wifi access to provide access to the TCS network and the internet between the hours of 6:00 a.m. and "lights out."

Laptop Security

TCS takes the security of its student laptop computers very seriously. While at the School students must have their laptop computers with them or the laptops must be locked up inside their residence rooms or in a locker. Students may receive a detention if their laptop is found unattended in an unlocked state.

TCS assumes no liability in the event of theft of, or damage to, a student laptop or desktop computer.

Protection of Data

Students are expected to save all of their school work in clearly marked course folders on their TCS Google Drive account and/or their laptop's hard drive. Students are expected to routinely back-up their school work. This will protect the student's data in the event of complete hard drive failure or theft of the laptop.

Conditions

Before a student is given access to the School's network, all students must agree to, and sign, the following *TCS Technology Responsible Use Policy*.

TCS Technology Responsible Use Policy

Technology at Trinity College School supports research, communication and the academic goals of the School. TCS students who wish to use the TCS network agree to work by the following:

All computers connecting to the TCS network must have some form of anti-virus, spyware or malware protection and any other software deemed necessary by the School which protects the school network and the student's computer. Mobile devices such as smart phones and tablets (if capable and supported) are permitted to connect to the TCS network. TCS reserves the right to deny access in the event of any violation to this policy or the *TCS Honour Code* (see page 3).

Students are to respect the need for security and confidentiality when using the network and are to make no efforts to bypass security systems, to circumvent security

methods, resource restrictions or operating systems. Students must not engage in any activity which interferes with or disrupts the TCS network, or that results in the loss of user or network files. The use of personal network switches and wireless routers anywhere on campus or ad hoc wireless networks is also prohibited.

Each student has an individual network account and assumes complete responsibility for it. Access to the account is by confidential password which must not be shared with others to use the account.

Students must not violate federal or provincial laws or the *TCS Honour Code* (see page 3), including unauthorized attempts to collect and/or disclose personal information. Users are not allowed to use or distribute any copyrighted materials or programs.

Each student is granted a TCS email account and is held responsible for anything sent from that account. Although the School treats all student email as being personal and confidential, it reserves the right to examine the messages if it has reasonable grounds to believe that improper use has occurred and to disclose the contents if in its discretion the School deems such disclosure appropriate.

Using instant messaging or chat websites or programs and playing computer games is not allowed at TCS during class hours and evening study. It is unacceptable to access defamatory, abusive, obscene, profane, sexually oriented, racially offensive, illegal, or otherwise objectionable material.

The School is not responsible or liable for any loss or damage that may result from the use of, or inability to use, the TCS computer network. When using the TCS network, including the internet, the student accepts responsibility for any damage or losses caused by the student to others. Users of the internet also assume full responsibility for the materials they use.

The TCS Technology Responsible Use Policy is agreed to by each student after having reviewed it with the advisor.

COMMUNICATIONS OFFICE

Executive Director - Communications

Ashley DiNova adinova@tcs.on.ca ext. 1247

Communications Manager

Vikki Armstrong varmstrong@tcs.on.ca ext. 1289

Web Communications Developer

Jason Wells jwells@tcs.on.ca ext. 1288

Communications Coordinator

Mackenzie Spotton mspotton@tcs.on.ca ext. 1218

The communications office at Trinity College School works to ensure that all of the School's constituents receive accurate, clear and timely information. TCS believes that openly sharing information whenever possible ensures the building and maintenance of a healthy and strong community.

Communications reflect the institution from which they emanate. This is why TCS adheres to a set of collectively determined graphic and editorial standards. It is our goal to make all TCS communications easily recognizable and user-friendly.

Helping to keep families connected!

The School uses a variety of different tools aimed at keeping all parents involved and up-to-date on school news, announcements and events. Here are some of the ways families can stay connected:

Parents' Newsletter

Each Thursday during the school year, the communications office distributes an electronic newsletter for parents compiling news stories, photos and videos, important announcements and coming events. **The Parents' Newsletter is a key communication tool between the School and home; parents should familiarize themselves with it each week.** All parents for whom the School has email addresses are automatically set up to receive this weekly communication as it contains a great deal of useful and important information. If parents do not receive the newsletter, experience difficulty opening or viewing the newsletter, or their email address changes over the course of the year, please contact communications@tcs.on.ca. Parents will also find it helpful to ensure TCS is added to their "safe senders" list; see page 4 for more information.

Publications

The communications office manages the production and dissemination of this publication as well as several others, including *The TCS News* alumni magazine. Please ensure the School has your family's current mailing address on file by forwarding any address changes to info@tcs.on.ca.

Public Website

While Edsby (see page 4) will provide parents with certain important password-protected information, the *parents* page on our public website (www.tcs.on.ca/parents), also offers many helpful resources specific to TCS parents. The *parents* page includes easy access to our calendar of events, important announcements and news, as well as quick links to key resources such as Edsby, the TCS Parents' Guild, the head of Trinity College School's blog and more. Parents will also find school calendars, helpful downloads and links to our athletics scores and schedules, the TCS Live livestreaming system and the online payment system. An effective website is not static; so expect our site to continue to grow and evolve.

Social Media

If families are also interested in experiencing daily life at TCS, they are encouraged to check the School out on our various social media channels. There, families will find fun photos, campus events and updates, and a place to participate in the TCS conversation. Find us on Facebook, Twitter, YouTube, Instagram and Pinterest: */TCSBears*. Throughout the academic year, thousands of photos depicting campus life are shared on [Flickr.com/TCSBears](https://www.flickr.com/photos/TCSBears/).

Note: The School has policies around the creation of social media sites connected to TCS. Students and staff wishing to create a new account or page related to a school club, house or other activity/initiative, should contact the the head of Senior School - academics & student life or the communications office. Sites created as part of academic assignments are exempted.

Media Consent Forms

As part of the admissions registration process for each student coming to TCS, families are asked to complete a *Media Consent Form*. While all families enjoy seeing photographs of their children in TCS publications (both print and digital) and online, without an authorized release form, a student's photo cannot appear in school publications and communications including the *Parents' Newsletter* and the TCS website. Please refer to the form itself for more details, or contact the communications office with questions or concerns.

The communications office is committed to a process of continuous quality improvement for the materials it produces and the methods utilized. Feedback is both welcomed and valued. Email communications@tcs.on.ca or call 905-885-3217 using the extension numbers listed above.

PHILANTHROPY & ALUMNI OFFICE

Executive Director - Philanthropy & Alumni

Doug Mann dmann@tcs.on.ca 905-885-3199

Director of Philanthropy & Alumni

Tricia Mandryk tmandryk@tcs.on.ca 905-885-3197

Manager, Infrastructure & Endowment Giving

Adam Bishop abishop@tcs.on.ca ext. 1309

The philanthropy & alumni office is located in Russel House and helps actively engage alumni and parents in the life of the School through events, programs and fundraising initiatives. The office also acts as a liaison with volunteers including the TCS Parents' Guild and the TCS Alumni Association.

Supporting TCS

Philanthropy is a valued tradition at TCS, and has played an integral role in shaping our exceptional 158-year history. Our outstanding facilities, as well as our generous financial assistance program (totaling more than \$3 million per year), are the result of the generous support of our alumni, parents and friends in the form of annual fund, capital or endowment gifts. Annual fund donations and income generated by our endowment comprise nearly 10% of the School's annual operating budget, while capital projects and major renovations are entirely funded by donors. Every gift, of any size, makes a meaningful difference and positively impacts TCS students.

All TCS parents are encouraged to voluntarily support the School each year through a range of giving options including online and monthly giving, tax-efficient gifts of securities, as well as providing gifts-in-kind to events like Bear Fair. We would be honoured to celebrate you among our family of donors.

TCS Parents' Guild

All current parents are members of the TCS Parents' Guild, which is the oldest organization of its kind in Canada. Established in 1902, the guild is an independent organization committed to enhancing the day-to-day lives of TCS students. Notably, guild volunteers organize Bear Fair, which is the School's annual family weekend. They also run the Bear Boutique, a retail store in the School (see page 25 for more information); offer birthday, Valentine's Day and "Bear Hug" packages for parents to send their children; assist with Open House days; and do countless other activities to benefit TCS students. The guild also raises money to support the School and currently funds two bursaries in addition to providing funding for special projects. For more information on the guild, visit www.tcs.on.ca/guild or email guild@tcs.on.ca.

Alumni Relationships

The School fosters relationships with a supportive network of more than 5,700 alumni around the world. Our students have the opportunity to engage with alumni who regularly return to the School to participate in programs such as the Career Showcase, Bear Fair, Alumni Games and Reunion Weekend.

Parents receive the TCS alumni magazine, *The TCS News*, twice per year. The magazine provides updates on school initiatives and alumni activities, profiles of alumni, and other articles of interest to alumni and parents.

On Speech Day all graduates receive an alumni tie and are welcomed into an active and vibrant alumni community. Recent graduates are encouraged to learn more about BearTracks Network, TCS's online community that connects alumni in various fields and disciplines for the purpose of education, career advice and networking. BearTracks also serves as an online directory through which alumni can contact each other and receive updates from the School and announcements of upcoming events worldwide.

← HWY 401



Tim Hay Field

Michael A.
Hargraff Field

Boulden
Fields

ROSE GLEN ROAD

WARD STREET

Ron Reynolds Cricket Field

DEBLAQUIRE STREET NORTH

TRINITY
COLLEGE SCHOOL



Athletic Facilities

- A. Arnold Massey '55 Athletic Centre
- B. Peter Campbell Memorial Rink
- C. Lower Gym

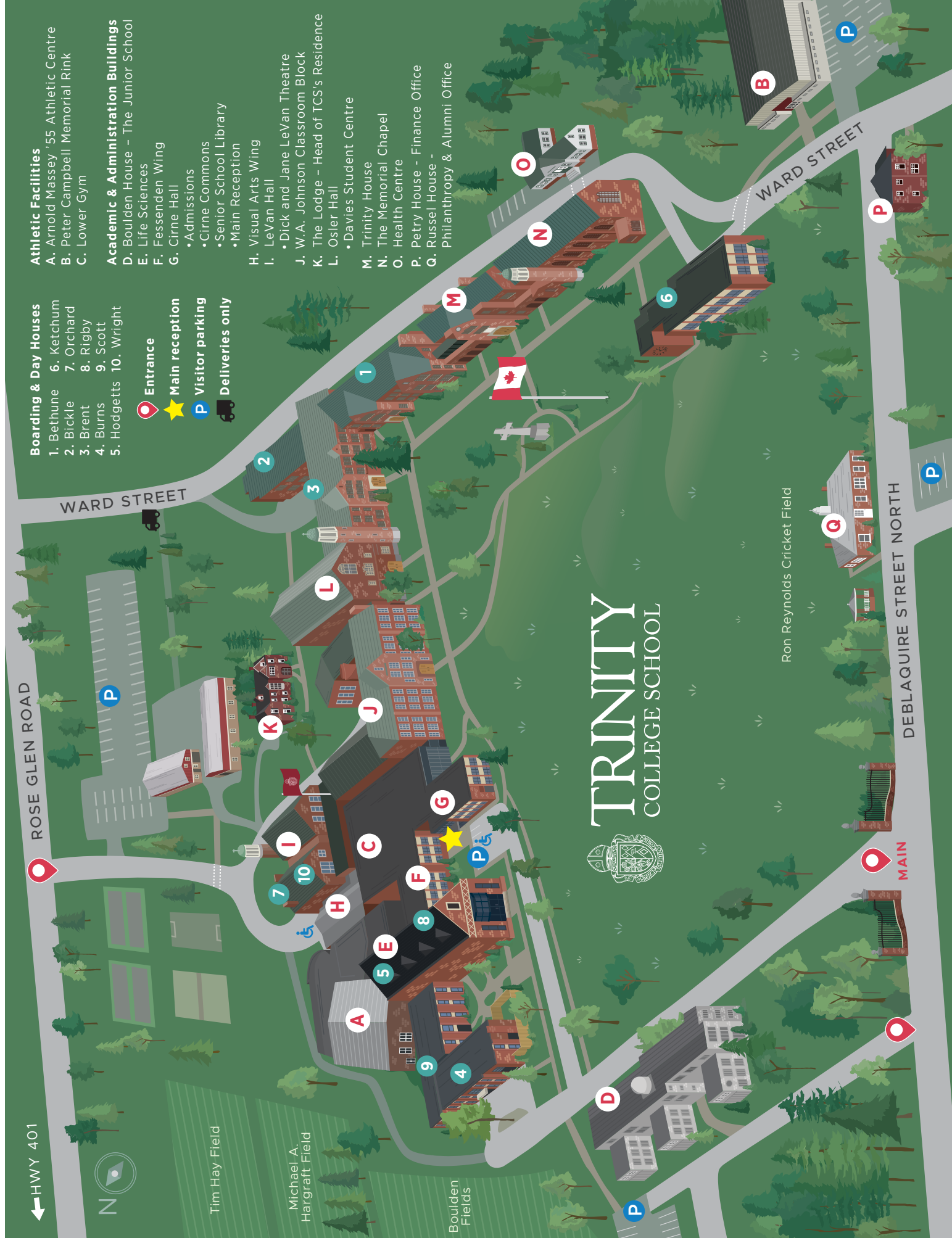
Academic & Administration Buildings

- D. Boulden House - The Junior School
- E. Life Sciences
- F. Fessenden Wing
- G. Cirne Hall
 - Admissions
 - Cirne Commons
 - Senior School Library
 - Main Reception
- H. Visual Arts Wing
- I. LeVan Hall
 - Dick and Jane LeVan Theatre
- J. W.A. Johnson Classroom Block
- K. The Lodge - Head of TCS's Residence
- L. Osler Hall
 - Davies Student Centre
- M. Trinity House
- N. The Memorial Chapel
- O. Health Centre
- P. Petry House - Finance Office
- Q. Russel House - Philanthropy & Alumni Office

Boarding & Day Houses

- 1. Bethune
- 2. Bickle
- 3. Brent
- 4. Burns
- 5. Hodgetts
- 6. Ketchum
- 7. Orchard
- 8. Rigby
- 9. Scott
- 10. Wright

- Entrance
- Main reception
- Visitor parking
- Deliveries only





TRINITY
COLLEGE SCHOOL

Since 1865

55 Deblaquiere Street North
Port Hope, Ontario
L1A 4K7
905-885-3217