



## TCA Enrolment Agreement

\*to be signed following acceptance.

Congratulations on being accepted to The Cole Academy and welcome to our learning community! The following is an outline of certain expectations that you must agree to in order to remain a student at TCA.

**The Cole Academy is a safe place for all genders, orientations, and family setups. ANY behaviour that interferes with the maintenance of this safe place will be taken extremely seriously and immediately.**

### Hours of Operation

The school doors will open at 8:15am with supervision provided. Dismissal is at 3:30pm. Optional Homework Club takes place from 3:30pm to 4pm when the school will close, and supervision can no longer be expected. In order to respect staff's personal time, please adhere to these drop off and pick up times.

### Academic Expectations

All homework, project, and assignments put forth by TCA teachers is expected to be completed in the time frames outlined. Should more time be required, students are encouraged to discuss this possibility with individual teachers. If student is consistently unable to complete work in a timely fashion, an academic meeting will be arranged between the teacher, the principal, the student, and the responsible adults. Optional Homework Club (3:30pm to 4pm) is also an option for students needing more time to complete work.

Students are expected to maintain a B average in all subjects. Having said this, we expect students' marks/evaluations to fluctuate. It is for this reason that we maintain small class sizes, and regular and ongoing evaluations of various styles in order to keep a close eye on academic progress.



Should student's marks begin to go below a B, teachers will communicate with caregivers and plans will be developed to offer a support plan. This could include tutoring (not covered by tuition), extra projects/homework, support outside of class (lunchtime or during Homework Club).

Should these academic interventions prove unhelpful, TCA administration may, in extreme cases, suggest another school that offers the specific support required. This decision lies ultimately with the TCA administration.

Individual Education Plans (IEPs): TCA will work with families and students to promote individualized success. Detailed evaluations and progress reports will inform each student's specific learning path.

TCA will also regularly update each students' Mapping and Success Plan in order to remain aware of successful teaching and learning techniques and accommodations.

Small class sizes and our alternative learning/teaching approach can create the environment necessary for student success. However, should these techniques and academic interventions not promote the learning and growth required for academic success going forward, TCA administration may require the student to attend another school. This will ONLY be done with the student's best interest in mind and the ultimate decision lies with TCA administration.

## Behaviour Expectations

Conflict is inevitable and expected. It can also be an opportunity for learning and growth. TCA will implement Restorative Practice theories and Progressive Discipline tactics to deal with negative behaviours.

Restorative Practice: a theory that emphasizes repairing the harm caused by negative behaviour accomplished through cooperative processes that allow all willing stakeholders to meet, with the goal of transforming people, relationships,



and communities. The foundational principles of restorative practice are that negative behaviours cause harm and justice should focus on repairing that harm AND that those most affected by the behaviour should participate in its resolution.

Progressive Discipline: Through progressive discipline, principals determine appropriate consequences and supports to help students improve their behaviour, while considering individual circumstances. TCA teachers and administration will take the following into consideration:

- the students' age and stage of growth and development;
- the nature and severity of the behaviour;
- the impact of continued behaviour on the school climate.

Providing students with the opportunity to reflect on their own actions and the impact of these actions is essential to student learning.

More serious consequences may be considered when inappropriate behaviour escalates and/or is repeated. Some conflict intervention techniques may include mediation (peer and/or staff), circle discussions, in-school or out of school suspensions, behaviour contracts, and expulsion.

Ultimate disciplinary decisions are to be made by the school principal.

### Kindness Policy

The safety and wellness of our students, faculty and staff is our number one priority. TCA is committed to providing all students with a supportive, friendly, safe, and positive environment.

**Kindness is expected in ALL communications and relationships – even during conflict situations.**



Students of TCA are expected to uphold standards of conduct, promote a civil community, and help maintain a positive living and learning environments for all members of our community. All students have the right to live and be educated in a safe, caring, and supportive environment with mutual respect and courtesy.

### Expectations for Parents and Legally Responsible Adults

TCA acknowledges and is aware that those adults who are ultimately responsible for our students are the same people who care most deeply for them. TCA teachers, administration and staff expect communication between all parties to be always kind, productive, and respectful. Failure to do so may lead to mediation. TCA Administration trusts and supports the professional knowledge base of our teachers and always have our students' best interest at top of mind.

### Attendance Expectations

Students are expected to arrive at school on time and attend all classes and academic events. This includes weekly outdoor education opportunities, school trips, and events. It is only under special circumstances, determined through discussions between TCA administration and students' responsible legal adult(s), that exemptions will be allowed.

A doctor's note may be required should absences extend to the point where student learning is negatively impacted.

Teachers may provide ongoing homework during extended absences but are not obligated to do so. Such negotiations will be decided between teachers and TCA administration.

### Uniform Expectations

Although TCA does not have a specific uniform, we do have expectations regarding choices of clothing. These guidelines are in place to bring us together



as a community, remove some of the social pressures that accompany what we wear, and diminish division. TCA’s dress code does offer flexibility within its requirements:

- Close toed shoes (for kitchen)
- Indoor shoes
- Clothes without major corporate logos
- No negative or offensive messages

Ontario Regulation 298, s.302(5) of the Education Act and the Ontario Human Rights Code that states that:

“Students shall at all times wear appropriate dress that promotes a safe, respectful, and inclusive learning and teaching environment.

Inappropriate dress includes any clothing or personal possession that has representations and/or language that depict violence, profanity, discriminatory, hateful, or sexually explicit images or sentiments. In addition, dress or logos that demean or threaten an identifiable individual or group are prohibited.”

**By signing below, you agree to treat TCA space as valuable and safe, and you agree to abide by these guidelines and contribute to a healthy learning environment.**

Signature (student):

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Signature (legally responsible adult(s)):

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Date signed:

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