

Central Toronto Academy

Code of Conduct

Our Commitment

Central Toronto Academy is committed to providing a healthy learning and working environment by promoting respect, civility, safety, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, included and accepted and actively promote positive behaviours and interactions. Equity, inclusion and respect are critical components embedded in the learning environment.

The CTA Code of Conduct is developed in accordance with the *Education Act*, the Provincial Code of Conduct¹, the Toronto District School Board's (TDSB) Code of Conduct and all other TDSB operational procedures. The CTA Code of Conduct also reflects the values and expectations of the CTA community.

The standards of behaviour outlined in the CTA Code of Conduct will apply to all members of the school community, including students, parents and, Board staff, permit holders volunteers and visitors:

- on school property;
- while traveling on a school bus that is owed by the Board or that is under contract to the Board;
- in-school sports activities;
- in off-site school-sponsored activities; or
- in circumstances where engaging in an activity will have an impact on the school climate.

Standards of Behaviour

All members of the school community are expected to:

- respect and treat others fairly and promote a positive school climate that is inclusive and accepting of all pupils, including of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is a disagreement;
- respect the rights of others;
- demonstrate honesty and integrity;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching;
- respect and comply with all applicable federal, provincial and municipal laws.

Student Responsibilities and Expectations

All members of the Central Toronto Academy community are to be treated with respect and dignity. Therefore, students shall demonstrate respect for themselves, for others, and for their civic and social responsibilities.

All students will:

- **come to school prepared, on time, and ready to learn.** For students under the age of 18, a parent/guardian is asked to notify the main office (416) 393-0037, press #1, if their child is going to be late or absent.
- **participate in the learning process to the best of their ability.**
- **ensure and maintain a safe environment.**
- **respect themselves, others, and those in authority.** This includes teachers, supply teachers, school safety monitors, support staff, and administration. Students must provide their name upon request by any staff member.
- **comply with the CTA Code of Conduct.**

School Expectations

The following expectations will be reviewed with all students at the beginning of each semester. All students are responsible for abiding by these expectations:

Bullying

Bullying is any physical, verbal, electronic, written or other behaviour that causes harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or property, or behaviour that creates a negative environment at a school for another individual.

This includes, but is not limited to:

- disparaging jokes, slurs or stereotyping;
- threats, abuse or intimidation;
- any negative verbal or physical expression, symbol or drawing which directs disparagement towards a person or a group's race, colour, ethno-cultural heritage, gender, gender identity, sexual orientation or other aspect of their identity;
- offensive name-calling, pictures, cartoons, graffiti or anything that disparages others. Any expressions of racial, ethnic or gender bias, or incidences of bullying and other forms of harassment, are ***against school expectations, Board policy and Provincial legislation, and are strictly prohibited. All incidents of bullying will lead to disciplinary action.***

Cell Phones and Mobile Devices

Mobile devices must be **stored out of view AND powered off or set to silent mode** during instructional time. A mobile device refers to any personal electronic device that can be used to communicate or to access the Internet, such as a cellphone, tablet, laptop, earbuds or smartwatch.

Instructional time, unless **explicitly** given permission by the teacher for **educational purposes**.

Students are expected to comply with teachers' requests regarding devices. Photos and videos of any students or staff may not be taken, shared or posted online without express consent. **In line with the Ministry of Education's PPM 128 students are responsible for their personal mobile device, how they use it, and the consequences of not following the school board's policy on personal mobile device use.**

Please be familiar with the [Code of On-Line Conduct](#).

Assemblies

All students are expected to attend assemblies and demonstrate respect for the presenters and others in attendance. When assemblies are in the auditorium, backpacks are to be left in their locked classroom. Electronic Devices are to be turned off and put away. No food or drinks (except water) are to be taken into the auditorium. Students take note of the decorum for each assembly.

Alcohol, Drug, Vaping and Tobacco Use

In accordance with TDSB Policy P095, all persons are prohibited from being in the possession of, or under the influence of alcohol or drugs (including cannabis) while on Board premises or while engaging in Board related functions. In accordance with the Smoke-Free Ontario Act and Ontario's Cannabis Act, the smoking, consumption, vaping (including electronic cigarette devices), holding or heating of tobacco or cannabis and their related products is prohibited at school, on school grounds, and all public areas within 20m of these grounds.

Academic Honesty

To ensure academic honesty and avoid instances of plagiarism, students are expected to ensure that all submitted work is original and that they cite sources accurately and consistently. This includes limits on the use of AI such as ChatGPT, Grammarly or other similar programs. Seek advice from your course teachers on these limits.

Lockers

Students will be assigned their own locker to be used for the storage of books, gym equipment, coats and items necessary for school purposes only. Students are responsible for the condition of the inside and outside of their lockers. Open food may not be stored in lockers, and all food must be removed from lockers at the end of each school day. Students are responsible for providing their own combination locks, and the combination must be provided to the Main Office.

Students may use only the locker assigned to them. Lockers not specifically assigned and occupied without permission will have the locks and contents removed. Lockers are the property of the Board and are subject to inspection by the Administration.

To ensure security of personal items, students should not share lockers or lock combinations. Students are cautioned not to store money or expensive items in lockers.

Snack/Food Waste

The CTA Healthy Snack, breakfast and lunch programs are available to all students before classes begin and during lunch. Any food wrappers and other waste are expected to be disposed of in the appropriate waste or recycling bins. The Cafeteria is available to all students at lunchtime.

Central Toronto Academy is a Platinum EcoSchool. It is everyone's shared responsibility to contribute to an environmentally responsible school.

Spares

Students who choose to remain in the school during a scheduled spare are expected to work in the library. Care should be taken not to disrupt any classes or other students working in the library. Students must follow directions of teachers, librarians and other staff while in the library.

Valuables

Students are advised not to leave cash or valuables in their lockers or in the Physical Education change rooms. Do not bring large amounts of money or items of great value to school. The school is not able to accept responsibility for student belongings lost or stolen from lockers or change rooms.

Visitors

All visitors to the school must sign in at the Main Office, and must have an educational purpose for being in the school. Casual visits from friends who are not current CTA students are not appropriate and consequences may be levied.

Consequences for Inappropriate Student Behaviour

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour that is in breach of the CTA Code of Conduct, and to build on strategies that promote positive behaviours. Any disciplinary measures will be applied within a framework that is both corrective and supportive. At **Central Toronto Academy**, we utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices.

Interventions (in no particular order) may include:

- Discussion with a teacher, parent/guardian, member of the support staff, vice principal or principal;
- Student support agreement (attendance, conduct);
- Time and space for reflection;
- Earned privilege to participate in specified school activities;
- Written or oral acknowledgement;
- Restorative processes.
- Formal school consequences (Expulsion or suspension)

Disciplinary actions will be in accordance with TDSB [Operational Procedure PR697: Promoting a Positive School Climate](#).