

Blenheim District High School



STUDENT HANDBOOK

2016 - 2017

163 Chatham Street South
Blenheim, ON N0P 1A0

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This agenda belongs to:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____

POSTAL CODE: _____ PHONE: _____

STUDENT NO.: _____ HOMEROOM: _____

BLenheim DISTRICT HIGH SCHOOL

WELCOME TO THE LAIR – HOME OF THE BOBCATS

Welcome to both new and returning Bobcats, and their families.

The school year 2016 - 2017 is a reality and BDHS stands primed and ready to meet your needs. All students have a great opportunity to learn by participating this coming year. As you master your timetable selections and work your way through this handbook planner, you will realize we have a wide variety of clubs, teams, and outside events that you can participate in.

My best advice to you is to **get involved**. It's the best way to meet new people and get a different perspective on life.

This edition of the BDHS Student Planner contains a large amount of important information about the school. We encourage students, parents and guardians to become familiar with, and follow the contents of the planner. The use of this booklet will help to develop successful patterns of organization for school life and beyond.

Everyone at the school is geared up to help make your 2016 - 2017 school year a success. Work hard, study hard, play hard and enjoy all that B.D.H.S. has to offer.

Mark Hunt
Principal

BDHS Values start with making GOOD CHOICES

Blenheim District High School encourages all its students, staff and community members to strive to make good choices every day. We know that each day brings new challenges to our members and we work together to help our students to understand the alternatives they have and the consequences each choice may have. The LKDSB Mission Statement – Fostering Success for Every Student Every Day is the focus at BDHS. We work hard to encourage all students to meet their potential by making good choices every day. With that in mind, please come to a staff member if you require assistance for any reason.

We have used the TRIBES agreements as a starting point for stating our values. All behavior is held up to the 5 Values and we expect all students to follow the Values. **BDHS members agree to:**

Mutual Respect

- Affirm the value and uniqueness of each person
- Recognize and appreciate individual and cultural differences
- Offer feedback that encourages growth

Attentive Listening

- Pay close attention to one another's expression of ideas, opinions and feelings
- Check for understanding
- Let others know they have been heard

Participation & the Right to Pass

- Actively participate in all activities
- Have the right to choose when and to what extent you will participate in any activities other than curricular (meaning: community members may prefer not to share personal information or feelings, or to actively participate in the group at the moment)
- Observe quietly if not actively participating
- Choose whether to offer observations later to the group

Appreciation & No Put-downs

- Treat others kindly
- State appreciation
- Avoid negative remarks, name calling, hateful gestures or behaviours

Add Value – Let It Go

- Whenever you make a choice, make sure that it makes the situation better
- Understand that mistakes happen and learn from them
- Take every opportunity to better yourself – what is done is done, so move on!

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STAFF LIST

<p>TEACHING STAFF</p> <p>Hunt, M. – Principal</p> <p>Barr, D. Bradshaw, N. Bunning, M. – C.L. Cameron, D. Carder, V. – C.L. Daigneault, M. – C. L. DeNure, C. – C. L. Fung, E. Goodall, R. Hendrie, A. – C.L. Hoskins, K. Jackson, P. Jobin, H. – C.L. Johnston, E. Kistulinec, P. – C.L. Lansens, K. Maerz, T. McQueen, S. – C.L. Melhuish, C. Pennell, C. Pugh, B. Scott, G. Scott, S. Sullivan, K.</p>	<p>EDUCATION ASSISTANT Thompson, S.</p> <p>OFFICE STAFF Lawrence, L./Gray, A. – Office Manager Hamilton, J.</p> <p>LIBRARY SUPERVISOR Buchanan, T./Nauta, E.</p> <p>CUSTODIAL STAFF (Day) Dodman, M.</p> <p>(Night) Allison, R. Benn, R. Young, L.</p>
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DAILY SCHEDULE

Classrooms Open	7:50
Warning Bell	8:00 – 8:02
PERIOD 1	8:05 – 9:25
Opening Exercises	8:05 – 8:10
Break	9:25 – 9:33
PERIOD 2	9:33 – 10:48
LUNCH	10:48 – 11:32
Warning Bell	11:27 – 11:29
PERIOD 3	11:32 – 12:47
Break	12:47 – 12:55
PERIOD 4	12:55 – 2:10
DETENTION (RM 15)	10:51 – 11:14

IMPORTANT DATES

Semester One		Semester Two	
September		February	
5	<i>Labour Day</i>	1-2	Exam Period
6	First day of school	3	P.D. Day
15	Niners' Day – Camp Cataraqui	6	Classes begin for Semester 2
21	Picture Day	14-16	Grad Photos
23-25	Ontario University Fair – Metro Toronto Convention Centre	8	Semester 1 Final Reports Issued
30	P.D. Day	20	<i>Family Day</i>
October		March	
20	College Info. Night - St.Clair College –Chatham– 5-7 p.m.	22	Interim Reports
11	Picture Retake Day	13-17	<i>March Break</i>
13	Interim Reports	30	OSSLT
10	<i>Thanksgiving</i>	30	Parent Teacher Night- 5-7:30 pm
17-18	College Information Fair – Exhibition Place - Toronto		
19	Parent Teacher Night 5-7:30 pm		
28	P.D. Day		
November		April	
2	Take Our Kids to Work Day	14	<i>Good Friday</i>
8	University Info. Night at J.M.S.S. 6:30-9pm	17	<i>Easter Monday</i>
9	Last Day of Term 1	18	Last Day of Term 1
10	First Day of Term 2	19	First Day of Term 2
10	1 st day for part 2 of .5 credit	19	1 st day for part 2 of .5 credit
11	Remembrance Day Assembly	27	Mid-term Reports issued
17	Mid-term Reports issued		
25	P.D. Day		
29	Full Disclosure		
December		May	
23	Last day of classes	9	Full Disclosure
23	Christmas Assembly	1-5	Education Week
26-30	<i>Christmas Holidays</i>	22	<i>Victoria Day</i>
		24	Grade 8 Orientation (tentative)
January		June	
1	<i>New Year's Day</i>	9	P.D. Day
2-6	<i>Christmas Holidays</i>	5-16	EQAO Math Test – Grade 9
9	Return to School	23-29	Exam Period
18	Grade 8 Information Night	30	P.D. Day
16-27	EQAO Math Test – Grade 9		
26	Last day of classes		
27-31	Exam Period		

EMERGENCY SITUATIONS

Fire

When the alarm rings, ALL students and staff must vacate the building immediately according to the evacuation plan.

Tornado

A tornado warning to take cover will be given over the PA. All students and staff must proceed to the lower level of the building and gather in the designated areas.

Emergency Codes

LOCKDOWN	
Major Incident or threat of school violence within the school or in relation to the school.	<ul style="list-style-type: none">• Announcement over the PA announcing the lockdown.• If outside, do NOT re-enter the school (go to the arena).• If a fire alarm is pulled, do NOT respond.• Emergency response personnel will direct further movement.
HOLD AND SECURE	
Used when an ongoing situation OUTSIDE that is not related to the school occurs. ie. bank robbery, community	<ul style="list-style-type: none">• Announcement will be made to indicate the need to hold and secure.• Staff assigned to monitor exits move to the designated exit.• Ensure anyone outside enters the building immediately and enters a classroom.
SHELTER IN PLACE	
Major Incident or threat of school violence within the school or in relation to the school.	<ul style="list-style-type: none">• Announcement over the PA announcing the lockdown.• If outside, do NOT re-enter the school (go to the arena).• If a fire alarm is pulled, do NOT respond.• Emergency response personnel will direct further movement.

Note: To safeguard students and staff inside the building, exterior doors need to remain closed during an emergency situation. Efforts to pick-up children can complicate already challenging circumstances, so parents are asked to wait until conditions improve. In the meantime, coordinated efforts to communicate ongoing updates to families and the community will be made. Once the all-clear has been given, access to the school can once again be provided.

GENERAL INFORMATION

Accidents & Accident Insurance

Students who are injured during the school day or while participating in a school activity must report the accident to the supervising teacher. The supervising teacher will be responsible for making sure the injury is addressed, according to Board procedures. Specifically, an *Incident Report* form (available in the main office) must be completed and reported to the Principal within 24 hours.

The *Student Insurance Plan* (distributed on opening day) is designed to provide supplemental coverage to Health coverage and is recommended for all students, especially those who participate in competitive sports. All claims must be sent by the student directly to the insurance company (copy to Principal).

Adult Status

A student 18 years of age or older, may assume certain responsibilities accorded an adult. Adult students:

- assume full responsibility for their schooling
- are required to **call the school to report any absence**, on the day of the absence
- must report to the office to **sign in or out** before leaving or arriving to the school.

Announcements & Opening Exercises

Classrooms will be opened at 7:50 a.m. Students are expected to be in their homerooms prior to the 8:05 a.m. bell. School will begin each morning with opening exercises in accordance with the Education Act. Students are expected to stand quietly in all areas of the school until announcements are over.

Any student wishing to make an announcement about a school related activity, must complete an announcement form and have the message pre-approved by an administrator or staff advisor.

Assemblies

School assemblies are meant to be informative and/or entertaining and must be approved by administration. Students are expected to attend all assemblies.

Attendance Policy and Consequences

Students are expected to stay in the classroom if the teacher does not arrive due to an emergency or unforeseen circumstance. A representative from the class is expected to report the situation to the office.

The Ministry of Education and Training states that 110 hours of classroom instruction is required for a single credit course. There are no partial credits granted for high absenteeism.

Students must make every effort to attend school punctually and regularly. Students should not miss class to do homework, avoid tests, or report for part time work. The only valid reasons for absence are:

- personal illness
- bereavement, family emergency
- important appointments or family commitments certified by the parent and approved by administration
- approved school activity (field trip, athletic contest, college and university visits)

Students who are 18 years of age or older may sign their own notes. They may sign out only for the same valid reasons applying to students younger than 18.

Attendance Procedures

Sign In or Sign Out: Students **must** sign in at the main office when arriving at school if they have missed any classes. Students **must** sign out at the main office before leaving the school for any reason.

Sick at School: If you become ill at school, **DO NOT LEAVE SCHOOL without first reporting to the Main Office.** (eg. Sign Out) Any student who stays at home after lunch **must** have a parent/guardian phone the school the same afternoon (519-676-5485) or email at: BDHS.Attendance@LKDSB.net

During the Day Planned Absences: If you are to be excused for a part of the day (e.g., doctor/dentist appointment) bring an authorized note to the Office, prior to 7:55 a.m. and obtain an “*Excused Slip*”. If/when you return to school on the same day, report to the Main Office to **Sign In**, and receive an “*Admit Slip*”.

Unplanned Absences: If a student is absent all, or any part of a day, a parent/guardian is to phone (519-676-5485) the school that day, or email at: BDHS.Attendance@LKDSB.net, or else the student is to bring a note to the Main Office on the day of his/her return to school.

All notes from home must:

- indicate the date(s) of the absence
- the reason for the absence
- signature of the parent/guardian

Consequences for Attendance

a) Detentions may be assigned for:

- Failure to **Sign In** or **Sign Out**
- Truancy and unexplained absence (e.g. no call in from parent; or 18 years old student - no note; sleeping in or missing the bus)
- Failure of co-op students to call in to report their absence if not attending school, co-op or both.

b) Suspensions may be assigned for:

- Persistent truanies
- Forged notes or misrepresentation in reporting absences

c) Interviews, Communication Home and Student Expectation Letter may result for:

- excessive absences
- 10 days absence - Contact home
- 12 days absence - Letter home to parent or 18 year old student
- **15 days** absence - Represents a 17% absentee rate based on 110 hr. course requirement – **Student at risk of losing his/her credit(s).**

Automated Phone Service

The automated phone service provides the community 24 hour contact with the school. It is possible to leave voice messages after school hours for custodians, Student Services and staff, or for your child's attendance:

General Mailbox 519-676-5485

Bicycles, Skateboards, Roller Blades

Bicycles should be locked at the back of the school. Roller blades must be removed before entering the school, and should not be used for performing stunts on school property. Skateboards may not be used on school property at any time day or night. Skateboarders are invited to use the skateboard park, located across from the school.

Cafeteria

Cafeteria service is available during regular school days. Vending machines stocked with healthy drinks and snacks are also available in the cafeteria. Students are encouraged to eat in the cafeteria where seating is provided or out in the courtyard when the weather permits. Any food or drink not eaten in the cafeteria must be disposed of in the available receptacles. Leaving garbage in the halls will result in being referred to the office.

Dance Policy

School dances are a co-curricular activity organized for the pleasure of BDHS students and their guests. All tickets are sold in advance. There will be no ticket sales at the door. A dance may be cancelled if there are insufficient ticket sales. **Students who have been truant, missed a detention or are under suspension will not be admitted to the dance.** In order to maintain high calibre dances, the following regulations are in effect:

- Guest passes are available if space permits. Guests must be currently attending a high school.
- Students are permitted to bring one guest and must accompany guest on arrival; guests must be pre-registered at least 2 days in advance of the dance.
- Entry to the dance is by admission ticket and Student Activity Card. Guests are required to show a Student Card from their school.
- The student is responsible for the guest's behaviour.
- All coats, jackets, and purses must be left in the coat check. Students are not permitted to go to their lockers.
- The school cannot accept responsibility for lost or misplaced property.
- A student leaving the school building during a dance will not be readmitted.
- Inappropriate behaviour will be dealt with according to the seriousness of the incident. No alcoholic beverages or drugs will be allowed on school property. Suspension from school and police involvement may result if a student is found in possession or under the influence of alcohol or drugs.
- A student under the influence of alcohol or drugs will be directed to administration upon arrival.

Detentions

Detentions may be assigned as a consequence for unacceptable behaviour, late policy infractions, excessive non-compliance with cell phones, or truancy. Regular detentions will be served:

- in room 15
- during the lunch hour (10:55 – 11:15 a.m.)
- students may read, do HW, or listen to music, but not text or eat. (Non-compliance with no texting will result in phones being placed on the teacher's desk until Dets are over)

Students may also be asked to serve detentions before, or after school hours. Failure to serve assigned detentions may result in suspensions.

Dress Code

Positive clothing projects a positive image. Students must appear at school or school functions as neatly and cleanly dressed as possible and attire should not be so distracting that it interferes with the educational process.

Inappropriate attire includes, but is not limited to:

- clothing that depicts vulgarity, sexism, racism, profanity, illegal drugs, alcohol and/or violence;
- suggestive and revealing clothing, including sleeveless or mesh shirts for boys and spaghetti straps, see-through (chiffon, lace, etc.), off the shoulder and backless clothing for girls, shorts and shirts that expose the midriff or personal clothing for both boys and girls;
- short shorts, clothing that shows underwear, see-through tops, excessively ripped or torn clothing, slips, bras, boxer shorts, etc. worn as outerwear; pajamas; (exception: "Pajama Day")
- head gear – i.e. hoods, hats, toques, and caps;
- jackets and other outdoor gear (backpacks) in the classroom;
- choke collars, spiked wristbands and chains;
- those wearing headphones should have one ear free for safety reasons.

Head coverings are to be left in lockers. The "no hat/hood" policy is in effect from arrival until dismissal each school day. Footwear is essential at all times. A strict dress code exists when working in technology classes, for safety reasons.

The decision of what to wear is a learning experience; however the final decision on matters of taste and appropriateness rests with the school administration.

Electronic Equipment

Phones, MP3 players, iPods, tablets, iPads, laptops, etc. are not to be used during class time or at any school activity without permission of the classroom/activity supervisor. Improper use of these devices may result in disciplinary action. Students who bring **cell phones** to school must keep these devices **turned off and out of sight** during class time unless otherwise directed by the teacher.

Emergency contact for students is available through the Main Office. If a family emergency situation requires the use of a phone, or other communication device, the student must see the Principal for approval.

Extended Leave

All requests for extended leave from school (such as family vacation) must be made in writing to school administration, on the appropriate form, **at least two weeks prior to the planned absence**. The form can be picked up in the main office. The approval process includes notification to the teachers and parents.

Full-Time Student Policy and Minimum Course Load

Grade 9	8 credits
Grade 10	8 credits
Grade 11	8 credits
Grade 12	Students are eligible for a "study period" only when they have completed 23 credits.

Part-time programs are not conducive to appropriate preparation for post-secondary education and the work world. All BDHS students are expected to be enrolled full-time, with a minimum of three (3) courses per semester.

Fundraising

Fundraising must be approved by the Principal through a Staff Advisor.

Guest Passes (Student Shadowing)

All student guests must have written parental permission, and a home school administrator's permission before coming onto the school site. BDHS students must also get the approval of their individual teachers, in advance of the guest's attendance.

Lates

Students are to be on time to class, which means in their seats and prepared for work.

If a student arrives more than ten (10) minutes following the start of the period, the student should report to the Attendance Office for a “*Late Slip*”; lates less than 10 minutes will be dealt with by the teacher and recorded on the attendance record. Teachers are responsible for assigning consequences for the first 3 Lates. If a pattern continues, Administration will consequence students, as follows:

- 4th Late 1 detention + call home + return to class
- 5th Late 2 detentions + call home + supervised study for that class
- 6th Late call home + A.M. in-school suspension
- 7th Late call home + P.M. in-school suspension
- 8th Late call home + Full Day in-school suspension
- 9th Late call home + out-of-school suspension

Please note: all of the above refers to “Lates per class” not overall Lates; so the out-of-school suspension occurs when a student is Late 8 times in a semester in the same class—not when he/she is Late 8 times overall. Further, the excused Lates (such as a parent dropping a student off after an appointment) do not count.

Locks & Lockers

Lockers are the property of the school and school issued locks must be used. For your own protection, do not disclose your lock combination to anyone else. Students are expected to observe the following guidelines for use of lockers:

- Lockers are provided for the use of books and clothing.
- Students must not switch or share lockers.
- The school does not assume any responsibility for alleged loss of articles from lockers. Students should not bring large sums of money or expensive jewellery/equipment to school. If this is occasionally unavoidable, please request these items be kept in the vault in the main office, and never in your locker or the physical education change room.
- The student to whom the use of a locker has been granted must assume responsibility for any damage to the locker.
- The administration of the school reserves the right to examine (in the presence of the student, whenever possible) any locker, at any time it is deemed necessary.
- In order to maintain a quiet atmosphere in the classroom areas of the school, students should use their lockers only when classes are *not* in session.
- Locks are provided and remain school property and are not to be removed from the property. A fee will be charged for missing or damaged locks.

Lost and Found

All lost and found articles should be turned in to the Main Office, with the exception of gym equipment that is turned in to the physical education office. A container is located in the Main Office - Please check here if you have lost anything. The school will not assume responsibility for lost or stolen items. Items will be given to a charity at the end of each semester.

Lost Student Card

Replacement cards are available in the main office. Students will only receive one replacement card and will be charged a replacement fee if another card is required.

Parking

Staff parking is on the asphalt lot behind the school and to the north side of the building by the technical wing. Student parking is a privilege not a right. **All students are to park in the student parking lot beside the technical wing or on the gravel in the rear parking lot.** All students are expected to “Park It, Lock It, Leave It” when using the parking lot. Loitering in the parking area is not permitted at any time of the day. Theft and/or damages will not be the responsibility of the school.

Routine uses and/or disclosures of student personal information

- The student's OSR will be used by school and board staff to support the classroom teacher in developing an educational program which best meets the student's needs. Staff working with the classroom teacher or directly with the student work in areas such as Special Education, guidance counselling, student success, etc.
- In keeping with the requirements of the Education Act and the Personal Health Information Protection Act, informed consent will be sought prior to conducting intelligence or behavioural tests, or prior to the involvement of Psychological, Speech and Language or Social Worker Staff.
- Secondary schools will receive information about registered Grade 8 students in advance of the student attending the secondary school to help establish an appropriate program for the student.
- The secondary school may share information about each student's progress through secondary school with the student's previous elementary school to support continuous improvement of the elementary school program for all students.
- Secondary schools will send information of potential graduates (contact information, marks and transcripts) to Ontario Colleges and Universities to support the student's post-secondary applications.
- Student home addresses may be released to the Chatham-Kent Lambton Administrative School Services (CLASS) – Student Transportation Services department and the contracted bus company responsible for transporting students to and from the school in order to administer the board's contracted bus program.
- School activities may be reported in school and board newsletters, and on school and board websites. Individual students will only be photographed and identified with appropriate consent.

The media, such as newspapers, television and radio, may be invited to the school for the purpose of reporting on newsworthy events or activities such as graduations, student achievements/awards, and current events. Their reports may include non-identifying photos of groups of students. Individual students would only be photographed or identified with appropriate consent.

- Students participating in extra-curricular activities or events where the public is invited, i.e. field trips, school concerts, school teams, may be photographed and/or reported on by media or the general public.
- Students may be recorded or photographed by their classroom teacher in school or during school activities as part of their educational program. Photos may be shared with the class and parents as appropriate.
- Students may participate in video conferencing (a technology which allows for two or more locations to interact via simultaneous two-way video and audio transmissions) to support the classroom program. Conferences may be organized with students in other LKDSB schools, students in other countries, and/or as virtual field trips.
- Phone numbers will be used on telephone lists, Examples include: Emergency contact lists to facilitate contact with parents during emergencies (e.g. inclement weather); field trip roster; volunteers, authorized by the principal, to contact parents regarding school-related activities which benefits the students and the school community and require parent involvement.
- Parent contact information and basic student information may also be used for safe arrival programs to contact parents where a student is absent and the parent/guardian has not notified the school of the absence. These programs may be staffed by parent volunteers, or the information may be sent off-site to a secure externally hosted automated system.
- Parents/guardians, adult students are asked to complete Student Medical/Health Data forms in order to develop a medical emergency plan for the purpose of administering medication to the student when necessary. Medical emergency plans may also be provided to Student Transportation Services and/or contracted bus operators to aid in a medical emergency.
- In compliance with the Personal Health Information Act, student health numbers (OHIP) will generally not be collected; however parents/guardians/students may be invited to volunteer such information for students going on field trips to facilitate medical services if needed.
- Student work, including students' names, may be displayed in the classroom or in school hallways, or may be shared with the public through science fairs, school and board newsletters, writing/colouring/poster contests, community events, fairs, and similar events/locations outside the school setting.
- Student accidents that take place during school or on school-sponsored activities will be reported to the LKDSB Insurer (OSBIE – Ontario School Boards' Insurance Exchange). Reports include the name of the injured student(s) and details about the incident as well as the name and contact information of the witnesses to the accident.

Routine uses and/or disclosures of student personal information (continued)

- Surveillance equipment may be used in schools and on buses to enhance the safety of students and staff, to protect property against theft or vandalism, and to aid in the identification of intruders and of persons who endanger the health, wellbeing, or safety of school community members.
- Student names and/or photographs may be printed in school programs (e.g. commencement or graduation programs, school plays and musical productions, student awards, academic and athletic awards and plaques, school brochures, honour roll and classroom assignment during school and semester start up) and in school yearbooks.
- Questions regarding the information contained in this notification may be addressed to the School Principal or the Freedom of Information Coordinator of the LKDSB. **Please communicate any concerns to the sharing of personal information in any or all of the above mentioned by contacting the School Principal in writing as soon as possible.** The above will apply unless an objection is filed with the Principal and an alternative resolution can be found. Please refer to the LKDSB website or the BDHS website for further information.

School Buses & Cancellation of Service

While travelling on a bus provided by the school board, students are governed by all regulations of the school. (Reg. 298, Sec. 23) Misconduct and/or failure to co-operate with the driver may result in a student's riding privileges being withdrawn for an indefinite period of time.

The decision to cancel and/or delay any or all bus runs is the responsibility of the Director of Transportation Services. The transportation office shall arrange for radio announcements stating which buses have been cancelled, as well as posting the information on the website below. If buses are cancelled on an exam day, ***all exams will shift to the next day of the exam schedule.***

<http://schoolbusinfo.com/>

B.D.H.S. is located in Bus Zone 7.

Smoking

Provincial legislation prohibits smoking by anybody on school property at any time. Students who smoke or hold lighted tobacco products on school property may be suspended in accordance with Board Policy and can be charged under the Tobacco Control Act. Tobacco products may be confiscated from a person under the age of sixteen (16).

Student Costs & Student Identification Card

All students are required to pay an activity fee, field trip fund contribution and locker rental fee during registration. **These are non-refundable** and the fee amount will be sent by letter to all students in the summer prior to the registration date. In addition, students may choose to purchase a yearbook and/or physical education uniform.

There may be a minimal cost for recommended supplies to cover the cost of consumable items in some credit courses and will be collected at the start of the semester. A list describing the specific items is available from administration upon request. The cost of field trips will vary, but the field trip fund helps to defray transportation costs for all students.

Student Progress Conference

Student/parent/teacher conferences may be arranged at the request of either the parents or school administration. Please call 519-676-5485 to setup an appointment.

Student Wellness and Bullying Intervention Reporting Line

A reporting line has been set up at BDHS. Should someone wish to inform the administration of an issue they may leave a message on the school phone system at any time by calling 519-676-5485. Callers can press "5" on our automated message system. Please be aware that this is not a "hotline" and messages on this line are only checked during school hours. Any calls requiring immediate assistance or intervention outside of regular school hours should be directed to an appropriate number such as Kids Help Phone or 911.

Study Periods

Senior students with study periods must be in the library, the cafeteria, or away from the school grounds. Students may NOT be in the halls or stairways during class time. Students must be in their chosen area when the bell rings at the start of the study period and must remain in that area until the bell rings to end the period. A study period is a privilege and can be removed if it is abused.

Synervoice

In order to improve communication between BDHS and parents, the Office will be utilizing the automated call home system called Synervoice. This computerized system will inform parents of a student's absences and lates during the school day. **Parents are requested to call the school at 519-676-5485 or email at BDHS.Attendance@LKDSB.net on the day of the absence or send a note, explaining the absence.** Periodically, BDHS will use Synervoice to announce upcoming special events being held at the school.

Telephone Calls

The office will accept telephone messages for students from parents and employers only. We ask parents to limit their messages to emergency situations.

Textbooks & Library Books

Each student is responsible for the prompt return, in good condition, of library books and textbooks. Textbooks are the property of the school and are on loan to the students, for their use.

Textbooks MUST BE RETURNED to the subject teacher:

- at the end of each semester
- when a student drops a course
- when a student retires from school.

It is the responsibility of the student to sign the "Textbook Return" sheet to ensure that he/she has proof of return. **Students will pay for books damaged or not returned.** The cost will be the **current replacement value** of the textbook. Report cards, transcripts, or diplomas may not be picked until all outstanding book accounts are honoured.

Trespassing

During the school day, the school grounds and building are out of bounds to all, except BDHS students, their parents or guardians, and Board of Education employees or persons having business with the administration or staff. **All visitors must register at the Main Office.**

Students are reminded that visitors are not permitted in the school on a casual basis.

Websites

BDHS's website is <http://bdhs.lkdsb.net/>

BDHS's Twitter address is @BDHSCats

The school bus website is <http://www.schoolbusinfo.com/>

The LKDSB website is <http://www.lkdsb.net/>

SERVICES FOR STUDENTS

Computer and Internet Use – Acceptable Use Policy LKDSB

The Lambton Kent District School Board provides students with access to technology to support their educational and learning experiences. Since students have access to technology, they have a role to play in maintaining a secure environment. The purpose of these Administrative Procedures is to set out the expectations with respect to the use of technology and the responsibilities of each individual in maintaining a secure environment. These Administrative Procedures apply to all students of the Lambton Kent District School Board (“LKDSB”).

System Integrity

1. The computer system including computer files, documents and electronic communications are the property of the LKDSB.
2. There is no expectation of privacy in using LKDSB technology. The LKDSB may monitor and may at any time access any and all files, documents, electronic communications and use of Internet to ensure integrity of the system and compliance with these Regulations.
3. Students will only use the network account assigned to them.
4. The student will be responsible for any activity using his/her password, including any time the computer is left unattended. Students must not share passwords nor use the passwords of others.
5. The initial password will be assigned by the HelpDesk. Users will be required to change the initial password to a minimum of 8 characters, including upper and lower case letters as well as numbers. Users will avoid using any published information within a password that could potentially identify the user. Passwords should be changed regularly. If a student loses his/her password or feels that an unauthorized person has accessed his/her account, he/she must report it to a teacher or school administrator immediately.
6. Students must not try to hack into the computer system or gain access to any unauthorized databank.
7. Students must not access or delete computer files or directories of others.
8. Students must respect the integrity of the computer system by not altering hardware, software or wiring configurations.
9. Computer viruses and related problems can cause extensive damage to computer systems. Viruses can be spread in a variety of ways including downloading files from the Internet, email attachments, infected diskettes, USB keys. Students should use caution when opening email attachments from unknown senders.
10. All USB keys and any other media brought from home must be scanned for viruses before use. Currently all supported workstations within the LKDSB are automatically scanned for viruses.
11. Technological devices brought to school by students are not the responsibility of the LKDSB.
12. Students must not connect any electronic devices in any way (wired or wireless) for any reason to the LKDSB network without the written permission of the Information Technology Department of the LKDSB.
13. Students must not download or install any unauthorized materials such as programs, games or files from any source, or cause a denial of service for others.

Personal Safety

14. When using the Board supported networks, students must not reveal any personally identifying information (such as first and last name, picture, address, telephone number, physical description, etc.) about themselves or others.
15. Web pages should not contain any personal information about students (ex: address, telephone number).
16. Students must NEVER agree to meet with keypals unless supervised by a teacher.
17. Students must report to a teacher or school administrator any messages they receive that request personal information, are inappropriate, or make them feel uncomfortable.

Appropriate Use

18. Board supported network accounts are granted to students to further their academic goals. The LKDSB system may not be used for personal reasons.
19. Students must respect the rights of other users by avoiding the waste of limited resources such as paper, print supplies, hard drive space, bandwidth and time.
20. Students must use language appropriate to the school setting.

Unacceptable Use

21. Students must not access director or proxy sites that circumvent the security measures put in place by the Lambton Kent District School Board.
22. Students must immediately exit any site that is transmitting inappropriate or offensive material. Students must immediately report accidental access to such a site to a teacher or school administrator.
23. Students must not encourage the use of controlled substances, such as illegal drugs, alcohol or tobacco. Accessing sites promoting such products is considered an unacceptable use.
24. Students must not access or distribute material that advocates prejudice or hatred towards any identifiable group (for example, gender, ethnic, religious, minority etc.).
25. Students must not create, access, download, transmit, store, distribute or print any files, messages or graphics that are profane, harassing, discriminatory, offensive or degrading (this includes posting material on social networking sites).
26. Students must not access, download, store, distribute or print any files, messages or graphics that are illegal or advocate illegal acts, facilitate unlawful activity or are not consistent with the philosophy of the Lambton Kent District School Board.
27. Students must not propagate chain letters or other junk mail.
28. Students must not attempt to hide, disguise or misrepresent their identity as the sender.
29. Students must not cause damage to computers and/or equipment including, but not limited to, computer hardware, keyboard, monitor, mouse, cables.
30. Students must not use LKDSB technology for purposes unrelated to educational and curricular activity.
31. Students must not use inappropriate language in files/filenames or in email communication.

Copyright

32. All software licence agreements must be honoured. It is against the law to copy commercial software that has not been placed in the public domain or distributed as "freeware".
33. Under copyright laws all material remains the property of the author/creator and therefore permission is required for its use.
34. Do not take and present the work of others (for example, writings, images) and present them as yours. If using the work of others proper credit must be given and permission obtained if copyright materials are used.

Consequences

35. Any violation of these Regulations may result in sanctions being imposed, including the loss of computer privileges, disciplinary action and legal action or police involvement.

Learning Centre

The Learning Centre is a resource centre designed for assisting identified students to cope with the academic demands of the regular classroom. These students may have been referred by the Board's Identification Placement Review Committee (IPRC) or a teacher.

The Learning Resource Teacher will assist these students by:

- a) exploring the nature of their learning differences
- b) planning a support program incorporating teaching strategies and coping techniques
- c) counselling and recommending alternatives
- d) acting as a liaison between parents, staff and other students and by providing a positive learning environment and assistive technology

Library

The Library has a broadly based collection of materials, to support the school's curriculum and encourage student literacy. The collection caters to all ability and interest levels. All students should be comfortable using the Library as an integral part of their school experience. The Library materials include: a variety of computer programs (including internet, word processing and encyclopaedias), books, DVDs, newspapers and a variety of magazines.

During regular school hours, the library is reserved for classes with their teachers who have planned research assignments. Students with a free period may use the Library if there is space. The Library is open to all students before and after school and during the lunch hour.

Borrowing Period:

General Collection ~ 21 days

Reference Materials ~ In-Library use only

Library Rules:

- Any number of books may be borrowed by one student, with a maximum of three books per subject
- Borrowed materials may be renewed unless the item has been requested by another student, or if the student is delinquent
- Students should present their student card to sign out materials from the library
- Books are to be returned to the book drop at the circulation desk.
- NO FOOD OR DRINK is allowed in the library
- Coats, backpacks and book bags are not permitted in the library
- Games and social media are not allowed while on the computers

Documenting your Sources: Guidelines

The formats for documenting your sources are based on both the **MLA** and the **APA** styles of documentation, depending on the course/subject for which you're writing. Use the appropriate style for your subject, as per the following lists:

MLA:

Languages
Arts
History

APA:

Social Sciences
Geography, Family Studies
Sciences
Business
Technology

Title for documentation page:

Works Cited

References

For up-to-date examples and information, go online to:

MLA: <http://owl.english.purdue.edu/owl/resource/747/01>

APA: <http://owl.english.purdue.edu/owl/resource/560/01/>

OR

The following website will format the information for you, but be sure to have all the author, title, place of publication, publisher and date information ready: www.easybib.com

BASIC RULES FOR WRITING BIBLIOGRAPHIES:

- ❑ The first line begins at the left-hand margin, with **all subsequent lines for that entry indented (5 spaces for MLA, 10 spaces for APA)**.
- ❑ **Alphabetize entries** by the author's last name or the first main word (ignore A, An, The).
- ❑ **Double space** within and between entries, as well as in the body of your text.
- ❑ **Italicize** the titles of books, periodicals, and films.
- ❑ The three main divisions of author, title and publishing data are separated by periods.
- ❑ Do not number entries, but alphabetize them.
- ❑ If there is no author, start with the next part of the entry (title). If there is no date use **n.d.**
- ❑ **MLA** no longer requires a separate TITLE PAGE for essays. See the above Purdue site for information on how to set up the first page of your essay.

School Health Services

There is a public health nurse available to each school in Chatham-Kent. Your Public Health Nurse acts as a link to all Public Health Unit programs and resources. Public Health services aim to promote healthy Living amongst the student population. The role of the Public Health Nurse at BDHS is to provide counselling, resources, consultation and referrals in regards to the following health topics:

- Sexual health information and counselling
- Smoking cessation – quit smoking programs
- Immunizations
- Birth control, pregnancy and STI testing
- Healthy eating and physical activity promotion
- Eating disorders / anorexia /bulimia

These services are available to students and staff at BDHS every other week throughout the school year. Students are welcome to arrange confidential and private appointments with the Public Health Nurse at school as needed.

The Nurse also offers presentation to all Grade 9 Phys. Ed. Classes a part of their mandatory education in the area of sexual health. Your Public Health Nurse can be reached at:

Chatham-Kent Public Health Unit	519-355-1071 – ext. 5901
Fax	519-355-0848
E-mail:	cksexualhealth@chatham-kent.ca
blog:	www.ckpublichealth.com
Facebook:	www.facebook.com/CKPublicHealth
Twitter:	www.twitter.com/CKPublicHealth

Immunizations

The Public Health Nurse is also responsible for ensuring that all students are up to date with their vaccinations. Yearly immunization clinics are held at the school. Students not returning requested immunization information to the nurse or not updating their vaccinations as required will be suspended from school under the *Immunization of School Pupils Act, 1990*.

Why does Public Health take a hard line on Immunizations?

There is no kidding around when it comes to diseases like polio, tetanus and measles. These preventable diseases are serious and often fatal. That's why Public Health Units are legally required to obtain up to date immunization records on children and youth attending schools and daycares.

Every year, Public Health Nurses send out notices to parents of the students that have incomplete immunization records. This could mean that the child has either not had the vaccine or that the Health Unit has not been notified of the name and date that the shot was received. Doctors do not report vaccines to Public Health. It is the responsibility of the parent.

If you receive a notice requesting immunization dates, please contact Public Health at 519-355-1071 ext 5900. If this information is not received, Public Health is required to issue a school suspension until the immunization record is updated.

Let's all work together to keep our children healthy and our schools disease-free!

HELP YOURSELF. HELP EACH OTHER.

Resources and Supports for Tough Times Websites for Information, Support and Sharing:

Kids Help Phone - 1-800-668-6868 www.kidshelpphone.ca
 My Health Magazine – www.yoomagazine.net
 Mind Your Mind – www.mindyourmind.ca
 Children’s Mental Health Ontario – www.kidsmentalhealth.ca
 We R Kids – www.werkidsmentalhealth.ca
 Healthy Minds Canada – www.healthymindsCanada.ca
 Healthy Minds Canada - www.healthymindsCanada.ca

Where to Call:

Emergency – dial 911 or go to the nearest hospital
 Find help in your community – www.211Ontario.ca

Chatham-Kent	Sarnia-Lambton
Chatham-Kent Children’s Services 519-352-0440	St. Clair Child and Youth Services 519-337-3701
Victim Services – 519-436-6630	Victim Services – 519-344-8861
Canadian Mental Health – 519-436-6100	Canadian Mental Health – 519-337-5411
WAYS 24 hr Crisis Line – 519-433-0334	Sarnia Distress Line – 519-336-3000

Who to Speak to:

Parent	Counsellor	Family Doctor
Friend	Relative	Social Worker
Teacher/Principal	Neighbour	Trusted Adult
Public Health Nurse	Coach	Clergy

Student Services

Counsellors in Student Services offer a wide range of academic and personal counselling services. Students may request an interview with a counsellor at any time, by making an appointment in the Guidance Office. In most cases, an appointment can be scheduled that day. Parents are invited to phone the counsellors, during school hours, at 676-5485.

All discussions between a counsellor and a student are held in strict confidence. Your counsellors are available and qualified to assist you in resolving personal and academic concerns.

- **In-School Information** such as course selection, educational goals, study methods and optimum achievement, record of credits and transcripts.
- **Vocational Choices** including both information about careers and understanding of oneself in relation to career possibilities (e.g., computerized interest test – Jackson Vocational - JVIS).
- **Educational Opportunities and Requirements** for post-secondary education, including apprenticeships, community college and university, scholarships and financial aid.
- **Interpersonal Relationships:** While counsellors attempt to see all students twice a year, they depend on student requests to enable them to be of assistance when they are most needed. In some cases, outside community agencies may be asked to assist with personal counselling issues.

ACADEMIC PERFORMANCE INFORMATION

Academic Honesty & Plagiarism

Academic dishonesty is the act of gaining an unfair advantage. Each student is expected to do his/her own work and receive a fair appraisal for the effort. The same work cannot be submitted for separate evaluation in two different courses.

Plagiarism is the act of using someone else's words or ideas, as though they were one's own. A student who plagiarizes takes the product of another person's mind (either deliberately or accidentally) and presents it as his/her own. It is imperative that credit be given to the source and author of those words/ideas.

Creative Commons

Creative Commons is a non-profit organization that enables the public to share and use creative ideas and knowledge through free legal tools. It is not an alternative to copyright, but it works alongside copyright in a digital age.

Students should use: <http://search.creativecommons.org/> or the advance search settings of a web browser so they can use the proper filters for finding images and clip art that they can reuse legally in their work.

All images that are taken from the internet and used in a student's work should have the proper copyright information cited. If students cannot find the copyright information, they should not use the image.

Achievement Level Categories

An achievement chart for each discipline is included in the curriculum policy document for that discipline. Each chart is organized into four broad categories (KICA). Further, the course outline for all courses at BDHS will identify the percentage breakdown for each of the four learning categories, as they relate to that course.

- Knowledge/Understanding
- Thinking/Inquiry
- Communication
- Application

Assessment & Evaluation

The primary purpose of assessment and evaluation is to improve student learning.

- **Assessment** is the process of gathering information from a variety of sources (including assignments, demonstrations, projects, performances and tests) to provide students with feedback that guides their efforts toward improvement.
- **Evaluation** refers to the process of judging the quality of work on the basis of established criteria and assigning a value to represent that quality.

Learning Skills

Although learning skills have a significant impact on student achievement, Ministry policy requires that the evaluation of learning skills **not** be included in the determination of the student's percentage grade. The specific learning skills, as identified on the provincial report card, are:

Works Independently
Organization
Initiative
Collaboration
Responsibility
Self- Regulation

Term Work

Term work will make up 70% of the final percentage for Grade 9 – 12 courses. Term work will be a combination of assignments, demonstrations, projects, performances and tests that are either levelled or graded numerically.

A student who misses or is late handing in a piece of work to be evaluated because of a documented illness, or because of a family emergency (i.e. death in the family) will be given an additional opportunity to complete the task. **There may not be a make-up opportunity for unexcused absences/lates.**

When a student misses an evaluation procedure because of a school sponsored absence, such as a field trip or an athletic event, alternate arrangements shall be made for that assessment and feedback. **It is the responsibility of the student to make arrangements with the teacher ahead of time.**

Compulsory units of work must be clearly noted on the evaluation outline. Culminating Activities are compulsory units of work. Failure to complete a Culminating Activity will most likely result in failure of the course due to too few course expectations being met.

Grade	Late Assignment Policy	Academic Dishonesty		
		Assignments	Tests	Exam
9 & 10	<ul style="list-style-type: none"> ▪ Deduct 5% per day up to a maximum of 50% ▪ Receive a mark of “zero” if the assignment has been returned to the rest of the students. 	<ul style="list-style-type: none"> ▪ Redo assigned work ▪ 25% deduction ▪ “Zero” if not handed in within specified time frame ▪ Parents informed if under 18. 	<ul style="list-style-type: none"> ▪ Mark of “Zero” is assigned ▪ Parents informed if under 18 ▪ Administration is informed ▪ Personal Electronic Devices are not to be on or in sight during test (individual teachers may make exceptions to this rule). 	<ul style="list-style-type: none"> ▪ Student finishes exam ▪ If cheating is determined a mark of “zero” is assigned ▪ Parents informed if under 18. ▪ Personal Electronic Devices are not to be brought into the examination room.
11 & 12	<ul style="list-style-type: none"> ▪ Deduct 10% per day up to a maximum of 50% ▪ Receive a mark of “zero” if the assignment has been returned to the rest of the students. 	<ul style="list-style-type: none"> ▪ Grade 11 - Redo assigned work ▪ 50% deduction ▪ “Zero” if not handed in within specified timeframe ▪ Grade 12 – “Zero” assigned with no opportunity to make up assignment. ▪ Parents informed if under 18. 		
If a student is <u>truant</u> during a test the student will receive a mark of zero on that test.		<u>Appeals Process:</u> Appeals will be requested through the teacher to the administration if the situation is not resolved.		

Examinations/Final Evaluations

A number of days will be allotted for the scheduling of formal examinations at the end of each semester. The instructors will note exceptions. The exam schedule will be made available and posted about the school and on our website, prior to the exams beginning.

The exams will be conducted according to the policies and procedures of *Education Statutes and Regulations of Ontario, O.S.I.S., O.S.S. 1999, Growing Success - Grades K – 12 and the Policies of the Lambton Kent District School Board.*

Absent From An Exam

It is expected that every student will write examinations during the scheduled exam period. Exceptions go through the Principal in charge of the examinations. **Valid exceptions are not of a discretionary nature (ie. family vacations).** Failure to write an exam will have a negative effect on the course grade and may result in the credit being in jeopardy.

Any student who is absent from an exam because of illness or other unavoidable circumstances should have a parent/guardian contact the school prior to the exam, or within 24 hours of the exam. A doctor's note may be required.

An appeal of a final evaluation must be made in writing, stating all particulars, to the Principal within 10 days of receipt of the final evaluation.

Evaluation Reports

- | | |
|---------------------------|------------------------------|
| 1. Interim Report | 6 weeks into semester |
| 2. Mid Semester Report | 9 weeks into semester |
| 3. End of Semester Report | exam + term mark combination |
| 4. Discretionary Report | at any time by the teacher |

Parents/guardians may contact the school during regular business hours to make an appointment with administration, student services, or the individual teacher(s), should concerns arise regarding the progress of their son/daughter.

Withdrawing from a Course

Students who desire to withdraw from a course will make an appointment with a Student Services counsellor. Students are expected to continue in attendance in all timetabled courses until the consultation interviews and approvals are obtained. **Students are considered truant if they fail to attend all assigned classes.**

Students under 18 years of age must have parental and administrative permission to withdraw from a course. Students who are requesting a change to part-time status (less than 3 courses per semester) must get permission from the Principal. Part-time status will affect a student's athletic eligibility.

Full Disclosure

The mark achieved by Grades 11 and 12 students, who drop a course after **5 school days following the Provincial Midterm Report**, will be recorded on the student's transcript. This mark will reflect the student's achievement as of that date.

STUDENT BEHAVIOUR

Code of Conduct

The Lambton Kent District School Board Code of Conduct is established in keeping with the requirements of the provincial Code of Conduct and the standards of behaviour as set forth by the province of Ontario. The Lambton Kent District School Board Code of Conduct sets clear standards of behaviour in order to ensure the rights and responsibilities of all members of the school community.

BDHS promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

Respect, Civility and Responsible Citizenship

All participants involved in the school system – students, parents or guardians, volunteers, teachers and other staff members – are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities. All members of the school community are to be treated with respect and dignity. All members of the school community must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability
- respect the rights of others;
- exercise self-discipline;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- respect the need of others to work in an environment that is conducive to learning and teaching
- show respect for school property; and
- respect all members of the school community, especially persons in positions of authority.

Safety

All members of the school community including students, parents and guardians, teachers and other staff members, volunteers and visitors must NOT:

- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or illegal or restricted drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms or replicas;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol, or illegal or restricted drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, and for those in authority
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

Parents

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child's work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- report promptly to the school their child's absence or late arrival;
- show that they are familiar with the provincial Code of Conduct, the Board's Code of Conduct, and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

Community Partners and the Police

Through outreach, partnerships already in place may be enhanced and new partnerships with community agencies and members of the community (e.g., Aboriginal Elders) may also be created. Community agencies are resources that Boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community agencies, and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

Bullying

Bullying is typically a form of repeated, persistent, and aggressive behaviour that occurs in a context of a real or perceived imbalance of power between individuals. In any form, bullying adversely affects a student's well-being and ability to learn, undermines healthy relationships, and compromises the school climate.

Bullying means aggressive and typically repeated behaviour by a pupil where,

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

Bullying behaviour may occur through the use of physical, verbal, electronic, written, or other means.

Bullying by electronic means (cyber-bullying) includes but may not be limited to:

- a. Creating a web page or a blog in which the creator assumes the identity of another person;
- b. Impersonating another person as the author of content or messages posted on the internet;
- c. Communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Social Aggression:

May be intentional or unintentional, direct or indirect. It can take many forms, sexist, racist, homophobic, or transphobic comments. If it is social or relational aggression, it is more subtle and may involve such behaviours as gossiping, spreading rumours, excluding others from a group, humiliating others with public gestures or graffiti, and shunning or ignoring. Social aggression may also occur through the use of technology.

Students are responsible to:

1. Refrain from bullying behaviour.
2. Report incidents of bullying behaviour to the principal, teachers, or other school staff.
3. Refuse to participate in circumstances involving bullying behaviour.
4. Remove themselves immediately from circumstances involving bullying behaviour.
5. Seek adult intervention for circumstances involving bullying behaviour

Progressive Discipline

The Principal or designate will use a progressive discipline strategy to address student infractions if a student has engaged in inappropriate behaviour. School leaders practice progressive discipline as part of a whole-school approach that involves a continuum of prevention programs, strategies for fostering and reinforcing positive behaviour and helping students make good choices, and age-appropriate interventions, supports, and consequences used to address inappropriate student behaviour.

A teacher or the principal or designate, as appropriate, will utilize early and/or ongoing intervention strategies to prevent unsafe or inappropriate behaviours and to guide students to more appropriate choices. For students with special education needs, this includes referring to their Individual Education Plan (IEP) and consulting with appropriate staff to determine the best possible approaches.

Interventions may include:

- Contact with student's parent(s)/guardian(s);
- Oral reminders;
- Review of expectations;
- Written work assignment addressing the behaviour, that has a learning component;
- Volunteer services to the school community;
- Conflict mediation and resolution;
- Peer mentoring;
- Referral to counseling; and/or consultation.
- Meeting with the student's parent(s)/guardian(s), student and principal;
- Referral to a community agency for counseling or intervention related to anger management, substance abuse, or other
- Detentions;
- Withdrawal of privileges;
- Withdrawal from class;
- Restitution for damages;
- Restorative practices;
- Safe schools transfer

In some cases:

- a. Suspension may be considered an appropriate progressive discipline step
- b. Contact with CAS where required
- c. Contact with police services where required

A bias-free approach is one that respects all people and groups, and reflects human rights principles. A bias-free approach helps build and foster a positive, safe, accepting, and respectful school culture and climate and helps students and their families, school staff, and other members of the school community.

Suspensions

The infractions for which a suspension may be imposed by the principal include:

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol, illegal and/or restricted drugs;
3. Being under the influence of alcohol;
4. Swearing at a teacher or at another person in a position of authority;
5. Committing an act of vandalism that causes damage to school or board property or to property located on the premises of the pupil's school;
6. Bullying;
7. Any act considered by the Principal to be injurious to the moral tone of the school;
8. Any act considered by the Principal to be injurious to the physical or mental well-being of any member of the school community; or
9. Any act considered by the Principal to be contrary to the Board or school Code of Conduct.

A pupil may be suspended only once for any incident of an infraction and may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days.

Alternative Learning Assignment: Administration may remove a student from a specific class (or classes) and place that student in a supervised study area, inside the school for a set period of time.

Out-Of-School Suspension: Student is suspended from his/her school. Students are **not** to be on school property during the suspension. **Students are not eligible to participate in school activities while on suspension.**

ATHLETICS

Eligibility

Full time students (3 or more credit courses per semester) are allowed to participate in a maximum of five (5) consecutive years of high school sport.

Students, who are changing high schools, are automatically ineligible to play all school sports, but have a right to appeal their eligibility. There is no guarantee that the appeal will be successful. All transfer students must apply for eligibility to the Board of Reference. (See the Physical Education Program Leader for further information)

Code of Behaviour for Student Athletes

1. Open tryouts are held for every varsity sport, and student athletes are selected on the basis of ability, dedication and reliability. Co-curricular teams are formed on the basis of "signing up" and the students' willingness to participate.
2. Students who play on varsity or co-curricular teams have the responsibility to attend every practice and/or game. Students who have a valid reason for not attending must notify the coach/teacher in charge.
3. Students who participate in co-curricular activities MUST fulfil the following requirements:
 - a. NUMBER ONE PRIORITY is the student's scheduled classes. The student's schoolwork must not suffer due to the participation in any school co-curricular program.
 - b. Every student must cooperate in all aspects of school life and be a worthy representative of BDHS at all times.
 - c. The time given to co-curricular activities from scheduled classes for any activity must be honoured. Do not ask your teacher for extra time away from class. It is your responsibility to catch up on lessons and assignments missed due to co-curricular participations.
 - d. Student athletes who do not attend school on "practice/game" day may not participate in the practice or game scheduled for that day or evening.
4. Be proud of your school and display the qualities of good sportsmanship and excellence.

User Costs:

Due to the rapidly rising costs of athletics BDHS will be levying a user cost for all sports –please refer to the newsletter for costs. If a player is unable to afford this cost, they may volunteer time towards an SAA sports or fundraising event. This option requires Curriculum Leader support and administration approval. Players must take care of all costs prior to their first game.

TEAMS AND CLUBS

ACTIVITY	S	O	N	D	J	F	M	A	M	J
Badminton – Senior/ Junior										
Basketball – Senior/Junior/Girls										
Basketball – Senior/Junior/Boys										
Cross Country										
Curling										
Football – Senior Boys										
Football – Junior Boys										
Golf										
Musical										
Rugby - Girls										
Sears Drama Festival										
Red Feather Activities										
Student Union										
Track & Field										
Volleyball – Senior/Junior/Girls										
Volleyball – Senior/Junior/Boys										

Thank You to all of our Advertisers

BDHS – BOBCATS

We support our Community

Thank you for supporting us!

<p>Blenheim Community Funeral Home</p> <p>Box 1709 Blenheim, ON N0P 1A0</p> <p>519-676-9200</p>	<p>Blenheim United Church</p> <p>49 George St. Blenheim, ON N0P 1A0</p> <p>Service at 10:30 a.m.</p>
<p>Blenheim Youth Centre</p> <p>78 Marlborough St. S. Blenheim, ON N0P 1A0</p> <p>519-676-0207</p>	<p>Branch 185 Royal Canadian Legion</p> <p>34 Catherine St. Blenheim, ON N0P 1A0</p> <p>519-676-2068</p>
<p>Delhaven Orchards</p> <p>8182 Talbot Trail, R.R. #1 Blenheim, ON N0P 1A0</p> <p>519-676-4475</p>	<p>H & R Block</p> <p>4-254 Talbot St. W. Blenheim, ON N0P 1A0</p> <p>516-676-4006</p>
<p>Handy Bros. Climate Care</p> <p>20226 Communication Rd. Blenheim, ON N0P 1A0</p> <p>519-676-5825</p>	<p>Homerun Restaurant</p> <p>202 Chatham St. S. Blenheim, ON N0P 1A0</p> <p>519-676-2922</p>

<p>Hopkins (Mallory Industries)</p> <p>281 Chatham St. S., Box 190 Blenheim, ON N0P 1A0</p> <p>519-676-5441</p>	<p>MBF Financial Services - MoneyBroker</p> <p>48 Talbot St. W., Box 2039 Blenheim, ON N0P 1A0</p> <p>519-676-8106</p>
<p>McLaughlin Wellness Clinic</p> <p>110 Talbot St. W., Box 571 Blenheim, ON N0P 1A0</p> <p>519-676-3311</p>	<p>Peeters Mushroom Farm Ltd.</p> <p>8267 Middle Line, R.R.#1 Charing Cross, ON N0P 1G0</p> <p>519-351-1945</p>
<p>RJ Equipment</p> <p>75 Industrial Ave, Box 1180 Blenheim, ON N0P 1A0</p> <p>519-676-4110</p>	<p>St. Mary's Hall</p> <p>94 George St. Blenheim, ON N0P 1A0</p> <p>519-676-1295</p>
<p>St. Mary's Parish</p> <p>96 Marlborough St. N., Box 580 Blenheim, ON N0P 1A0</p> <p>519-676-2025</p>	<p>Shoppers Drug Mart</p> <p>21 Chatham St. N. Blenheim, ON N0P 1A0</p> <p>519-676-8164</p>
<p>Wayne's Pizza & Subs</p> <p>183 Chatham St. S. Blenheim, ON N0P 1A0</p> <p>519-676-8151</p>	