

# Blenheim District High School



## STUDENT HANDBOOK

2020 - 2021

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Blenheim, ON N0P 1A0

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<https://blenheimdistricthighschool.entripyshops.com>

*This agenda belongs to:*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

STUDENT NO.: \_\_\_\_\_ HOMEROOM: \_\_\_\_\_

# **BLLENHEIM DISTRICT HIGH SCHOOL**

## **WELCOME TO THE LAIR – HOME OF THE BOBCATS**

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

The school year 2020-2021 is finally a reality and will be different than any other year. Both the Lambton Kent District School Board and Blenheim District High School has worked hard this year and is ready to meet the challenges that COVID-19 has given us. Usually we would start this handbook discussing all the wonderful opportunities you will have to get involved -sports, clubs, dances, and hanging out with classmates. Unfortunately, right now we can't enjoy these activities, but there will be other opportunities for you to enjoy your time at BDHS. Take the time to get involved in any way you can. If you have any new ideas, please bring them forward.

Please visit the LKDSB website 2020-2021 website for more information on the school year:

<https://www.lkdsb.net/Board/Community/PublicHealth/2020-2021SchoolYear/Pages/default.aspx#/=>

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 2020 - 2021 school year a success. Work hard, study hard, play hard and enjoy all that B.D.H.S. has to offer.

Elsa Natvik  
Principal

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## 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 following 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!

## BDHS Expectations of Students

The following expectations and behaviours are common to students that are successful at BDHS. Please read the list and try to follow them. We want you to do the best that you can – if you need help, please come see a teacher in the guidance area for help.

### **Academics**

- ✓ I will perform to the best of my abilities in all of my subjects.
- ✓ I will complete and submit all school work as assigned by my teacher, by the deadline.
- ✓ In the event that I experience difficulty, I will ask for help from my teacher or another adult in order to meet my teacher's expectations.

### **Behaviour**

- ✓ I will treat all people at Blenheim District High School with respect.
- ✓ I will behave in a manner consistent with the code of conduct and all other expectations as described in the student planner.
- ✓ I understand that staff members are responsible for the safety and wellbeing of the school and I need to follow the directions of the teachers at all times.

### **Attendance**

- ✓ I will attend all of my classes on time.
- ✓ I will only be absent for valid reasons that are approved by a parent/guardian.
- ✓ I will only leave class with the permission of the teacher.

These skills will help you to be successful in any area after school as well. Now is the time to start to make them a habit!

Good luck!

## STAFF LIST

<p><b>TEACHING STAFF</b></p> <p><i><b>Natvik, E. – Principal</b></i></p> <p>Bunning, M.  Cameron, D.  Carder, V. – C.L.  Chinnick, P.  Daigneault, M. – C. L.  Goodall, R. - C.L.  Hoskins, K. – C.L.  Jobin, H. – C.L.  Kistulinec, P. – C.L.  Lansens, K.  Maerz, T.  Pugh, B.  Scott, S.  Sullivan, K.</p>	<p><b>OFFICE STAFF</b></p> <p>Gray, A. – Office Manager  Gutteridge, C.</p> <p><b>LIBRARY SUPERVISOR</b></p> <p>Buchanan, T.</p> <p><b>CUSTODIAL STAFF</b></p> <p>(Day)  Sheppard, A.</p> <p>(Night)  Sonneveld, D.  Lasell, B.</p>
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<b>COVID PROTOCOL DAILY SCHEDULE</b>	
Classrooms Open	7:50
Warning Bell	8:00 – 8:02
<b>Start of Morning Classes</b>	<b>8:05</b>
<b>Opening Exercises</b>	<b>8:05 – 8:10</b>
Washroom Break	Staggered with class
<b>LUNCH</b>	Approx. 10:45-11:30
Washroom Break	Staggered with class
<b>End of Afternoon Classes</b>	<b>2:10</b>

<b>REGULAR DAILY SCHEDULE</b>	
Classrooms Open	7:50
Warning Bell	8:00 – 8:02
<b>PERIOD 1</b>	<b>8:05 – 9:25</b>
<b>Opening Exercises</b>	<b>8:05 – 8:10</b>
Break	9:25 – 9:33
<b>PERIOD 2</b>	<b>9:33 – 10:48</b>
<b>LUNCH</b>	10:48 – 11:32
Warning Bell	11:27 – 11:29
<b>PERIOD 3</b>	<b>11:32 – 12:47</b>
Break	12:47 – 12:55
<b>PERIOD 4</b>	<b>12:55 – 2:10</b>

## COVID START UP MESSAGE

We look forward to welcoming your child back to school for a safe start to the 2020-2021 school year. In order to support the successful transition back to school and assist students with learning school health and safety procedures and risk mitigation strategies, as well as to support school orientation for our incoming Grade 9 students, **classes for Grade 9 students will begin on Monday, September 14. The first day of classes for students in Grades 10 – 12 will be on Tuesday, September 15.**

We understand that many of the school procedures for the 2020-2021 school year will be new to students; however, we are committed to supporting safe and welcoming transitions to school for our students and families. In addition to supporting student learning, staff will help students become familiar with school and health and safety routines to reduce the opportunities for transmission of COVID-19.

The plan is a multi-layered approach with various safety measures to mitigate opportunities for the transmission of COVID-19. The implementation is a shared responsibility between Lambton Kent District School Board (LKDSB) staff, local Public Health, family households, students and Chatham-Kent Lambton Administrative School Services (CLASS). By collectively implementing the plan, our schools will be safe for our students and staff.

Refer to the *School Safety Protocols* and the *Daily Screening Questionnaire for Parents/Guardians/Students Before Attending School* for more information.

Please note: Parents/guardians will have limited opportunities within the school year to switch their child's school experience between face-to-face instruction and Learn at Home instruction (or vice versa). Families must notify the school in advance and there may be a waiting period prior to their child's admission to school, depending on scheduling and availability of classroom space.

### **School Arrival**

Student timetables will be emailed directly to secondary students. Please refer to your child's timetable for specific information regarding course scheduling and homeroom assignment.

Where possible, students should not arrive before 7:50 am (15 minutes before the morning bell).

Students will move to their designated entrance door regardless of transportation, bus, drop-off, or walking. Upon arrival at school, students will enter the school and go directly to their Period A class. On the first day, BDHS staff will be in the hallway to direct students to their correct class.

### **Students must be wearing masks to enter the school, unless otherwise exempted.**

When your child arrives, your child will enter the school through the doors at the northwest tech wing, the east ramp by the parking lot at the back, the west front doors off Chatham Street South, or the southwest library doors off Chatham Street South (by the Esso Station). Doors will be locked at 8:20 am and students will have to call the office to enter the school. At the end of the school day, your child will exit through the same doors.

### **Parents/Guardians: Please share school arrival information with emergency contacts for the student.**

**Please note: To maintain cohorts and contact tracing, parents/guardians will not be allowed to enter schools at this time, except in case of emergency or a pre-arranged appointment time.** Parents/guardians of students requiring extra support to help get to class once safely at school should contact the school administrator.

If a student leaves school property during the school day (unless for a pre-scheduled medical appointment), the student will return to school the next day following the completion of the *Daily Screening Questionnaire for Parents/Guardians/Students Before Attending School*.



## **Screening**

Parents/guardians are required to assess their children daily and report whether they are experiencing any signs of illness and are expected to keep them home if they are. Parents/guardians should refer to the *Daily Screening Questionnaire for Parents/Guardians/Students Before Attending School* to perform daily screening of their children before arriving at school.

All students who are experiencing symptoms consistent with COVID-19 must not attend school and should seek appropriate medical attention as required, including getting tested at a COVID-19 testing centre. The closest testing centre to our school is 47 Emma Street in Chatham. Please go to <http://www.ckha.on.ca/covid-19-information> for more information. *Note: Refer to the School Safety Protocols and Daily Screening Questionnaire for Parents/Guardians/Students Before Attending School* for more information.

## **Student Transportation**

CLASS is planning service for all eligible students; there is no need to register for busing. Go to <https://cklass.ca/services/student-transportation/address-eligibility/> in order to confirm your eligibility for transportation. You will need your child's student number to login. Please call BDHS if you need a copy of the number. Students will be assigned a bus seat, be required to wear masks and will sit with their siblings or classroom cohort. Additional information is available on the CLASS Student Transportation website: <https://cklass.ca/services/student-transportation/>

Download the MySBI app for school bus updates during the school year, including school bus delays and weather cancellations.

## **Personal Student Items**

Any personal items (e.g., backpack, clothing, water bottles, food, etc.) should be labeled and kept in an area designated for the student and should not be handled by other students. Students will not have access to lockers at this time.

## **Lunch and Food Services**

Students will be required to bring their own food as cafeteria food services and self-serve vending machines will not be available.

Students will remain in their classroom to eat lunch and will not share food. The use of common spaces, such as cafeterias, libraries/learning commons and hallways, will not be available for students to eat lunch.

Students will not be permitted to leave the school premises for lunch.

Students should bring labelled refillable water bottles instead of accessing drinking fountains. If you do not have a refillable water bottle, please contact the school.

## **Student Activity Fees**

Student Activity Fees will be reduced for this school year.

In order to support physical distancing and minimize the handling of cash, families are encouraged to use SchoolCash Online. Visit the school website to learn more about SchoolCashOnline (click on the orange School Cash Online button).

## **Course Schedules**

The school year will be divided into four blocks of approximately 44 days of instruction. Students will participate in one period per day, alternating weeks for two periods of their timetable, rather than the usual four periods per day over a full semester. In total, students will take eight courses per year in the quadmester approach, the same number of courses as in a traditional semestered approach.

**Please note: Student timetables will be communicated directly to secondary students.**

Quadmester 1 is tentatively set for September 8-November 13 (including exams). Students will participate for the full day in two classes – Course A and Course B – in alternating weeks, beginning with Course A the week of September 14. Note: Should conditions change secondary scheduling may be revised.

Please refer to the [Reopening Our Schools](#) plan for the tentative quadmester dates and a schedule for Quadmester 1 courses.

### **Moving Between Learn at Home and Face-to-Face Instruction**

Families wishing to transfer between face-to-face learning to Learn at Home or transfer from Learn at Home to face-to-face instruction must contact their principal according to the following timelines:

- Fall date: Families notify school by October 22. Student begins new program type on November 16.
- Winter date: Families notify school by January 12. Student begins new program type on February 3.
- Spring date: Families notify school by March 30. Student begins new program type on April 20.

Students moving between program delivery choice (i.e. face-to-face learning or Learn at Home) should anticipate changes in teacher(s). If space is available, the LKDSB will attempt to accommodate all requests sooner than the dates above; however, this will vary from school-to-school and grade-by-grade and may not be possible. Transportation delays may also occur.

Please note: Parents/guardians will have limited opportunities within the school year to switch their child's school experience between face-to-face instruction and Learn at Home instruction (or vice versa).

### **Special Education Staff Support**

Teachers, Educational Assistants and other special education support staff essential for daily academic programming in the classroom will use personal protective equipment when physical distancing is not possible. Information about Special Education staff support is available in the [Reopening Our Schools](#) plan. Should you have any specific questions about your child, please follow-up with the school.

### **Individual Education Plan**

Individual Education Plan (IEP) and Plan of Care for students will be reviewed and updated in consultation with families and school staff as we begin the 2020-2021 school year. Parents and guardians can expect to receive an updated IEP and/or Plan of Care. If parents and/or guardians have any questions or concerns, please contact our Resource Teachers, Steve Scott and Rhodri Goodall.

### **Mental Health**

As a result of the time away from the school setting, we understand that students may be struggling with mental health concerns, such as anxiety and depression. Families are encouraged to contact their school team to discuss their child's transition back to the school setting. For additional resources, please access information at: <https://www.lkdsb.net/Board/Community/MentalHealth/>

### **Reopening Our Schools Plan**

For additional information about the LKDSB's Reopening Our Schools Plan, please visit the [LKDSB website](#).

([https://www.lkdsb.net/Board/Community/PublicHealth/2020-2021SchoolYear/Pages/default.aspx#/=](https://www.lkdsb.net/Board/Community/PublicHealth/2020-2021SchoolYear/Pages/default.aspx#/) )

Please communicate any relevant information with your child's emergency contacts.

## DAILY SCREENING QUESTIONNAIRE



### Daily Screening Questionnaire for Parents/Guardians/Students Before Attending School

Do you, or your child attending school, have any of the following new or worsening symptoms?	Circle One	
Fever (37.8°C or greater)	YES	NO
New or worsening cough	YES	NO
Shortness of breath/difficulty breathing	YES	NO
Sore throat	YES	NO
Chills	YES	NO
Difficulty swallowing	YES	NO
Runny nose/nasal congestion (in absence of underlying reason for this such as seasonal allergies, post nasal drip, etc.)	YES	NO
Feeling unwell/fatigued/malaise	YES	NO
Nausea/vomiting, diarrhea, abdominal pain	YES	NO
Unexplained loss of appetite	YES	NO
Loss of sense of taste or smell	YES	NO
Muscle/joint aches	YES	NO
Headache	YES	NO
Conjunctivitis (pink eye)	YES	NO
Has your child, or anyone in the child's household, had close contact (face-to-face contact within two metres) with anyone with a respiratory illness or confirmed or probable case of COVID-19?	YES	NO
Has your child, or anyone in the child's household, returned from travel outside of Canada in the last 14 days (excluding travel due to work, or other essential needs that did not require an overnight stay)?	YES	NO

- If you answered **NO** to all questions, your child may attend school.
- If you answered **YES** to any question, **DO NOT** send your child to school at this time. Your child should stay home. Complete the COVID-19 Self-Assessment Tool at <https://covid-19.ontario.ca/self-assessment/> to determine if medical care is required and if a COVID-19 test is needed. Your child may return to school as directed by a primary care provider.

**CK Public Health - Grand Office**  
 435 Grand Ave. W., Chatham ON N7M 5L8  
 Tel: 519.352.7270 Fax: 519.352.2166  
**Clinic Services**  
 177 King St. E., Suite 2, Chatham ON N7M 3N1  
 Tel: 519.355.1071 Fax: 519.355.0848  
[www.ckpublichealth.com](http://www.ckpublichealth.com)

**Lambton Public Health**  
 160 Esmouth St., Point Edward ON N7T 7Z6  
 Tel: 519.383.8331 Fax: 519.383.7092  
 Email: [publichealth@county-lambton.on.ca](mailto:publichealth@county-lambton.on.ca)  
[www.LambtonPublicHealth.ca](http://www.LambtonPublicHealth.ca)

## TENTATIVE SEMESTER DATES

### TENTATIVE QUADMESTER DATES:

QUADMESTER 1	QUADMESTER 2	QUADMESTER 3	QUADMESTER 4
September 14 – November 13 (includes exam days)	November 16 – February 1, 2021 (includes exam days) Feb. 2 is a PD Day	February 3 – April 19, 2021 (includes exam days)	April 20 – June 28, 2021 (includes exam days)
Students will participate in Courses A and B from their quadmestered timetable. Students will alternate Course A course one week, Course B course the next week	Students will participate in Courses A and B from their quadmestered timetable. Students will alternate Course A course one week, Course B course the next week	Students will participate in Courses A and B from their quadmestered timetable. Students will alternate Course A course one week, Course B course the next week	Students will participate in Courses A and B from their quadmestered timetable. Students will alternate Course A course one week, Course B course the next week

**Note:** Should conditions change secondary scheduling may be revised

Sample schedule for Quadmester 1: Period A and B from regular student timetable\*

Week of:	Students will attend the following from their timetable:	Week of:	Students will attend the following from their timetable:
September 14	Course A	November 16	Course A
September 21	Course B	November 23	Course B
September 28	Course A	November 30	Course A
October 5	Course B	December 7	Course B
October 12	Course A	December 14	Course A (week before Winter Break)
October 19	Course B	January 4	Course B
October 26	Course A	January 11	Course A
November 2	Course B	January 18	Course B
November 9	Course A (3 days) (exams Nov. 12, 13)	January 25	Course A (2 days) Exams Jan. 28, 29, Feb. 1

\*Dates are subject to change

# 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

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

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 *insuremykids* 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).

More information can be found at the LKDSB website at:

<https://www.lkdsb.net/Board/Community/StudentAccidentInsurance/Pages/default.aspx#/=>

### 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](mailto: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](mailto: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 trancies
- Forged notes or misrepresentation in reporting absences

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

- excessive absences
- 5 days consecutive absence – Letter of Concern mailed
- 10 days consecutive absence – Letter of Concern mailed
- **15 days** consecutive absence – student will be removed from course per Ministry of Education rules

## 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.

## 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.

## Dress Code

The school is a public work place. The student's dress should meet with generally accepted standards of the community. Clothing is to be free of profane language and any statements and pictures or connotations regarding sex, alcohol, tobacco, other drugs, hate or violence and cover all undergarments. Suggestive and revealing clothing are not appropriate clothing in workplaces and therefore are not appropriate for wear at school. 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.

For health reasons, footwear must be worn at all times while in the school.

Hats and headgear:

1. Students are allowed to wear their hats in the halls.
2. It is teacher discretion if hats are allowed in their classrooms.
3. Hats need to be removed during the following circumstances: National Anthems, Assemblies, guest speakers, Funeral Processions, other situations as asked by staff.
4. Bandannas, sweat/head bands, must not be worn in the school from arrival in the morning until leaving the building after school is dismissed.
5. Headgear that has any logos or slogans pertaining to drugs, alcohol, sexist behavior, vulgarity, profanity, or racist issues is not allowed.

Special Circumstances:

1. Additional dress requirements will also apply in the shop areas, technical areas, science areas, family studies areas, co-operative education placements, and physical education areas/classes.
2. Students must follow the requirements as stated by the teacher or they may be removed from the classroom due to safety reasons.
3. Exceptions may be made to accommodate established religious/cultural practices and/or special school events.

Outdoor wear/gear such as jackets, coats and knapsacks are not to be worn or brought to the classroom.

## 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.

## 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.** 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.

## 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.**

On days when busses are not running our school is open and our teachers are here. Regular attendance is expected of students who walk to school. If that is not going to happen parents need to call the school before 8:30 a.m. to let us know. We need to be sure that all our Bobcats are safe. Bus students will automatically be coded as absent/transportation cancelled, which will be changed to present if they do arrive for class.

\*\*\*\*\*

## 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). This includes e-Cigarettes and Vaping paraphernalia.

CK bylaw states:

***“Smoke” or “Smoking” includes the use or carrying of any lighted or heated cigar, cigarette, pipe or waterpipe, or any other equipment used to inhale, exhale, burn or heat any smoking product.***

***“Smoking Product” means tobacco or a tobacco like product whose primary purpose is to be burned or heated to produce vapours, gasses, or smoke, which are inhaled, and shall include but is not limited to non-tobacco herbal shisha, and other plant material or oils intended for inhalation...”***

Please refer to the public to the CK Health website that also includes the bylaw:

<http://ckphu.com/smokefree-chatham-kent/>

**One warning will be issued by the Principal and parent/guardian will be notified. Subsequently the smoking by-law officer will be contacted and may result in smoking charges of \$306.00.**

## Cannabis

The school board prohibits the use of cannabis or the carrying/holding of cannabis on school property at any time. This includes the use of recreational or medicinal cannabis.

## 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.

## SchoolMessenger

In order to improve communication between BDHS and parents, the Office will be utilizing the automated call home system called SchoolMessenger. 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](mailto:BDHS.Attendance@LKDSB.net) on the day of the absence or send a note, explaining the absence.** Periodically, BDHS will use SchoolMessenger 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.

## 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/>

Spirit Wear website is <https://blenheimdistricthighschool.entripyshops.com>

SchoolCash website is <https://lkdsb.schoolcashionline.com>

## 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 Regulations is to set out the expectations with respect to the use of technology and the responsibilities of each individual in maintaining a secure environment.

#### Scope

These Regulations apply to all students of the Lambton Kent District School Board.

#### System Integrity

- The computer system including computer files, documents and electronic communications are the property of the LKDSB.
- 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.
- Students will only use the network account assigned to them.
- 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.
- The initial password will be assigned by the Help Desk. 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.
- Students must not try to hack into the computer system or gain access to any unauthorized databank.
- Students must not access or delete computer files or directories of others.
- Students must respect the integrity of the computer system by not altering hardware, software or wiring configurations.
- 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, and USB keys. Students should use caution when opening email attachments from unknown senders.
- All diskettes, 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.
- 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.
- 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**

- 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.
- Web pages should not contain any personal information about students (ex: address, telephone number).
- Students must NEVER agree to meet with keypals unless supervised by a teacher.
- 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**

- Board supported network accounts are granted to students to further their academic goals. The LKDSB system may not be used for personal reasons.
- 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.
- Students must use language appropriate to the school setting.

## **Unacceptable Use**

- Students must not access director or proxy sites that circumvent the security measures put in place by the Lambton Kent District School Board.
- 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.
- 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.
- Students must not access or distribute material that advocates prejudice or hatred towards any identifiable group (for example, gender, ethnic, religious, minority etc.).
- 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).
- 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.
- Students must not propagate chain letters or other junk mail.
- Students must not attempt to hide, disguise or misrepresent their identity as the sender.
- Students must not cause damage to computers and/or equipment including, but not limited to, computer hardware, keyboard, monitor, mouse, cables.
- Students must not use LKDSB technology for purposes unrelated to educational and curricular activity.
- Students must not use inappropriate language in files/filenames or in email communication.
- All software license 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".
- Under copyright laws all material remains the property of the author/creator and therefore permission is required for its use.
- 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 of unacceptable use**

- 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 broad 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
- 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](http://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:	<a href="mailto:cksexualhealth@chatham-kent.ca">cksexualhealth@chatham-kent.ca</a>
blog:	<a href="http://www.ckpublichealth.com">www.ckpublichealth.com</a>
Facebook:	<a href="http://www.facebook.com/CKPublicHealth">www.facebook.com/CKPublicHealth</a>
Twitter:	<a href="http://www.twitter.com/CKPublicHealth">www.twitter.com/CKPublicHealth</a>

### 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.

## HELP YOURSELF. HELP EACH OTHER.

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

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

#### Where to Call:

Emergency – dial 911 or go to the nearest hospital  
 Find help in your community – [www.211Ontario.ca](http://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"> <li>▪ Deduct 5% per day up to a maximum of 50%</li> <li>▪ Receive a mark of “zero” if the assignment has been returned to the rest of the students.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Redo assigned work</li> <li>▪ 25% deduction</li> <li>▪ “Zero” if not handed in within specified time frame</li> <li>▪ Parents informed if under 18.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mark of “Zero” is assigned</li> <li>▪ Parents informed if under 18</li> <li>▪ Administration is informed</li> <li>▪ Personal Electronic Devices are not to be on or in sight during test (individual teachers may make exceptions to this rule).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Student finishes exam</li> <li>▪ If cheating is determined a mark of “zero” is assigned</li> <li>▪ Parents informed if under 18.</li> <li>▪ Personal Electronic Devices are not to be brought into the examination room.</li> </ul>
11 & 12	<ul style="list-style-type: none"> <li>▪ Deduct 10% per day up to a maximum of 50%</li> <li>▪ Receive a mark of “zero” if the assignment has been returned to the rest of the students.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Grade 11 - Redo assigned work</li> <li>▪ 50% deduction</li> <li>▪ “Zero” if not handed in within specified timeframe</li> <li>▪ Grade 12 – “Zero” assigned with no opportunity to make up assignment.</li> <li>▪ Parents informed if under 18.</li> </ul>		
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.		

## **Exams and Final Evaluations**

Five days are allocated at the end of each semester for the scheduling of formal exams and other final evaluations. This includes an allowance for inclement weather. Each school year these dates are clearly indicated (with an “E”) on the LKDSB School Year Calendar which is posted online. Each secondary school will communicate its final exam schedule prior to the exams beginning by posting the schedule throughout the school and on the school website. The exams will be conducted in accordance with the Ontario Education Act, associated Regulations, and Ontario Schools 2016. They will also be implemented in accordance with the LKDSB Policies on Attendance and the current LKDSB Assessment and Evaluation Guidelines. If a major cultural or religious holiday occurs during an exam period, then LKDSB Senior Administration will provide direction to Principals.

**Absences:** All students are expected to write all of their final exams and other evaluations. Sometimes there are exceptional circumstances which may necessitate the rescheduling of a student’s final exam (see approved absences below). Only the school Principal or their designate can approve an absence or rescheduling date during the scheduled exam days.

<b>Approved Absences</b> 	<b>Non-Approved Absences</b> 
<ul style="list-style-type: none"><li>• bereavement</li><li>• legal matters (as supported by court documents)</li><li>• student’s personal illness – supported by a medical note</li></ul>	<ul style="list-style-type: none"><li>• family vacations or weddings</li><li>• sporting events</li><li>• early exit to seek employment, mission trips or summer camps</li><li>• any other circumstance not listed in approved absences</li></ul>

**Notification Process:** Any student (18 years old and over), or the parent/guardian of student under the age of 18, who may be absent from an exam should contact the school Principal as soon as possible prior to the scheduled exam date and time and provide documentation as may be requested. Any exceptional circumstance that might result in a request for the rescheduling of a final exam should be submitted to the school Principal at least two weeks prior to the scheduled exam date and time.

All efforts will be made to reschedule an exam (by 2:30 on the last scheduled day of exams) if necessary. Any absence from an exam for any reason that has not been approved by the school Principal can result in a mark of zero and could impact negatively on credit achievement and graduation requirements. Teachers, in consultation with their Principal, will use their professional judgement in establishing a final course mark for students.

*Revised April 29, 2019*

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										
Rugby - Girls										
Sears Drama Festival										
Red Feather Activities										
Student Union										
Track & Field										
Volleyball – Senior/Junior/Girls										
Volleyball – Senior/Junior/Boys										