

NORTH LAMBTON SECONDARY SCHOOL

STUDENT INFORMATION 2017-2018

Home of the Eagles

Updated June 2017



North Lambton Secondary School

15-19 George St., Forest

Ontario, N0N 1J0

Phone: (519) 786-2166

Principal: Rhonda Leystra

Vice-Principal: Marc Coates

NORTH LAMBTON SECONDARY SCHOOL MISSION STATEMENT

Create a safe, responsible, community school

Pursue excellence

Create an environment of mutual respect for cultural diversity and individual differences

Impart the skills, knowledge and attitudes necessary for success in a rapidly changing world

LAMBTON KENT DISTRICT SCHOOL BOARD VISION STATEMENT



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.

Class Schedule

Day 1	Day 2
A 8:05am – 9:25am	B 8:05am – 9:25am
Break 9:25am – 9:33am	
B 9:33am – 10:48am	A 9:33am – 10:48am
Lunch 10:48am – 11:42am	
C 11:42am – 12:57pm	D 11:42am – 12:57pm
Break 12:57pm – 1:05pm	
D 1:05pm – 2:20pm	C 1:05pm – 2:20pm

Electronic Surveillance

North Lambton S.S. is protected by Electronic Surveillance. Security Cameras are in operation for the safety of students, staff, and the protection of Lambton Kent District School Board Property. Information is collected under the authority of the Municipal Freedom of Information and Protection Privacy Act. For additional information, contact the school office.

Visitors

We welcome visitors to NLSS. To ensure the safety of the school and students, all visitors to the school must report to the main office upon entering the building. Students are reminded that visitors are not permitted in the school on a casual basis, and that arrangements must be made in advance for any visitors who wish to attend classes.

Inclement Weather

In the event of inclement weather, please listen to local radio stations regarding cancellations. Note that the radio stations will make announcements based on zones and **NLSS is in Zone 1**. Information is also available on the internet at www.schoolbusinfo.com.

Board and School Website

The Lambton Kent District School Board website is www.lkdsb.net and North Lambton Secondary School has a link off that site (nlss.lkdsb.net).

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

Use: 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

Use: 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

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

- An announcement is made to “Lockdown” to notify

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.**

SAFE SCHOOLS – 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.

North Lambton Secondary 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 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.

Student Code of Conduct

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.

SUSPENSION OF A PUPIL

(LKDSB Regulation No: R-AD-113-01)

When a principal's investigation of an incident determines that a pupil has committed one or more of the infractions outlined below, on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on school climate, a principal will determine whether that pupil should be suspended, taking into account any mitigating and other factors that might be applicable in the circumstances including progressive discipline approaches that have been attempted. The principal will also contact police when the infraction requires such contact.

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

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

A pupil may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days.

EXPULSION OF A PUPIL (LKDSB Regulation No: R-AD-132-01)

If a principal has reasonable grounds to believe that a pupil has committed one or more of the infractions listed below, on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on school climate, the principal will suspend the pupil. The principal will also contact the police and if need be, a Family Service Agency. The principal must then undertake an investigation to determine whether to recommend to the LKDSB Discipline Committee that the pupil be expelled.

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing a physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Committing robbery;
- Giving alcohol to a minor;
- An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
- Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board; or,
- Any act considered by the principal to be contrary to LKDSB policy and/or the NLSS Code of Conduct

HARASSMENT

The Lambton Kent District School Board is committed to ensuring that all employees, administrators, students and individuals on school property and during a school-related activity or event – including on school buses - within the programs of the Lambton Kent District School Board should be treated with dignity, within a climate of mutual understanding and respect.

Definition of Harassment

Harassment is a form of discrimination that includes conduct or comments that are unwelcome and inappropriate or offensive to an individual or group of individuals and which create an uncomfortable work or learning environment. Harassment is defined as any inappropriate, unwelcome, physical, verbal or sexual behavior directed at any member of the school community. This also includes any behavior that causes any person to fear for his or her safety. Harassment includes:

Racial/Ethno Cultural Harassment

This type of harassment is based on prejudice against skin color, race, place of origin, or faith. It is meant to hurt others emotionally and/or physically. Racial/Ethno cultural harassment includes:

- name calling, as well as jokes, comments, or graffiti that “put people down”;
- hate literature and the distribution or display of symbols of racial or ethno cultural hatred.

Sexual Harassment

Sexual harassment is inappropriate, unwanted, uninvited remarks, gestures, sounds or actions of a sexual nature that makes a person feel unsafe, degraded or uncomfortable. Sexual harassment creates an intimidating, hostile or offensive school environment. Sexual harassment includes:

- unwelcome physical contact such as touching, grabbing or patting
- rude jokes or suggestive remarks of a sexual nature
- demeaning nicknames
- cat calls, ratings (“she’s a 10”), or whistles
- insulting or demeaning remarks about sexual orientation
- stalking

If you have been harassed...Do not tolerate any form of harassment. Contact a teacher, counselor, parent, the vice-principal or principal immediately.

Where it is determined that a student has harassed any member of the school community, the following consequences will apply. The principal will:

- Contact the parents
- Consider excluding the student from school events
- Consider suspending the student for up to twenty days
- Consider involving the police
- Consider an alternative learning environment for the student
- Consider requiring the student to participate in counseling

SMOKING

The Smoke-Free Ontario Act prohibits smoking and the holding of lighted tobacco on school property, including buildings and grounds, for everyone, at all times. It also means respecting the privacy of neighboring homes and businesses and not smoking on, or around, their premises. If you are discovered smoking on school property, you could receive a fine of approximately \$305.00 from The Lambton Health Unit. The use of “e-cigarettes” is included in this rule.

PROPER DRESS

We understand that fashion plays an important role in the lives of today's youth. However, it is important that one's appearance is appropriate for the academic atmosphere.

When choosing clothing for school, please keep the following in mind.

Unacceptable attire includes, but is not limited to:

- Clothes with profanity, inappropriate language, or inappropriate graphics
- Apparel associated with illegal or gang activity
- Hoods (or other attire) that do not permit a clear view of one's face
- Clothing suited more for beach attire, including but not limited to: (bare midriffs, bare backs, spaghetti straps, halter tops, exposed undergarments, muscle shirts, strapless tops, revealing skirts and shorts)

Health and safety regulations require that footwear be worn at all times; shorts and open-toed shoes may not be worn in the shops.

Gym uniforms are required in all physical education classes.

It is up to individual teachers as to whether hats, backpacks and outdoor clothing may be brought into their teaching area. Students are expected to co-operate if requested to leave these items in their locker.

Administration reserves the right to determine what constitutes appropriate dress.

BUS RULES

Riding a school bus is a privilege, not a right. Respect for the rights and safety of passengers and drivers must be considered at all times. Close communication will be maintained with the bus operators. Please be aware that the NLSS administration will share student medical information if it is in the student's best interest.

All school rules apply on any NLSS bus. Refusal to obey the rules will result in parental involvement, loss of bus privileges, possible suspension and/or police involvement. In addition, all bus students must obey the following rules of conduct on NLSS buses.

Permission to ride home on the bus of a friend will be granted only on an occasional basis and only with a written request from a parent/guardian. Requests must be made at the main office before the end of the lunch hour.

THEFT

Theft is a criminal offence, and as such will normally be handled by the police. In order to minimize the chances of losing your personal possessions, keep in mind the following:

- Memorize your combination and be careful never to disclose this information
- Never leave watches, money or other valuables in the changing rooms
- Do not bring valuable items or large amounts of cash to school

LOCKERS

Lockers are a privilege and on loan from the school and assigned to each student at registration. **Do not leave money or valuables in your locker or dressing room.**

- Lockers are provided for the storage of books and clothing.
- The students to whom the use of a locker has been granted must assume responsibility for any damage to that locker.
- Lockers and desks are school property and a search of such property is permissible by the administration.
- Use only the locker which has been assigned to you. Do not share lockers.
- Locks that are not provided by the school may be cut off if it becomes necessary to enter the locker. The school assumes no responsibility for replacing such locks.
- The school is not responsible for lost or stolen articles. The Lambton Kent District School Board does not carry insurance covering the personal possessions of students.

TEXTBOOKS

Textbooks are on loan from the school. Students are responsible for their care. They should not be marked in any way. Students will be assessed the replacement value of the book if any damage or loss occurs.

CONSENT FOR IMAGING OR RECORDING OF STUDENTS

Please note that while participating in extracurricular, co-curricular, or curricular activities, photographs and/or video may be taken of students by school staff or students for newsletters, projects, or the yearbook. In addition, press photographers are sometimes invited to school activities. If a parent / guardian wishes their child to be excluded from electronic imaging of any type, please notify the principal in writing as soon as possible; otherwise, the school will assume your consent.

ACADEMIC HONESTY

Academic Dishonesty: is the act of gaining an unfair advantage. Students are expected to demonstrate academic honesty by relying on their own efforts and by doing their own work to the best of their ability.

Examples of Academic Dishonesty: (This is a partial list and should not be considered complete.)

- Copying from another student or making information available to another student
- Submitting another individual's assignment, in whole or in part, and representing it as your own
- Preparing an assignment for submission by another student

Plagiarism is the act of taking the ideas or words of another and presenting them as your own.

- Using direct quotations, or large sections of paraphrased material without acknowledgement
- Copying an assignment/essay from any electronic or hard copy source, or knowingly allowing one's assignment/essay to be copied by another student
- Purchasing/accepting or distributing/selling assignments/essays in partial fulfillment of course requirements

Academic Discipline Procedure:

If a teacher suspects academic dishonesty or plagiarism they will refer the matter to their Curriculum Leader. The Curriculum Leader will then interview the student. Once accidental or intentional academic dishonesty or plagiarism can be established, the Curriculum Leader will meet with the Principal to determine the appropriate course of action. Parents will be contacted.

All written assignments will be completed using prescribed format.

Consequences for Academic Dishonesty:

- Grade 9 and 10 - rewrite assignment and hand back within one week accompanied by a form letter signed by parents. No penalty. If assignment is not completed and handed in within the specified time frame, a mark of zero will be recorded. Subsequent occurrences may result in a mark of zero.
- Grade 11 – If 1st offence of plagiarism during school career occurs in Grade 11 a mark of zero will be assigned to the body of the assignment, with no opportunity to re-write. Partial marks may be granted for student's own work on the process and format of the plagiarized assignment.
- Grade 12 - a mark of zero will be assigned. There will be no re-writes.

PERSONAL ELECTRONIC DEVICES

Any electronic communication device or data storage device (including but not limited to such items as iPods, cell phones, tablets, netbooks, laptops, digital cameras, Bluetooth devices, etc.) **may be used during class only at the discretion of the classroom teacher/supervisor.**

- Personal electronic devices (iPods, cell phones, mp3 players, etc.) are not to be used during tests, exams or other assessment activities. It is up to the teacher's discretion during non-evaluative classroom activities.
- Cell phones, cameras and other digital imaging devices are **NOT** to be used in change rooms or washrooms at any time.
- Due to health and safety concerns, listening devices must not be worn covering both ears when moving through the halls.
- The choice to bring these devices to school rests upon the student. The NLSS staff is not responsible for any damage or loss with respect to these items.

Failure to abide by these expectations will result in parent contact and progressive disciplinary action.

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.

Username: guest

Password: lkdsb

Cell Phones

1. When finished their work, students are to extend their learning or review their work instead of using their cell phones.
2. Grade 9s - Cell phones are not allowed in class. Students will be directed to leave them in a safe place (locker or home - never the change room). Grade 9s have iPads for all classroom needs, so cell phones are not needed for classroom activities. Students should check messages during break times. When not being used for classroom activities, iPads should remain in the upper right hand corner of the desk, face down.
3. Grades 10 to 12+ - Students will be allowed cell phones in class at the discretion of the teacher. When not being used for a classroom activity, they must be face down in the upper right hand corner of the student's desk. Students who do not comply will be asked to keep them out of the classroom.

ACCEPTABLE USE OF TECHNOLOGY

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 **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 requests personal information, is inappropriate, or makes them feel uncomfortable.

Illegal Activities

- Students are responsible for respecting and adhering to the LKDSB code of behavior, 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 attempts 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.
- 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 will only use the network account assigned to them. Passwords must be protected, not shared and 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 Behavior

- Students must not violate the rules that govern the general use of computers and Internet etiquette as outlined in your school handbook. (including and not limited to cell phones, digital cameras, PDAs) This might include the following topics harassment, profanity and threats. Teachers will review these rules 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) for any reason to the LKDSB network without the written permission of the Information Technology department of the Lambton Kent District School Board.

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 will not 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 independent work.
- 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 Canadian copyright laws when using electronic resources such as CD-ROMs and Internet 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.

LIBRARY RESOURCE CENTRE

The library resource centre is an integral part of the school program where students learn research and study skills. All resource materials have been selected to meet curriculum and recreational reading needs.

Hours: 7:45 a.m. - 3:15 p.m.

Library Supervisor: Ms. H. Maddox

Library Clerk: Mrs. C. Anderson

Resource Materials

Most resource materials may be signed out for three weeks. Videos may be signed out for two weeks; some reference materials may be signed out for one week.

Materials available are: fiction, non-fiction, encyclopedia, reference books, magazines, vertical file materials and audio-visual materials. Photocopying is available at 10 cents per copy. No per page fee is charged for printing as this is covered by the Printer Service Fee at registration.

Student Responsibilities

Student cards are an absolute necessity when borrowing school material. Any students without a student card will not be permitted to borrow or renew any material! Lost cards can be replaced for a \$5.00 fee. A fine of 10 cents per day will be levied on all overdue books and a fine of 25 cents per day for reference materials. Students who have overdue books and/or unpaid fines will lose all library and computer privileges until such time as all accounts are settled. Compensation for damaged or lost library books will be the responsibility of the student.

iPods and other music devices are permitted if the volume is adjusted to not disturb others. This is a quiet area in the school where students can study or complete assignments during the day. We expect everyone to respect the rights of all students by maintaining the proper atmosphere in the library at all times. All students who wish to make use of the resource centre during their scheduled class time must have permission from their classroom teacher to do so. A signed "library pass" must be submitted to the library supervisor upon entering the library, and returned to the classroom teacher upon departure.

CAFETERIA

The Cafeteria is open on regular school days and offers a variety of hot and cold food items as well as beverages. Food and beverage must be consumed in the cafeteria.

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 must be replaced for the price of the item. These books are the property of the Lambton Kent District School Board.**

STUDENT PARKING

All spaces in the staff parking lot at the south side (directly behind the school) are allocated to staff members and visitors. The **north-west parking lot** has some provision for students to park their cars. 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.

STUDENT SERVICES

Counselors: Mrs. T. Petrus, Mr. R. Vandenberg

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

- Program Planning - planning for future years, adjusting schedules where possible.
- Careers and Future Trends - print and continuously updated computer-based information is available.
- Interest Surveys - to learn more about yourself in relation to career possibilities, especially in senior years.
- Post Secondary Information - about colleges and universities in Ontario and beyond.
- Scholarships and Financial Aid - information about what is available and how to apply.
- Application Assistance - for colleges, universities and private institutions.
- Records - of your courses and total credits needed for graduation and progression to future goals.
- Confidential Individual Counseling - about personal matters, courses, careers.
- Referral Service - to outside specialists.
- Interviews may be arranged by signing the appointment book in Student Services.

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, cafeteria or out of the building.**

E-Learning Courses – Students in e-learning courses are expected to work in Student Success during their spare/period that has been assigned for the e-learning course.

ATHLETIC FEES

Athletic fees vary with the sport, and are used to offset some of the costs of operating the team. The athletic fee includes admission to the year-end athletic banquet. The payment of athletic fees does not in any way guarantee equal playing time in competitive interschool sports.

ATTENDANCE POLICY

Rationale: There is a close relationship between regular attendance and academic achievement. Students are evaluated on a day-to-day basis and much of the learning occurs during interaction within the class. Also, students often work with partners and/or in groups. When a student is absent, the class organization is disrupted which often affects fellow students. Quizzes, tests, labs, projects, and the development of communication and thinking skills are activities that require students to be in school.

Students who are 18 years or older may sign their own notes; however, the same guidelines exist for legitimate absences as with students who are under 18. Under the Freedom of Information Act, adult students are permitted to deny their parents access to school records. Adult students interested in denying access to their parents are to complete a form in the Main Office indicating so. (Please note that the parents will be informed of this request.)

Expectations:

- Students are expected to attend school punctually and regularly.
- When a student is absent for a valid reason (ill, appointment, etc.), the parent is requested to do one of the following:
 - Call the school to notify the Office (preferably prior to the absence)
 - Send a note with the student indicating the date, reason for absence, signature, and a number where the parent can be reached
- A student who misses a test, an in-class assignment or presentation for a valid reason will be given an opportunity to complete missed work upon their return to school. Truancy may result in a mark of zero.
- If a student needs to leave during the school day, he/she should sign out in the Main Office; parental permission is required.
- Students are expected to be in school for exams. Accommodations may not be made for family vacations scheduled during exam time. A missed exam could result in a mark of zero for the exam and could result in a failing grade.
- **Truancy** means being absent from school/class without parental/school permission.

Note: Classes are not to be missed to complete projects, assignments or independent studies or to study for tests in other subjects. Even with parental approval, this is truancy.

ASSESSMENT AND EVALUATION POLICY

Assessment and evaluation at NLSS is based on Ministry guidelines:

- The primary purpose of assessment and evaluation is to improve student learning.
- A detailed description of the assessment and evaluation process for each course will be clearly communicated to each student, early in the semester.
- Assessment and evaluation will be based on the provincial curriculum expectations and the achievement levels outlined in curriculum policy documents.
- Assessment is the process of gathering information from a variety of sources including assignments, demonstrations, projects, performances and tests. As part of assessment, teachers provide students with descriptive feedback that guides their efforts toward improvement.
- Evaluation refers to the process of judging the quality of student work on the basis of established criteria.
- Evaluation should reflect each student's most consistent level of achievement.

- Seventy percent of the final marks in grades 9, 10, 11 and 12 will be based on assessments and evaluations conducted throughout the course. Thirty percent of the final grade will be based on a final evaluation in the form of an examination, performance, essay and/or other method of evaluation suitable to the course content.

Interim reports will be distributed approximately six weeks into the course. Mid- semester reports will be issued at the mid-point of each semester and will provide an indication of progress to that date. Semester end reports will indicate the final grade.