



Living on campus


# BOARDING HANDBOOK

2017 – 2018



# UCC

UPPER CANADA COLLEGE




It is the goal of the IB Diploma to develop students who are principled, open-minded, balanced and risk takers. The UCC Boarding program believes that a successful transition to life in a residential environment goes a long way to help students develop mastery of these human capacities.

Congratulations to the new boarders for being open-minded enough to understand that living in a community of gifted, international and domestic students of similar age, is a step toward the development of important life skills. A special thank-you goes to the parents of boarders for allowing us to enter into a partnership that will guide your son toward the development of strong self-advocacy skills. A team of nearly 20 faculty and staff are dedicated to helping boys during their journey toward navigating academic, co-curricular and social-emotional challenges.

There will be peaks and valleys for all students during their secondary school experience. The *UCC Boarding Handbook* is designed to provide a strong foundation of information to help boys succeed, and to help families become familiar with the supports designed to assist boys. Please do not hesitate to contact your son's Senior House Adviser or me should you have any questions about the material in this handbook.

**Andrew Turner**  
**Director of Residential life**



Upper Canada College has accommodated Boarding students since its founding in 1829. Since then, the Boarding program has served Canadian and international families who seek a rigorous liberal education for their sons. The Boarding community today provides unparalleled opportunities for personal growth and the unique advantage of experiencing College life to its fullest. Boarding students at UCC enjoy the benefits of a close-knit residential community and the advantages of the rich academic and co-curricular programs of the wider school. Boarding students, in fact, consider themselves to be the heart of the College.

This handbook outlines the Boarding program and support services. It also provides a survey of the expectations, regulations and rules that govern Boarding life.

## ► RESIDENCE PERSONNEL

Faculty members and staff who participate in the residential program are responsible for the supervision and counselling of students. They strive to create a family atmosphere based on mutual respect, support and caring.

**Senior Residential House Adviser:** Four Senior Residential House Advisers, along with the four Residential Assistants, oversee the well-being of each Boarding student, and supervise the smooth and orderly operation of the residence and its services. Senior Residential House Advisers encourage each student to broaden and deepen his talents and interests and to participate fully in the life of the College community. They communicate with parents on the socio-emotional issues that may require collaboration with the Health Centre and the Centre for Learning. They work collaboratively with Day House Advisers to oversee the academic development of each student.

**Academic Adviser:** The Academic Adviser will be the chief contact with Boarding students on day-to-day academic matters. The Academic Adviser will collaborate with the Senior Residential House Adviser and the Administration Coordinator, Upper School to arrange teacher meetings when residential parents visit the campus during the school year. These meetings

are designed to replace parent/teacher evenings, if the former do not fit well with residential parents' visits to campus.

**Associate House Adviser:** Associate House Advisers, who reside on the College grounds or in residence, assist the Senior Residential House Advisers. They provide guidance, support and encouragement for students; they will provide an essential supervisory role on weekdays and weekends and are accountable to the Senior Residential House Adviser and the Director of Residential Life. With the Senior Residential House Advisers, they serve as advisers on duty during the week and on weekends. The Associate House Advisers are expected to be part of the team that supervises weekend programs.

**Residential Assistants:** Residential Assistants work closely with the Senior Residential House Advisers to provide a strong advising team. They also play a supervisory role in the Boarding community. Residential Assistants also assist with and lead weekend and other enrichment activities for Boarding students.

## ▶ BOARDING CONTACT NUMBERS

### **BOARDING—SENIOR RESIDENTIAL HOUSE ADVISERS:**

Director of Residential Life and University Counsellor – Boarding  
..... Andrew Turner ..... ext. 2500

Seaton's House ..... Gareth Evans ..... ext. 4151  
..... Amit Morris ..... ext. 3107  
..... Seaton's Duty Cell ..... 647-294-5305

Wedd's House ..... Carl Beaudoin ..... ext. 4054  
..... Mark Baxter ..... ext. 4094  
..... Wedd's Duty Cell ..... 647-294-5306

**For any emergency during the weekend, please call the Wedd's or Seaton's duty cell number. A residential staff member is available 24 hours a day.**

## ▶ THE FIVE ESSENTIAL AGREEMENTS

- 1. Communication:** Students must communicate with the teacher on duty either in person or by text/phone whenever leaving campus or missing a meal or House Meeting. All students signed in for the weekend must text the teacher on duty to check in during the weekend meals if they are not attending in person. Students are expected to check their emails daily and their phones regularly, and be responsive to calls, texts or emails from Boarding staff.
- 2. Curfew:** On school nights, all students must be in the House by 10:30 p.m., and in their rooms by 11:00 p.m. After this time, students are not to engage in activities that will disturb an environment conducive to study or sleep. Weekend curfews differ by grade level and will be communicated to students by their Senior House Advisor.
- 3. Breakfast, Assembly, Day Advising, House Meeting, Community Meeting:** Attendance at these commitments is mandatory.
- 4. Co-curricular (3:30 p.m. – 5:00 p.m.):** Students must be involved in a significant school activity two terms out of three; the first term is mandatory for new students.
- 5. Clean Rooms:** Students must keep their rooms tidy in order to promote a positive study environment, pride in one's space and consideration for one's roommate, and to facilitate cleaning by the housekeeping staff. Floors and desks must be kept free of clutter.

## ▶ EXPECTATIONS

As members of the College community, Boarders are expected to uphold the principles of *Our Shared Ideals*. Further, as members of a community that prizes above all personal responsibility, respect for others and citizenship, Boarding students are expected to:

- Be respectful and thoughtful of each other.
- Encourage, support and celebrate the achievements of others.
- Demonstrate personal responsibility.
- Meet all standards and rules, and be good citizens.
- Be respectful of Boarding staff and faculty.

## ► COMMUNICATION

**With the Student's House Adviser:** Parents are encouraged to contact the Senior Residential House Adviser to discuss any matter related to their son's personal well-being and progress.

**With Students:** Family communication is important to Boarding students. Parents are encouraged to keep in touch with their son. In cases of emergency, the Senior Residential House Adviser can expedite contact.

**Personal Cell Phones:** Students are required to have cell phones to field incoming calls and texts, as well as have the ability to communicate with UCC staff members whenever there is a need. Although the College requires parents to provide their sons with cell phones for regular communication, the use of cellphones is considered to be a privilege and is subject to the basic rules of courtesy and respect for others in shared living. Cell phones should be used responsibly and always in a manner that does not disturb the rights and comfort of other students. The Senior Residential House Adviser reserves the right to restrict or remove this privilege.

**Skype/Facetime:** Many students have chosen to use Skype or Facetime technology to communicate with their families. Families at home are encouraged to download Skype or Facetime technology so they can have visual and verbal communication with their son. Be aware that the Senior Residential House Advisers are comfortable using Skype or Facetime technology to communicate with parents.

**Mail:** A senior student brings the mail to the residence each day and distributes it to individual students.

**Email:** Each student is given a computer network account with email access activated at the beginning of the Fall term. Students are expected to check their UCC email accounts each day.

**Social Media:** Network services for boarders include responsible use of social media technology. To date, many students and families use this technology as a means of communication. Education regarding use of social media is ongoing; community time has been devoted to ensuring all students understand the potential dangers of posting photographs and messages.

## ▶ SUPPORT SERVICES FOR BOARDING STUDENTS

### **ACADEMIC SUPPORT**

Senior and Associate Residential House Advisers and Residential Assistants represent most of the academic disciplines and are available for remedial help and guidance when on duty. Residential students are also encouraged to seek extra help from their teachers. If needed, the Senior Residential House Adviser will work collaboratively with the Academic Adviser to arrange for tutoring or assistance from the Centre for Learning and/or external services. Additionally, Centre for Learning support, from English Language Learner (ELL) to test preparation, will be available during evening study.

The Upper School Library is open to all students Monday to Friday from 8:00 a.m. to 6:00 p.m. and from 7:00 p.m. to 9:00 p.m. it is open for evening supervised study.

### **COMPUTER SERVICES**

Students will be equipped with MacBook Air laptop computers for use in the classroom as well as the Boarding Houses. Each Boarding House is equipped with a print station. Students are not allowed to bring their own computer. There will be no Internet access provided for these computers, and no IT support. There will be a full wireless network available to all students living in Seaton's and Wedd's. Residential students are reminded that access to the network is a privilege and is subject to the *Acceptable Use Policy for Students – Use of Computer Technology*.

Students must always use computers in a manner that respects roommates, especially during study and after “lights out.” Students should never allow their computers to become “game centres” that disturb others through excessive noise. Students should also be aware that federal and provincial laws apply to activities on the network.

Laptop computers are collected for boys in Year 8, Year 9 and Year 10 students at their designated curfew time, and are stored until the morning. The Senior Residential House Adviser reserves the right to restrict or withdraw network access and to apply appropriate disciplinary action.

### **FOOD SERVICES**

Cafeteria food service is provided under contract by Aramark Campus Services. Senior Residential House Advisers and senior student representatives meet with the Director of Food Services to review menu

planning, organize special dinners and events, and address residential students' needs and requests. Special dietary requirements should be discussed with the Senior Residential House Adviser and the Director of Food Services. The College food committee, including representatives from the residential community, meets with the Director of Food Services. Food Services staff are to be treated with the respect and cooperation due to all members of the College community. Following meals, students are required to take cutlery, dishware and trays to the appropriately marked areas provided, and to leave their tables neat and tidy.

**Breakfast:** Breakfast is served each school day at 7:30 a.m. in the Upper dining hall. Unless otherwise stipulated, all residential students are to report for breakfast, and attendance is taken by the supervising Residential Assistant on duty. Students are required to be in appropriate dress. Student Identical cards must be presented.

**Lunch:** At lunch on school days, residential students join day students and may use the upper dining hall for a complete hot meal or the lower dining hall for a range of prepared hot or cold fast foods. In both areas, Student Identical cards must be presented. In the lower dining hall, residential students are set a cost limit per meal as determined by Aramark Food Services, and purchases above the limit will be charged to the student account. In the upper dining hall, all students are required to be in school dress.

On Saturdays and Sundays, brunch is served from 10:30 a.m. to 1:00 p.m. Casual dress may be worn.

**Dinner:** Dinner is served each weekday from 5:30 p.m. to 6:30 p.m. in the upper dining hall. On Saturdays and Sundays, dinner is served in the upper dining hall from 5:00 p.m. to 6:00 p.m. Dress is casual.

**Snack bars:** During regular school days, residential students may use the snack bar in the lower dining hall or the student centre during scheduled hours. Purchases are by student Identical card.

**Snack room:** For light snacking, snack rooms are stocked with appropriate snacks, including a fresh fruit bowl. These rooms are available on the main floor in both Boarding Houses throughout the school day. Users of the snack



rooms are responsible for keeping the room clean and tidy for others, and must use the facility safely.

**After regular meal hours:** Residential students returning from games, after-school activities or practices after meal service are eligible to receive meal money for the purpose of purchasing a meal missed for school-related activities.

**Food deliveries:** Students who wish to order food by delivery in the evening should do so only after evening study, and it must arrive no later than 10:00 p.m. Restrictions on the possession of food storage and cooking appliances are described later in this handbook.

## HEALTH AND COUNSELLING SERVICES

Nurses:	..... Avia Peacock, RN	..... ext. 2270
	..... Cindy Lima Rivera, RN	..... ext. 2270
School counsellor:	..... Susan Boeckh	..... ext. 2263
Head athletic therapist:	..... Sonya Pridmore	..... ext. 2278

Founded in 1952, our Upper School Health Centre has evolved into a multi-faceted Health Centre addressing the individual needs of all of our students. Taking a holistic approach to the physical and emotional well-being of the boys, we have nurses, a school counsellor, an athletic therapist and a doctor available and eager to address the challenges presented by some of our boys as they journey through the Upper School. When hospital visits are required, Residential Assistants are available to accompany the student to and from the hospital.

### Our Goals

- To provide services that address the physical, emotional and mental health and safety of our students
- To provide our Boarding community with professional health care services
- To create an atmosphere of acceptance and harm reduction; our doors are open to any student, with any problem, and all services are confidential

- To work collaboratively as a team of health professionals and, as appropriate, with teachers, parents, students and administration to serve our students

## **The Rights of Our Students**

- The right to confidentiality
- The right to make their own decisions
- The right to accurate medical information

Through in-class teaching, individual sessions, confidential support groups and the services of registered nurses, a school counsellor, an athletic therapist and a doctor, we at the Health Centre do our very best to provide every boy who comes through our doors with the care he seeks and needs.

## **School Counsellor**

The School Counsellor, Susan Boeckh, is available during school hours, Monday to Friday, in the Health Centre for confidential counselling. No appointment is necessary. The School Counsellor also assists House Advisers, staff and parents in promoting the well-being of the students and advises as necessary on external referral and assessment.

Telephone: 416-488-1125, ext. 2263.

## **SUPPORT GROUPS**

Since 1993, teachers and Health Centre staff have led support groups for students. The groups are voluntary and confidential in nature, and are intended to provide a safe and caring environment in which students can support each other regarding issues in their lives. In the past, groups have focused on the themes of substance use, changing families, grieving and motivation.

The UCC staff involved in organizing and running the support groups form the core team. Core team members who serve as co-facilitators of each support group do not act as counsellors or therapists and therefore do not counsel students or give them advice. Rather, they use open-ended questioning techniques that help students reflect individually and collectively on their lives, their behaviour, their options and their choices.

A student's participation in a support group is considered confidential and, while we encourage students to discuss their participation with their parents,

we do not actively seek parental consent. Questions or concerns about the support group program should be directed to the Health Centre.

## **CONFIDENTIALITY**

We want to ensure we uphold the standards and guidelines of our profession in respecting confidentiality of our students. Beyond situations where we suspect harm to self or others, abuse (sexual or otherwise), or abuse of professional boundaries by other members of the faculty or staff towards a student, all visits to the Health Centre are held in the strictest confidence. This is communicated clearly to all students visiting the Health Centre.

## **SPORTS INJURY CLINIC**

The College's Sports Injury Clinic is located in the basement of the Upper School, Room 077. The clinic is open Monday to Friday from 10:00 a.m. to 6:00 p.m., and on Saturdays for UCC sports fixtures only. The clinic has full athletic rehabilitative facilities for the school's athletes. Assessments and rehabilitation are undertaken by appointment only. The clinic is staffed by Head Athletic Therapist Sonya Pridmore, CAT(c), with assistance from two yearly athletic therapy co-op student therapists. The clinic's extension is 2278.

## **PERSONAL FINANCIAL SERVICES**

Parents are required to make arrangements for student banking through an ATM and/or one of the very numerous Canadian bank branches in nearby Forest Hill Village or Yonge Street at St. Clair commercial areas. Discretionary personal expenses are considered to be a matter between parents and son, monitored by easily accessible banking statements. Senior Residential House Advisers will assist with guidance about expenditures as requested. We recommend the use of credit/debit cards, rather than using cash; students are advised not to keep more than \$20 cash in their rooms.

## **RESIDENTIAL STUDENTS' TRAVEL ARRANGEMENTS**

Parents are advised to make travel bookings and plans well in advance, so as not to conflict with class time and examination schedules. The schedule of major dates and events **MUST** be consulted. UCC cannot accommodate special circumstances that cause conflict to the published exam schedule. Passports and other important documents can be left in the care of the Senior Residential House Adviser for safekeeping. Concerns and questions about

travel arrangements should be discussed with the Senior Residential House Adviser, who will involve other offices as required. Upon request, SHAs will arrange for taxi transportation to the airport.

## **STUDENT EDUCATIONAL VISAS**

Families are to be reminded that student visas may need to be renewed for each academic year. Students or families who have questions about the process should consult with Tricia Rankin at [trankin@ucc.on.ca](mailto:trankin@ucc.on.ca) in the admissions office. Please note that a multi-entry visa may be necessary for school academic or co-curricular programming outside of Canada.

## **HEALTH INSURANCE**

Health insurance requirements for residential students are reviewed in Section 7 of the *Upper School Family Handbook*.

## **LAUNDRY SERVICE**

Year 8–Year 10 students are provided with a laundry service, whereby their clothing and bedding is cleaned regularly by a staff member who operates washing machines and dryers in Seaton’s and Wedd’s. The Houses are also equipped with washers and dryers for senior-level students to use in the evenings and on weekends. There is a swipe card protocol for the use of the machines available for senior-level students. The use of the swipe-card machines is encouraged in order to help the students make the transition to university life. An iron is available in each House.

We strongly encourage boys to have their name clearly identifiable on their clothing. The College does not assume responsibility for articles lost or damaged in the laundry. Heavy sweaters, wool pants, jackets, blazers and some sports apparel should be dry-cleaned. Residential students may use dry-cleaning services nearby in Forest Hill Village or in the Yonge and St. Clair area.

## **THE UPPER SCHOOL BLUES SHOP**

The Upper School Blues Shop is located on the lower level of the Upper School. School and athletic supplies, UCC clothing, school supplies, shampoo, laundry soap and transit tickets are available. Students must present their UCC student identity cards for purchases and are given a receipt for all

purchases made at the shop. The Finance Office issues monthly itemized accounts for payment.

## **SCHOOL FACILITIES**

Outside of class time, all students are encouraged to make full use of school facilities, including the playing fields, track, swimming pool, tennis courts, the SAS fitness centre and training rooms, music practice rooms, art room, science project rooms, computer labs and the creativity centre. During the school year, at specific hours on Sunday, Monday and Thursday, the William P. Wilder Arena is available for skating and shinny hockey.

### **Common Facilities in the Boarding Houses**

Within each residence are the following common spaces:

- Storage and trunk rooms (boxes, suitcases, skis, bicycles, etc.)
- General meeting and TV room
- Common room (table tennis, games, books)

## **► DRESS FOR SCHOOL AND BOARDING**

Requirements for school dress, found in Section 7 of the *Upper School Family Handbook*, should be carefully reviewed. All residential students are expected to meet the standards for regular school dress and First Dress (required for special ceremonies, when representing the College, or on specific field trips).

### **CASUAL AND LEISURE DRESS**

Outside of school hours and on weekends, residential students may wear casual attire. Students should bring a full range of comfortable casual clothing, sufficient for about eight days (to allow time for laundering).

### **CLOTHING GUIDELINES**

The College suggests the following guidelines for weekly school dress and casual dress.

## Weekly School Wear

<ul style="list-style-type: none"><li>• Crested school blazer and two pairs of grey flannel pants</li><li>• Sports jacket</li><li>• Dress shirts (white, plain light colour, quiet stripe or pattern)</li><li>• Pairs of dark socks</li><li>• Pairs of white socks</li><li>• Running shoes</li><li>• Underwear or boxers</li><li>• Belts</li></ul>	<ul style="list-style-type: none"><li>• Dress and casual shoes</li><li>• Pairs of gym shorts (blue or white)</li><li>• Gym T-shirts (UCC-specific only)</li><li>• House and school ties</li><li>• Bathing suit</li><li>• Khaki, beige or tan pants (2–3 pairs)</li><li>• Grey dress pants (2–3 pairs)</li><li>• UCC crested sweater or fleece</li></ul>
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## Casual Wear/ Miscellaneous Items

<ul style="list-style-type: none"><li>• Pajamas</li><li>• Sandals</li><li>• Bathrobe</li><li>• Washcloths</li><li>• Bath towels</li><li>• Rainwear</li></ul>	<ul style="list-style-type: none"><li>• Toiletries (shampoo, soap, shaving equipment)</li><li>• A selection of after-school and weekend casual wear (at the discretion of the individual)</li><li>• Warm winter clothing (winter coat, hat, gloves)</li><li>• Laundry bag</li><li>• Comforter, linen, pillows (optional)*</li></ul>
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\*Many boys prefer to bring their own linen, pillows and duvets from home.

## Optional Athletic Gear

- Skates, cleats, snowboard, golf clubs, etc.

## PERSONAL APPEARANCE AND HYGIENE

Students are expected to show consideration to others with their attire and pay attention to personal hygiene by showering daily.

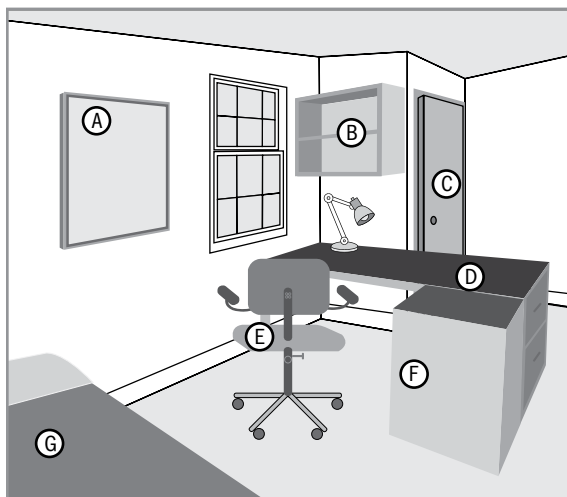
## ROOM DECORATION, FURNISHINGS AND APPLIANCES

The College provides a bed, desk, desk chair, study lamp, shelves and a whiteboard for individual use. Each student is also assigned an individually keyed closet and a chest of drawers for personal storage.

Additional furniture is not necessary; however, some students bring their own desk chairs. Other special requests must first seek the permission of the Senior Residential House Adviser. Furniture should not be moved to another room without the permission of the Senior Residential House Adviser.

### What UCC provided in the room (illustration only, not actual):

- A. WHITEBOARD
- B. SHELVING UNIT
- C. CLOSET
- D. DESK WITH TWO LARGE CLOTHING DRAWERS, DESK LAMP
- E. DESK CHAIR
- F. SMALL THREE-DRAWER CABINET
- G. SINGLE BED AND BEDDING (TWIN SHEETS, BLANKETS, PILLOWS AND PILLOW CASES)



Students often bring or buy items at their own expense for convenience or to personalize their rooms, such as mirrors, a small fridge, posters/artwork/photos and their own bedding.

## POSTERS AND DECORATIONS

Students are allowed to decorate their personal space, but the following basic rules apply:

- **Respect for Others:** Posters and other decorations must respect the fundamental standards and values upheld by the College and by the residential community. While we encourage personal expression, the rights and values of others who live in and serve the residential community — which includes roommates, other residential students, House Advisers, staff, parents or other visitors — must be respected at all times. Because all residential students live in and are responsible to a community, they must restrain what they, and in some instances their parents, may

consider a personal “right” out of respect for the dignity of others. In particular, posters that portray gender and race in a manner that offends the standards of the community are unacceptable. While every effort is taken to educate residential students, the Senior Residential House Adviser and his associates are final arbiters in these matters, and residential students and parents are expected to respect their judgment.

- To prevent damage to walls, only semi-transparent tape or non-staining adhesives should be used to affix posters.
- Because of fire hazards and maintenance problems, articles may not be hung from the ceiling.

### **RADIOS, TELEVISIONS AND COMPUTER MUSIC PLAYERS**

Radios and computers used for music or movie watching purposes should be equipped with headphones so as to not disturb others. Television sets or external monitors in student rooms are not allowed without discussion with the student’s Senior House Advisor. The most appropriate location for computer gaming is in the basement entertainment areas.

### **COOKING APPLIANCES**

Because of the obvious risks, no cooking is allowed in student rooms, corridors and other public areas. Students should therefore not bring cooking appliances. The Boarding Houses are equipped with toasters and microwave ovens and may be used, with care, by residential students for heating foods. With the permission of the Senior Residential House Adviser only, students may acquire or share small, low-wattage refrigerators, which should always be used with health and safety standards in mind.

## **► SECURITY, HEALTH AND SAFETY**

Every effort is made to ensure the security of personal property. The residences are equipped with exterior door locks that have card swipe access and security cameras on every door. Within the residences, for safety reasons and to promote and enhance a community environment, there is an “open door” policy for all bedrooms and common areas. Students are not provided with locks to the doors of their rooms, but each boy has a key to a personal closet where valuable items should be kept.

**Keys:** The key to the personal closet is the responsibility of the student. There



will be a charge to the student's account if keys are not returned at the end of the school year.

**Valuables:** It is strongly recommended that students do not bring large amounts of cash or valuable jewelry into the residence at any time. Students are responsible for the safety of their possessions. The College's insurance policy does not cover loss or damage to personal property. Valuables, money and passports should be kept locked in a student's closet or given to the Senior Residential House Adviser for safekeeping. Every article must be clearly labelled.

**Storage:** All suitcases, trunks, skis and bicycles should be clearly labelled and stored in the basement rooms provided.

## **FIRE SAFETY**

Residential students are required to respect fire safety standards and regulations at all times. Tampering with fire safety detectors and equipment is strictly prohibited. Serious offences could result in possible expulsion. Fire safety will be reviewed during the New to Blue Orientation Program and practiced during the school year when all students are in residence.

**Cooking:** Activities such as the use of hotplates for cooking or any other cooking device is prohibited except in specific areas (milk and toast rooms). There will be an escalating level of disciplinary measure for using these sorts of items in the Boarding House, which could lead to suspension.

**Open Flame:** The use of open flame in the residential community is strictly prohibited. The health and safety of all persons in the residential community is at risk when the students choose to use lighters, light candles, use incense burners or smoke in the Boarding Houses. Students caught engaging in any of these activities will likely be expelled from the College.

## **FIRE ALARM AFTER SCHOOL HOURS IN THE BOARDING HOUSES**

When the alarm sounds, the following routine is to be followed:

1. Students and any visitors are to walk (not run) and assemble quickly in the main school entrance under the Clocktower for an attendance check.

2. Students are not to return to the residence until the fire warden gives permission.

## ROOM INSPECTION

The College has a responsibility to ensure that health, safety and fire code standards are maintained in the Boarding Houses, as in all areas of the school, and that school regulations and rules are met. Residential staff reserve the right to carry out regular inspections of the Boarding Houses, including public areas, rooms and sports lockers, to ensure that health and safety standards are met. The Boarding Houses are also routinely inspected by housekeeping staff to ensure that standards of cleanliness and order are maintained.

## ▶ VISITOR PERMISSION POLICY

The *Visitor Permission Policy* gives direction to residential students who wish to invite guests, while respecting the safety and rights of other residential students.

1. Parents are encouraged to visit their son while he is living in the residences. Family members must remember that they need to be accompanied by a residential student upon entering the facilities to help ensure that the safety and rights of other residential students are met.
2. Day students may not enter the Boarding Houses unless they are accompanied by a residential student. On weekdays, no visitors are allowed after 10:00 p.m. On weekends, no visitors are allowed after 11:00 p.m.
3. Under no circumstances are strangers allowed to gain entry to the Boarding Houses. Their presence in the Boarding vicinity should be reported immediately to a residential staff or security.
4. **Female visitors:** Female visitors are not permitted in the Boarding Houses; however, special invitations for social gatherings will occur over the course of the school year.

## **CARE AND MAINTENANCE OF ROOMS, COMMON AREAS AND PERSONAL SPACE**

To provide a comfortable and orderly place in which to live and study, and to enable the cleaning and maintenance of the facilities in the residence, students are reminded of the following rules and expectations:

- Beds are to be made before classes on a daily basis, with the exception of the day on which linen is changed.
- Soiled laundry should be kept in laundry bags.
- Desks, personal areas and cupboards should be kept tidy to promote personal responsibility and good study habits, respect roommates, and allow housekeeping staff to clean.
- Room configuration should be maintained in such a way as to enable cleaning staff to dust, sweep and polish readily.
- Wires and extension cords relating to technology should not inhibit cleaning and should be taped above the baseboard.

## **ENVIRONMENTAL STEWARDSHIP**

Students are expected to demonstrate environmental responsibility in their actions by using natural resources such as water and energy wisely and efficiently. In student rooms where motion sensors are not in place, students must get into the habit of turning lights, computers and other technology off.

## **RECYCLING**

All students are expected to separate waste according to glass, cans, plastic, paper and cardboard, and to use the marked receptacles. Students will also be expected to participate with the removal of waste and recycling for the residences on a weekly basis.

## **DAMAGE**

Students are reminded that the Boarding facilities must be treated with the same respect that would be expected at their family home. Damage must be reported immediately to the Senior Residential House Adviser or Residential Assistant. Any damage to personal or common rooms will be repaired and the cost charged to the student's account.

## REPAIR AND MAINTENANCE

Maintenance and housekeeping staff routinely inspect common areas and washrooms. Students should report items for repair or replacement, and maintenance concerns, to the Senior Residential House Adviser. Replacement light bulbs may be obtained from staff.

## ACCESS TO MAIN BUILDING AFTER REGULAR SCHOOL HOURS

The following guidelines are in place to provide Boarding students with convenient access to the main building, while maintaining security and safety for everyone. Boarding students are reminded that they should carry their Student Identicards with them at all times, and use these Identicards responsibly. In particular, Boarding students must report the loss of Identicards to their Senior Residential House Adviser and to the Security Office immediately. Identicards are for personal use only and should never be loaned or given to another student.

**Regular School Days:** Please review to *The Access Policy* for students in this handbook. After the main building is locked, Boarding students may gain access up to 10:15 p.m. by using their Identicards at designated Quadrangle doors, as well as the basement Clocktower door. All Boarding students are required to leave the main building by 10:30 p.m. and are to cooperate fully with security staff and follow their direction.

**Weekends and Holidays in Term:** The main building is normally locked during weekends and holidays in term. Boarding students may gain access to the main building by using their student Identicards at the Quadrangle doors or the basement Clocktower door. All Boarding students are required to leave the main building by 11:00 p.m., and are to cooperate respectfully with security staff and follow their direction. On long weekends, residents' rooms will be locked prior to the long weekend. Students are not allowed back to residence until 4:00 p.m. on the Monday.

## ▶ DAILY SCHEDULE AND STUDENT RESPONSIBILITY

In addition to meeting the standards and rules expected of all students at Upper Canada College, residential students are held responsible to the following daily schedule:

## REGULAR SCHOOL DAYS

**Breakfast:** On school days, all residential students are expected to attend breakfast in the upper dining hall, where attendance will be taken.

**Attendance at Assemblies:** Residential students will attend every school Assembly.

**Attendance at Class:** If a residential student accumulates three unexcused absences, he will receive a three-day Boarding suspension.

**Return to the Boarding Houses during the School Day:** Residential students may return to the Houses at recess and during the lunch period. While on spare periods, Year 10 and IB students may return to their rooms, but are expected to engage in quiet study or relaxation.

**Lunch:** All students will take lunch in the upper dining hall, lower dining hall or student centre, as described in Section 7 under Food Services of the *Upper School Family Handbook*.

**End of the School Day:** Students will be involved in school athletics, music, theatre and service events for two terms out of three, while every new student is expected to be involved in the first term.

**House Meetings:** House Meetings occur after dinner Monday to Thursday and later in the evening on Sundays, with a periodic student-led community meetings of Seaton's and Wedd's on Wednesday evenings. Attendance is compulsory and an attendance check is conducted. Absence from a House meeting is only permitted with the prior permission of the Adviser on duty or the Senior Residential House Adviser. Normal protocol for receiving permission would be a face-to-face meeting or a call to the Adviser on duty's cell phone.

**Dinner:** All students will take dinner in the upper dining hall, as described in Section 7 under Food Services of the *Upper School Family Handbook*. Students should be in neat, casual dress.

**Evening Study:** During evening study, Monday to Thursday, there will be a two-hour compulsory study period. Students are to work consistently and

quietly in individual study in their rooms or designated study areas. At the beginning of study, every student is expected to confirm their goals for the two-hour period. Other students may be required to attend evening study for a designated period of time so that support and monitoring can be provided. Students studying in their rooms are allowed to visit other rooms only for consultation and must not disturb others. Students who wish to use library resources, computers or the Student Centre should first inform the Adviser on duty. Absence from evening study is normally allowed only for research at local public libraries or for approved school, cultural or recreational events.

**Evening Free Time:** After evening study, students may continue with their work and seek extra help. They are encouraged to use the school athletic, cultural and recreational facilities, according to availability and conditions for use. All students leaving the grounds must follow proper sign-out procedures as posted and must always be available to be in contact by cell phone, email or text message.

**Lights Out:** Students in Year 8 and Year 9 must be in their rooms and in bed by 11:00 p.m. Students in Year 10 to Year 12 must be in their rooms for evening check by the Adviser on duty at 11:00 p.m. Year 10 and IB students are allowed to work later in the evening. Late night study is monitored by the Residential Assistant.

**Friday and Weekend Leave:** All students will apply for, and meet the terms of leave arrangements on Fridays and weekends. The *Leave Policy* is described below.

## **WEEKEND ACTIVITIES**

While classes are not held on Saturdays, a wide range of co-curricular, athletic, social and community activities occur on weekends, and residential students are expected to be fully involved. In addition, there are planned weekend events and activities for residential students (supervised by residential staff), and many opportunities for entertainment and enrichment in the surrounding community. Some of these weekend activities are compulsory (community service), and others are chosen from a menu of possibilities.

**Organized House Events:** On a number of weekends during each term, specific

grades or sometimes all students may be required to stay either on Friday or Saturday night to participate in organized House events.

Some events are highly structured, such as the New to Blue Orientation Program for new students at UCC's Norval Outdoor School, an orientation tour of the city and its transit system, and visits to such sites as Canada's Wonderland. Other possible planned activities include bike tours, rock climbing, a winter ski program and outings to various cultural events, community service and environmental activities.

## WEEKEND SCHEDULES

<b>FRIDAY NIGHT</b>	
5:30 p.m. – 6:30 p.m.	Dinner
6:00 p.m. – 10:00 p.m.	School activities or free time
11:00 p.m.	Attendance check will be taken by the Adviser on duty for Year 8 and Year 9 students.
12:00 midnight	Bed and lights out for students in Year 8 and Year 9. Attendance check will be taken by the Adviser on duty for Year 10 students. House quiet.
12:30 a.m.	Entire House accounted for by the Adviser on duty and Duty Senior.
12:30 a.m. – 1:00 a.m.	The House Adviser and Duty Senior will ensure that the entire House is settled.
<b>SATURDAY</b>	
10:30 a.m. – 1:00 p.m.	Brunch in the upper dining hall. Student attendance is taken over the brunch period.
1:00 p.m. – 5:00 p.m.	School activities, organized weekend programs or free time
5:00 p.m. – 6:00 p.m.	Dinner. Attendance check
6:00 p.m. – 10:00 p.m.	School activities, House events or free time
10:00 p.m. – 1:00 a.m.	Same as Friday schedule
<b>SUNDAY</b>	
10:30 a.m. – 1:00 p.m.	Brunch in the upper dining hall. Student attendance is taken over the brunch period.

1:00 p.m. – 5:00 p.m.	Free time; school facilities are available, weekend programming may be occurring.
5:00 p.m. – 6:00 p.m.	Dinner
6:00 p.m. – 9:00 p.m.	Free time, study
9:00 p.m.	All weekend leave ends; attendance check and House meeting
11:00 p.m.	All students in Year 8 and Year 9 are to be ready for bed and lights out. Year 10 and Year 11, and Year 12 in their rooms. All students to be in their rooms for attendance check by the Senior House Adviser or the Residential Assistant

## LEAVE POLICY FOR BOARDING STUDENTS

Residential students are expected to be full and active participants in all aspects of school life. At the same time, it is realized that the College is situated in the centre of a vibrant city, and students are allowed reasonable access to the important opportunities available there.

The *Leave Policy* is flexible and is designed to promote responsible use of leisure time. The guidelines in granting leave are based on the assumed maturity of different age groups. However, leave is always granted on an individual basis and always at the discretion of Residential House Adviser. The Residential House Adviser may base their decision on the following criteria: academic progress, citizenship within the house, a student's responsibility to school activities and the suitability of the proposed leave. Poor citizenship or disciplinary action may result in a restriction of leave.

**Leave:** This is defined as leaving College grounds for personal reasons. Residential students are always accountable to the Residential House Adviser on duty for their whereabouts. Procedures for this accountability are communicated to students in September. One important piece of communication is that students are required to have a cell phone capable of texting and calling, and to enter the Seaton's/Wedd's cell phone number of the Adviser on duty.

**Leave Involving Missing an Attendance Check:** Residential students are required to be present for all attendance checks at times specified. If a student requires leave and will miss an attendance check, he must first receive



permission from the Adviser on duty. If the Adviser on duty is unavailable, the student must consult his Senior House Adviser.

**Monday to Thursday Evening Leave:** The time specifically set aside for study on these evenings are very important. For this reason, leave at these times is granted only under very special circumstances and only with the prior permission of the Adviser on duty or the Senior House Adviser.

**Weekend Leave:** Students may request permission for weekend leave by completing the online Weekend Leave Sheet. Leave requests must be approved by a Residential House Adviser, and students must adhere strictly to all Leave arrangements. A student who fails to complete the online Weekend Leave Sheet on time may be denied leave. Unless otherwise approved, students in Year 8 and Year 9 must return no later than 10:30 p.m., Year 10 students by 11:30 p.m., and Year 11 and Year 12 students by 12:30 a.m. All students must check in face-to-face with the Adviser on duty upon their return.

**If weekend overnight plans change, a student must contact a Senior House Adviser to RECEIVE PERMISSION by 9 p.m. on Friday.**

- Leave for the entire weekend or overnight is granted only at the discretion of a Residential House Adviser. The protocol to obtain weekend leave will be explained by the Senior House Advisers at the beginning of the school year.
- Weekend leave officially ends at 9:00 p.m. on Sunday. All students are expected to be in the House by 9:00 p.m. for an attendance check at House Meeting. Any variation to this schedule is to be established with a Residential House Adviser in advance.
- The school typically closes for four long weekends (Thanksgiving weekend, November weekend, Founder's weekend in February and Easter weekend). The school is also closed for two weeks during the December and March breaks. Following exams in December and June, students are expected to depart their Boarding House by 5:00 p.m. The Boarding Houses will also be closed to students in Year 8 to Year 11 on the Victoria Day weekend, but will remain open for Year 12 students who will be writing their exams. Boarding students have the opportunity to join family, friends or guardians at their homes at this time. On long weekends or at the conclusion of holidays, students are expected to return for evening House Meeting on the last day of the holiday.

## ▶ DISCIPLINARY ACTION

Residential students are expected to meet the same standards and rules as the entire school community, and disciplinary responses apply to promote responsible behaviour and to protect the interests of others. These are described in Section 8 of the *Upper School Family Handbook* and should be reviewed carefully. In particular, theft, violence, bullying and harassment have no place in the Boarding community, and are considered very serious disciplinary matters. A bond of trust must be formed in the Boarding community; if the trust is broken in one of the aforementioned ways, a student can expect disciplinary consequences consistent to the severity of the offence. These offences could lead to consequences ranging from a detention to school expulsion.

## ▶ ALCOHOL AND DRUGS

Residential students are especially reminded that the *Alcohol and Drug Policy* applies to the Boarding community at all times. Possessing or using alcohol or non-prescribed drugs or drug paraphernalia will result in serious disciplinary consequences. A student found to be making controlled or banned substances (alcohol or drugs) available to others will be expelled from the Boarding community, and immediate expulsion from school will be seriously considered.

Students who demonstrate the inability to comply with the *Alcohol and Drug Policy* are liable for expulsion. Please refer to Section 8: Student Expectations for the full *Drug and Alcohol Policy* and information on prescription medication in the *Upper School Family Handbook*.

The following disciplinary responses may be applied to residential students for various infractions of rules.

**House Restriction:** A student may be placed on House restriction for violation of Boarding House rules, and to promote personal and academic responsibility. House restriction may include limitation or loss of normal privileges, or mandatory check-ins with a Residential Adviser on duty. In some cases, the student may be assigned work detail or other tasks as a component of House restriction. During House restriction, the student is expected to meet the standards and follow the rules of the Boarding community. House restriction will be removed at the discretion of the Senior Residential House Adviser.

**Loss of Leave:** For repeated or for more serious breaches of standards and rules, a student may be placed on Loss of Leave. This will include a student being denied weekend leave and required to check in or report to a Residential House Adviser on duty. Additional requirements may be specified as a component of Loss of Leave. During Loss of Leave, the student is expected to meet all standards and rules for the Boarding community. Loss of Leave will be removed at the discretion of the Senior Residential House Adviser.

**Boarding Suspension:** A Boarding suspension allows Residential Advisers to separate residential conduct issues from whole school disciplinary measures. If a residential student receives a Boarding suspension they are suspended from the Boarding House but still required to attend all classes and are allowed to continue in their co-curricular program. Students who show a pattern of inability to live up to the *Five Essential Agreements*, or students who demonstrate minor breaches of whole school discipline could be suspended from the Boarding House for up to ten school days. This could include a pattern of missing school assemblies, advising sessions, choosing not to attend academic support sessions in the Centre for Learning, misusing/abusing technology, and/or not obeying weekday or weekend curfew.

**Boarding and School Suspension:** For repeated or serious breaches of standards and rules, for failure to meet the conditions of House restriction and/or Loss of Leave, and to promote personal responsibility as a member of the Boarding community, a student may be suspended from the Boarding House and required to return home. As a result, he would not attend classes or participate in co-curricular activities during his Boarding and school suspension. The Senior Residential House Adviser will confer with and receive permission from the Director of Residential Life and/or the Dean of Students and appropriate Division Head, before the penalty of Boarding and school suspension is applied. The student will also be placed on a level of school conduct. The level of school conduct will range from conduct advisory to conduct probation (see Section 8 of the *Upper School Family Handbook*).

**Required to Withdraw or Denial of Return:** For a serious breach of the standards and rules of the Boarding community, or for failure to meet the terms of their conduct status, a student may be required to leave the College or be denied registration for the next grade level.

## ▶ IB EXAMINATIONS AND THE BOARDING HOUSE STUDY ENVIRONMENT

It is imperative that the exam schedule is reviewed before booking flights or making other travel arrangements. The school will not reschedule exams as a result of travel planning conflicts.

The International Baccalaureate Diploma examination period in April-May represents the final academic challenge for graduating students at Upper Canada College, and it is the responsibility of the school to ensure the best possible study environment for all students in the Boarding community. Due to the three-week IB examination period, there are often large gaps of time between examinations and, as a result of the schedule, some students could complete their exams up to 10 days before Leaving Class Graduation Ceremonies occur. In our effort to ensure a positive study environment for our Boarding community, please be aware that the school reserves the right to direct Year 12 students who have been on conduct status at any time during their graduating year or who are not adhering to the citizenship expectations of the Boarding community to return to their family home or the home of a guardian when they have extended breaks or an early completion of their final examinations.

All graduating residential students are expected to make travel arrangements and depart from the Boarding House within 24 hours of the Leaving Class Ceremony. Students still actively involved in the whole school co-curricular program will negotiate their departure date with their Senior Residential House Adviser. The reason for immediate departure is to properly facilitate exam preparation for all remaining students.

## ▶ ADDITIONAL INFORMATION

### **ROOM SEARCHES**

Regular checks of rooms and closets will be done to ensure that alcohol, drugs, or drug paraphernalia are not present, and that there are no violations of fire or safety regulations. While respecting the privacy of residential students, the College also reserves the right to gain access to and inspect personal areas in student rooms when there are reasonable grounds to believe that a serious disciplinary infraction has occurred.

## **FEMALE VISITORS**

Over the course of the school year there will be opportunities for female visitors to participate in weekend movie nights and other supervised social events. Unapproved female visitors in the House constitute a potential liability issue for the school by compromising the “duty of care” objective for anyone overseeing the safety of any person present in Boarding. Thus, a student violating this policy will face consequences ranging from suspension to expulsion.

## **FIRE**

This has been addressed in detail in the *Upper School Family Handbook*.

## **TEXTBOOK PURCHASING**

Textbooks for all new Boarding students will be ordered on your behalf through the Canadian School Book Exchange (CSBE) and delivered to Upper Canada College prior to the start of the school year. During the summer, new Boarding families can expect communication by CSBE to confirm the book order and book payment. Veteran boarders will receive notice in *Heads Up* on how to order textbooks.

## **HOUSE FUND**

A sum of \$75.00 is charged to every student’s account to initiate a House fund. This fund is used at the discretion of the Head of House and House Prefects. The Senior Residential House Adviser oversees the responsible decision-making undertaken by the student leaders.

## **VEHICLES**

Because the school is unable to assume related liabilities, residential students may not have cars or any other motorized vehicles at school, nor may they have regular use of a vehicle parked off the school grounds.

A student wishing to bring a family vehicle for a specific event or purpose (such as taking home possessions at the end of term) must:

- Obtain permission from the Senior Residential House Adviser.
- Report the presence of the vehicle and the license number to the Senior Residential House Adviser.

- Provide all keys to the vehicle to the Senior Residential House Adviser.
- Park only in a designated UCC parking lot.

The Senior House Adviser will notify security that the residential student's car is parked on campus.

## **LEADERSHIP**

All residential students are to uphold high standards of responsibility and leadership and to conduct themselves in a manner that reflects respect for others, for different religious and cultural backgrounds, and for each other's property. Senior students are assigned the following leadership responsibilities:

- Head of House
- Membership on the residential leadership committee
- Membership on the nutrition committee
- Prefect
- Weekday Senior on duty
- Weekend Senior on duty
- Rao Cup Commissioner
- Other

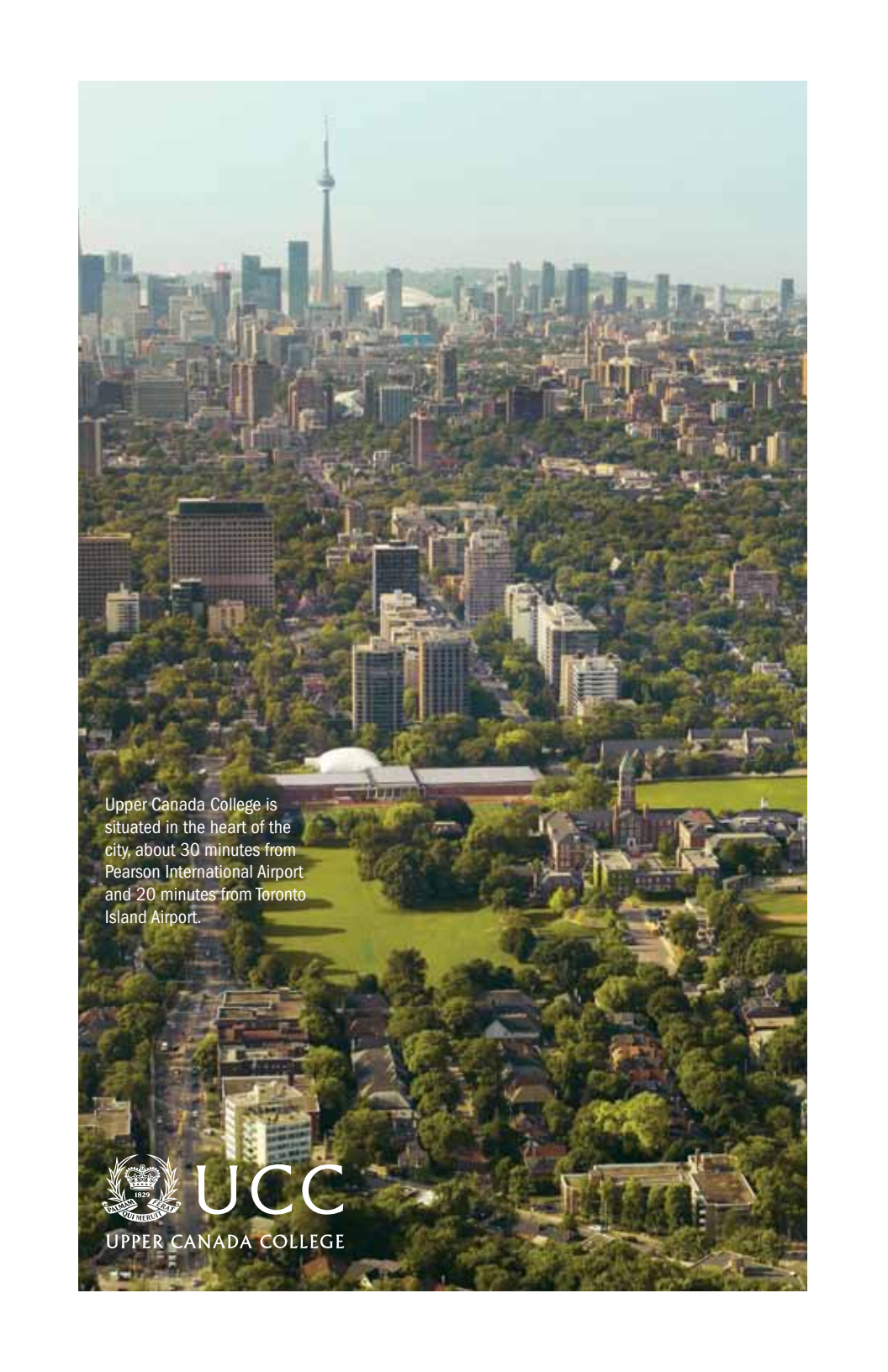
## **ROOM ASSIGNMENTS**

At the conclusion of each academic year, returning students are asked to submit their choices for roommates and rooms to the Senior Residential House Adviser for his consideration. Room assignments are posted upon arrival in September. First, the members of the Leaving Class are assigned their rooms. Then, the remaining returning students' requests are assigned by the Senior Residential House Adviser. A student's ability to live up to the *Five Essential Agreements* will be a factor in helping to determine final room assignments. New students are assigned rooms based upon grade, interests, personal information and advice provided from the office of admission.

- 1 The Gate House
- 2 Preparatory School
- 3 Admission House
- 4 Learning Garden
- 5 The William P. Wilder '40 Arena and Sports Complex
- 6 Upper School
- 7 Laidlaw Hall
- 8 Horizons Office (main)  
Swimming Pool (bsmt)
- 9 Macintosh Library (main)  
David Chu Theatre (bsmt)
- 10 Hewitt Athletic Centre
- 11 Student Centre
- 12 Massey Quadrangle
- 13 Grant House
- 14 Boarding Houses
- 15 Association Office







Upper Canada College is situated in the heart of the city, about 30 minutes from Pearson International Airport and 20 minutes from Toronto Island Airport.



UCC

UPPER CANADA COLLEGE