



# Policy Handbook

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## ATTENDANCE REQUIREMENT FOR CREDIT POLICY

The Ontario Ministry of Education requires 110 hours of classroom instruction in order for a credit to be granted. Any student that does not complete 110 hours of classroom instruction is in jeopardy of being denied the credit, regardless of the reason for missed classes, and regardless of their grade. Merrick Preparatory School takes attendance and completion of a minimum of 110 hours of classroom instruction per course very seriously. Teachers at Merrick Preparatory School track attendance daily. When a student is late or absent, an email is immediately sent to the Director of Residential Life by the teacher. The Director of Residential Life immediately contacts the parent(s) (for Day students) and locates any late or absent Boarding students and communicates with the parent(s) as required.

When a student misses a class, for any reason, it is the student's responsibility to approach the teacher to receive the material from the class that was missed. It is also the student's responsibility to complete missed work and to approach the teacher if they do not understand any concepts covered during their absence. The teacher will create opportunities for the student to make up missed work, but it is the student's responsibility to approach the teacher to collect missed work and to complete the missed work. Students that do not complete missed work will be placed on a Behavioural Contract with consequences clearly outlined should they not submit missed work by the dates set by the teacher. The Behavioural Contract will be set up by the teacher and the Director of Academics with the student.

Once a student has missed ten classes in a semester they will have a meeting with the teacher, the Director of Academics and the Headmaster to explain the serious nature of their situation and that they are in jeopardy of losing their credit. The Director of Academics will send an email home to the parents/guardians explaining the seriousness of the situation and copy the teacher, the Headmaster, the Director of Residential Life and the student. Should a student fall below 110 hours of classroom instruction in a course it is the teacher's discretion, in consultation with the Director of Academics and the Headmaster, to determine if the student has sufficiently demonstrated that they have met the skills, expectations and competencies of the course in order to earn a credit.

Students that miss exams will be given an automatic zero, unless there are extenuating circumstances requiring compassionate leave (eg: death in the family) or significant illness verified by a medical doctor, at the Headmaster's discretion. In these extenuating circumstances an alternative exam will be provided in a timely fashion.

The attendance requirement for Synchronous Learners is the same as for those on campus, as outlined above. However, there are a few exceptions. If a student is not in class, the teacher will immediately email the parent(s) and copy the student. Students who miss classes that start before 7:00a.m. or after 10:30p.m. in their local time zone will not receive an email from the teacher as these times are deemed too early/too late; the student will be marked as having attended the class conditional the student watches the recorded video of the class and submits a short (3-5 sentence) reflective journal or homework prior to the next day's lesson. Students are encouraged to attend early morning or late evening classes. For more detail on Synchronous Learning Courses, please view the ***Synchronous Course Policy: Synchronous Learners & Late Arrivals***, below.

For online courses, in addition to the information above, please view the ***Online Course Policy***, below.

## ASSESSMENT POLICY

All teachers at Merrick Preparatory School will return all graded materials in a timely fashion such that a student can review and learn from their evaluation prior to the next assessment being requested. For example, if a test is given, it must be returned with a grade and feedback and students must be given time to absorb the learning and feedback from that test prior to another test being given; a test is not to be given in the same class time as a test is returned, nor should a test be given the very next day. Time must be provided for the student to absorb and understand the feedback the first test provided before the next test is given. Teachers must provide two days, at a minimum, between a test being returned and the next test being given. The same would be true for any essay, assignment, test, exam or assessment for which a grade is given.

Assessments submitted one week prior to mid-term report card grades being tabulated may not be included in that reporting period.

Should a student be delinquent in not completing an assessment type by the due date and time, the other students will still receive their marked assessment (test, exam, essay, assignment, etc) prior to their next assessment, as outlined in the paragraphs above. At the point of submission of the assessment the teacher is to inform the delinquent student that the assignment is 'past due' and the student will receive a zero on that assessment. If the student would like to complete an assignment for that particular 'past due' assessment, the student is responsible for requesting an assignment immediately (at that moment) and the teacher will provide an alternative one unlike the one that is 'past due'. If the student does not request an alternative, the zero on that assessment stands. The alternative assignment will have a shorter timeline for submission (typically 1 or 2 days) and will be significantly challenging to reflect the difficulty of the first assignment. If the student fails to submit the alternative assignment by the due date and time, the zero on that assessment stands. All those that submitted the assessment on time will have their assignment returned in the regular fashion so as to not jeopardize their learning.

All assessments will have a due date and time. Merrick Preparatory School uses an electronic submission format similar to universities. If the student does not submit the assessment by the due date and time, as all submissions are electronically date and time stamped, it is considered 'past due' and will receive a zero.

Teachers can grant extensions at their discretion based on the situation and student request; the request for an extension must come at least one day prior to the assessment's submission date and have significant legitimacy to justify an extension. If a student does not submit the assessment by the assessment due date and time, the student will receive a zero.

All tests, quizzes, exams and assessments will be vigilantly monitored to ensure each student is working independently without additional resources, unless specifically provided or allowed by the teacher. During all quizzes, tests, exams, etc each student will be given only the materials required to write said assessment. The student will provide their own pen, pencil, eraser or other instruments as instructed by the teacher. The teacher will provide the exam and additional paper, if required. All jackets/coats, telephones, back-packs, computers, books, notes, bags, etc will be left in an adjacent room, or if an in-class test or quiz, such items can be placed against the front wall of the classroom under the white board or in a location of the teacher's choosing that ensures all students only have access to the appropriate and relevant resources for that assessment. At no time is a student allowed access, visually or otherwise, to these materials during an exam, test, quiz, etc, without the direct consent and supervision of the teacher. If a student is excused to go to the bathroom, or any other room, the room must be inspected before the student enters to ensure no additional materials,

resources or supplies have been left in the room which may advantage the student. For Synchronous and Online Learners, a second device (phone, tablet) with camera must be aimed at the student's keyboard and hands so that the teacher can view the exam writers' keyboard and hands for the full duration of the exam. Any contravention of the above will result in an automatic zero for said assessment.

Students will complete a variety of assessments and evaluations throughout each course. Students will complete peer assessments and self-reflections regularly in order to monitor their progress toward achieving the learning goals set out in the course. Students will receive regular feedback in order to inform their learning before evaluations. Students will be informed that they can submit work early for feedback before it is evaluated. Teachers will provide students with a wide range of assessment and evaluation opportunities based on the learning goals within each class. Assessment and evaluation practices may include, but are not limited to: quizzes, formal lab reports, presentations, self and peer assessments, reflections, journal entries, tests, model creation, artistic projects, video creation, research assignments, demonstrations, dramatic plays, exams, summative assignments, etc. Students will always be given the opportunity to review feedback on one assessment before submitting the next, as noted in the first paragraph of this Assessment Policy.

#### RELEASE OF ACADEMIC REPORTS POLICY

First and foremost, Merrick Preparatory School is an academic institution, the goal of which is to ensure our students study in a physically and emotionally safe environment so that they can achieve their personal and academic goals and reach their potential. In order to ensure students are safe and that the staff of Merrick Preparatory School are well informed to serve them, all required documents as outlined in the application process, the Parent-Student Handbook and the Financial Handbook, and all payments as outlined in the Financial Handbook must be met. These include, but are not limited to all final report cards from previous grades prior to attending Merrick Preparatory School starting with grade 9, or equivalent, which must be submitted prior to the students arrival on campus for their first year; the Parent/Guardian and Student Contract, the Student Medical History, the Student Immunization History, and the Consent to Treatment, all of which can be found in the Parent-Student Handbook, and; all payments in full as outlined in the Financial Handbook meeting all stated deadlines. Without compliance, completion and submission of all of the above stated documents and payments, and any other documents or payments that are requested or outlined in any Merrick Preparatory School documentation, a student's report card, academic record, transcript, diploma or Ontario Student Record (OSR) will not be released to the student, parent, guardian, agent or any other institution that the student is applying to, including a university, college or other high school. It is only once all required documents and payments have been received in their entirety and fully completed that Merrick Preparatory School will release a student's report card, academic record, transcript, diploma, Ontario Student Record or any other documents.

#### TRANSCRIPT, DOCUMENT AND VERIFICATION REQUESTS

Current students and alumni may request transcripts, documents or document verification. Transcripts and documents can be sent via email, fax, by mail or accepted in person. Transcripts and documents can take up to 7 – 10 business days to process. The costs for documents, including transcripts, to be re-issued after graduation are as follows:

- \$15.00 to have any document issued and sent via email, fax, or pick up in person, per document.
- \$25.00 to have any document issued and sent in the mail within Canada, per address
- \$35.00 to have any document issued and sent to the United States of America, per address
- \$80.00 to have any document issued and sent internationally, per address

Current students will not be charged for this service.

The cost of document verification will range depending on the verification process, but typically the costs, including courier and Embassy costs, can range from \$275 to \$400 per document.

Payment can be made via cheque, bank wire transfer or credit card via [merrick.flywire.com](http://merrick.flywire.com).

## ONLINE COURSE POLICY

Merrick Preparatory School (MPS) believes small class sizes, in-class instruction with highly qualified and dedicated teachers, and regular face-to-face interaction and tutorial support from teachers provides the best learning environment and outcomes – be that live in-person instruction or live synchronous instruction via our Synchronous Learning Platform. However, in some circumstances, online correspondence style courses, which are very different from live synchronous instruction, may be of value. Online correspondence style courses may be made available to MPS students under the following circumstances:

1. The Ontario Ministry of Education mandates that a student must take an online course. In these circumstances MPS will cover the cost of the course.
2. The course is a compulsory course, a graduation requirement for the Ontario Secondary School Diploma, and is not being offered by MPS. In these circumstances MPS will cover the cost of the course.
3. The course is required for acceptance into a university program and the course is not being offered by MPS. In these circumstances MPS will cover the cost of the course.
4. The student has a spare period and opts to take an online course during that spare period, a course that MPS is not offering and which does not meet the criteria as outlined in points 1, 2, or 3, above. In this circumstance the student will be responsible for paying all the costs associated with taking the online course, including but not limited to registration, tuition, course fees, books, supplies, materials, exam fees, tutorial support, MPS 15% administrative fee for course registration. Parental permission is required.
5. MPS has a course option available to the student, but the student opts not to take that course and chooses to take another course online which does not meet the criteria as outlined in points 1, 2, or 3, above. In this circumstance the student will be responsible for paying all the costs associated with taking the online course, including but not limited to registration, tuition, course fees, books, supplies, materials, exam fees, tutorial support, MPS 15% administrative fee for course registration. Parental permission is required.
6. The student wants to repeat a course to improve their grade (due to failing the course or earning a lower final grade than desired) and wants to do so before MPS offers the course again in its regular scheduled rotation of course offerings. In this circumstance, even if the course does meet the criteria as outlined in points 1, 2, or 3, above, the student will be responsible for paying all the costs associated with taking the online course, including but not limited to registration, tuition, course fees, books, supplies, materials, exam fees, tutorial support, MPS 15% administrative fee for course registration. Parental permission is required.

If an online course is delivered by Merrick Preparatory School, the following will apply:

1. Students must log into their courses daily and interact with their teacher and peers.
2. Student Log-in will be tracked by the teacher through OneNote time stamps.
3. Students must post answers to daily lessons and homework questions Monday through Friday. Submissions will be tracked by the teacher. Student/parent(s)/guardian(s) will be contacted should a student not meet this requirement.
4. Course Outlines and course syllabus will provide deadlines for course work and assignment submission, teacher office hours (two one-hour office-hours per week) and additional supports.

### SYNCHRONOUS COURSE POLICY: SYNCHROUS LEARNERS & LATE ARRIVALS

For students who cannot come in person to our campus in Merrickville we provide a robust synchronous “live-in-person” learning platform. Students from around the world can join our classes live and earn credits towards the Ontario Secondary School Diploma (OSSD). If the student ever wants to join us in person on campus, they can seamlessly transition into our boarding residence and benefit from all of our co-curricular and residential life activities, sports, clubs and engage with students in-person from around the world and the Merrickville area.

Merrick Preparatory School has set up special and additional supports to assist and guide Synchronous learning students. All students will have access to their teachers after each class and at the end of the academic day to ask any questions they may have. At any time, students, parents, or teachers can request a meeting to provide additional feedback and tutorial support, as required. Each teacher hosts two one-hour office hours per week between 8:00a.m. and 9:00p.m. local time for Synchronous learners. Weekly emails are sent every Friday by each teacher to all their students and parent(s)/guardian(s) to provide an update on academic progress and suggestions for improvement. If a teacher has any concern about a student, behaviourally, academically, from an attendance perspective or any other concern, the teacher will email the student and the parent(s)/guardian(s) and copy the Director of Academics and Headmaster in an effort to address the issue promptly and ensure appropriate supports are put in place for student success. All teachers, Director of Academics and Headmaster are available to all students and parent(s)/guardian(s) to provide continuous support for our students.

The maximum number of synchronous learners per class is fifteen. All classes are taught during regular school hours (8:45am – 3:45pm Eastern Standard Time), and students must attend in order to earn a credit (please view our “*Attendance Requirement for Credit Policy*”, above). Students must have an appropriate quiet workstation where they will not be interrupted, including a desk, chair, appropriate lighting, a computer (see below for software and hardware requirements) and a power source. It is not acceptable to be lounging in a bed, chair, couch/sofa or on other furniture. Food must not be consumed while attending class. Students must remain in class for the whole class, with their headset-microphone and camera on, otherwise they will be counted as absent. Inappropriate behaviour as defined by school policies, or as determined in a teacher’s professional judgement, will result in removal from the class and possible removal from the course, with no refund or credit granted.

The minimum network and computer requirements for synchronous learners include:



1. Consistent 2Mbps up and down. A speed test must average above 2Mbps. To test your network speed there are various online tools, such as this one: <https://www.speedtest.net>. A wired, versus wireless, connection will provide more consistent performance.
2. Microsoft Suite and windows based Personal Computer.
3. Your computer must have a minimum of a 2.4 GHz processor and 8.0 GB RAM.
4. A webcam
5. A certified headset with microphone. Wired headset recommended, wireless headsets often have too much interference.
6. The following free software must be downloaded to participate in class:
  - a. Microsoft Teams: <https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app>
  - b. Microsoft OneNote: <https://www.onenote.com/download/?MajorVer=14>
  - c. Web Browser: Microsoft Edge, most recent version.

### **LATE ARRIVALS**

For those enrolled in our Boarding Program who are late arriving due to a delay in their Study Permit being issued, or due to matters beyond their control (e.g.: unforeseen circumstance that otherwise would force them to withdraw) can commence with synchronous learning for a maximum of one semester, after which their attendance on campus is required to continue with their studies as a boarding student. If a student cannot come to campus for the second semester, they will be removed from the boarding roll-call (removed from the school as a boarding student) and become a full time synchronous learner until such time that they can come to campus and be a boarding student, conditional there is still a spot available to them. All above policy requirements apply. For late arrivals who qualify, a refund per month is provided at the end of the semester, as outlined in our Financial Handbook. There is no maximum number of synchronous learners per class who are awaiting their Study Permit or who are late in arriving due to matters beyond their control. All late arriving students must confirm with the Headmaster prior to commencing synchronous learning.

### **POLICIES RELATED TO SYNCHRONOUS AND ONLINE LEARNERS**

All MPS school policies, procedures and expectations apply to all students enrolled at MPS, regardless if they are boarding students, day students. Synchronous learners or online students. These include, but are not limited to, policies outlined in the Policy Handbook, Parent-Student Handbook, Financial Handbook or any other documents provided by MPS, or that may be updated and available on the MPS website. Of specific note:

- Attendance Requirement for a Credit Policy
- Withdraw from Course Policy
- Assessment Policy
- Release of Academic Reports Policy
- Discipline Actions Policy
- English Language Policy
- Code of Conduct
- Dress Code Policy
  - o The “After the Academic Day” section applies to Synchronous Learners; students will wear casual business attire. No pajamas, or other clothing as outlined in the policy.
- Academic Dishonesty and Plagiarism Policy
- Mobile Phone Policy: No mobile phones are allowed in class, unless instructed by the teacher
- Bullying Policy: in person or online or in any other way bullying or intimidating behaviour towards any member of the MPS community

## WITHDRAWAL FROM COURSE POLICY

The process for withdrawing from a course is as follows:

1. The student must discuss with their teacher their reasons for wanting to withdraw.
2. The teacher must then discuss the student's request for withdrawal with the Director of Academics.
3. The Director of Academics will review the student's academic standing to ensure that their withdrawal does not jeopardize their ability to graduate or gain admission to the post-secondary program of their choice.
4. If the withdrawal jeopardizes the student's ability to graduate or gain admission to their chosen post-secondary program, the withdrawal may be denied after discussion with the student and the parent(s)/guardian.
5. If the withdrawal does not jeopardize the student's ability to graduate or gain admission to their chosen post-secondary program, then the Director of Academics will seek permission from the student's parent(s)/guardian to withdraw from the course. If the parent's consent to withdraw is given, then the student will be withdrawn from the course.

All other aspects of withdrawing from a course will follow the Ontario Ministry of Education guidelines as outlined in The Ontario Student Transcript (OST) Manual.

If a student withdraws from a grade 11 or 12 course after five instructional days following the issue of the first provincial report card in a semestered school or five instructional days following the issue of the second provincial report card in a non-semestered school, the withdrawal is recorded on the Ontario Student Transcript by entering a "W" (Withdraw) in the "Credit" column. The student's percentage grade at the time of the withdrawal is recorded in the "Percentage Grade" column. When a student withdraws a Withdraw Form must be completed and filed in the student's Ontario Student Record (OSR).

Student Name: \_\_\_\_\_

Course Withdrawn From: \_\_\_\_\_

Date Withdrawn From Course: \_\_\_\_\_

Course Grade Recorded at Point of Withdraw in Percent: \_\_\_\_\_

Was a "W" Recorded on the Student Transcript: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name of Person Completing this Form: \_\_\_\_\_

Position of the Person Completing this Form: \_\_\_\_\_

Signature of Person Completing this Form: \_\_\_\_\_

## DISCIPLINARY ACTIONS POLICY

As a form of consequence Merrick Preparatory School will institute a range of disciplinary actions. Outlined below are the most common consequences for student misconduct.

### **Detention**

Detentions are served in the Ottawa Room from 9:00p.m. to 10:00p.m., any night of the week, Sunday through Friday, regardless of a student's plans for the weekend. During detention the student is not allowed any electronics and must work quietly with pen and paper for the hour. Assignments, essays, tests or reflective journaling may be given during the detention hour as part of a learning exercise to have students reflect on their behaviour. Detentions are supervised by a Merrick Preparatory School staff.

### **Gating**

A student that is gated cannot leave the Merrick Preparatory School building from Friday at 4:00p.m. until Monday at 8:00a.m. of any weekend for which the gating is given, regardless of a student's plans for the weekend. All electronics, including phones, computers, tablets, etc are collected at 4:00p.m. on Friday and returned at 8:00a.m. on Monday. Computers are returned from 12:30p.m. – 5:30p.m. Saturday and Sunday and during evening study on Sunday from 7:00p.m. to 9:00p.m. for students to do their schoolwork. Students that smoke can leave the building after speaking directly with the Residential Life Supervisor on duty, who must give their permission for the student to leave the building to smoke. Once the student returns from smoking the student must speak with the same Residential Life Supervisor to inform them that they are back in the building. Smoke breaks are to be taken only in the designated smoking area and should not last longer than 5 minutes. A gating is given when a student receives four detentions in one week or can be given as part of another disciplinary action. Should a parent need to reach their child they can call the Residential Life Duty Phone.

### **Suspension**

Suspensions can last one day up to several days. Suspensions require a student to leave campus for the duration of the suspension and all food, lodging, transportation and other expenses will be at the student's expense. Typically, when a student returns from suspension the student is on probation and any other infraction will lead to expulsion.

### **Expulsion**

Expulsion is the permanent dismissal and removal of a student from Merrick Preparatory School with no option to regain admission. When a student is expelled there is no refund and all related expenses are the student's/parent's responsibility.

## ENGLISH LANGUAGE POLICY

Merrick Preparatory School prides itself on its ability to assist students in their English language acquisition and prepare them for success in their university studies. In order to for students to be successful, Merrick Preparatory School has developed an English Language Policy based on best practices and the most appropriate and successful pedagogical approach.

**Purpose:** To increase and improve English language acquisition. To encourage inclusivity.

**Policy:** All students are to be speaking English at all times. If a staff person hears a student speaking any language other than English, the student will face the consequences, as outlined below. Certainly, there are times when students need to communicate in their mother tongue, such as when speaking with family members or when out in the public domain or off school property speaking with friends. While on Merrick Preparatory School property students should be speaking English at all times. If a student does need to speak in their mother-tongue, we ask them to respect the rules and have those conversations in the privacy of their room. However, if a staff member knocks on their door and enters their room, or another student who does not speak their language enters the room, the expectation is that the student will be speak English.

**Exceptions:**

There are times when a student may require someone to translate into their native language to understand a concept or in order to be able to participate or receive instructions. Further, if a student is taking a language course they may need to practice speaking in that language. In these circumstances the student should inform the staff member present that they need to translate or practice speaking another language for the purposes of their studies in a language course.

**Consequences:**

If a student is not speaking English, they will be given a detention. Repeat offenders may be given up to five detentions in a row with additional detentions and gatings as warranted. If someone is completely non-compliant further consequences such as suspension or expulsion will be considered.

## CODE OF CONDUCT

Merrick Preparatory School is a school that promotes responsibility, respect, civility and academic excellence in a safe learning environment. All members of the school community must demonstrate honesty, integrity and treat one another with dignity at all times.

When inappropriate behaviour occurs, the Headmaster, or designate, will utilize a range of interventions, supports and consequences that are appropriate and include opportunities for students to learn from mistakes and improve their behaviours. The code applies both during and beyond formal school time.

**Respect for Self**

- Come to school prepared, on time and ready to learn
- Show respect of yourself, for others and for those in authority
- Respect the school dress code and be properly groomed
- Follow the established rules and take responsibility for your own actions

**Respect for Others**

- Respect and comply with all applicable federal, provincial and municipal laws
- Be courteous, considerate and respectful to students, all staff and guests of our school
- Use acceptable language at all times
- Restrain behaviour that is disruptive to the learning environment of the class or school

**Respect for School and Community Property**

- Treat the school building, grounds and property with respect
- Keep your room and common areas tidy
- Be respectful of people and property in the Merrickville community

### **Respect for Safety**

- Follow procedure during fire drills and other evacuation drills
- Do not tamper with fire alarms, fire extinguishers, closed circuit television cameras or any other safety equipment
- Avoid activities that endanger the physical, mental or emotional well-being of yourself or others
- Do not bring anything into the school that may compromise the safety of others or the community in general

### **Attendance and Punctuality**

- Arrive on time for every class, properly equipped with all necessary learning tools and supplies
- Ensure that your homework is completed and assignments and projects are submitted on time
- Attend all co-curricular activities such as sports and community service
- Promptly make up the work missed during absences

### **Our regulations specifically prohibit our students from possessing the following:**

- posters displaying drugs, offensive messages or images, or beer/liquor ads;
- offensive or suggestive language or images on clothing;
- Pets;
- Kettles, rice cookers, toasters or other electrical cooking devices in dorm rooms;
- Food or drink in dorm rooms other than water, tea, coffee;
- Gaming devices, TVs, all electronics other than those specifically required for academic purposes such as a laptop computer or tablet and calculator in dorm rooms. Gaming devices, TVs and other such electronics are to be left in, and used in, common areas.

### **In addition, students must not:**

- abuse others (physical, sexual, or emotional harassment);
- leave their room after bedtime;
- have members of the opposite sex in their room at any time;
- be sexually intimate with another person when under the care of the College;
- get piercings or tattoos while under the care of the College.

### **And students must:**

- follow sign-out rules (to be discussed upon arrival);
- respect other people's privacy;
- keep their room in a respectable state so as to not hinder cleaning staff;
- keep common areas clean and tidy.

***Infractions of any of the above rules may result in disciplinary action, up to and including suspension (placed in a home stay at an additional fee to the parents) or expulsion (asked to leave the school permanently with no refund).***

Merrick Preparatory School believes that all members of the school community should treat each other with courtesy, respect and tolerance, in keeping with the rules and boundaries we have established for our students. Staff, parents and children are entitled to a safe and nurturing environment in which to grow as a community.

We expect that adults will set a good example for children at all times, demonstrating good behaviour with all members of the school and the wider community. Physical attacks and threatening behaviour, abusive or insulting language, verbal or written, to staff, owners, parents, caregivers, children and any other community member will not be tolerated. Types of behaviour that are not in keeping with Merrick Preparatory School's Code of Conduct include:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, office, the school or any area of the school;
- Loud or offensive language, swearing, cursing or displaying an aggressive temper;
- Speaking in an aggressive/threatening tone or being physically intimidating, e.g. standing very close, shaking or holding a fist towards another person;
- The use of physical aggression towards another person. This includes parents or guardians physically punishing their own child on school premises;
- Inappropriate posting on Social Network/Media sites or sending abusive or threatening emails, text/voicemail/phone messages or other written communication;
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parents/staff at the school made on social media sites or in other public venues;
- Gossiping about any Merrick Preparatory School member, be they parents, students, staff or other member of the Merrick Preparatory School community;
- Damaging or destroying school property;
- Smoking, or consuming alcohol or drugs on school property or school trips;
- All students, families, staff, and volunteers should feel comfortable to express any frustration, disagreement or concern they have in a respectfully way, firstly with the person most directly responsible for or capable of resolution. If unresolved bringing it to the attention of the Headmaster would be the next step:
  - for concerns regarding a student or classroom volunteer, the teacher would be most appropriate;
  - for concerns regarding teachers, other staff, or other families, the Headmaster would be most appropriate;
  - if the concerned individual is unable to have the matter resolved to his/her satisfaction, he/she should speak directly with the Headmaster.

Merrick Preparatory School (MPS) believes that a positive and constructive working relationship between the school and its parent community is essential. Therefore, MPS reserves the right not to continue enrolment or not to re-enrol the student if the school reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interferes with MPS's accomplishment of its educational purposes. MPS reserves the right to take any necessary actions to ensure that members of the school community feel safe. Unacceptable behaviour may result in the school contacting the appropriate authorities and, if necessary, banning the offending adult from entering school grounds; these actions are defensible under both the Education Act and the Ontario Human Rights Code.

## DRESS CODE POLICY

### The School Uniform

The School Uniform is required for the entire academic day, and for representing the school on designated occasions. For **graduation** students must wear the Standard Dress Uniform, outlined below.

#### Standard Dress Uniform:

- Merrick Preparatory School Cardigan (burgundy with school crest), to be purchased at the school
- Black blazer (to be worn over cardigan during cold weather, optional)
- **Black** formal business-attire dress pants. Dress pants should be hemmed to touch the shoes, professionally pressed/ironed with a centre creased, clean. No casual pants, no rivets, jeans, yoga pants, sweat pants, leggings or cargo-style pants with pockets on the legs.
- Black leather belt
- White dress shirt, long or short sleeve (top button must do up)
- Merrick Preparatory School tie, provided by the school
- Black polishable leather dress shoes. Heels must not exceed 1 inch. No suede. No slippers or ballet shoes.
- Black dress socks (not sports socks or ankle socks). Socks must come to the mid-shin or higher.
- Skirts are not worn as part of the uniform



Black dress pants  
Black belt



White long sleeve  
collared shirt



Long black socks



Black polishable dress  
shoes

#### Dress for Sports and Recreational Activities:

- Navy blue or black shorts, or jogging/sweatpants for cool weather
- Gym T-shirt
- Running shoes

#### Summer Dress

From the start of the school year to the Canadian Thanksgiving (usually the second full weekend in October) and from the Easter weekend to the end of the school year, students can remove their cardigan, but all other aspects of the dress code remain in effect.

#### After the Academic Day: Dinner, Evening and Weekend Dress

Students may wear more casual clothing to the evening meals throughout the week, and all day on

weekends; the uniform is not required; however, appropriate dress is:

- T-shirts are acceptable. No inappropriate or offensive graphics or logos; no undershirts; collared sport shirts preferred.
- Sweatshirts or polar fleece. No inappropriate or offensive graphics or logos.
- Blue jeans or casual trousers in good repair – no tears, rips or holes by accident or design.
- Shorts are acceptable but not on school dress down days. Cut-offs are not acceptable.
- Casual shoes, including running shoes, sandals are acceptable. Sandals and flip-flops are not acceptable on school dress down days or when out representing the school.
- Students may not attend meals in the dining hall at any time while wearing soiled, sweaty or foul-smelling clothing. Nor any clothes that are torn or ripped (by accident or design)
- Appropriately fitting clothes are required at all times: no tight or form fitting shirts or pants, no short-shorts or cut-off shorts, no shirts that reveal the belly, waist, chest, back, shoulders or any part of the mid-riff. Pants must be worn at the waist, not down on the buttocks.
- Students are required to shower after sports and arrive clean and appropriately dressed for meals.
- All students should have a housecoat to wear over their pajamas in the residence. Students should not be in public areas of the residence in pajamas without a housecoat.

***Care must be taken to wear the school uniform with respect and pride.***

## WEAPONS

Firearms, knives, and other such weaponry are strictly banned from campus; including prop or fake weapons that could be construed as an actual weapon. Any students caught with these instruments will face consequences ranging from suspension to expulsion. All expenses resulting from suspension and expulsion will be the student's responsibility and no refund will be offered.

## PHYSICAL INTIMACY

Emotional attachments are a natural part of adolescence and developing emotional relationships are healthy and natural. However, relationships of an intimate physical nature are of serious concern for the Merrick Preparatory School community. The varied ages of our students and the lack of parental involvement make student relationships problematic. Sexual intimacy is not permitted for any students under our care. Public displays of affection while understandable are discouraged and may be dealt with as disciplinary issues. Parents will be contacted if physical intimacy is suspected; consequences could range from recreational restrictions to suspension or expulsion.

## EXCLUSIVE RELATIONSHIPS & CLIQUES

Developing close friendships is a part of life we encourage, however, not at the exclusion of others. We believe that each individual has many gifts to share, and here at our campus with students from around the world, we know students have much to learn from each other. Students that spend time exclusively with one other, or a small group is discouraged. We expect students to engage with all of their peers and to take the opportunity to learn as much as they can from others, particularly those from different cultures. Those that form exclusive relations, or 'cliques' will be informed how their behaviour not only can be hurtful to those they exclude, but hurtful to themselves as they are



denying themselves the opportunity to learn and grow from others. If the behaviour persists parents/guardians will be informed and ultimately if the behaviour is not altered, suspension and/or expulsion may result.

## NON-PRESCRIPTION DRUGS

Merrick Preparatory School prohibits the consumption, possession, purchase, use and sale of non-prescription drugs, including legalized drugs such as cannabis/marijuana. Students of legal age for the consumption of legalized cannabis/marijuana products must not do so while a student at Merrick Preparatory School, be that on or off campus during school activities and hours or non-school activities and hours. With reasonable suspicion by the staff, a staff member may search a student's person or room. A student involved in a drug offence for the first time will receive consequences that range from suspension to expulsion, with all costs being the responsibility of the student and no refund is provided. If a student is involved in a second drug offence, expulsion will result. Any student admitted to Merrick Preparatory School subsequent to a drug offence from another boarding school will be admitted on probation and upon any subsequent involvement with drugs will be suspended or expelled from the school. Students suspected of using non-prescription drugs (legal or otherwise) will be required to undergo drug test (urine or blood sample), at any time, at the discretion of the school, administered by a medical professional.

## ACADEMIC DISHONESTY & PLAGIARISM POLICY

***All Merrick Preparatory School students must follow the Citation Manual available on the school website and taught during the first two weeks of school to avoid plagiarism and academic dishonest.***

**Plagiarism** is when a student takes credit for another person's work. The material copied can come from a magazine, book, newspaper, the Internet, a video or other information source, but can also be from speaking with another person. The following are situations where plagiarism can occur:

- copying another student's homework, test answers or projects
- in any way obtaining another person's work and submitting it as your own
- not giving proper credit to sources used in a paper, report or project

**Academic dishonesty** is also when, without teacher permission, a student gets help during a test or when completing an assignment. This includes:

- seeking help from another student or copying their work during a test, quiz or exam
- having or using unauthorized material during a test, quiz or exam
- doing any academic work with another student, unless permitted by the teacher
- allowing another student to copy your work

**Academic Dishonesty and Plagiarism will be treated separately for the purposes of accumulated offences. Circle which offence is committed: Academic Dishonesty or Plagiarism.**

Consequences of academic dishonesty or plagiarism include:

**First Offence**

1. Student receives a zero for elements of the assignment involving academic dishonesty/plagiarism
2. A letter is sent to the parent/guardian by the Director of Academics, copying the Headmaster
3. Student must serve three detentions and write an essay explaining what academic dishonesty/plagiarism is, how they will avoid it in the future. Submit it to the Director of Academics after serving their third detention.
4. Reaffirm school rules and student re-signs policy.

**Second Offence**

1. Student receives a zero for elements of the assignment involving academic dishonesty/plagiarism
2. A letter is sent to the parent/guardian by the Director of Academics, copying the Headmaster
3. Student has a conference with the Headmaster
4. Student must serve four detentions and a weekend gating. The student must write an essay explaining why academic dishonesty/plagiarism is a serious offense and outline their understanding of the consequences should there be a third offence and submit it to the Director of Academics after serving their fourth detention.
5. Reaffirm school rules and student re-signs this policy. Student is made aware that suspension and possible loss of credit will result with a third offence.

**Third Offence**

1. Student is immediately suspended for five (5) days off-campus. The student must leave campus immediately. All expenses are the student's responsibility (food, lodging, transportation, etc).
2. Parent/Guardian is notified and responsible for transportation, food and all other necessities, including finding accommodation, and is responsible for all costs for the student during his/her five (5) day off-campus suspension.
3. A letter is sent to the parent/guardian by the Director of Academics, copying the Headmaster.
4. Reaffirm school rules and student re-signs this policy. Student is made aware that expulsion will result with a fourth offence.
5. Student may be withdrawn from the course\* with no refund.  
*\*at Headmaster's discretion*

**Fourth Offence**

The school must protect the integrity of student grades and credits awarded. Repeated offences show an utter disregard for school rules, academic integrity and honesty. A fourth offence will result in immediate expulsion from the school with no refund. All expenses resulting from expulsion (food, accommodation, transportation, etc) are the parent/guardian's responsibility. For all non-Canadian passport holders, the Department of Immigration, Refugees and Citizenship will be notified that the student is no longer attending Merrick Preparatory School.

I, \_\_\_\_\_ (Student's Printed Name) have read the school policy, and re-affirm my adherence to this directive. And I agree to watch the three online videos related to plagiarism located at:

<http://library.camden.rutgers.edu/EducationalModule/Plagiarism/>

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ACCUMULATED DETENTION POLICY

Merrick Preparatory School uses a range of consequences, as outlined in the Disciplinary Actions Policy, in an effort to curb behaviour and make students aware of how their behaviour may be adversely affecting themselves or others. The College tracks student misconduct including the number of detentions a student serves. Accumulated detentions shows a lack of understanding and significance of behaviour, a disregard for school rules, health and safety and disrespect for staff and other students. Those that continue to disregard school rules and accumulate unreasonable detentions over the course of a semester will face the following consequences:

### **At 20 Accumulated Detentions in a Semester:**

1. Student will have a meeting with the Director of Residential Life.
2. Student will serve a weekend gating (cannot leave school building from Friday at 4pm to Monday at 8am).
3. Director of Residential Life will send email to parent, agent, student and copy Headmaster and Director of Academics notifying them of the 20 accumulated detentions and concern over students behaviour and outlining consequences should behaviour not improve.
4. Student will review Policy Handbook and expectations and sign this behavioural contract.

### **At 40 Accumulated Detentions in a Semester:**

1. Student will have a meeting with the Director of Residential Life and Headmaster.
2. Student will serve two weekend gatings (cannot leave school building from Friday at 4pm to Monday at 8am).
3. Director of Residential Life will send email to parent, agent, student and copy Headmaster and Director of Academics notifying them of the 40 accumulated detentions and concern over students behaviour and outline consequences should behaviour continue.
4. Student will review Policy Handbook and expectations and sign this behavioural contract.

### **At 60 Accumulated Detentions in a Semester:**

1. Student is immediately suspended for five (5) days off-campus. The student must leave campus immediately. All expenses are the student's responsibility (food, lodging, transportation, etc).
2. Parent/Guardian is notified and responsible for transportation, food and all other necessities, including finding accommodation, and is responsible for all costs for the student during his/her five (5) day off-campus suspension.
3. A letter is sent to the parent/guardian by the Director of Residential Life, copying the Headmaster and Director of Academics.
4. Reaffirm school rules and student re-signs this policy. Student is made aware that expulsion will result with ten more detentions in the semester.

### **At 70 Accumulated Detentions in a Semester:**

Repeatedly being non-compliant with school rules and expectations to the point that a student has accumulated 70 detentions in one semester shows an utter disrespect and disregard of the schools rules, policies and the health and safety of other students and staff. It demonstrates an unwillingness to modify or improve behaviour and represents a lack of commitment to remaining a student at Merrick Preparatory School. At 70 accumulated detentions in one semester a student will be immediately expelled from the school with no refund. All expenses resulting from expulsion (food, accommodation, transportation, etc) are the parent/guardian's responsibility. For all non-Canadian passport holders, Citizenship and Immigration Canada (CIC) will be notified that the student is no longer attending Merrick Preparatory School.

I, \_\_\_\_\_ (Student's Printed Name) have read the "Accumulated Detention Policy" and reviewed the Policy Handbook. I understand the school rules, policies, student expectations and Student Code of Conduct. I know where to access the Policy Handbook on the school website if I am ever unsure about a school rule. I also know that I can ask any staff at any time to clarify my understanding of the rules. I understand the school rules are in place to keep all that live and work at the school safe and healthy and to comply with municipal, provincial or federal laws and regulations. I re-affirm my adherence to all the Policy's as outlined in the Policy Handbook, both in letter and in intent.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CURFEW & LATE POLICY

Merrick Preparatory School offers a structured schedule with time allotted for recreation and relaxation. Within our structured schedule we have a clearly defined curfew for safety and security. Sunday to Thursday, students are to be in the building by 10:30p.m. and in their dorm rooms at 11:00p.m., with lights out by 11:30p.m.. Friday and Saturday, students are to be in the building at 12:00a.m. and in their dorm rooms at 12:30a.m.. Unless there is an emergency, students are not permitted to leave their rooms after curfew, or before 7:00a.m.. Students are not permitted to leave the school building before 7:00a.m. unless for special documented reasons, such as an early morning flight home during break or end of year. All students must be on campus Sunday at 5:30p.m. to Friday at 4:00p.m., please review "Campus Leave Policy"

We have established these curfew rules to ensure the safety and well-being of all our students. Students' academic performance and productivity improves when they have sufficient rest; and overall health and resistance to illness is enhanced with proper sleep. As all students share a room it is also imperative that students honour the curfew out of respect for their roommate. Following curfew rules, including our sign-in and sign-out procedures, allows our Residential Life Supervisors to know the whereabouts of all of our students in the event of an emergency and ensures the safety and security of all. Students that are late will face consequences such as detentions, gatings, suspension or expulsion; those late for Evening Study or Detention will serve time missed in Detention e.g.: if 10 minutes late for Evening Study the student will be required to attend Detention immediately after Evening Study for 10 minutes, or if late 5 minutes for Detention the student will stay an extra 5 minutes after Detention to make us missed time.

A student out of their dorm room after curfew, or failing to sign-in or sign-out, is a serious safety issue and a breach of trust. Students not in compliance with the Curfew Policy will face the consequences, as outlined below:

**First Offence:**

1. Students who do not comply with the Curfew Policy will serve a 3 detentions.
2. A letter is sent to the parents/guardian by the Director of Residential Life, copying the Headmaster, and attaching this form with the student's signature.
3. Reaffirm school rules and student re-signs this policy.

**Second Offence**

1. A letter is sent to the parent/guardian by the Director of Residential Life, copying the Headmaster.
2. Student has a conference with the Headmaster.
3. Student serves four detentions and a weekend gating (Friday at 4:00p.m. to Monday at 8:00a.m.).
4. Reaffirm school rules and student re-signs this policy. Student is made aware that suspension will result with a third offence.

**Third Offence**

1. Student is immediately suspended for five (5) days off-campus. The student must leave campus immediately. All expenses are the student's responsibility (food, lodging, transportation, etc).
2. Parent/Guardian is notified and responsible for transportation, food and all other necessities, including finding accommodation, and is responsible for all costs for the student during his/her five (5) day off-campus suspension.
3. A letter is sent to the parent/guardian by the Director of Residential Life, copying the Headmaster
4. Reaffirm school rules and student re-signs this policy. Student is made aware that expulsion will result with a fourth offence.

**Fourth Offence**

Repeated offences shows an utter disregard for school rules and places the health and safety of the student, and others, at risk. A fourth offence will result in immediate expulsion from the school with no refund. All expenses resulting from expulsion (food, accommodation, transportation, etc) are the parent/guardian's responsibility. For all non-Canadian passport holders, Citizenship and Immigration Canada (CIC) will be notified that the student is no longer attending Merrick Preparatory School.

I, \_\_\_\_\_ (Student's Printed Name) have read the school policy, and re-affirm my adherence to this directive and all the Policy's as outlined in the Policy Handbook.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SMOKING POLICY

**Smoking** is prohibited by law in all schools in Ontario. This includes inside buildings as well as anywhere on school property. *The Smoke-Free Ontario Act* came into force in May of 2006 in order to protect against the hazards of second hand smoke. An individual who does not abide by this law could be subject to a maximum fine of \$5,000.

Consuming cannabis/marijuana while a student at Merrick Preparatory School is not allowed and will be treated in the same manner as Non-Prescription Drugs.

Students caught smoking or vaping anywhere on campus, including in any building or on any part of school property, will be subjected to the following consequences:

### First Offence

1. A letter is sent to the parent/guardian by the Director of Residential Life, copying the Headmaster.
2. Student serves seven detentions and a weekend gating (Friday at 4p.m. to Monday at 8a.m.)
3. Reaffirm school rules and student signs policy. Student is made aware that a second offence will result in suspension.

### Second Offence

1. Student is immediately suspended for five (5) days off-campus. The student must leave campus immediately. All expenses are the student's responsibility (food, lodging, transportation, etc).
2. Parent/Guardian is notified and responsible for transportation, food and all other necessities, including finding accommodation and is responsible for all costs for the student during his/her five (5) day off-campus suspension.
3. A letter is sent to the parent/guardian by the Director of Residential Life, copying the Headmaster.
4. Reaffirm school rules and student signs policy. Student is made aware that a third offence will result in expulsion.

### Third Offence

1. Student is immediately expelled from Merrick Preparatory School.
2. No refund is given. All expenses resulting from the expulsion are the parent/guardian's responsibility.
3. Parent/Guardian is notified by the Headmaster, and the parent/guardian is responsible for making arrangements to have student removed immediately from campus, including transportation, food and accommodation and all costs.
4. Student is required to leave immediately.
5. For non-Canadian passport holders, the Department of Immigration, Refugees and Citizenship will be notified that the student is no longer attending Merrick Preparatory School.

**Please note:** smoking inside a building is extremely dangerous and serious and will result in immediate Suspension or Expulsion at Headmaster's discretion. If the student is not expelled, a second offence of smoking inside a building will result in immediate expulsion.

I, \_\_\_\_\_ (Student's Printed Name) have read the school policy and re-affirm my adherence to this directive.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ALCOHOL POLICY

The legal drinking age in Ontario is 19. Merrick Preparatory School prohibits the underage consumption, possession and purchase of alcohol. Students aged 19 or older may only consume alcohol if they are off campus and must do so in strict moderation. Returning to campus in a state of intoxication will result in appropriate sanctions. Students may not store or consume alcohol in their room, or anywhere on campus. Providing alcohol to underage students is a serious offense in Ontario. Should a student be suspected of having alcohol on campus, a staff member may search a student's person, belongings and room.

Students caught drinking anywhere on campus, including in any building or on any part of school property, will be subjected to the following consequences:

### First Offence

1. A letter is sent to the parent/guardian by the Director of Residential Life, copying the Headmaster.
2. Student serves seven detentions and a weekend gating (Friday at 4p.m. to Monday at 8a.m.)
3. Reaffirm school rules and student signs policy, and student is made aware that a second offence will result in suspension.

### Second Offence

1. Student is immediately suspended for five (5) days off-campus. The student must leave campus immediately. All expenses are the student's responsibility (food, lodging, transportation, etc).
2. Parent/Guardian is notified and responsible for transportation, food and all other necessities, including finding accommodation and is responsible for all costs for the student during his/her five (5) day off-campus suspension.
3. A letter is sent to the parent/guardian by the Director of Residential Life, copying the Headmaster.
4. Reaffirm school rules and student re-signs policy and is made aware that a third offence will result in expulsion.

### Third Offence

1. Student is immediately expelled from Merrick Preparatory School.
2. No refund is given. All expenses resulting from the expulsion are the parent/guardian's responsibility.
3. Parent/Guardian is notified by the Headmaster, and the parent/guardian is responsible for making arrangements to have student removed immediately from campus, including transportation, food and accommodation and all costs.
4. Student is required to leave immediately.
5. For non-Canadian passport holders, Citizenship and Immigration Canada (CIC) will be notified that the student is no longer attending Merrick Preparatory School.

I, \_\_\_\_\_ (Student's Printed Name) have read the school policy, and re-affirm my adherence to this directive.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SCENT FREE SCHOOL POLICY

Students attending Merrick Preparatory School come from around the world, and with that diversity comes a wide array of perfumes, colognes, deodorants, skin and beauty products, incense and health care products with a variety scents. Given that students share rooms and classrooms and that an increasing number of students have allergies and sensitivities, our campus is scent free.

Students must bring to the Merrick Preparatory School campus health care and beauty products that are scent free/non-scented. Students that do bring perfumes, colognes, scented deodorant or other scented products will be asked to dispose of them and purchase non-scented products. If a student persists in using scented products they will face disciplinary action as follows:

### First Offence

1. Students who do not comply with the Scent Free School Policy will serve a three detentions.
2. A letter is sent to the parent/guardian by the Director of Residential Life, copying the Headmaster, and attaching this form with the student's signature.
3. Reaffirm school rules with the student.

### Second Offence

1. A letter is sent to the parent/guardian by the Director of Residential Life, copying the Headmaster.
2. Student has a conference with the Headmaster.
3. Student serves five detentions and two weekend gatings.
4. Reaffirm school's rules and student signs this form and is notified that suspension will result with another offence.

### Third Offence

1. Student is immediately suspended for five (5) days off-campus. The student must leave campus immediately. All expenses are the student's responsibility (food, lodging, transportation, etc).
2. Parent/Guardian is notified and responsible for transportation, food and all other necessities, including finding accommodation, and is responsible for all costs for the student during his/her five (5) day off-campus suspension.
3. A letter is sent to the parent/guardian by the Director of Residential Life, copying the Headmaster.
4. Reaffirm school rules and student signs this form and is notified that expulsion will result with another offence.

### Fourth Offence

Repeated offences shows an utter disregard for school rules, and the safety and health of fellow students and staff. A fourth offence will result in immediate expulsion from the school with no refund. All expenses resulting from expulsion (food, accommodation, transportation, etc) are the parent/guardian's responsibility. For all non-Canadian passport holders, Citizenship and Immigration Canada (CIC) will be notified that the student is no longer attending Merrick Preparatory School.

I, \_\_\_\_\_ (Student's Printed Name) have read the school policy, and re-affirm my adherence to this directive.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## FOOD, DRINK AND KITCHEN POLICY

Merrick Preparatory School Chefs prepare nutritious, healthy and delicious food for our students and staff, taking into consideration various dietary needs and restrictions, food preferences and cultural differences. Meals are prepared and served three times a day Monday through Friday and two times a day on Saturday and Sunday. A cold breakfast of toast, bagels, cereal, yogurt, juices, fruit and muffins is available on Saturday and Sunday, as well as any morning. Healthy snacks are provided after class and after evening study. Food is always available to students in the snack bar area adjacent to the dining hall. A large fridge in the snack bar area is stocked by the school Chefs for students to access any time outside of the regular meals. In addition, a fridge and food storage is provided to students should they wish to purchase speciality or comfort foods for evening snacks or weekends. In compliance with Ministry rules no raw eggs or raw meat is allowed in the snack bar area or student food storage areas.

In compliance with the Ontario Ministry of Health, Merrick Preparatory School kitchen, food preparation and food service areas are inspected three times per year. In accordance with Ontario Ministry of Health rules and best practice, food must remain in the food service areas (kitchen, dining hall, snack bar area). No food is allowed outside of the food service areas and at no time is food allowed in classrooms or student bedrooms (dorms). Water, coffee and tea are allowed in the student dorms, and in classrooms at the teachers' discretion. Soft drinks, energy drinks, juices and the like are **not** allowed in classrooms or in the dorms. If the Housekeeping staff find that glasses and mugs are not returned to the kitchen area after use, coffee and tea will be restricted to the snack bar and dining area.

To ensure students are eating healthy meals and to create a sense of community, all meals must be eaten in the dining hall from Sunday dinner to Friday at lunch. Friday dinner through Sunday lunch students are allowed to eat their meal in the snack bar area or eat off campus.

The kitchen is a workspace for our kitchen staff who are trained and licenced in safe food preparation and in handling the various food preparatory equipment which can be dangerous. At no time are students allowed into the kitchen unless under the direct supervision of the Chef or Assistant Chef and only during sanctioned activities such as the cooking club. Staff are also restricted to entering the kitchen unless there is a specific need (ice for an injury) or under the direction of the Chef or Assistant Chef.

Students not in compliance with the Food and Drink Policy will face consequences, as outlined below.

#### **First Offence**

1. Students who do not comply with the Food and Drink Policy will serve three detentions.
2. A letter is sent to the parent/guardian by the Director of Residential Life, copying the Headmaster.
3. Reaffirm school rules and student re-signs this policy.

#### **Second Offence**

3. A letter is sent to the parent/guardian by the Director of Residential Life, copying the Headmaster.
4. Student has a conference with the Headmaster.
3. Student serves five detentions and two weekend gatings.
4. Reaffirm school rules and student re-signs this policy and is notified that a third offence will result in suspension.

#### **Third Offence**

1. Student is immediately suspended for five (5) days off-campus. The student must leave campus immediately. All expenses are the student's responsibility (food, lodging, transportation, etc).
2. Parent/Guardian is notified and responsible for transportation, food and all other necessities, including finding accommodation, and is responsible for all costs for the student during his/her five (5) day off-campus suspension.
3. A letter is sent to the parent/guardian by the Director of Residential Life, copying the Headmaster.
4. Reaffirm school rules and student re-signs this policy and is notified that a fourth offence will result in expulsion.

#### **Fourth Offence**

Repeated offences shows an utter disregard for school rules. A fourth offence will result in immediate expulsion from the school with no refund. All expenses resulting from expulsion (food, accommodation, transportation, etc) are the parent/guardian's responsibility. For all non-Canadian passport holders, Citizenship and Immigration Canada (CIC) will be notified that the student is no longer attending Merrick Preparatory School.

I, \_\_\_\_\_ (Student's Printed Name) have read the school policy, and re-affirm my adherence to this directive.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TECHNOLOGY POLICY

Merrick Preparatory School supports Windows and MacOS only. Chrome books and other similar devices do not work on our system and cannot be security protected and will not be allowed to access our wifi networks.

It is understood that acceptable use of Merrick Preparatory School computers and computer network includes the following conditions and requirements:

- i. College computers and the network are to be used for educational purposes consistent with the objectives of Merrick Preparatory School.
- ii. During the Academic Day and Evening Study students are expected to restrict network access and device use to school related content and websites. Gaming, streaming, video playing or watching, or any other non-academic related activity will result in restriction or denial of internet access, suspension or expulsion at student's expense.
- iii. There will be no commercial activities, no threatening, illegal or obscene material retrieved, sent or otherwise processed.
- iv. Students are not to log on the network(s) with another user's ID/password. Students using public access email and chat will uphold standards of proper etiquette.
- v. Students are responsible for the backup of all personal files. Failure to do so will not be accepted as an explanation for incomplete or late assignments.
- vi. All software on computers at Merrick Preparatory School whether on school computers or students' personal computers and devices must be properly licensed.
- vii. No personal files may be downloaded or stored on the network other than those needed for schoolwork.
- viii. Students are not to use the network after "lights out".
- ix. Students should respect roommates and refrain from any computer use after "lights out".
- x. Students may not attempt to circumvent the school network content filtering system or log into our staff network.
- xi. The following software and services may not be used by or installed on any computer connected to the Merrick Preparatory School network:
  - a. Virtual Private Network (VPN) or Proxy software or Websites.
  - b. Torrent clients or any other file sharing clients.
- xii. The use of Wi-Fi hotspots anywhere in the Merrick Preparatory School buildings, facilities or grounds is strictly prohibited (if you can see the school you cannot hotspot wirelessly). Students are allowed to use cable (wired) connections for internet service via USB cable or network cable.
- xiii. Students may not use or access staff or faculty workstations without express permission from a staff or faculty member.

- xiv. All network activity is monitored and recorded for policy enforcement and disciplinary purposes.
- xv. All devices that connect to the Campus network need to have Meraki Systems Manager installed. This software aids in monitoring, managing and securing access to Campus network.
- xvi. Any computer connecting to the Campus network must have an up to date Antivirus program installed and running on the computer.
- xvii. Student computers and all other devices need to be set to native language English with the time zone set to the local time and date at the school location. This is to facilitate staff assisting students with troubleshooting and school related activities. Contravention will result in devices getting blocked from network access.
- xviii. Students need to set the Language to English and location to the local location of the school in Office 365 web interface. This is to facilitate staff assisting students with troubleshooting and school related activities.
- xix. Students are expected to limited web browsing to not infringe on copyrights of any content providers. For example, Netflix Canada is an acceptable website for video streaming but a site that holds copyrighted material for download/viewing illegally like a torrent site or site not accessible from within Canada is not allowed.

Students not in compliance with the Technology Policy will face consequences, as outlined below.

#### **First Offence**

1. The device will be blocked from the school network for 24 hours (1 day).
2. The student will review and sign the Technology Policy with the Director of Academics or designate.
3. The Director of Academics, or designate, will send an email to the parents, guardian, student and agent with the signed Technology Policy attached.
4. All will be made aware of future consequences.

#### **Second Offence**

1. The device will be blocked from the school network for 48 hours (2 days).
2. The student will review and sign the Technology Policy with the Director of Academics or designate.
3. The Director of Academics, or designate, will send an email to the parents, guardian, student and agent with the signed Technology Policy attached.
4. All will be made aware of future consequences.

#### **Third Offence**

1. The device will be blocked from the school network for 72 hours (3 days).
2. The student will review and sign the Technology Policy with the Director of Academics or designate.
3. The Director of Academics, or designate, will send an email to the parents, guardian, student and agent with the signed Technology Policy attached.
4. All will be made aware of future consequences.

#### **Fourth Offence**

1. The device will be permanently blocked from the school network.
2. The student will review and sign the Technology Policy with the Director of Academics or designate.
3. The Director of Academics, or designate, will send an email to the parents, guardian, student and agent with the signed Technology Policy attached.
4. All will be made aware of future consequences.

#### **Fifth Offence**

Repeated offences show an utter disregard for school rules and will result in suspension from the school for 5 days at the student's expense. Further offences may result in expulsion, at the student's expense, with no refund. For all non-Canadian passport holders, Citizenship and Immigration Canada (CIC) will be notified that the student is no longer attending Merrick Preparatory School.

I, \_\_\_\_\_ (Student's Printed Name) have read the Technology Policy, and re-affirm my adherence to this directive. I understand this is my \_\_\_\_\_ offence and understand the consequences resulting if I violate the Technology Policy again.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MOBILE PHONE POLICY

Merrick Preparatory School is a university preparatory high school. During the academic day and co-curriculars there is no need for a student to have a mobile phone; it is not required for their studies or co-curricular activities. During these times students **must** leave their mobile phone in their dorm rooms. Day students must leave their mobile phone in their locker. Should there be an emergency and a family member needs to reach a student, they can call the school phone number during the academic day (8:00am – 5:00pm) at +1.613.269.2064; and during the non-academic day (5:00pm – 8:00am) on the Duty Phone at +1.613.292.5111. Students can access their phones during the following times:

- Prior to classes starting in the morning
- After lunch is dismissed and before afternoon classes start
- After the last class of the day and before co-curriculars start
- After co-curriculars

Students who bring their phones to class or to co-curriculars will have their phone confiscated for an indefinite period of time, lasting up to three weeks. At no times are mobile phones permitted to be used in the dining hall. Should repeated offences occur suspension or expulsion will be considered.

## SCHOOL VEHICLE POLICY

Merrick Preparatory School uses minivans, passenger buses and third-party vehicles to transport students. Merrick Preparatory School will, from time to time, replace, upgrade or purchase new or larger vehicles to accommodate school and student needs. Students may choose to use public transportation during their free time or for personal travel arrangements; this is their decision and Merrick Preparatory School does not accept responsibility for their safety in these vehicles. At no time are students permitted to take rides in any other vehicle other than those described above (eg: school vehicle, third-party vehicle or public transit). For safety, risk and liability reasons, at no time are students allowed to accept rides from others and are only allowed to use the above three mentioned transportation options.

All school vehicles are maintained at the highest standards and in compliance with the Ministry of Transportation Ontario (MTO). All school vehicle drivers are fully licensed and in compliance with the MTO. In accordance with best practice and industry standard **NO FOOD OR DRINK** is allowed in any school vehicle. This is industry best practice and standard across Ontario and recommended by the MTO for any school bus or school related travel. Further, spills and leftover food not only cause significant mess, they attract bees, wasps and rodents, increasing the risk of harm to passengers and damage to Merrick Preparatory School property.

While traveling a school vehicle students must comply with the above rules and the rules and direction provided by the vehicle driver and Merrick Preparatory School staff. Non-compliance can jeopardize the safety of not only the individual student, but all passengers in the vehicle. Consequences for non-compliance may range from detention, to suspension and possible expulsion with no refund.

## STUDENT VEHICLE POLICY

### **For Boarding Students:**

While attending Merrick Preparatory School students are not allowed to keep a vehicle on site or drive any vehicle. Driving a vehicle can be a very dangerous activity, particularly for a new driver and those driving in a country which is new to them, including unfamiliar signage, language and weather conditions. Given the dangers and risks associated with driving, Merrick Preparatory School strictly enforces its Student Vehicle Policy. At no time can a student, while attending Merrick Preparatory School, have a vehicle on site or drive a vehicle.

### **For Day Students:**

If a parent of a day student consents to allow their child to use a vehicle to get to and from school, this is the parent's prerogative and responsibility; the school takes no responsibility for that student or their vehicle. At no time can a day student transport or have any boarding student in their vehicle without the written consent of the boarding student's parents. If they transport another day student, this is the prerogative and responsibility of the day student's parents involved.

## CAMPUS LEAVE POLICY

Merrick Preparatory School encourages students to get involved in the Merrickville community, learn about Canadian culture and explore the surrounding area. This is provided formally through our Residential Life Program, and it is encouraged for students to discover on their own during free time. In order to facilitate this exploration, Merrick Preparatory School has three levels of Campus Leave:

- i) **Self-Sign Out:** staying in the village of Merrickville and not getting into a vehicle, returning to campus within three hours;
- ii) **Sign Out with Residential Life Staff:** leaving the village of Merrickville and/or getting into a vehicle;
- iii) **Sign Out with Director of Residential Life, Parental Consent Required:** Leaving campus for more than two meals and/or staying away from campus overnight

*If a student is staying on Merrick Preparatory School campus or using the smoking area directly adjacent to campus property, sign out is not required. The school's **Curfew Policy** must always be respected when considering Campus Leave for a student.*

From Sunday evening through Thursday evening students must sign in for the evening meal (dinner) at 5:30p.m. and partake in the dinner meal as part of the Merrick Preparatory School community; from 7:00p.m. to 9:00p.m. students are in their rooms partaking in Evening Study. During this time (Sunday evening through Thursday evening) campus leave is limited to the village of Merrickville, sanctioned school outings and specified appointments with the permission of the Director of Residential Life.

### **Staying in Merrickville and Not getting into a Vehicle: Self-Sign Out**

Students can self-sign out of campus if they are staying in the village of Merrickville and not getting into a vehicle. They must return to campus and sign back in within three hours of signing out. The self-sign out book/clipboard at the front reception by the telephone. On the self-sign out sheet the student must record the date, where they are going, who they are going with, when they are signing out and the time they are expected to return. When the student returns they must record the time they return and initial. The Residential Life Supervisors check the self-sign out clipboard every 45 minutes to track students' whereabouts and ensure students are returning at their stated time. Those that do not sign-out or fail to sign back in within three hours will face detentions. Repeated

behaviour will result in suspension off campus at the parents' expense and possible expulsion with no refund.

### **Leaving Merrickville and/or Getting into a Vehicle: Sign Out with Residential Life Staff**

Students that wish to leave the village of Merrickville or will be getting into a vehicle must meet with the Residential Life Supervisor on duty to discuss their travel plans. The student must explain where they are going, what they will be doing, who they are going with, when they are leaving, when they are returning and by what means of transportation they will be traveling. It is at the Residential Life Supervisor's discretion to grant campus leave. If a student has been delinquent in any way (not doing homework, late for class, disrespectful, etc), or if the leave plan is not valid or sound, the Residential Life Supervisor can deny campus leave. If campus leave is granted the information shared with the Residential Life Supervisor will be recorded in the "Off Campus Leave" binder. Upon returning from their campus leave the student must report to the Residential Life Supervisor and sign back in. If the student has not returned at the appointed time, or not signed back in with the Residential Life Supervisor, they can face consequences ranging from detention, off-campus suspension at the parents' expense or expulsion with no refund.

### **Leaving Campus Overnight or Missing Two Meals: Sign Out with Director of Residential Life, Parental Consent Required**

If a student plans to be away from campus overnight or plans to be off campus for more than two meals, parental consent via email must be sent to the Director of Residential Life **two days** prior to the leave request. The parent's email must state that they support their child's leave, outlining:

- i) when the student is leaving (date and time);
- ii) when the student is returning (date and time);
- iii) what transportation the student will be taking;
- iv) where the student will be staying, including:
  - a) name of person staying with;
  - b) address of location student will be staying;
  - c) phone of location where student will be staying;
  - d) email of the person the student will be staying with.

In so doing the parent has taken responsibility for their child's well fare during the leave and absolves Merrick Preparatory School of any responsibility and/or custodian care during the leave time.

If any of the above leaves are in conflict with a Merrick Preparatory School event, or in Merrick Preparatory School's evaluation the leave may put the student in jeopardy, Merrick Preparatory School has the right to deny the leave request.

### **Leave and Accommodation During Times When the School Is Closed**

At certain times of the year (December and March Break) the school is closed, and students are required to leave campus. During these times student typically have three options:

1. Return to their home country to be with their parents.
2. Stay with a relative or family friend with consent of their parents.
3. Board with a HomeStay family which the school can help coordinate with a minimum of three weeks notice.

Individuals under the age of 18 are legally prohibited from booking their own accommodation and occupying hotels, AirBnB, Bed & Breakfasts, or other accommodation unaccompanied by an adult. During our breaks when the school is closed students 18 years of age or older, with consent of their parents, can book their own accommodation. Students under the age of 18, even with their parent's consent, cannot book or occupy their own accommodation and must choose one of the three options outlined above.



## DAY STUDENT HOURS AND VISITING POLICY

From Monday to Friday, Day Students must arrive five minutes before classes start, and if they wish to have breakfast, they must arrive between 8:15am and 8:30am. Day students must be off campus by 5:00pm due to supervision requirements. Day students must participate in mandatory weekend activities unless they have their parents' permission to opt out. The parent's must inform the Director of Residential Life that their child will not participate in the mandatory weekend activity on the Wednesday prior to the weekend activity. Day students can participate in optional weekend activities conditional that they inform the Director of Residential Life by the end of the school day on the Wednesday before the weekend activity. The costs of mandatory and optional weekend activities will be deducted from the Student Account.

During weekends, Day Students are allowed on campus during the following times conditional they have been invited on campus by a Boarding Student and have been granted permission by the Residential Life Supervisor on duty:

- Friday 5:00pm – 10:00pm.
- Saturday 12:30pm – 10:00pm.
- Sunday 12:30pm – 5:00pm
  - o If a Day Student has a meal during their visit at any of the above posted times, they will be charged \$15.00 for a dinner and \$10.00 for a brunch to their Student Account.
  - o Day Students must use the sign-in/sign-out Day Student/Visitor log book found at front reception during their visits.
  - o All school rules and policies apply.

During the above-mentioned times, Non-Day Students can visit Boarding Students conditional the guest has been invited by the Boarding Student and the Director of Residential Life has granted permission on the Wednesday prior to the visit. Guests must abide by all school rules and policies. Any meals provided will be deducted from the Boarding Student's Student Account at a rate of \$15.00 for a dinner and \$10.00 for a brunch

Guests of Boarding Students, both Day Students and non-Day Students, must be accompanied by their host boarding student at all times, particularly if entering the dorm room hallway.

## SWIMMING & WATER POLICY

Merrick Preparatory School is located on the Rideau Waterway with plenty of access to water. Students are not permitted to venture into the water under any circumstances unless they are accompanied by licensed lifeguards at a minimum ratio of one lifeguard per ten students. This ratio is valid only if the students have passed a swim test as orchestrated by the lifeguard in accordance to the Ontario Public Health Act and Regulations: Health Protection and Promotion Act R.R.O. 1990, Regulation 565.

If there are non-swimmers in the group, there must be a minimum of one lifeguard for every four non-swimmers. All non-swimmers must wear life jackets at all times.

Lifeguards must hold a current National Lifeguard Service (NLS) certificate and follow all procedures and policies as outlined in the Ontario Public Health Act and Regulations: Health Protection and Promotion Act R.R.O. 1990, Regulation 565.

At no time, under any circumstances, are students allowed to venture onto any frozen body of water. This policy applies to all water, man-made or natural, public or private.

## STUDENT HEALTH POLICY

Merrick Preparatory School promotes responsibility among students to self-care and prepare them for independent living upon graduation. At the same time, Merrick Preparatory School works with students and families to ensure all medical and health related matters are promptly and adequately addressed. The following outlines the schools' policies as they relate to student health.

If a student is ill and is required to rest for the day and miss classes, all of their electronics will be removed to allow the student to sleep and rest. If the student is well enough to attend classes in the afternoon or partake in the evening meal, then any missed tests or exams will be written during supervised Evening Study (7:00p.m. – 9:00p.m.). If a student is ill for the whole day and is not well enough to attend the evening meal, then any missed tests or exams will be written the following day during the Multiple Subject Instructional Period (MSIP). Students that miss classes in the morning and any part of the afternoon due to illness must remain in their room for co-curriculars and the remainder of the afternoon and evening to ensure they get the rest they require. All students will be seen by professional medical staff if their illness is sustained or of a serious or urgent matter.

The student health insurance coverage provided with tuition through Guard.Me Canada has limitations and exclusions listed on their website that parents, guardians, agents and students should be aware of. In particular, pre-existing conditions are not covered by Guard.Me, including any new or existing mental health issues. It is extremely important that parents, guardians, agents and students complete the Merrick Preparatory School Student Medical Profile found in the Parent-Student Handbook in its entirety and completely with absolute disclosure to ensure the health and safety for all, particularly numbers eight (8) and nine (9) in the Student Medical History related to mental, emotional and psychological health and stability. Failure to disclose may result in immediate expulsion with no refund.

Merrick Preparatory School will assist in finding external mental health counselors to aid students in managing minor or simple issues of basic stress and anxiety as it relates to things such as stressful exam periods, however, more complex mental, psychological and emotional health issues are not something Merrick Preparatory School is equipped to manage; the school cannot act as a mental health facility for students. Further, it must be understood that Merrick Preparatory School is located in a small rural village. There are no mental health professionals working in the village and as a result, any mental health treatment is not easily accessible. Access to mental health professionals require referrals from medical doctors and long wait times. It is not unusual to wait a year or more before a mental health practitioner can be seen. The costs of transportation to seek mental health professionals, in addition to the costs of the therapy, is extremely high given these costs are not covered by Guard.Me Insurance.

Those who require constant supervision, specialized trained staff or ongoing and regular therapy require specialized support that Merrick Preparatory School cannot provide; nor can the school monitor student medications for an ongoing or sustained period. Issues such as suicide ideation, self-harming behaviours, mental or emotional disorders, including but not limited to stress, anxiety, panic attacks, depression, eating disorders/weight problems, other emotional, psychological or mental disorders, or psychiatric or psychological treatment are issues beyond the scope, skill and expertise that teachers, educators and administrators at Merrick Preparatory School can provide. In these situations, or others that the school deems it cannot adequately support, the safety and health of the student, the whole student body and staff are paramount. Students in these situations cannot remain on campus and must return home to seek appropriate care. If the student wishes to return to Merrick Preparatory School, re-admission will be

considered if the student has had regular and ongoing treatment for six consecutive months by a licenced and trained psychologist or psychiatrist. The student must be stable and have no break-downs, issues or attacks for the six consecutive months and the psychologist, or psychiatrist, deems it safe for the student to return to a rigorous academic environment within an international boarding school. We require an assessment in writing from the attending psychologist or psychiatrist after the consecutive six-month treatment period before re-admission will be considered, at which time re-admission is only considered for the start of the next full academic year in September, no other re-admission time will be considered.

### **Asthma: Bill 20, Ryan's Law**

In order to be compliant with the Ontario legislation, specifically Bill 20, Ryan's Law, the following has been put in place for the protection of Merrick Preparatory School students and staff.

### **Student Medical Profile**

All new and returning students must be complete the "Student Medical Profile" which is comprised of three components:

1. Student Medical History
2. Immunization History
3. Consent to Treatment

Returning students and their parents can sign a document stating that nothing has changed from the previous year and thus would not be required to complete all three forms, conditional that all three forms had been completed and submitted in their entirety.

### **Medications**

Upon arrival at Merrick Preparatory School, the Director of Residential Life will collect all medications, as outlined on page 9 of the Parent-Student Handbook. All students must provide three sets of prescription medication with English labeling and explanation of what the medication is used for. The medications will be kept as follows:

1. One set of the medications will be kept with the student. This is particularly true for any emergency medications for asthma or anaphylactic/severe allergic reaction. Students will be instructed by the Director of Residential Life to keep these medications on them at all times.
2. The second set of medication will be kept in an "On-Site" medical kit. This medical kit is to remain on site at all times and will be stored in the Director of Residential Life's office. All staff will have access to this office so that they can access the "On-Site" medical kit at any time. The Director of Residential Life will provide annual training on this kit, its location, contents and purpose. The medical kit will contain:
  - a. All prescribed medications of all students
  - b. A list of all medications, what they are used for and for what student they are prescribed to
  - c. A list of all medical issues of all students as taken from their Medical Profile
  - d. A medical dispensing list so that when a staff dispenses medication to a student from the On-Site Medical Kit the time, date, medication and amount of medication is recorded per student
3. The third set of medications will be kept in an "Off-Site" medical kit. This medical kit is to be kept in the Director of Residential Life's office adjacent to the "On-Site" medical kit. The "Off-Site" medical kit will be maintained and organized in the exact same fashion as the "On-Site" medical kit, as outlined above in #2. Whenever staff are taking students on an "off-site" excursion they must take the "Off-Site" medical kit so that they are prepared to assist any student who experiences any medical distress with their known medications. This is also essential in order share with any medical professionals should the student require medical attention beyond what the Merrick Preparatory School staff can provide.

4. At the end of each week the Director of Residential Life will review both the On-Site and Off-Site medical kit to ensure that the medications and information contained within remain accurate, up-to-date and resupplied as necessary.
5. As part of the training, the Director of Residential Life will ensure that all staff are aware that if they dispense medication they must record it in two locations, both in the On-Site and Off-Site medical logs so that should both medical kits have accurate and up to date information.

## BULLYING POLICY

Ontario schools are required to review annually the duty to respond to all incidents of bullying, as well as the duty to report serious incidents of bullying. Serious incidents of bullying include, but are not limited to racist, sexual, sexist, and homophobic remarks slurs, jokes, or graffiti, prolonged or repeated social and cyber-bullying, as well as incidents that could lead to suspensions and/or expulsions.

Every student has the right to be treated with dignity and respect and to feel safe within the school environment. Students who are free from bullying are able to give their education the full attention and effort needed for success. Bullying behaviour adversely affects not only the learning environment of a school but can lead to more serious violence, as well as long-term social and emotional problems not only for those powerless individuals who are the victims of repeated aggression, but for those who perpetrate it and also for those who see it happening.

Bullying will not be tolerated on Merrick Preparatory School property, at school related activities, in school vehicles, or in any other circumstances (eg. on-line). Bullying behaviour has a negative impact on healthy relationships and the school climate. It is everyone's responsibility to stop bullying behaviour within the school community.

### **DEFINITION OF BULLYING**

Bullying is defined as aggressive and typically repeated behaviour by a student where:

1. the behaviour is intended, by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of:
  - a. causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation, harm to the individual's property, or;
  - b. creating a negative environment at a school for another individual, and;
2. the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as sex, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability, or the receipt of special education.

For the purposes of the definition, "bullying" behaviour includes the use of any physical, verbal, electronic, written or other means. Students who bully are learning to use power and aggression to control and distress others. Students use power in many ways: size, strength, intelligence, age, social status, economic status, knowledge of another person's vulnerability, membership in a dominant group. Students who are victimized become increasingly powerless and find themselves trapped in relationships in which they are being abused.

## TYPES OF BULLYING BEHAVIOURS

- **Physical:** may include hitting, pushing, slapping, tripping, kicking, shoving, stealing, or damaging another person's property.
- **Verbal:** name-calling, mocking, humiliating, teasing, threatening, racist comments, sexual harassment.
- **Social:** rolling of the eyes, excluding others from the group, gossiping, spreading rumours or images, humiliating others, making hurtful comments verbally or electronically, and damaging another person's friendships.
- **Electronic/Cyber:** including: creating a webpage or a blog in which the creator assumes the identity of another person; impersonating another person as the author of content or messages posted on the internet; use of any social or electronic media such as email, cell phones, text internet and web sites to threaten, harass, embarrass, exclude or damage reputations or friendships, or any other type of social bullying using electronic media.
- **Racial:** aggression, or repeatedly saying negative things, or repeated name calling directed to a person or persons because of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religious beliefs or background.
- **Religious:** aggression, exclusion, or negative comments directed to a person or persons because of their religious beliefs, background, dress code, or observances; repeatedly calling a person or persons names or making fun of their religious beliefs, background, dress code, or observances.
- **Sexual:** leaving a person or persons out, or treating them badly because of their gender, gender identity or gender expression, repeatedly making sexist or trans-phobic comments or jokes, or grabbing someone in a sexual way; repeatedly spreading sexual rumours about a person or persons.
- **Sexual Orientation:** Repeatedly leaving a person or persons out, or treating them badly because of their sexual orientation; repeatedly making crude comments about a person or person's sexual behaviour; repeatedly calling a person or persons derogatory or inappropriate names regarding their sexual orientation.
- **Disability:** Repeatedly excluding a person or persons or treating them badly because of a disability; repeatedly making comments or jokes to hurt a person or persons with a disability; mocking or teasing those who use assistive technology.

## STAFF, STUDENT, PARENTAL RESPONSIBILITIES

All members of the school community have responsibility for bullying prevention and for addressing bullying when it occurs. However, some members have responsibility to provide leadership in specific areas/ situations.

### All staff members at Merrick Preparatory School will:

- model caring, respectful interactions;
- raise awareness of bullying behaviour and its long-term effect on all students;
- recognize that creating a positive school climate is key in the prevention of bullying behaviours in schools;
- develop and share a clear and developmentally appropriate definition of bullying behaviour;
- provide support to new students to ensure that they understand expectations and routines;
- provide opportunities for positive student leadership for all students;
- encourage students to report bullying behaviours;
- teach students the difference between tattling/ratting (getting someone into trouble) and telling (helping someone who is in trouble);
- develop a safe and anonymous way for students to report bullying;
- take every report of bullying seriously;
- respond to all incidents of bullying, if it is safe to do so in their opinion, by labeling and

- intervening quickly to any bullying behaviour of which they are aware;
- engage bystanders – teach skills needed to deal with bullying situations positively and safely;
- work with students and parents to resolve bullying issues in a timely and developmentally appropriate manner;
- teach students pro-social behaviours and prompt and reinforce them throughout the school day;
- provide intervention and support to assist students who engage in bullying to change their behaviours;
- communicate to students and parents that a student who is engaged in bullying;
- conduct will be subject to a range of interventions, including suspension or expulsion;
- develop a safe intervention plan for students who are victims of bullying;
- report incidents of bullying to the Headmaster.

**All students at Merrick Preparatory School will:**

- treat everyone with dignity and respect;
- raise their awareness and understanding of bullying behaviour and its long-term effects;
- realize that bullying behaviour is never acceptable;
- report incidents of bullying behaviour whenever they see it;
- engage in positive leadership opportunities;
- provide support to new students or students who are alone/friendless;
- endeavour to disengage from being a bystander to bullying behaviours;
- actively support their school’s bullying prevention and intervention programs;
- support a positive school climate.

**All parents and/or guardians of students at Merrick Preparatory School will:**

- report incidents of bullying behaviour whenever they see it;
- in partnership with the school staff, work to address and rectify incidents of bullying behaviour (whether the parent of the student who is victimized, engaging in bullying behaviour, or bystander to bullying incidents);
- endeavour to get appropriate social/emotional help for their child, if necessary;
- support their school's anti-bullying initiatives;
- encourage their children/youth to report incidents of bullying behaviour;
- model caring and respectful interactions;
- teach their children/youth to be respectful and caring individual.

**REPORTING BY SCHOOL EMPLOYEES TO BULLYING INCIDENTS**

All Merrick Preparatory School employees who work directly with students must report all incidents of bullying to the Headmaster. Both verbal and written reports are required.

**HEADMASTER’S RESPONSE TO REPORTS**

**After a report is submitted, the Headmaster will:**

- investigate fully details of the reported incident;
- notify the parent/guardian of a student who the Headmaster believes has been harmed as a result of a specified activity notify the parent/guardian of any student who engaged in the activity that resulted in harm;
- the Headmaster must suspend a student and consider referring that student for expulsion for any incident under subsection 306(1) of the Education Act, including bullying, that is motivated by bias, prejudice, or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor (eg. socio-economic status, appearance);
- the Headmaster must suspend a student for bullying and consider referring that student for

expulsion for any incident if (i) the student has previously been suspended for bullying, and (ii) the student's continuing presence in the school creates, in the Headmaster's opinion, an unacceptable risk to the safety of another person. When both of these conditions are met, the Headmaster must suspend the student at the parent's expense, and consider referring the student for an expulsion hearing;

- if no further action is taken by the Headmaster, there is no requirement to retain the report and it should be destroyed. The report is not to go in the Ontario School Record (OSR);
- if action is taken, the form and documentation must be kept in the student's Ontario School Record (OSR) for a minimum of one year, and the names of all the other students appearing on the form (aggressors and victims) must be removed except the name of the student in whose OSR the form is going;
- nothing about the incident is to go into the victim's OSR unless the victim/parent of the victim specifically request that this is done;
- where the student who has been bullied has also engaged in a serious student incident, information regarding the incident and the action taken and documentation will be placed in the student's OSR for a minimum of one year;
- possible actions taken can include anything on the progressive discipline continuum (eg. warning, contacting parent/guardian, removal of privileges, suspension at the parent's expense, expulsion with no refund).

#### **NOTICE TO PARENT/GUARDIAN (Section 300.3(3) Ed. Act)**

##### **Of Students who have Been Harmed**

Headmasters are required to inform parent/guardian of students who have been harmed as a result of any serious student incident for which suspension or expulsion must be considered. Headmasters shall disclose the following information:

- the nature of the activity that resulted in the harm to the student;
- the nature of the harm to the student;
- the steps taken to protect the student's safety, including the nature of any disciplinary measures taken in response to the activity;
- the supports that will be provided for the student in response to the harm that resulted from the activity.

##### **Of Students who have Engaged in Serious Incidents**

Headmasters are required to inform the parent/guardian of students who have engaged in serious student incidents. Headmasters shall disclose the following information:

- the nature of the activity that resulted in harm to the other student;
- the nature of the harm to the other student;
- the nature of any disciplinary measures taken in response to the activity;
- the supports that will be provided for the student.

Headmasters must invite parents/guardians to have a discussion with him/her about the supports that will be provided for their child.

#### **SUPPORTS FOR VICTIMS OF SERIOUS STUDENT INCIDENTS**

All school employees must take allegations of gender-based violence, homophobia, sexual harassment, and inappropriate sexual behaviour and bullying seriously and act in a timely, sensitive, and supportive manner.

School employees working directly with students must support all students, including those who disclose/report such incidents by:

- providing contact information about professional supports (eg. community agency);

- making this information readily available to students who may wish to discuss issues of healthy relationships, gender identity, and sexuality (eg. public health);
- provide parents with student services pamphlet if they are not satisfied with the supports their child receives;
- refer students to a community agency for confidential support when the parents/guardians are not notified (eg. Sexual Assault Centre, Kids Help Phone, LGBT Youth Line).

When the Headmaster determines that it is necessary to separate students to preserve school safety or to protect a student, it is preferable that the victim not be moved, unless the victim/parent/guardian makes a specific request to do so.

## **PREVENTION STRATEGIES**

### **Positive School Climate**

A positive school climate is defined by the Ministry of Education as “the sum total of all the personal relationships within a school.” When these relationships are founded in mutual acceptance and inclusion, and modelled by all, a culture of respect becomes the norm. A positive school climate exists when all members of a school community feel safe, comfortable and accepted.

Schools will support students who want to establish and lead activities or organizations that promote a safe and inclusive learning environment, the acceptance and respect for others and the creation of a positive school climate.

### **Teaching Strategies**

Teaching strategies will be used that focus on developing healthy relationships including curriculum-linked bullying prevention and intervention in daily classroom teaching.

### **Code of Conduct**

All members of the school will become familiar with and demonstrate understanding of the school’s Code of Conduct which sets out expected standards for behaviour.

### **Bullying Prevention Strategies and Interventions: Interventions at the School Level**

- Develop clear and developmentally appropriate definition of bullying behaviour;
- Take every incident seriously;
- Develop clear rules and post;
- Develop clear and consistent consequences;
- School Assembly to introduce topic (may use play or inspirational speaker);
- Increased adult presence at high risk times/places;
- Develop a way for students to report bullying anonymously;
- Provide a safe place/person for students to go if being bullied or harassed;
- Peer Mentoring and Peer Mediation programs to prevent repeated aggression;
- Use of Restorative Justice practices to repair harm and promote positive social skill development.

### **Interventions at the Classroom Level**

- Class rules developed by students and teacher (should follow clearly from school-wide rules);
- Class develops levels of non-punitive consequences for bullying behaviour;
- Regular class discussion of bullying issues;
- Role playing/Practice of appropriate interactions (social skills program);
- Cooperative Learning;
- Common Positive/Fun Activities (to build classroom/team cohesion);
- Parent/Teacher/Student meetings when necessary.



### **Interventions at the Individual Student Level**

- Serious talks with bullies/victims;
- Take every report seriously;
- Serious talks with parents of both victims and students engaging in bullying;
- Non-punitive, developmentally appropriate, consequences for engaging in bullying behaviour;
- Help from 'neutral' students (pairing isolated students with more popular peers to carry out tasks in the classroom or school);
- Groups for students who are isolated/anxious/withdrawn;
- Discussion groups for parents of victims.

### **Interventions at the school level**

- Build awareness and involvement of all staff and parents;
- Develop and share a clear definition of bullying;
- Develop clear and consistent consequences;
- Effective adult presence during break times;
- Provide a safe place for students to go if they are being bullied or harassed;
- Use of Restorative Justice practices to repair harm and promote positive social skill development.

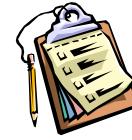
### **Interventions at the class level**

- Class rules against bullying developed by teachers and students;
- Label bullying when you see it and make it clear that it is not acceptable behaviour;
- Watch out for students who are alone, shy, anxious and try to pair with more outgoing students for projects etc.;
- Encourage students to befriend (look out for) those who may be isolated;
- Consequences for bullying behaviour developed by students and teachers;
- Regular class discussions around bullying;
- Meeting with parents of students who are being victimized or are engaging in bullying behaviour.

### **Interventions at the individual student level**

- Serious talks with students who engage in bullying behaviour;
- Serious talks with the parents of students who bully;
- Consistent and appropriate consequences for bullying behaviour.

## What you can do if you are being bullied...



If it's hard to stand up for yourself, ignore the bullying and walk away...then tell someone who can help

Talk to someone who can help:

- an older student, your friends, classroom teacher, guidance counselor, school principal, sports coach, parents, or any adult you trust

*It really does work when you talk to someone and get help.  
You may have to tell more than one person...Don't Give Up!*

If you're scared to talk to an adult on your own, ask a friend to go with you

Go to areas where you feel safe

Stay close to students you can count on to stick up for you

Look confident and tell the child who bullies to back off...bullying is NOT cool!

Stay calm...try not to show that you are upset when being bullied

Get funny...humour shows you're not bothered

Be assertive, not aggressive...fighting back often makes the bullying worse

No one deserves to be bullied

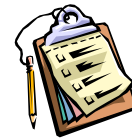
YOU help to make your school a better place by seeking help to stop bullying

If these tips work for you, pass them on to others

For more tips and info,  
visit [www.pprevnet.ca](http://www.pprevnet.ca)

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# What you can do if you bully and are ready to stop...



Talk to someone who can help:

- an older student, your friends, classroom teacher, guidance counsellor, school principal, sports coach, parents, or any adult you trust

They can help you find ways to get along with other children.

Ask a friend to help you stop if you start to bully others

Set goals each day to make it easier not to bully - keep your cool (e.g., Today I'll help others rather than hurt them)

Understand that you may not like everyone around you, but you do have to treat them with respect.

Appreciate kids' differences... different doesn't mean worse or better than you

Put yourself in other kids' shoes. Would you want to be picked on, put down, or left out?

Apologize to the kids you have bullied

Resist peer pressure to bully...do what's right

Know that if other kids watch and laugh, it doesn't mean they like it when you bully

Be a real leader....real leaders treat others with respect

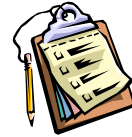
YOU help to make your school a better place by being a positive leader and not someone who bullies

If these tips work for you, pass them on to others

For more tips and info,  
visit [www.prevnet.ca](http://www.prevnet.ca)

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# What you can do if you see someone being bullied...



Talk to someone who can help:

- an older student, your friends, classroom teacher, guidance counsellor, school principal, sports coach, parents, or any adult you trust

Remember...telling is not tattling

Telling is what you do to get someone out of trouble

Tattling is what you do to get someone into trouble

If you walk away and get help, you are part of the solution...if you stay and watch, you are part of the problem

Stand up for kids who are bullied....they can't do it themselves

Invite kids who are bullied to play with you somewhere else

Comfort the person who was hurt and make it known that what happened was not fair or deserved

The best thing you can do for kids who are bullied is to be their friend

Tell kids who bully to back off...Bullying is NOT cool!

If it's hard for you to speak out against bullying on your own, ask a friend to do it with you

Help kids who bully, don't hurt them...speaking out helps, bullying back doesn't help

YOU help to make your school a better place by doing your part to stop bullying

If these tips work for you, pass them on to others

For more tips and info,  
visit [www.prevnet.ca](http://www.prevnet.ca)

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