

Lambton Kent Composite School

Student Handbook



~ Welcome to Cardinal Country ~

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<http://lkcs.lkdsb.net>



Principal - Mr. M. Hunt
Vice Principal – Mr. Geoff Brenders



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~COVID Safety Protocols~

Prior to attending school, all students, staff and visitors must complete and follow the directions of the daily COVID-19 School Screening assessment tool. All students who are experiencing symptoms consistent with COVID-19 must not attend school and should follow the directions of the COVID-19 School Screening assessment tool. Students should follow the directions of the daily COVID-19 School Screening assessment tool.

~Accessing Important Information~

Classroom Learning Environment

All secondary courses will have a virtual learning environment that will be used regularly throughout the semester. Students in the virtual program will utilize Brightspace as their main classroom environment, with Google Meet as the method of synchronous learning. Students in face-to-face classes at LKCS will utilize either Google Classroom or Brightspace as directed by their classroom teacher.

All students have access to Google programs and Brightspace by logging in with their @lkdsb google email address. Student should check their @lkdsb google email address daily for any important communications from teachers, extra curriculars and administration.

Information Sharing

Students will be added to a Grade specific Google classroom where they will be provided grade appropriate information regarding timetables, upcoming events, post secondary information and more. It is recommended that students turn notifications on for these classrooms so they can become aware of new important information as it is released.

LKCS will maintain a daily Google Announcement slidedeck that can be accessed by students, staff and parents. This slidedeck will be updated daily with important announcements and updates.

~Daily Timetable~

LKCS is now home to both students who attend school face to face, and those in the virtual learning program. All students will follow the same timetable and timing of the school day.

Daily Schedule/Timetable:

Time	
8:01 – 9:20	PERIOD 1
9:20 – 9:30	BREAK
9:30 – 10:45	PERIOD 2
10:45 – 11:30	LUNCH
11:30 – 12:45	PERIOD 3
12:45 – 12:55	BREAK
12:55 - 2:10	PERIOD 4

- Students are expected to be in class prior to the start time of each period

LKDSB School Year Calendar 2022-23



Sarnia Education Centre
200 Wellington Street
Sarnia, ON N7T7L2
Phone: 519-336-1500

Chatham Regional Office
476 McNaughton Ave., E
Chatham, ON N7M 5L7
Phone: 519-354-3770

ELEMENTARY & SECONDARY SCHOOL YEAR CALENDAR 2022-2023

Legend: B - Board Designated Holiday, H - Statutory School Holiday, E - Evaluation Day, P - Professional Activity Day

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
October	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
November		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
December				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
January	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
February			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28			
March			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
April	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
May	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
June				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30

Professional Activity Days
Friday, September 16, 2022
Friday, October 7, 2022
Friday, November 18, 2022
Friday, February 3, 2023
Friday, April 28, 2023
Friday, June 9, 2023
Friday, June 30, 2023
First Day of Classes
Tuesday, September 6, 2022
Education Week
May 1, 2023
Take our Kids to Work Day
November 2, 2022



~LKCS Staff~



Administration:

Mr. M. Hunt – Principal

Mr. G. Brenders – Vice Principal

Teaching Staff:

Mr. I. Avery – Geography

Mrs. J. Avery – Guidance

Mrs. M. Beatty - Science

Mr. C. Bechard – French, His

Mrs. A. Bell – Family Studies

Mrs. K. Collins – Student Success

Mrs. E. Debicki – English

Mr. C. Drew – Social Science

Ms. K. Ferguson – Social

Science

Ms. M. Green – Math, Sci.

Mrs. A. Huston – English, Drama

Mrs. A. Kominek - Science

Mr. D. Kominek – Phys Ed

Mrs. L. LeClair- Math

Mrs. A. Leidl – Resource

Ms. K. Logan – English, Drama, History

Mr. S. Lynch - History

Mr. B. Maitland – Geography

Mr. M. McGrail - Technology

Ms. B. Rowley - Art

Mr. T. Moynihan – Technology

Mrs. K. Pugh - Math

Mr. G. Roeszler – Coop, Business

Mr. B. Ross – General Studies

Mrs. J. Ryan – English

Mr. D. Strevel – Phys-Ed, General Studies

Mr. G. Teasdale – Technology

Ms. S. Weed – Science

Curriculum Leaders:

- Mr. D. Kominek – Student Activities, Physical Education
- Mr. M. McGrail - Technology
- Mr. T. Moynihan - Computers
- Mrs. K. Pugh – Mathematics, Business
- Mr. I. Avery – Canadian & World Histories, Social Sciences and Humanities, Arts (Visual, Music)
- Mrs. K. Logan – English, Drama, French
- Ms. S. Weed - Science
- Mrs. J. Avery – Student Services, Special Education, Co-Op, Library

Office/Support Staff:

Mrs. J. Nemcek – Office Supervisor

Mrs. H. Dodwell – Guidance Sec.

Mrs. R. DiBenedetto – Attendance

Mrs. C. Syer – Library Supervisor

Custodial Staff:

Mr. N. Robb

Mrs. J. Hakker

Mrs. D. Cowell

Mr. J. Humphrey

~Inclement Weather~

LKCS is located in Zone 6.

For more information, visit <http://schoolbusinfo.com/schools/>

On days when buses are not running, our school is closed to all students. The decision to cancel buses is made by 6:30 am, and the public is notified through www.schoolbusinfo.com and local radio stations. Due to inclement weather, we will experience a number of days when the morning bus runs will be cancelled (usually due to fog) or all buses for the day will be cancelled (usually due to snow). However, we hope to minimize the negative impact of these occurrences so as to not lose valuable educational opportunities. Before you set out in the morning, please consult www.schoolbusinfo.com or listen to local radio broadcasts for updated bussing information. Please remember that we are in **Zone 6**.

Secondary School teachers and students will pivot to a virtual learning platform on Inclement Weather days when buses are cancelled in individual zones or in all zones. All Secondary School Teachers will deliver program on a virtual platform.

Bus Cancellation Scenarios

Secondary School(s) will be closed to students in all the following scenarios:

- All bus zones are cancelled for the day
- All buses are cancelled for the day in the zone where the Secondary School is located

NOTE: When individual buses are cancelled (e.g. mechanical issues), schools will remain open to students and staff will report to school. When zones or individual buses are delayed (e.g. fog day), schools will remain open to students and staff will report to school.

~Additional Reference Information~



ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behaviour. Regardless of the type of program, **courtesy demands that students be respectful and appreciative.** Talking, whispering, whistling, stamping of feet, and booing are unacceptable behaviours.

LOCKERS

Please remember that lockers are a privilege and students must use their assigned locker. Misuse of lockers will result in loss of the privilege. Report mechanical problems with lockers to the main office. *A rental fee may be charged by the school.* Lockers are expected to be closed and locked at all times. Do not divulge your combination to anyone. **Do not leave money or valuables in your locker or dressing room. Only combination locks provided at the school may be used on lockers. All other locks will be removed.** Lockers and desks are school property and a search of such property is permissible by the administration.

LOST AND FOUND

Lost and found articles are kept in the main office. **The school does not carry insurance to reimburse students for lost or stolen articles. The ultimate responsibility for looking after your things rests with the student.** Do not take money, valuables, etc. into the dressing rooms. **Lost textbooks, library books and iPads must be replaced for the price of the item. These items are the property of the Lambton Kent District School Board.**

STUDENT PARKING

All spaces in the staff parking lot at the north-west side and directly behind the school are allocated to staff members and visitors. The **north-east parking lot** is where students may park their vehicles. You must **“park it, lock it and leave it”** (during regular school hours). **Students are not permitted to be in the parking lot during regular school hours, unless arriving or departing with an automobile.** Parking is a privilege not a right. Police involvement will occur with driving violations to or from our parking area.

TELEPHONE CALLS

The office can handle only emergency telephone calls for students. Students must use their cell phones **outside of class time.**

~ Emergency Procedures ~

EMERGENCY RESPONSE:

During any school year, there are a number of situations that can occur which require us to use Emergency Procedures. These may include a fire, a tornado warning, and a drug search by police officers or an intruder.

There are procedures for each situation that the students will practice. Although real situations are rare, students, staff, parents and visitors need to be aware of what is expected.

HOLD AND SECURE

Used for: ongoing situation OUTSIDE that is not related to the school occurs i.e. bank robbery, community tragic event, etc.

- Staff assigned to monitor exits move to their area
- Any students on athletic fields should return to the school immediately
- Exterior doors are locked and monitored by staff
- Unassigned staff to the office
- All staff and students within the school are to remain within the classrooms until further notice
- No one is allowed outside; emergency response crews are allowed to enter.
- Staff quick look, halls adjacent to classrooms cleared
- Wait for directions

SHELTER IN PLACE

Used for: when it is necessary to keep all occupants within the school to protect them from an external situation involving environmental or weather-related factors i.e. chemical spills, blackouts, explosions or extreme weather conditions

- An announcement is made to "Shelter in Place"
- All staff and students within the school are to remain within the classrooms until further notice.
- Students in hallways or washrooms must return to class immediately.
- Staff adjacent to washrooms should do a quick check.
- Students on study periods should report to an area designated by the Principal.
- All students on athletic fields should return to the school immediately to an area designated by the Principal.
- Exterior doors locked/ windows closed/ ventilation systems turned off.
- Principal determines whether to bring in students from the portables based on the seriousness of the situation.
- Assign one staff member to monitor each exit.
- Exterior doors locked/windows closed/ventilation systems turned off

Note: To safeguard students and staff inside the building, exterior doors need to remain closed during a shelter in place situation. Travel to a school through conditions requiring a shelter in place creates its own risk. 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.

~ Emergency Procedures ~ Continued

LOCK DOWN

Used for: major incident or threat of school violence within the school or in relation to the school

- An announcement is made by the office to “Lockdown” classrooms in designated areas

Once inside a secure area, staff and students should:

- All students remain in classrooms; clear the halls
- Classroom doors and windows will be locked, curtains drawn, lights off
- Cover the window of the classroom door;
- Be aware of sight lines;
- Stay away from doors and windows;
- Take cover if available (get behind something solid);
- Communicate regarding the incident.
- Students and staff remain away from windows and doors until further notice, cells phones are to be put on quiet mode and only use them if it is necessary to communicate regarding the incident
- If in the washrooms and it is possible get to an area which can be safely locked down and if trapped, enter and lock stall and climb on toilet;
- Everyone should be on the floor if gunshots are heard;
- Have attendance taken by a staff member;

When the potential for danger is over, an announcement of “Deactivate Lock Down” will be made to indicate it is safe to resume activities as usual and that the threat no longer exists.

** In Emergency Situations anyone in the building needs to respond immediately and co-operatively.

~ Student 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 to ensure the rights and responsibilities of all members of the school community.

Lambton Kent Composite School 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 members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that personal mobile devices are only used during instructional time for the educational and permitted purposes in the following circumstances:
 - for educational purposes as directed by an educator
 - for health or medical purposes
 - to support special education needs
- cell phones, cameras and other digital imaging and/or audio recording devices are NOT permitted to be used in change rooms or washrooms at any time.
- treat one another with dignity and respect at all times, and especially when there is disagreement; - respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability and other protected areas under the Ontario Human Rights Code;
- respect the rights of others.
- show proper care and regard for school property and the property of others.
- take appropriate measures to help those in need.
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully.
- respect all members of the school community, especially persons in positions of authority.
- not swear at a teacher or at another person in a position of authority.

~ Student Code of Conduct ~ Continued

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 with all necessary materials.
- shows respect for himself or herself, and for those in authority.
- bring nothing to school that may compromise the safety of themselves and 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 and staff.
- ensure that their child attends school regularly and on time with all necessary materials.
- 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.

ANTI-SMOKING POLICY

Under the Smoke Free Ontario Act of 2017, a person cannot **smoke or vape** in any public or private school's:

- indoor space
- outdoor grounds, including playgrounds and sports fields
- public areas within 20 metres of the school's grounds.

Persons in violation of the above items may be fined by the Chatham Kent Public Health's Tobacco Enforcement Officer and may also be subject to consequences by school Administration. More information can be found at <http://ckphu.com/smokefree-chatham-kent/>.

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.

~ Student Code of Conduct ~ **Continued**

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 behavior.

DRESS CODE

Students, both virtual and face to face, are expected to dress modestly and in a manner appropriate to the moral tone of the school. Students who wear clothing that expose inappropriate areas of the body, those with profanity, sexually explicit messages or messages deemed offensive by administration will be asked to change or be sent home to obtain school appropriate clothing. For health and safety reasons, long pants and closed-toe-shoes must be worn at all times in classrooms where technology courses are given.

School Administration reserves the right to determine appropriate dress

~ Progressive Discipline ~

PROGRESSIVE DISCIPLINE

Progressive discipline is the application of appropriate discipline strategies starting from lesser consequences that can lead to more in-depth 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:

- Oral reminders.
- Review of expectations.
- Contact with student's parent(s)/guardian(s);
- Detentions
- Written work assignment addressing the behaviour, that has a learning component.
- 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
- 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.

~ Attendance Policy ~

Students are expected to attend all classes unless officially excused. Attendance is extremely important to student success. When a student is going to be away from school, parents/guardians are to call the school or use school messenger to report the absence, ideally, before or at the beginning of the school day. All classes have a digital classroom students can access the space to check for work they have missed. It is the responsibility of the student to catch up on all worked missed during an absence. Students are encouraged to see the teacher or reach out via email to connect if they have questions.

TRUANCY POLICY

Truancy is an absence without parental/guardian permission and may result in the following progressive consequences:

- Contact home, detention, in school suspension, parent meeting, referral to LKDSB Attendance Officer, send home, suspension, referral to community agency or alternative program, etc.

LATE POLICY

Students are to be in class, seated and ready to begin, when the bell rings. If a student arrives to class late, the classroom teacher will record the student as late. Classroom teachers will monitor lates for their particular class and assign consequences. Habitual late issues will be dealt with by administration.

When a student arrives to school or class late during first period, parents/guardians are to call the school in advance or send a note to school explaining the late. Students without a valid reason will be subject to consequences. Sleeping in, missing the bus, out for lunch, smoking, etc. do not constitute a valid reason. If a student arrives late to class, the following are potential progressive consequences:

1. Teachers will remind students of the importance of punctuality.
2. After 5 lates in one class (subject to the professional judgment of the teacher), the teacher will contact a parent/guardian to notify them of the behavior/pattern, share concerns regarding the impact on academic performance and discuss ways to rectify the lates. Administration will be made aware of the issues and that a call home has occurred.
3. If there is no change in student behavior, the teacher will inform the office.
4. The student will meet with administration to discuss behaviour and possible appropriate consequences.
5. Failure to modify behavior will result in Progressive Discipline that may include, contact home, detention, supervised in school suspension in SLC with a package of missed work to completed or alternate assignment, parent meeting, referral to Attendance Officer, send home, suspension, referral to community agency or alternative program.

~ Attendance Policy ~ Continued

STUDENTS WITH ADULT STATUS

Students who are 18 years of age are required to communicate with the administration regarding permission for school staff to communicate with a parent/guardian. These students may write their own notes and sign documents (e.g. course selection sheets). **Students 18 and over are subject to the same rules, regulations and expectations as all other students and must also assume responsibility of communication with the school.**

HOW PARENTS CAN HELP

1. **Make vacation plans that will coincide with the school calendar. Students on vacation during school time will miss a great amount of work in a semester system.**
2. Please schedule appointments (e.g., dental, medical, personal business) outside school hours.
3. Permit absence only when necessary. Question your child about assignments due, and tests to be written, before permitting an absence.
4. Discourage your child from working long hours at a part-time job.
5. If you are told something suspicious, call the school to clarify any questions, i.e. **there is no such thing as “Beach Day” or “Senior’s Day”.**
6. Please support us and insist that your child attends special events such as assemblies and guest speakers. This is a very important component of **Character Development.**



~ Homework Policy ~

The staff at Lambton Kent Composite School recognizes that homework is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility, and helping students develop positive habits.

Homework is effective when it is actively supported in the home and when it represents an ongoing, three-way communication, which involves student, teacher, and parent(s).

Homework shall be appropriate to the age, ability, special needs, and grade level of students, and shall support the expectations of the curriculum. It is the policy of L.K.C.S. to endorse homework as a planned part of the educational process designed to enhance student learning.

~ Assessment and Evaluation ~

Information gathered through assessment helps teachers determine students' strengths and weaknesses in their achievement of the curriculum expectations in each course. This information also serves to guide teachers in adapting curriculum and instructional approaches to students' needs and in assessing the overall effectiveness of programs and classroom practices.

- A written description of how the course grading is calculated will be given to students within the first week of the course. The description will be specific for each course, grade, and level.
- For 2022-2023 LKCS courses will have a final evaluation – comprised of a combination of any of the following: a performance, a dialogue/conversation, a writing task, an activity or exam that allows students an opportunity to demonstrate their achievement of course expectations – that represents 30% of a student's final mark. The final 30% must be comprised of more than one of these activities (ie. The exam will not be worth the full 30%)
- LKCS will communicate the method and types of final evaluation to students by the end of the first month of each semester.

EXAMINATIONS/FINAL EVALUATIONS

A number of days are allocated at the end of each semester for examinations and final assessments. Students are required to complete all final assessments. The only acceptable reasons for absence from exams are special circumstances such as illness, bereavement or court appearance. School administration approval and written documentation are required for these special circumstance (e.g., medical note for illness, lawyer's letter/court documents for court appearance). Absence from an exam for any other reason will/may result in a mark of zero for the exam portion of the course mark. Please note that teachers will use their professional judgment in consultation with the principal to estimate final marks for students who do not write their exam due to illness, bereavement or court appearance. **Note: Family vacations, early exit to seek employment and/or summer camp attendance are NOT acceptable reasons to be excused from the final exams.**

LATE ASSIGNMENT POLICY

Students are expected to submit all assignments within the time frame specified. While teachers will consider extenuating circumstances, late assignments are subject to mark deductions. Once assignments have been returned to the class, late submissions may receive a mark of **zero**. Extenuating circumstances may warrant an extension (if requested prior to the due date) or assignment of an alternative assessment activity at the teacher's discretion. Where an extension was not warranted, a mark of **zero** will/may be assigned.

TESTS

Students are expected to be present to write tests and quizzes. If a planned absence is known (sport/club, etc.), the student is required to make arrangements with the teacher to write the test at an alternate time. For unexpected absences, contact the teacher **BEFORE CLASS** on the first day of return. Tests or quizzes missed due to **TRUANCY** will/may result in a mark of **ZERO**.

~ Assessment and Evaluation ~

ACADEMIC DISHONESTY

Since learning is a process, students learn by doing. Work submitted by a student must be the work of that student. **Plagiarism is the act of taking work of another and passing it off as your own.** Copying from another student is plagiarism. Cutting and pasting from the Internet is plagiarism. Quoting material without revealing its source is plagiarism. Academic honesty is always doing your own work and acknowledging where you found your information. Our school uses technology to check if assignments have been plagiarized. If plagiarism is suspected, the student may be asked to produce their notes for that assignment.

- **When a student is found to have plagiarized the assignment, he/she may receive a mark of zero for that assignment. Plagiarism will be documented in the main office.**
- Any student caught cheating on a test/exam will automatically receive "0" on that test/exam. **Cheating will be reported to the Curriculum Leader and the parents/guardians will be notified.**

~Electronic Devices~

PERSONAL ELECTRONIC DEVICES

The staff at Lambton Kent Composite School recognizes that personal electronic devices (i.e. cellphones) are a part of our culture. Our policy regarding the use of personal electronic devices recognizes this reality but puts greater emphasis on learning and appropriate social protocols. Personal electronic devices can be used effectively for educational purposes; however, they can also be the source of significant and unnecessary distraction in a learning environment. Also, the potential for violation of personal privacy, bullying, and academic dishonesty have created a need to address the appropriate use of these devices.

Personal Electronic Devices are only to be used during class when approved by the teacher for educational purposes. Usage outside of class time is permitted if the devices are not used to cause problems for others such as cyber-bullying or recording videos/photos of others. Due to the potential for violation of personal privacy, **no Personal Electronic Devices may be used in washrooms or change rooms at any time.**

Messages and photos which harm the safety, security and privacy of others will not be tolerated, and we thank you in advance for your cooperation in this matter.

Improper use of electronic devices may result in disciplinary action.

IMAGES AND VIDEO

Students are not to use LKDSB or personal devices to capture images or video or distribute and/or post images or video of students, staff or visitors unless under the direction of a teacher or staff for the purpose of academic or school business.

WIRELESS NETWORK

Students may bring their own personal laptop, netbook, or tablet into the school and connect to the school's wireless network. Students are reminded that the school is not responsible for any loss/damage/theft of their personal belongings and students are inherently responsible for their own property. Students must adhere to the acceptable use policy when accessing school-provided wireless internet access.

~Acceptable Use of Technology~

All students are expected to follow the LKDSB Acceptable Use of Technology. The Policy is included below and is also posted on the LKDSB Website at www.lkdsb.net. Students must select "I Agree" when logging onto an LKDSB device or accessing the LKDSB network, thereby agreeing to comply with the stipulations.

PERSONAL SAFETY

- When using the Internet, students must never give out their, or anyone else's, personal information such as first and last name, home address, and phone number.
- Students must report to a teacher or school administrator any message they receive that requests personal information, is inappropriate, or makes them feel uncomfortable.

ILLEGAL ACTIVITIES

- Students are responsible for respecting and adhering to the LKDSB code of behaviour, and all local, provincial, federal, and international laws. **The onus is on the user to know and to comply with these laws and regulations.**
- It is unacceptable for any student to attempt to gain unauthorized access to a computer network or resource databank.

SYSTEM SECURITY

- Students must respect the integrity of the computers and networks in the schools, by not altering any hardware, software or wiring configurations.
- Students must not develop, or activate programs that harass others, or attempt to infiltrate a computer system or alter the software components of a computer or a computer system. These include, but are not limited to viruses, forging e-mail, hacking, and attempting to use administrative commands.
- Students must not change or delete computer files or directories that do not belong to them.
- Students who identify a breach of security should report it immediately to the supervising teacher or site administrator.
- Students will only use the network account assigned to them. Assigned passwords must be protected, not shared and should be changed on a regular basis.
- Any student who loses their password or feels that an unauthorized person has accessed their account, must report it to a teacher or school administrator immediately.

INAPPROPRIATE BEHAVIOUR

- Students must not violate the rules that govern the general use of technology and Internet etiquette as outlined in your school handbook (including but not limited to cell phones, digital cameras, PDA's). This might include the following topics: harassment, profanity and threats. Teachers will review these rules including copyright infringement with students on an annual basis.
- Students should be supervised at all times when using the LKDSB network.
- No electronic devices will be connected in any way (wired or wireless) to the LKDSB network without the written permission of the Information Technology Department of the Lambton Kent District School Board.

~Acceptable Use of Technology~ continued

PRIVACY

- Students must respect the privacy of other network users and should not attempt to access or alter the data or e-mail of any other user.
- **Students are not permitted to post private information about another person.**

RESOURCE LIMITS

- Network and Internet accounts are granted to students to further their academic goals. Curricular use will take precedence over other activities.
- Students must not use the network for financial gain, for commercial activity, or for any illegal purpose.
- Students must respect the rights of other users by avoiding the waste of limited resources such as paper, printer supplies, hard drive space, bandwidth, and time.

COPYRIGHT INFRINGEMENT

- Students must be aware of software copyright laws.
- Students must not download, use, or transmit copyrighted material without written consent of the copyright holder.
- Students are responsible for knowing the definition of plagiarism and respecting copyright laws when using electronic resources and on-line databases.

ACCESSING INAPPROPRIATE MATERIAL

- Students must back out of any site that is transmitting unacceptable information or graphic material. Students should immediately report the accidental visit to the teacher or school administrator. This will protect students against allegations that they have intentionally violated the Acceptable Use Guidelines.
- Students must not encourage the use of controlled substances, such as illegal drugs, alcohol, or tobacco. Accessing sites promoting such products is considered an inappropriate use of technology.
- Students must not promote or distribute material that advocates prejudice or hatred directed at any ethnic, religious, or minority group.
- Students must not promote, access, or distribute information that is inconsistent with the philosophy of the Lambton Kent District School Board and the Provincial and Federal laws.
- Downloading, storing, accessing, distributing, or printing files, graphics, or messages that are profane, obscene or that use language that is harassing, offends, or degrades others is prohibited.

CONSEQUENCES FOR VIOLATION OF THE RULES

- Restricted network access.
- Loss of network access; and/or
- Progressive disciplinary action as deemed appropriate by the school; disciplinary or legal action including, but not limited to, criminal prosecution under appropriate provincial and federal laws.

~ Consent for Imaging or Audio Recording of Students ~

During the school year, students will be involved in a variety of school related activities consistent with the purpose of educating students in accordance with the *Education Act*.

Examples may include but are not limited to:

- School Yearbook
- School Plays
- Field Days/Athletic Functions
- Science Fairs
- Annual Report of the Director
- School/Board Curriculum Presentations or Teaching Aids
- School and Class Photographs
- Public Speaking Contests
- Education Week events
- School/Board memorabilia.

In addition, public media organizations, upon notification, may be present to cover these events by photographing, audiotaping or videotaping students involved in the above-mentioned routine in-school activities.

Parents – If you wish your child to be excluded from photographing, audiotaping, or videotaping as a part of activities such as outlined above, please notify the Principal of the school in writing as soon as possible. Otherwise the school will assume your consent.

A **Special Event Student Release Form** is required for the imaging or audio recording of specific programs or activities of the School or Board which are **not** considered part of routine activities and which may be shared outside of the jurisdiction of the School or Board.

Special Event Student Release forms will be sent home for students participating in these types of out-of-school / special Board-sponsored activities, or special projects, as they occur.

A signed release is also required for images or audio recordings to be included on School or Board websites. **Consent will be obtained each year on student profile sheets for elementary students and through the grade 8 to 9 and subsequent years' option sheet process for secondary students.**

These procedures are designed to ensure the privacy of students in the school and for students within the jurisdiction of the Lambton Kent District School Board and are in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Adult students (over 18 years of age) are also requested to inform the Principal, in writing, if they do not wish to be photographed, audiotaped or videotaped during the school year.

~School Bus Regulations~

LKCS is located in Zone 6. Visit <http://schoolbusinfo.com/> for information regarding the status of busses during inclement weather, as well as bus schedules, courtesy seats, bus passes and more.

It is a privilege to be allowed to ride a bus, not a right. All students are to abide by the regulations established by the Lambton Kent District School Board for conduct on school buses. Students are responsible to the principal for their conduct while traveling on the school bus to and from school, or any school related activity. Close communication will be maintained with the bus operators, and behaviour problems will be reported. Respect for the rights and safety of passengers and drivers must be considered at all times.

Refusal to obey the rules will result in parental involvement, loss of bus privileges, suspension, and/or police involvement.

All students riding a bus must obey the following rules of conduct:

- Students will be picked up and dropped off at their designated stops only.
- Students must obey the driver at all times. The driver is in complete charge of the bus and passengers.
- It is a criminal offence to open any emergency exits, unless in the case of emergency.
- Alcohol and illegal drugs are not permitted.
- Replacement costs will be charged for any willful damage to buses.
- Students must take seats on the bus as directed by the driver. Students must remain seated unless they are exiting the bus. Standing or moving about the bus and/or any irresponsible action is not allowed.
- Smoking or drinking beverages is prohibited on school buses.
- All dangerous or distracting toys or objects are prohibited. Do not litter or throw articles in or from the bus.
- Excessive noise will not be allowed. No obscene or profane language is permitted.

Ontario Regulation 298, 23(4C), states that every student is responsible to the principal of the school that he/she attends for his/her conduct while traveling on a school bus. Supervisory responsibilities are delegated to the bus driver while students are on the bus.



~ Student Success ~

We Celebrate Student Success!

The goals of our Student Success program are to know and to track the progress of students at risk of not graduating, to support school-wide efforts to improve outcomes for students, to re-engage early school leavers, to improve student achievement and retention, and to work with parents and the community to support student success. Our emphasis is to help students achieve 16 credits by the end of grade 10, which is a benchmark for successfully achieving their OSSD.

SUPPORTS OFFERED TO STUDENTS:

- Direct one-on-one assistance with classwork or study skills during class (at teacher or student request), during lunch time, or afterschool
- Direct assistance with Credit Rescue
- Direct assistance with Credit Recovery
- Support and assistance with Online Homework Help
- Assistance with Brightspace Navigation
- Communication with students, parents, classroom teacher, resource teacher, and school administrators to create a success plan for individual student needs

ACCESS TO SUPPORT:

Student Success support is available to all students. Face to face, students can come get help out of Room 113, following covid health and safety protocols. Virtual students can access a drop in Google Meet during asynchronous time, this access can be found on the Brightspace homepage. Individual Support can be requested by emailing Ms. Collins.

Student Success Teacher: Ms. Kathi Collins Kathi.Collins@lkdsb.com

~Student Learning Centre~



STUDENT LEARNING CENTRE (SLC): Mrs. A. Leidl

1. REFERRAL

Students with an IEP will ask their classroom teacher to work in the SLC. The teacher will then provide the student a note to SLC either handwritten or emailed with details of what the student is expected to be working on, accommodations needed in SLC and a return time back to class.

2. RESOURCES AND SUPPORTS

Students will have access to many different supports and accommodations depending on their needs and IEP recommendations. The SLC:

- Is a quiet working environment,
- Offers low teacher/student ratios,
- Has access to laptop software (Kurzweil). Kurzweil is a program that will read text back to a student.
- Has several anchor charts and word walls to assist in Math and English,
- Assists with the development of study skills and organizational strategies upon request. A teacher may refer a student for assistance in organizing his/her notebook, etc.
- May scribe for tests and exams may be provided if indicated on the IEP. The student must pre-arrange for scribing.

3. ACCESS FOR FACE-TO-FACE STUDENTS

The SLC is open 4 periods each day. Noon hour and after school academic support are available but the student must arrange for this service. All students must sign in and out of the SLC during every visit.

ACCESS FOR VIRTUAL STUDENTS

Students with Resource support can access either the google meet for extra support using the link on the Brightspace homepage, or by setting up an appointment time with Mrs. Leidl.

Resource Teacher: Mrs. A. Leidl Amanda.Leidl@lkdsb.com



STUDENT SERVICES: Mrs. J. Avery

The counsellors in Student Services are available to help students progress through Secondary School by providing the following services:

- Confidential Individual Counselling about personal matters and courses
- Information about colleges, universities and other schools
- Group sessions on study techniques, post-secondary planning, etc.
- Interest Surveys to learn more about yourself
- Records of your courses and total credits needed for graduation
- Timetables for balancing the semesters and changing schedules
- Career Centre with books, videos, pamphlets and computer information about careers and further education
- Scholarships and Financial Aid information regarding what is available and how to apply
- Registration services for secondary school, college or university

FULL-TIME STUDENTS

The guidance counsellors here at Lambton-Kent Composite School has received a number of requests from students to reduce their workload to part-time status. Feedback from returning graduates indicates that students who plan to attend colleges and universities do not benefit from a reduced workload. These former students pointed out that the **time management skills** gained from a full course load are invaluable. The graduates have told the counselors that the knowledge gained from these additional courses actually assisted them in their studies.

MINIMUM COURSE LOADS

A student, who has successfully completed **fewer than 23 credits** as of the August immediately preceding the school year, **must take 8 classes**. A student, who has **successfully completed 24 credits** as of August immediately preceding a school year, will take a minimum of 7 credits in the next school year. Students in this credit range who select only 6 credits for the school year will be interviewed to discuss the need for the reduced course load. The principal must approve exceptions to these minimum course load requirements.

SPARE PERIODS

Granting of a spare will depend on an assessment of the individual education plan of each student. Such students are encouraged to make good use of this time to enhance their marks and complete their work. **Spare periods must be spent in the library or out of the building.**

PLEASE NOTE:

A student must be full-time as described by the minimum course load:

- To be eligible to participate in school activities.
- To be eligible for the LKCS Academic Honour Roll.
- And complete all final examinations and culminating activities, to be eligible for the top mark in a course
- To be eligible for a graduation award.

DIPLOMA REQUIREMENTS

To obtain an Ontario Secondary School Diploma, a student must successfully complete 30 credits containing the following 18 compulsory courses:

- 4 credits in English
- 3 credits in Mathematics
- 2 credits in Science
- 1 credit in Canadian History
- 1 credit in Canadian Geography
- 1 credit in the Arts
- 1 credit in Health and Physical Education
- 1 credit in French as a second language
- 0.5 credit in Career Studies
- 0.5 credit in Civics
- 1 **additional credit** in Science, or Technological Education, or Cooperative Education*
- 1 **additional credit** in English, or French as a second language, or a Native language, or a classical or an international language, or Social Sciences and the Humanities, or Canadian and World Studies, or Guidance and Career Education, or Cooperative Education*
- 1 **additional credit** in Health and Physical Education, or the Arts, or Business Studies, or Cooperative Education*

IN ADDITION TO THE COMPULSORY CREDITS, STUDENTS MUST COMPLETE:

- 12 optional credits
- 40 hours of community involvement activities
- Successful completion of the provincial literacy requirement – Ontario Secondary School Literacy Test
- 2 on-line learning credits (for students who entered Grade 9 in September 2020 or later)

*A maximum of 2 credits in Cooperative Education can count as compulsory credits.

EQAO ASSESSMENTS

For the 2021-2022 school year, regular EQAO assessments will be required and administered in-person, at school. Students in the virtual program can choose to participate if the school can meet health and safety measures having them attend in person.

Grade 9 Assessment of Mathematics

Students will write the Grade 9 Assessment of Mathematics during the semester they are registered in MTH 1W1. The results of the assessment will be part of the student's final mark. Math teachers will inform students of the assessment date.

OSSLT

Students in Grade 10 (including those who are learning remotely) are required to participate in the Ontario Secondary School Literacy Test (OSSLT) or the Ontario Secondary Literacy Course (OSSLC). Test dates will be published at a later time.

COMMUNITY HOURS

All students should be working towards the accumulation of community hours. Students can reference their grade level google Classroom for information regarding acceptable involvement and hour submission processes.

Grade 12 graduating students should refer to the Grade 12 Google Classroom for up-to-date information on graduation requirement status throughout the school year.

~ Library Services ~



LKCS Library... a welcoming space to study, read, and learn

LAMBTON-KENT COMPOSITE SCHOOL LIBRARY LIBRARY SUPERVISOR – Mrs. C. Syer

LIBRARY SPACE

More than one class may use the library each day, but only one class is permitted to use the library at a time, due to current protocols.

TECHNOLOGY

Chrome books, laptops, and iPads are available for student use. If a student requires a device while in class they can ask their teacher. The teacher will make arrangements for a device to be delivered to their classroom.

The only devices that may not leave the library are the laptops.

BORROWING BOOKS

Books may be borrowed either by visiting the library during a class visit, or by ordering a book through the library website, which is called Destiny Discover. I will deliver online book orders to the classroom.

To access the website go to: gofollett.com

Next select Ontario, and Lambton Kent Composite School.

To login: Username: firstname.lastname@lkdsb.com

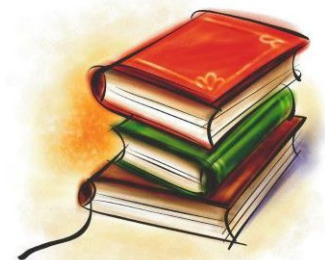
Password: student number (or whatever they use as their password)

RESEARCH

Mrs. Syer is always available to assist with research. As well, the library website has web links to reliable resources to assist students in finding information for their assignments. These are arranged by subject on the website under “Collections”.

There are also “Learning Links” on the website which are a generalized assortment of research links.

Students can e-mail any time with questions at cathy.syer@lkdsb.net



~ Public Health ~

PUBLIC HEALTH SERVICES AT LKCS

Did you know that a Public Health Nurse is assigned 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, provide counseling, resources, consultation and referrals with regard to the following health topics:

- Sexual health information and counseling
- Smoking cessation – quit smoking programs
- Immunizations
- Substance abuse prevention
- Birth control and pregnancy testing
- Healthy eating and physical activity promotion
- Eating disorders / anorexia / bulimia



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

IMMUNIZATION

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. Local doctors and nurse practitioners do NOT send the information to the health unit; it is the responsibility of the parent to do so. The school does not keep immunization information; that is the health unit's job.

AVOID PUBLIC HEALTH UNIT ISSUED SUSPENSIONS FROM SCHOOL!

- The School Pupil's Act requires Public Health Units to review and update all immunization records on daycare and school students.
- If a student vaccine record is incomplete Public Health will send a letter to parents. Parents are asked to call Public Health **to report** the name and date the shot was received, or **to make an appointment to get the shot** or **to arrange an exemption**.
- If you receive a notice and do not respond, your child may be suspended from school **by the Public Health Unit** until the problem is resolved. For more information, please call Public Health at 519-355- 1071.

~ Student Council ~

L.K.C.S. STUDENT COUNCIL 2022-2023

Prime Ministers - Olivia Grubb

Executive Positions held by: Jake Lesson,
Christian Johnson, Taryn Revell, Ella Myers,
Sydney Jackson, Madelyn Metcalf, Bailey
Rickman, Jordyn June, Libby Marsh, and Mitchell
Pegg

~ LKCS School Council ~

The Lambton Kent District School Board recognizes that education is a shared responsibility involving school staff, students and their families, and members of the community. Through the School Council, these groups have the opportunity to advise on educational matters with the aim of strengthening schools in order to improve student performance.

The School Council will co-operatively provide a forum for people interested in public education to develop common goals, and plans to achieve these goals, at the school level.

All School Council meetings are open to the LKCS school community. Anyone wishing to put an item on the agenda may do so by contacting the Chair, or the Principal of the school, one week before the meeting.



~ Co-Curricular Activities ~

Lambton-Kent Composite School is enhanced by active participation in the various clubs, organizations and teams, which staff members voluntarily supervise. The activities provide an opportunity for all students to grow and develop new skills. Students are encouraged to participate. **In the case of many activities there are specific academic and attendance requirements that must be maintained in order to participate.** Students may be removed from an activity for the remainder of the year by the principal if good conduct, good sportsmanship, and academic excellence are not maintained.



LKCS TEAMS AND CLUBS

TEAMS

Badminton
Baseball
Basketball
Cross Country
Gold
Hockey
Soccer
Track & Field
Volleyball

CLUBS

Athletic Association
Student Council
Arts Council
Safe Student Alliance

~ Interschool Athletic Eligibility ~

Both Face-to-Face and Virtual students are encouraged to participate. Virtual students are only eligible to participate in teams/clubs at LKCS. Students who wish to participate on school athletic teams or in interschool athletic contests must meet minimum requirements, including:

- **Maintaining a passing grade in all courses**
- **Displaying behaviour acceptable to the school**
- **Maintaining regular attendance**
- **Full time course load**



~ Transportation: Extra and Co-Curricular Activities ~

If the school provides transportation to and from extra-curricular activities, which are part of the school program, for the participants, then the students are to use the mode of transportation provided.

Students, who choose another mode of transportation with parental permission, do so with no insurance protection from the Lambton Kent District School Board. Students who have reached the age of majority may sign their own notes for the use of their own or family vehicles. **They may transport other students in such vehicles only when proper forms have been completed.**

A student wishing to use another mode of transportation may do so only with the written permission of a parent/guardian **and only for the said student. The permission form will be provided by the coach or staff advisor and must be returned prior to the day of the event.**

~ School Dances ~

Dances are for the enjoyment of Lambton-Kent Composite School students. For each dance to be successful, the following requirements must be met:

- Tickets to the dance must be purchased in advance. No tickets will be sold at the dance.
- Each student may bring one guest with a pass issued by the office.
- Guest pass requests must be submitted to administration at least one week prior to the dance.
- The student must accompany the guest to the dance and is responsible for the actions of the guest.
- Attendance at school on the day of the dance is required for admission to the dance.
- Student ID Cards for all students (including guests) must be presented at the door.
- All jackets, purses and bags must be checked at the door.
- Students leaving the dance early will not be readmitted.
- Behaviour violating the expected standards of the school will result in removal from the dance and subsequent consequences will follow.

Police may be involved in cases where students are fighting or are under the influence of alcohol and/or drugs. There will also be a school suspension, and loss of dance privileges for a minimum of one year.

Lambton Kent Composite School

~Mission Statement~



A school community committed to growth toward excellence in a safe and inviting environment

~Lambton Kent District School Board ~

~Vision Statement~

Our Student – Shaping Our World

~Mission Statement~

Fostering Success for Every Student Every Day

~Belief Statements~

Public Education is an investment in the future of all peoples and all communities.

All students can learn and are entitled to quality instruction.

A safe and caring learning environment is strengthened by embracing diversity, and respecting self, others and the world around us.

Student success is achieved through shared responsibility of students, staff, families, community and First Nation partners.

Accountability is attained through open dialogue, transparency and fiscal responsibility.

We are committed to innovation and continuous improvement.

