

STUDENT HANDBOOK



BRAEMAR
COLLEGE

Braemar Student Handbook

2023-2024

Student Name: _____

229 College Street, Toronto, Ontario, Canada M5T 1R4
Tel: (416) 487-8138 Fax: (416) 487-6165
www.braemarcollege.com
Email: info@braemarcollege.com

Important Information

The Braemar Student Handbook sets out the rules and procedures governing the operation of the College. All new and returning students are urged to carefully read the handbook in its entirety. Students must abide by all the rules set forth herein. A table of contents is listed below for your convenience.

Table of Contents

Director’s Message.....	4
College Goals.....	5
Code of Conduct	6
Using College Facilities	9
Student Council and Clubs	10
School Policies & Procedures	11
Information Specific to International Students	14
Study Skills	15
Style Guide	16
Textbooks & Material Fees	17
Appendix A:	
Braemar College Progressive Disciplinary Pathway Procedures.....	18
Fee Based Services	19
Important Dates	12
Acknowledgement Form-Code of Conduct	22
Permission/ Consent Forms	23

Director’s Message

Welcome to Braemar College. If you are new to the school, we are pleased to have you here. If you are returning, you may wish to assist the new students to adjust to their new surroundings in a manner that will make them feel at home.

This handbook is published annually and sets out all the rules and procedures by which students must abide. Please acquaint yourself with its contents, and refer to it whenever necessary. If you wish to have any of the provisions of the handbook explained to you, please ask for assistance.

The rules and procedures outlined herein have been designed to ensure that the atmosphere at the College promotes values consistent with success, learning and personal growth. We are serious about these rules: all infractions will be dealt with strictly.

We invite all students to participate in the life of the College, and we wish you success in the forthcoming year. But please remember the old adage, “The harder you work, the luckier you become!”



Blair McDonald
Director



College Goals

- Among the College’s goals are:
- Providing opportunities for every student to participate in programs which will enhance their chances of joining the post-secondary schools of their choice;
 - Providing an environment in which each student recognizes that perseverance and overcoming obstacles is key to realizing goals, acquiring knowledge, and thereby gaining a healthy self-image;
 - Enabling students to utilize technology in an efficient, critical and thoughtful manner. This background should serve all students well both inside and outside academe;
 - Maintaining low student/teacher ratios so each pupil gets the attention, support and help required to get the most out of their studies and time at the College;
 - Offering innovative and integrated courses in languages, mathematics, science, visual arts, computer science, business and other critical fields of inquiry.

Code of Conduct

Rationale:

All members of the College must abide by the same rules if we are to preserve and promote the cordial atmosphere for which we have become reputed. To ensure this end, all students are expected to demonstrate self-discipline, consideration of others, and good will. These attributes are vital to the proper functioning of the College, its reputation, and the quality of education that it can afford its students.

Policies:

Students must uphold all the laws of Canada, the Province of Ontario and the City of Toronto. Further, students should not eat in class or leave garbage at their desks, in the washrooms or anywhere else—except in waste bins and recycling receptacles.

New Students:

All new students are tested in English and Mathematics upon arrival. This is a placement test only. Please understand that this placement may be temporary if a student shows by his or her serious attitude, punctuality and weekly quiz results that the placement should be changed—it will be—in consultation with the classroom teacher and the Principal's discretion.

English Only:

Students must speak English at all times at Braemar College to encourage English fluency. If a student has been warned to speak English several times and continues to not follow this policy, a detention may be issued.

Attendance Policy & Punctuality:

Braemar students are expected to attend class each day punctually. The College will keep parents and guardians informed about the attendance of every pupil. Classroom doors close once instruction begins. Within the first 15 minutes, a student's late attendance is documented by the Teacher. After 3 repeated lates, teachers may issue a detention.

After 15 minutes, a late student must obtain a Late Slip from the front desk to be admitted to class. The student card is verified and student must sign the Detention Sheet to serve a detention. 30 Minute

detentions are issued for 8:30 am and 3:45 pm in the office. Students make up missed instructional time in detention due to tardiness or absences. Arriving late causes class disruption and hence is incompatible with the goals of the college. Students who miss a detention will serve two detentions in lieu of the missed one.

Students with many absences will be interviewed by the guidance counselors and principal and asked to explain each absence. If problems continue, the student will be asked to sign a "contract" with the college to improve their attendance and make up for missed work; failure to live up to its terms and conditions may jeopardize the successful obtaining of credits. Lateness will be dealt with in the same manner as absenteeism.

If attendance issues continue, a Behaviour Contract must be signed by the student and parent. Attendance records are shared with parents.

Students are permitted 2 sick days per Term. All students must inform the school of a late or an absence due to sickness by emailing **attendance@braemarcollege.com** and reporting to Guidance Office on the 3rd floor upon return to school. Sickness must be supported by a medical doctor's certificate the day upon return. The Ontario Ministry of Education requires each student to fulfill 110 hours of instruction in each subject to be eligible to earn a credit. Parents, guardians and agents will be notified by email if unexplained absences continue without notification.

Students absent from classes without a valid reason or without permission from school will be subject to progressive disciplinary steps that may lead to detention, suspension and expulsion. See Appendix A.

Students who are away from class while participating in a school related activity (eg. Trips or competitions) will be an excused absence on attendance.

Students who miss activity days without valid excuse that is submitted prior to activity will be counted as unexcused absence and may serve a detention(s) the following day(s) of school.

Students with serious attendance issues and failures will meet with Guidance Counsellor and sign a Behaviour Contract. Depending on the seriousness of the absenteeism and if behaviour remains unchanged by the end of term, students may be removed from the College by the Principal.

If a student is removed or asked to withdraw from school, the remaining tuition fees will not be refunded according to Appendix A: School Policies

Use of the Main Entrance, Elevator and Stairs:

As community members, we appreciate cooperation in keeping the main entrance clear and not blocking it. Remember to respect other people and their personal space. Avoid rude behaviour or speaking loudly in the elevator or stairs. Do not hold the elevator. It is good judgment to take the stairs instead of the elevators and respect other people in the building.

Fire Alarm:

In case of fire, the alarm will go off and all students must follow the teacher's instructions to evacuate the building using the stairs only.

Smoke Free Environment:

Smoking and vaping are strictly prohibited at Braemar College or on school property. Students, staff and visitors are prohibited from smoking or vaping on school property and within 20 metres from any point of the perimeter of any school property. This includes the smoking or holding of lighted tobacco or cannabis (marijuana), and includes a ban on the use of e-cigarettes, vapes and electronic smoking devices. Students, staff and visitors are also prohibited from using shisha, smokeless tobacco and/or cannabis products and all related accessories. This code of conduct is in effect 24 hours a day, 7 days a week, and on school buses, or during any part of an official school field trip, including trips and school club excursions.

Failure to comply with this code of conduct may result in internal student discipline (e.g., warning, notification to parents/guardians, withdrawal of privilege, suspension, etc.) and/or charges and fines issued by an Officer of a Provincial Enforcement Agency.

Illicit Drugs, Alcohol and Marijuana:

Drugs and Alcohol are not tolerated and are taken very seriously in Canada. Adherence to the law means that students and staff cannot consume any mind altering substances such as alcohol, cannabis (marijuana), prescription pills, illicit-drugs or illegal substances on the premises. The public house in the basement of the school building is off limits to any Braemar College student at any time and no matter their age. If a student is 19 years of age or older, consuming legal mind altering substances such as alcohol, drugs or cannabis (marijuana) can never be done at school or in a time frame that will cause intoxication on school property, or any school related activity or trip. Failure to follow these rules will result in an automatic suspension from school and further disciplinary action including but not limited to notifying parents or guardians, detention, and or expulsion from the College. Students who are under the influence could be fined, arrested, jailed and/or deported from Canada. Using mind altering substances such as alcohol, marijuana, prescription pills, illicit-drugs, or illegal substances under the age of 19 is also illegal and is taken very seriously in Canada. Getting caught under the influence or in the possession of these if a student is under 19 years of age, will result in the immediate notification of your parents or guardian and contact of police. Students will be placed on behaviour contract, serve in-school suspensions and could be fined, arrested, jailed and/or deported from Canada. At Braemar College or in Homestay, any use of drugs may result in immediate suspension or expulsion. Other consequences may apply with no refund of fees.

Using College Facilities

All “home-students” are permitted to use the Computer Laboratories during the hours in which no other courses are being held in them. There are no extra fees associated with these accounts, but students must obey any protocols of use that may be issued from time to time. Food and drinks are prohibited at the computers. Students taking courses in science or visual arts are responsible for cleaning up after using the facilities. Student ensure that all materials are returned where found. No gaming allowed. Monochrome printing of student work is available at the front desk for 0.05 ¢ per page using the student laptop.

Locker Use:

All students can register with Ms. Jessica Paul for Student Locker Use in Room 406. Students must use the school approved combination lock and register the combination code. Students are responsible for cleaning out the locker at the end of term. Students ensure that all materials are returned to the school.

Online Courses:

Braemar Students may be interested in taking Online Courses if not living in Canada. For academic integrity, it is mandatory that students must obtain Permission by the School Principal to determine if students have the required prerequisite credit courses and review the Ministry of Education record of courses offered. Only BOA or TVO courses are allowed. All fees must be paid prior to registration and permission obtained.

For academic integrity, students are not allowed to take courses at other schools. During class time, it is mandatory for student Cameras to be turned on and screen shared may be required for Final Examinations or tests.

Orientation:

Our orientation program includes an information package for both students and their parents. Our students join our Orientation Online or In-Person with Student Ambassadors from our Braemar Community. Further assistance may include: a course on learning strategies, an individualized orientation program, and/or assistance from a peer mentor appointed by the school. We encourage all our students to join our Activities Program! For more details, please email Ms. Jessica Paul, our Manager of Student Activities at jessica.paul@braemarcollege.com

Student Dress Details:

(Education Act, R.R.O. 1990, Regulation 298, Operation of Schools Gen. Sec.11 (19.1.ii))

All students:

- Must wear a top and bottom layer of clothing of opaque material and appropriate footwear for health and safety while on school property, on school trips or at school events.
- May wear dress requirements to support a creed practices and similar human rights accommodations.
- May wear any headwear that does not obscure the face.
- May not wear anything that promotes or symbolizes drugs, alcohol, illegal activity, hate or discrimination, profanity, pornography; or that incites violence or harassment; or threatens health and safety.
- May not wear any headwear that obscures the face.
- May not wear bottoms that expose the groin and buttocks.
- May not wear tops that expose midriff, cleavage and nipples.
- May not wear undergarments as outerwear.

Timetables:

Each student’s timetable (AEP) is arrived at in consultation with the Guidance department. Guidance designs a customized program of study for each student to achieve their Post-Secondary Educational goals, which is kept on file for immediate reference. We have an established academic support system. Selecting courses is a serious matter where experienced personnel must be heeded. Repeated requests for changes based on friendship or advice from others is discouraged. University or College bound students must inform Guidance of changes of program changes of address or leave themselves open to missing important deadlines for admission documents.

Timetable changes are completed TWO WEEKS prior to Term Start Date with Principal approval.

If class changes are necessary, it can only be made by appointment with guidance or Principal. All students must present the most recent AEP and Student Photo ID card to be admitted to classes each term. **Students are not allowed to take courses at other schools.**

Laptops & Technology:

All students use the Braemar Email Address to access all school related material and programs. At the first class, Braemar Students are expected be prepared and ready using their own laptop for daily access to class material on our CANVAS Learning Management System. Student assignments and marks are accessible and recorded as mandated by the Ontario Ministry of Education. Parents have online access to CANVAS to view assigned work and marks. It is advised that students be organized and save their work not only in their school email account, but also in the cloud and on their laptops to prevent late penalties for submission of work. Keep laptop battery charged daily. Email guidance@braemarcollege.com for questions regarding the school email access.

Student Council & Clubs

At Braemar College, students are encouraged to participate in many social activities, such as Student Leaders, Fort York Food Bank, Student Ambassadors, The Grange, Study Hall, CLEC & Student Roundtable Club, Philosophy & Debate Club, Cooking Club, Archery Club, Entrepreneur’s Society, Wellbeing Club, Math Help, Sports Night, Investor’s Club, Support Club, Creatives Club, The Hangout, Science Club, The Writer’s Club, Dance Club, Social Media Club, Eco Club, Yearbook Team, the Terry Fox Marathon, Scavenger Hunts, Volunteering, High Park Day, Movie Nights, Wonderland, Niagara Falls, CN Tower, Earth Day Cleanup, Distillery District, Kensington Market, Art Gallery of Ontario, Royal Ontario Museum, Aga Khan, Metro Zoo, Queen’s Park, Casa Loma, Ontario Universities Fair, Shakespearean Plays at Stratford Festival, Laser Tag, Bowling, Ice Skating, Peer Tutoring, Street Festivals, Expressions Banquet, Dramas, Fashion Show, Art Shows, Holiday Festivities, Graduation Ceremony and other extracurricular activities. **See Ms. Jessica Paul, our Manager of Student Activities in the Student Experience Office for details.**

Your Guidance Team:

Mr. Alex Onave and Ms. Maham Ferwa make our Guidance Program an integral part of our school. In collaboration with each student, our Guidance Team plans and prepares the timetable for studies Also, we actively encourage students in Learning Recovery, Intervention Strategies and Student Mental Health and Well-Being

At the request of the Principal, Braemar Students, parents and teachers may request Accommodations and an IEP with professional documentation for the best interest of the student’s learning and achievement. Our Guidance Team works with the Principal to create an (IEP) Individual Education Plan for students who are struggling with learning challenges.

Our Guidance Team supports students individually in the following ways:

- maintaining mental health and well-being strategies with daily check-ins
- using My Blueprint to discover careers, skills and strengths
- providing information on courses;
- choosing the right programs of study;
- selecting compulsory and elective courses,
- setting post-secondary goals
- discussing life balance and social emotional skills

Email our Guidance Team at guidance@braemarcollege.com

School Policies & Procedures

All students at the College are expected to treat one another in a manner befitting young adults. Because of the diverse nature of our student body, it is critical that each of us is sensitive to the backgrounds of those around us. Racism, religious bigotry, and other illiberal attitudes will be given no quarter. All members of the College deserve to be treated with respect, and this expectation will be vigorously enforced.

In addition to adhering to these standards, it is hoped that each student will observe all the common decencies when dealing with other students, staff members and guests. How one behave reflects upon the school as well as oneself. We therefore request that everyone be on their best behaviour at all times. This is a distinguishing feature of our College that we are keen to maintain, enhance and preserve into the future.

It is a student’s responsibility to know, understand and follow these rules to the best of their ability.

Your Obligations

School fees must be paid prior to the commencement of a Term.

Students should ensure payment is made TWO WEEKS prior to Term Start Date. This enables the administration to ensure you have a place on the Student Roster and the teacher a class list of incoming students. This class list is used for ordering required texts and teacher lesson planning. Those who do not co-operate in this area cause great disruption in the flow of activities associated with the start of a new term. Please ensure this is taken seriously. No school records can be issued until all payments submitted. Email lucy@braemarcollege.com for any financial inquiries.

Daily Attendance Policy:

All Braemar students are expected to attend their classes regularly daily and on-time. Late students must obtain a Late Slip from the front desk to be admitted into class. Lateness requires students to complete work in the office in Detentions at 8:45 am and 3:45 pm. Parents will be informed of repeated attendance issues and a Behaviour Contract must be signed. Before class starts, an absent student must email attendance@braemarcollege.com and explain the absence and student is required to submit a Doctor’s Note the next day for any accommodation for a test. Parents or Guardians & Homestays may be contacted to confirm absence. Attendance data is kept digitally on our Powerschool SIS.

Classroom Procedures:

Students are responsible for their own belongings. Keep your wallet, bag, laptop on you at all times. Remember that all cellphones must be turned off during class time and put into the bag. During Examinations and tests, all cellphones, iwatches and electronics are in bags at the front of the class. Putting cups with liquid in the garbage is prohibited. Empty the liquid in the sink and then put it in the garbage or recycling bin. Please respect others and school property. Students will be fined for damage to school property.

Students who borrow resources from classes or school must return them by the specified date at the final examination. Failure to do so may result in that student being charged the replacement cost of the item in question. No school records can be issued until all property is returned and payments submitted. In general, we aim to provide students with all the resources necessary to complete the tasks stipulated by the classroom teacher. If this is not possible, you may be asked to purchase an item or two. All rented textbooks must be returned on the exam day or prior to departure.

To ensure that you are upholding all the appropriate policies, please check with your teachers, the guidance counselor or principal for details. Braemar Staff are available to assist students with such matters. Students must check their CANVAS School Email Account daily for announcements and policies. Special policies apply to field-trips. The Parent Permission Consent Form at the end of this Student Handbook must signed in advance of trips or students will be ineligible to join and work at school. This is school policy. Most classes take 2 class trips per term or welcome guest speakers.

Daily Announcements are read aloud in class, posted on the bulletin boards and posted online on CANVAS for all students, parents and staff.

Washroom:

Please only use the toilet paper supplied when flushing the toilet. Ensure that all toilet paper goes into the toilet and all trash goes into the garbage receptacles. Do not leave water on the countertop or floor. Your co-operation in this matter is appreciated. It is a No Smoking, No Vaping, No Cellphone Zone. No texting or talking on cellphones in the washrooms. No loitering allowed.

Homework Policy:

In addition to all tests, assignments and examinations, students are expected to complete all work assigned. This work forms an integral part of each course. All Homework is posted on CANVAS for student reference. Students who fail to complete the assigned work in the manner specified and within the allotted time-frame may be receive a mark of “no mark” or “0” if the work is not handed in, or given a late penalty if the work is handed in late.

Evaluation Policy:

At the outset of each course, the teacher will distribute a Student Outline. This contains important information and should be read thoroughly at the commencement of the term. The Student Outline sets forth the main components of the course, the format of instruction, and gives an overview of how marks and weightings will be determined. This information should help students with time-management. Assessment and Evaluation follows the Growing Success 2010, Ministry Document.

Appeals Policy & Process:

If a student feels an error has been made in arriving at their mid-term, final mark or a grade ascribed on a test etc., the student should consult their classroom teacher to identify the problem. If the student is still unsatisfied with the outcome, they have the right to book an appointment for a Marks Appeal Review to the Guidance Department or Principal to consider the matter and review the mark in question at guidance@braemarcollege.com The final mark is at the Principal’s discretion. Should a resolution not be possible within the school, summer language class students (Elite English Teen and A.P) may contact Languages Canada as a last appeal option. Languages Canada’s email is languagescanada.ca

Drop a Course Policy:

There is a procedure for students to Drop course. Parental permission must be submitted directly by email to the Principal from Day 1 to Day 27 of Terms 1, 2, 3, 4 & 5. This must come directly from the parents or agent in English Translation. Parental Confirmation must be given of the following: the Student Name, the course title withdrawal, withdrawal date. Confirmation that tuition fees will be charged and that there will be no refund of tuition fees and confirmation that admission marks for post-secondary may be affected. Additional tuition fees may be required to be paid. Full Disclosure for grades 11 & 12 courses is adhered to as stipulated by the Ontario Ministry of Education. Students must follow this Drop Policy. **See Appendix D in Course Calendar for details.**

Withdrawal from a Course Policy:

There is a procedure for students to withdraw from a course. Parental permission must be submitted directly by email to the Principal prior to the end of Term date. This must come directly from the parents or agent in English Translation. Parental Confirmation must be given of the following: the Student Name, the course title withdrawal, withdrawal date Confirmation that tuition fees will be charged and that there will be no refund of tuition fees and confirmation that admission marks for post-secondary may be affected. Additional tuition fees may be required to be paid. Full Disclosure for grades 11 & 12 courses is adhered to as stipulated by the Ontario Ministry of Education. Students must follow this Withdrawal Policy. **See Appendix D in Course Calendar for details.**

Suspension Policy:

All students are expected to fulfill their responsibilities as Braemar College students and abide by the rules and regulations of the school, the City of Toronto, the Province of Ontario and the Country of Canada. A student who fails to do so may have a severe negative impact on the school learning community. If student behavior goes against school rules and policies, the Principal may determine that the student must serve in-school suspension(s) and sign a Behaviour Contract. Parents, guardians and agents will be notified by email, fax, telephone or mail. If after a period of suspension, the behaviour of the student has not improved, the student may removed from Braemar College by the Principal. **See Appendix A: Braemar College Progressive Disciplinary Pathway Procedures (2023)**

Expulsion Policy:

All Braemar College students must abide by the laws, rules and regulations of the school, the City of Toronto, the Province of Ontario and the Country of Canada. This is necessary to keep students safe in our learning environment. A student who fails to do so may be expelled from Braemar College by the Principal. This may result in the immediate notification of parents or guardian, agent and or the police. **See Appendix A: Braemar College Progressive Disciplinary Pathway Procedures (2023)**

Information Specific to International Students

Safety:

Canada is a safe and clean country. Exercise caution as you would in your own country. Be very aware of the people around you and of your surroundings. Do not carry large sums of money.

Try to plan your cash needs so that you use the bank machine during the day. Travel with other people especially in the evening. Always inform your Homestay by phone if you will be late, when you will be home and the names of the people who are with you, the address and contact telephone numbers. This quick call helps prevent great anxiety and worry. Stay in communication!

Health:

It is important for you to have health insurance during your stay in Canada. Proof of health insurance coverage is required if you do not use the school health insurance. Please come to the office if you require insurance. **Keep this insurance policy card in your wallet at all times.**

Walk-in medical clinics are for minor medical problems that are not emergencies. An appointment is not necessary. You must have your passport and your insurance policy information. If you need to see a doctor or dentist during your stay in Canada, Braemar staff can help you find one.

If you have a medical emergency, go to the Emergency department of the nearest hospital. Take your passport and your insurance policy information with you. Some hospitals may ask you to pay a fee. Keep that receipt and submit it to your insurance company for reimbursement.

It is important to wash your hands before you eat a meal and after you use the toilet. Washing your hands, proper rest, eating healthy and hygiene reduces the incidence of illness.

Visas:

Some students have student authorization, also known as student visas and some students have visitor’s visas, also known as tourist visas. If you are studying on a secondary school student visa or tourist visa, the law states that you cannot work legally in Canada. **Braemar College students are responsible to know, change their status or extend their study period.** To save time and money, ensure that you have completed your application form and bring it to the office. We can help you check it to make sure everything is in order. Canada Immigration charges a fee of \$125 (subject to change) to process your application. **Some students must apply months in advance since the application process takes many weeks. Please put an alert on your phone as notification 90 days prior to expiration date.**

Study Skills

Notebook and note-taking skills:

All students should have a functional notebook in a form appropriate for each course. Other essential materials may include binders, writing folders, checklists, charts and a copy of the Student Outline for each course taken. Having all this material at hand is the first step in the organizational process associated with higher learning. These skills must be mastered before post-secondary study.

The main elements of the note-taking process involve the ability to discern context, the ability to use point form, make research notes and essay notes, drafts and revisions. The best way to become proficient at this activity is to practice it daily. Compare your notes with another student’s to see if you missed points raised during the class. We offer STUDY HALL on Mondays.

Equipment:

Each student should have a paper bilingual dictionary, binder, pens, pencils, rulers, scientific calculator and a laptop computer. A school approved combination lock is necessary to keep books and bag safe in a student locker.

Time-management:

To efficiently manage the time available, efforts to plan ahead must be made by students. The best method to realize an efficient use of time is to set out a priority list of items needing attention. Set aside time to complete these tasks, and do not make plans to engage in other activities until after they have been completed. In this way, at least, the important tasks get done. Students are advised to set Reminder Alarms on your phone in the Calendar and to have an alarm clock if time-management issues arise. Student should be in class 2 minutes prior to start time.

Style Guide

All Braemar students are expected to produce original work that does not use artificial intelligence. Cheating in North American schools, colleges and universities is **NOT TOLERATED** and has led to many students being denied a full school year and university acceptance. Beware, do not be tempted. Students who cheat during the Final Examination will earn an automatic final exam mark of 0% and their parents will be informed. With respect to academic matters, it must be stressed that honesty is the foundation of all endeavours.

All Braemar Students must submit their original work on **TURN-IT-IN**. Teachers will advise as to which style to cite sources.

1. Plagiarism:

“Derived from the Latin word plagiarius (‘kidnapper’), plagiarism is a form of cheating”.¹ It is “a wrongful act of taking the product of another person’s mind and presenting it as one’s own”.² Plagiarism is a form of “intellectual theft”,³ therefore, “at university and college, the penalties range from being forced to drop a course to being expelled from the institution.”⁴

At Braemar, students who plagiarize can expect the following penalties:

- Grade 9:** rewrite the paper in class
- Grade 10:** rewrite the paper in class
- Grade 11:** rewrite the paper— in consultation with the teacher and the principal, the possibilities are a loss of 10% on a rewritten, original in class assignment in class or office
- Grade 12:** rewrite the paper— in consultation with the teacher and the principal, the possibilities are a loss of 20% on a rewritten, original in class assignment in class or office.

1(a)Accidental Plagiarism:

Many students plagiarize without meaning to do so. In order to avoid accidental plagiarism, practice these good habits:

- keep careful note that show the difference between your ideas and borrowed ones;
- use short quotes instead of long ones if possible, recording near each quote all the following information:
 - the author’s name;
 - the title of the source;
 - the place of publication;
 - the publisher;
 - the most recent date of publication; and,
 - the page, (if the source has pages) where you obtained the quote;

- be sure to make original comments on borrowed ideas; try to balance quotes with your own insights; avoid using two or more quotes in a row, without
- commenting between the quotes;
- provide the above information about any ideas you borrow; even if you put them into your own words, they may still be some else’s ideas.
- be sure NOT to use the work of anyone else, including friends, family, tutors, or other professionals, internet sources.

2. Documentation:

Notes and Bibliography Now that you know the importance of showing all borrowed ideas, you must learn an orderly method of showing them clearly and accurately. There are many methods of presenting your sources: the works cited method, the author/date system, the notes and bibliography method, to name a few. As a student, it is your job to use the method of documentation that your institution wants you to use.

In college and university, different instructors may expect you to use different kinds of documentation; at Braemar, you will use the notes and bibliography method, which is common in many schools. Teachers will advise students as to the kind of documentation to be used for each field of study, be it MLA, APA or Chicago Style.

Textbooks:

The courses that the College offers have digital or hardcopy textbooks, or a collection of books, identified in the Student Outline. In such cases, students are required to rent or to purchase the book(s) at the outset of the course. This is not negotiable. Students are not permitted to share books, borrow books from others in the class, or defer purchasing book(s). A failure to obtain the book(s) in question will lead to expulsion from the course (and hence a failure to obtain credit). The College often attempts to purchase textbooks and rent them to students. However, where this proves not to be possible, students are responsible to find and purchase the book(s) in question. Textbook lists are kept by Teachers each term.

Materials:

In most courses, textbooks are selected from the Trillium List approved by the Ontario Ministry of Education. In certain courses there may not be a specific text that covers all the topics that are set out in the Student Outline. In such a case, materials will be compiled for students: the material must be purchased in lieu of textbooks. The textbook fees charged for certain course materials may vary. In other courses, certain other materials will have to be bought. For example, in computer science courses students may be required to purchase usb drives on which to store work completed in the class. For Art Class, students may be required to purchase sketchbooks to build the portfolio. Other materials, equipment and expenses are covered by tuition fees unless otherwise stated. (This however is subject to change without notice).

¹ Josseph Gibaldi, MLA Handbook for Writers of Research Papers, 4th ed. (New York: The Modern Language Association of America, 1995), 26

Alexander Lindey, Plagiarism and Originality (New York: Harper, 1952) 2 in Gabaldi 26

Gibaldi 26

Gellatly et al., ‘Format for Writing Essays and Papers’, in Sarnia Northern Collegiate and Vocational School Agenda (Canada: Premier School Agenda, 1993-1994) 16

Appendix A:

Braemar College Progressive Disciplinary Pathway Procedures (2023)

Step 1 WARNING (Kept on record)
Warning issued for behaviour/major attendance problems

- Possible scenarios include: misbehaviour in class/online, complaint from teacher/staff member, attendance issues, misbehaviour in homestay
- PROTOCOL - Conversation with student, follow-up email

Step 2 WARNING - Recruiter/Agent/Parent informed and Kept on record
NEW FILE FOR STUDENT - add warning emails from STEP 1)

Issues regarding attendance/behaviour - consult recruiter & parents

- Possible scenarios include: multiple warnings issued, complaint from homestay, smoking on school property
- PROTOCOL - Warning meeting with student and recruiter. Warn students if behaviour continues will Step 3: Behaviour Contract,. Recruiter informs Agent/Parent. Students will have the option to attend Mindfulness Monday or detention at 8AM next day.

Step 3 BEHAVIOUR CONTRACT (Kept in Ontario Student Record & copy to Parents)
If behaviour of the student does not improve, a Behaviour Contract is issued.
A Behaviour Contract expires at the end of the Academic Year.

- Possible scenarios include: Infractions of Step 1 and 2 with repeated reminders, incidence of bullying, multiple warnings complaints from homestay parent, Plagiarism - first attempt - deduct marks and redo the assignment, add student name to plagiarism list. Second attempt issue Behaviour Contract second attempt at submitting plagiarized work and 0% for assignment
- PROTOCOL - Behaviour Contract signed by Student, Guardian, Guidance, Student Services Manager

Step 4 IN SCHOOL SUSPENSION (Kept in Ontario Student Record & copy to Parents)

- Possible scenarios include: multiple violations of Behaviour Contract, possession of drugs, alcohol, evidence of substance abuse
- PROTOCOL - Director approves suspension prior to being issued form. Principal prepares In School Suspension Letter. After In School suspension, students must commit to complete 10 hours of Community Involvement. Involvement with proof shown to the Principal.

Step 5 EXPULSION (Kept in Ontario Student Record & copy to Parents)

- Possible scenarios include - criminal activity, previous suspension, gender violence, serious bullying offence
- PROTOCOL - Braemar College Expulsion Hearing - Administrators and Parent/Agent/ student. Principal, Guidance, Student Services, Admissions. All teams must be in agreement. Expulsion letter signed by Director. Student must leave Braemar College.

Fee Based Services

A request for a document issued by Braemar College must be made at least 3 days in advance. Documents from years past may require more time and payment of postage is required if this document must be mailed. Former students can pay by Credit Card, Money Order or Bank Draft.

Each student is entitled to one copy of his or her Report Card and/or Transcript. A home-student is also entitled to a copy of his or her timetable, guidance services to help select courses, programs of study or related matters, and a student card. All the necessary academic administration will be done for each student at no extra cost.

Additional services not covered by the policy set forth above will be provided only after the appropriate fees have been paid to the college. These fees cover the following:

Additional Report Cards	\$ 10.00
Additional Transcripts	\$ 10.00
Applications to U.S. colleges	\$ 50.00
Applications to foreign colleges	\$ 50.00
Additional Letters of Acceptance	\$ 15.00
Letters of Acknowledgement	\$ 15.00
Multiple Copies of any item costs an additional	\$ 5.00

Important Dates 2023-2024

Term	Orientation Days	Term Starts	Term Ends	Final Exams	Holidays
Term 1	August 31 & Sept.1, 2023	Sept. 5, 2023	Nov. 6, 2023	Nov. 3 & 6, 2023	Sept. 4, 2023 Oct. 9, 2023
Term 2	Nov.8 & 9, 2023	Nov. 10, 2023	Jan. 24, 2024	Jan.23 & 24, 2024	Dec. 25, 2023 to Jan. 5, 2024
Term 3	Jan.29 & 30, 2024	Jan. 31, 2024	Apr. 10, 2024	Apr. 9 & 10, 2024	Feb. 19, 2024 Mar. 11 to 15, 2024, Mar. 29, 2024
Term 4	Apr.11 &12, 2024	Apr. 17, 2024	June 18, 2024	June 17 & 18, 2024	May 20, 2024
Term 5 (Summer School)	June 27 & 28, 2024	July 2, 2024	Aug 15, 2024	Aug. 14 & 15, 2024	July 1, 2024 Aug 5, 2024

Full Disclosure Dates 2023-2024

Term	Midterm Date	Drop Date	Withdraw Date
Term 1: Sept. 5 - Nov. 6 2023	Oct. 4, 2023	Oct. 12, 2023	Oct. 13, 2023 to end of Term 1
Term 2: Nov. 10, 2023 - Jan. 24, 2024	Dec. 11, 2023	Dec. 18, 2023	Dec. 19, 2023 to end of Term 2
Term 3: Jan. 31 - Apr. 10 2024	March 1, 2024	March 8, 2024	March 18, 2024 to end of Term 3
Term 4: Apr. 17 - June 18, 2023	May 16, 2024	May 24, 2024	May 27, 2024 to end of Term 4
Term 5: July 2 - Aug. 15, 2024	July 23, 2024	August 8, 2024	Aug. 9, 2024 to end of Term 5

Acknowledgement

Last Name: _____
First Name: _____

Code of Conduct:

I understand that conduct of students, staff, parents and visitors to the school is governed by the Provincial Code of Conduct, the Education Act and the School’s Code of Conduct as outlined in the Braemar Student Handbook and the Staff Handbook. I have read the Braemar Student Handbook and discussed it with my child at the beginning of the school year or study period. I understand that breach of the School Rules and Code of Conduct by my child may result in disciplinary consequences.

The Provincial Code of Conduct for schools Can be found here:



The Code of Conduct is available on the Braemar College website:



Code of On-line Conduct:

I understand that the Braemar Code of On-line Conduct applies to students, staff and all other users of electronic resources accessed through the facilities of Braemar College through the Internet. The Code of On-line Conduct includes sections covering Personal Safety Rules, Unacceptable Sites and Materials, Use Guidelines Prohibited Use and Activities, On-line publishing and Liability.

I acknowledge that Braemar College expects that students will adhere to the Code of On-line Conduct and be responsible in their use of the Internet through the facilities provided by the school. I understand that if my child does not follow the rules, computer access privileges may be suspended and that further discipline or appropriate action may be taken.

The Code of On-line Conduct is available on the Braemar College website:



Acceptable Use of Information Technology Resources:

The Acceptable Use of Information Technology Resources Policy provides Resources for educational and business purposes dedicated to improving Braemar College student success, achievement and well-being, as well as providing a safe, nurturing and positive and respectful learning environment through the use of Information Technology Resources. This policy applies to all users who access the Braemar College’s Information Technology.

The Acceptable Use of Information Technology Resources Policy is available at:



Student Declaration:

I HAVE READ and UNDERSTOOD the Braemar Student Handbook, School Code of Conduct, Online-Code of Conduct and the Acceptable Use of Information Technology Resources Policies and I am responsible to adhere to them.

Name of Student: _____

Signature of Student: _____

Grade: _____ Date: _____

Parent Declaration:

I HAVE READ and UNDERSTOOD the Braemar Student Handbook, School Code of Conduct, Online-Code of Conduct and the Acceptable Use of Information Technology Resources Policy and I am responsible for ensuring that my child understands these policies and procedures and will adhere to them.

Name of Parent: _____

Signature of Parent: _____

Date: _____

Permission/Consent Form

Student Information:

Last Name: _____

First Name: _____

Date of Birth: (yyyy____ / mm____/dd____/)

Permission to Participate in Off-Site, Local Excursions:

The undersigned, Parent/Guardian does hereby grant permission to Braemar College (the “College”) and/ or its teachers, to take the above-noted student off College premises for the purpose of school related trips in the nearby school community and within walking distance of the school (eg. library, museums, galleries, parks, stores). All such excursions must be approved by the Principal and supervised by Braemar Staff. Where feasible, the school and teachers will notify parents and guardians of these activities in advance through announcements on website or other communication.

The undersigned agrees and acknowledges that the College is not responsible for any injury, accident or other that may occur during the course of such trip(s), or on the way to or from such trip(s). The undersigned also agrees and acknowledges that the College cannot be held liable for any other event, occurrence or other that may transpire during the course of such trip(s). **Student must read and follow the Etiquette with Parent or Guardian.**

Student Media Release Consent (School/Events):

I, the parent/guardian, hereby agree and give my permission for Braemar College to record, film, photograph, audiotape or videotape my child’s name, image and performance (herein collectively referred to as “Works”) and to display, publish or distribute these works for the purpose of publishing, posting on Braemar Website, posting in school, posting on social media sites and /or broadcasting on television or radio as determined by Braemar College.

I hereby waive any right to approve use of these works now or in the future, whether the use is known to me or unknown and I waive any right to any royalties related to the use of these Works.

I understand that the Works may appear in electronic form on the internet or in other publications outside of Braemar College’s control. I will not hold Braemar College responsible for any harm that may arise from such unauthorized reproduction.

Use of Personal Email Address:

Communicating by email is a timely, efficient and environmentally friendly way for our school to communicate with Parents/Guardians. Please provide email address below:

Parent/Guardian Email Address (1): _____

Parent/Guardian Email Address (2): _____

Notice of Collection:

The information collected on this form is collected under the authority of the EDUCATION ACT R.S.O.1990, c.E.2, s.8.1, and will be used by Braemar College for the general administration of our school. All personal information collected on this form will be maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.>, 1990, c.M.56, s.29. Any questions regarding the collection of information on this form may be directed to **info@braemarcollege.com**.

I acknowledge that it is my responsibility to advise the school immediately of any changes in the permission or consent indicated on this form. (Legal Guardians sign on behalf of a child for whom they have lawful custody. Students who are 18

PRINT NAME Parent/Guardian : _____

Parent/Guardian Signature: _____

Cellphone Number: _____

Email Address: _____

Date: _____



BRAEMAR

COLLEGE

PHONE
FAX
EMAIL
WEBSITE
ADDRESS

1-416-487-8138
1-416-487-6165
info@braemarcollege.com
braemarcollege.com
229 College Street,
Toronto, Ontario,
Canada, M5T 1R4