



Principal
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2018 – 2019
Student Handbook



Lambton Kent
District School Board
Student Achievement ✓ *Community Success*

Important Dates for 2018-2019

August 27 & 28	Registration
September 4	First Day of School
September 10	School Pictures
September 13	Grade 9 Parents' Night – 7:00 pm
September 14	Grade 9 Welcome Day (Rain Day Sept. 17)
September 15	Last day to change a course
September 18	First School Council Meeting – 7:00 pm
September 20 – 22	Senior Geography Camping Trip
September 25	Jason Simon Presentation
September 27	Orange Shirt Day
September 28	PD Day
October 4	Homecoming, Great Lakes Idol
October 5	Picture Retakes
October 5	Staff and Volunteer Appreciation Day
October 8	Thanksgiving Day
October 16	Progress Reports
October 18	Parents' Night – 6:00 pm
October 19	Chain of Caring
October 26	PD Day
November 5	University Information Night – St. Pat's
November 5 – 9	Treaties Recognition Week
November 7/8	Term 1 Ends/Term 2 Begins
November 9	Remembrance Day Assembly
November 14	Take Our Kids to Work Day
November 15	Provincial Report Card
November 19 – 23	Bullying Awareness and Prevention Week
November 21	Full Disclosure (Grade 11/12 Course Marks)
November 22	Great Lakes Idol, 7:00 p.m.
November 23	PD Day
November 28	Aboriginal Post-Secondary Information Program -
December 5 - 20	Grad Pictures
December 6	Music Night, 7:00 pm
December 20	Awards Ceremonies – 12:00 pm & 7:00 pm
December 21	Canned Food Players/Carol Sing-a-long/Alumni Basketball
December 22	Winter Break Begins

January 7	Classes Resume
January 8	Progress Reports
January 16	OUAC Deadline (University Applications)
January 16/17	EQAO Grade 9 Math
January 17	Grade 7/8 Parents' Information Evening – 7:00 pm
January 25 – 31	Exams
February	Course Selection Process
February 1	College Application Equal Consideration Date
February 1	PD Day
February 4	First Day of Second Semester
February 13	Grad Picture Retakes
February 15	Last day to change a course
February 18	Family Day
February 22	Picture Retakes
February 26	Grade 8 Tour Day
February 28 – March 2	The Revue, 7:30 p.m.
March 11 – 15	March Break, Trips to Costa Rica and Italy/Greece
March 26	Progress Reports
March 27	OSSLT (Literacy Test)
March 28	Parents' Night – 6:00 pm
April 5	PD Day
April 15/16	Term 1 Ends/Term 2 Begins
April 19	Good Friday
April 22	Easter Monday
April 24	Administrative Professionals Day
April 25	Provincial Report Card
May 2	Full Disclosure (Grade Course Marks)
May 6 - 10	Education Week
May 20	Victoria Day
May 22 – 24	Muskoka Woods Trip
May 23-25	Play and Student Art Show – 7:00 pm
May 24	Progress Reports
May 30	Music Night – 7:00 pm
June 3	Grade 12 Graduation Meeting
June 6	Graduation – 7:00 pm
June 7	PD Day
June 11/12	EQAO Grade 9 Math
June 21	National Indigenous Peoples Day
June 20 – 26	Exams

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.

Our 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.

Students

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

- >comes to school prepared, on time, and ready to learn;
- >shows respect for himself or herself, and for those in authority
- >refrains from bringing anything to school that may compromise the safety of others;
- >follows the established rules; 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 where,

- a) The behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behavior 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:

- I. Creating a web page or a blog in which the creator assumes the identity of another person;
- II. Impersonating another person as the author of content or messages posted on the internet;

- III. 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 behavior

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.

Drugs and Alcohol

Students are expected to come to school free from the influence of drugs and alcohol. Possession, selling or use of illegal drugs or alcohol is forbidden at school or during school sponsored events.

Consequences:

- Students under the influence of alcohol or illegal drugs will be suspended. Suspensions will be longer for repeated offenses.
- Students found to be trafficking in illegal drugs or supplying alcohol to others will be suspended and may be withdrawn from their program.
- In all cases, parents/guardians will be contacted as well as the police for possession and trafficking.

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

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 report 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 may to enter.
- Staff quick look, halls adjacent to classrooms cleared.
- Wait for directions.

SHELTER IN PLACE

Used for: situations 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

LOCK DOWN

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

An announcement is made to “ Lockdown”. Once inside a secure area;

- 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, cell 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 **

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.

Attendance

You must attend all classes unless officially excused by such events as school-sponsored activities or field trips. An absence without a parent's permission, is truancy. Truancy will result in parent notification and consequences using a progressive discipline approach.

Legitimate Absences

Student attendance is recorded each period of the day. When a student is going to be away from school, parents/guardians are required to call the school as soon as the absence is known. For an absence of a day or less, the student may bring the note to the office at the beginning of the next school day. The note must have the following information

- Student's full name, date(s) of the absence
- Reason for the absence (illness, medical appointment, bereavement)
- Signature of the parent/guardian

If a student is ill more than 5 days in a semester, a medical note may be required.

Signing Out

If a student needs to leave school during school hours (sudden illness, appointment) s/he must report to the office to obtain permission. Students

under the age of 18 must have permission from a parent/guardian explaining the reason for their departure. In some cases (sudden illness, injury), the school will attempt to make a telephone contact to receive permission. Students who have reached the age of majority (18) may sign their own notes to leave the school.

Students who are given permission to sign out by their parent or guardian are expected to leave the building. Parents may not give students permission to go to the library, gym or to be spectators at sporting events.

Students who leave school during lunch or spares do so at their own risk.

Signing In

Students who arrive after Block A must report to the office to sign in. A parent/guardian must call or give the student a note explaining the absence. Also, if a student leaves and subsequently return to school during school hours, they must report to the office upon return in order to properly be readmitted to class. Students are encouraged to stay in class unless serious circumstances warrant otherwise.

Medical Problems

Report to the office for illness or injury during school hours. The office must be contacted with the circumstances of any accident or injury.

Spare Periods

Students who have successfully completed **24 credits** by September of the current school year, may request a spare period in their timetable. 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 for study purposes. Spare periods must be spent in the library, the cafeteria, or out of the building.

Student Responsibilities When Absent

It is the student's responsibility to ask for, and complete, work missed during an absence. Some evaluation of course expectations may only be possible if a student is present in class, so teachers may not be able to offer a student an opportunity to make up missed work. A missed test must be written immediately upon the return of the student, except under unusual circumstances.

Bus Cancellations Due to Inclement Weather

Bus cancellation information is posted each school day by 6:30 a.m. at <http://www.schoolbusinfo.com/>. Bus cancellation information is also available through the free MySBI Bus Status app. See <https://cklass.ca/services/student-transportation/download-the-mysbi-mobile-app/> for more information. Great Lakes is in transportation zone two. Approximately sixty percent of students are bussed to school.

On school days when bus transportation is cancelled due to inclement weather the school is open and teachers are in their classrooms. Regular attendance is expected of students who do not use bus transportation and walk to school. Regular attendance procedures will be followed for non-bus students on bus cancellation days. We need to ensure that all students are safe. If a non-bus student is not going to attend school on a bus cancellation day, then parents/guardians must contact the school by 8:30 a.m. to inform the school that the child will be absent due to weather conditions. Bus students will automatically be coded as absent/transportation cancelled (there is no need to contact the school). Attendance will be changed to present if the student arrives to attend class.

Smoking and Vaping

In accordance with provincial law, smoking and vaping is not permitted in the school nor on school property at any time. School property extends to the curb unless otherwise designated. Smoking between classes in either morning or afternoon is also prohibited. Smoking is not allowed near school buses. The use of electronic cigarettes follows the same smoking policy listed above. Students violating this regulation are subject to suspension and a fine imposed by the Lambton Community Health Services Department according to the Smoke Free Ontario Act.

Transportation

Extra-Curricular Activities

The school provides transportation to and from extra-curricular activities, which are part of the school program, for the participants. Students are to use the mode of transportation provided. 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**. Students, who choose another mode of transportation with parental permission, do so with no insurance protection from the Lambton Kent District School Board. *Students may not transport other students.*

Inclement Weather

Please listen to local radio stations regarding bus cancellations. We are in Zone 2. Information is also available at www.schoolbusinfo.com.

Bus Passes

Bus passes may be requested at www.schoolbusinfo.com. Please allow 48 hours for a bus pass to be approved.

Student Parking

Parking at the school is for staff only. Students are expected to park at the Sarnia Arena. Any vehicle that is parked at the school during school hours and does not have a Staff Parking Permit clearly visible in the windshield is subject to towing at the owner's expense.

Neighbours

Please be considerate of our neighbours. Loitering and smoking on our neighbours' property is not allowed, and will result in school consequences.

Lost and Found

Lost and Found articles are kept in the Main Office. Lost textbooks must be replaced in the Main Office for the price of the text.

Visitors

Visitors to the school during the school day must report to the Main Office upon arrival at school.

Lockers

Lockers are a privilege. Misuse of lockers will result in loss of the privilege. Report mechanical problems with lockers to the office. Your lock and locker rental fee is \$5.00. Lock your locker and do not divulge your combination to anyone. Do not leave money or valuables in your locker or dressing room. The school assumes responsibility for loss only of articles left for safe keeping in the Main Office. Only Dudley locks provided at the school may be used on lockers. All other locks will be removed.

Lockers and desks are considered school property and a search of such property is permissible by the administration. Students may also be directed by a principal or designate to display the contents of clothing, duffle bags, backpacks, etc. that are worn or carried on school property.

Telephone Calls

The office can handle only emergency telephone calls for students. Students have the responsibility of providing to the office a telephone number where parents or guardians can be reached.

Change of Address

A change of address or a new telephone number should be promptly reported to the office. Please complete and sign the form for this purpose.

Dress Code

The school dress code recognizes the following principles:

- Our school aims to be a safe learning environment for all students.
- Our school represents a cross section of our society in which there are varying perspectives of what constitutes appropriate dress for school.
- School is a more formal environment than our home or our leisure activities.

- Dress is an expression of our personality.

Students are expected to use good judgment in selecting their clothing.

Specifically,

- clothing should sufficiently cover the body. Therefore, muscle shirts, spaghetti straps, and tube tops are not permitted. Backs, midriffs, and underwear should be covered. Excessively low-neck lines should be avoided.
- sleepwear and hoods may not be worn.
- clothing displaying drug or alcohol use, sexual images, inappropriate language, violent or racist images is not permitted.
- headwear, other than for religious reasons, is not permitted in the auditorium.
- physical education, technology, family studies, and science classes will have additional dress requirements that are for health and safety reasons.
- the classroom teacher may specify additional expectations including whether hats, coats, or backpacks are permitted in the classroom.
- the dress code applies while at school or during school activities.

Teachers are expected to enforce the dress code consistently and without bias with respect to gender. Students who are not dressed appropriately will be expected to change their clothing. Parents will be contacted in the case of ongoing cases of inappropriate dress. Students who refuse to comply with the dress code may be suspended. School administration will use their professional judgment to interpret the dress code and it reserves the right to make a final decision.

Personal Electronic Devices

Students are reminded that cell phones and tablets are the responsibility of the owner. Do not leave these items unattended in the classroom, change rooms, physical education areas, or library. The LKDSB and the school are not liable for damage or loss. Students are not to use cell phones during class time and/or scheduled school activities without permission of the classroom teacher. Improper use of these devices will result in disciplinary action.

LKDSB Responsible Use of Technology

The Lambton Kent District School Board (LKDSB) provides access to technology for staff and students to support their educational, learning and business needs. Everyone that uses technology has a role to play in maintaining a secure and respectful environment. The purpose of these Administrative Procedures is to set out the expectations with respect to the use of technology and the responsibilities of each individual.

The LKDSB strives to model and teach safe, legal, ethical and responsible use of information technology and resources, and expects all users to embrace the following characteristics of use:

- Respect and protect yourself and others,
- Respect and protect intellectual and technical property.

These Procedures apply to all employees and students of the LKDSB as well as other users that have been granted permission to use the LKDSB computer system or access LKDSB-owned data (e.g., trustees, school council representatives, parents, volunteers, contracted workers).

Managers and principals are to ensure that all staff and students are aware of the requirements contained in these Procedures.

System Integrity

1. The computer system, including any data and information that is created, transmitted or stored on the LKDSB system is the property of the LKDSB.
2. There is no expectation of privacy in using LKDSB technology. The LKDSB may monitor and may access any files, documents, electronic communications and use of Internet at any time to ensure integrity of the system and compliance with these Procedures.
3. Users must not try to gain unauthorized access to the computer network or databases.
4. Users must not access or delete computer files or directories of others unless authorized by IT to do so.
5. Users must respect the integrity of the computer system by not altering hardware, software or wiring configurations.
6. Users must not cause damage to LKDSB technology (computers and/or equipment including, but not limited to, computer hardware, keyboard, monitor, mouse, cables).
7. Computer viruses and related problems can cause extensive damage to computer systems. Viruses can be spread in a variety of ways including downloading files from the Internet, email attachments, infected USB keys etc. Users should use caution when opening email attachments from unknown senders.
8. All USB keys and any other storage media brought from an outside source (e.g., home, provided by a vendor) must be scanned for viruses before use.
9. All supported workstations within the LKDSB are automatically scanned for viruses.
10. The LKDSB accepts no responsibility for the physical or software security of any device brought onto its property from any outside source (e.g., personally owned from home, provided by an external vendor).

11. Users must not download or install onto Board desktop and laptop computers any unauthorized materials such as programs, games or files from any source.
 - a. Users may download mobile applications onto smartphones and tablet devices where they have been given permission to do so.
12. During the evaluation to adopt new system applications, the investigation must include security issues related to the software and network. All current system applications must be reviewed to ensure that they meet the minimum security standards established.
13. Users must not access proxy sites that circumvent the security measures put in place by the Lambton Kent District School Board.

Password Management and System Access

14. Users will only use the network account and password assigned to them.
15. Users must not share passwords, nor use the passwords of others.
16. The initial passwords for Board network and email access will be assigned by the IT Help Desk and be consistent for all new users and consist of a minimum of 8 characters, including upper and lower case letters as well as numbers. Users will be required to change the initial password to a minimum of 8 characters, including upper and lower case letters as well as numbers. Users will avoid using any published information within a password that could potentially identify the user.
17. Passwords must be changed:
 - a. At least twice a year for staff.
 - b. At least yearly for students.
18. The user will be responsible for any activity using their account, including any time that the computer is left unattended.
19. If a User loses his/her password or feels that an unauthorized person has accessed their account, they must report it to a teacher, manager, or school administrator immediately.
20. Screen savers must be enabled on all devices, and must automatically activate for staff within 30 minutes of inactivity and must require a password to reactivate.
21. The Human Resources Department will notify the IT Help Desk as soon as possible when an employee leaves the system permanently and the accounts, on all systems, will be disabled or deleted.

Connection to The LKDSB Network (Wired and Wifi)

22. Users must not connect any electronic devices to the LKDSB wired network without the written permission of the Information Technology Department of the LKDSB.

23. Users may connect personally-owned devices to the guest wifi network.

Personal Safety

24. When using the Board supported networks, users must take care not to provide any personally identifying information about themselves or others unless it is to a trusted source.
25. Students must report to a teacher or school administrator any messages they receive that requests personal information, requests a personal meeting with a stranger, are inappropriate in any way, or make them feel uncomfortable.

Appropriate Personal Use

26. Board supported network accounts are granted to users to assist in fulfilling their learning and employment duties and responsibilities.
27. Users may use the LKDSB's network and Internet resources for incidental and occasional personal use, provided that such use is reasonable in duration, does not interfere with the user's learning and employment duties and responsibilities, does not result in increased cost to the LKDSB, and complies with these Procedures.
28. The LKDSB expects staff personal use to occur outside assigned work time, and student personal use to occur only during break time.

Use of Resources

29. Users must avoid the waste of limited resources such as paper, print supplies, hard drive space, and bandwidth.

User Behaviour

30. Users must act professionally and use language appropriate to the school setting at all times.
31. Users must not access any site that is transmitting inappropriate or offensive material.
 - a. Users must immediately report accidental access to such sites to a school administrator or manager.
32. Users must not encourage the use of controlled substances, such as illegal drugs, alcohol or tobacco. Accessing sites promoting such products is considered an unacceptable use.
33. Users must not access or distribute material that advocates prejudice or hatred towards any identifiable group (for example, gender, ethnic, religious, minority, etc.).
34. Users must not create, access, download, transmit, store, distribute or print any files, messages or graphics that are profane, harassing, discriminatory, offensive or degrading.

35. Users must not access, download, transmit, store, distribute or print any files, messages or graphics that are illegal or advocate illegal acts, facilitate unlawful activity, or are not consistent with the philosophy of the Lambton Kent District School Board.
36. Users must not propagate chain letters or other junk mail.
37. Users must not attempt to hide, disguise or misrepresent their identity as the sender.
38. Users must not use inappropriate language in files/filenames, on websites or in email communication.
39. Users must not use LKDSB technology for personal financial gain, for commercial activity, or for any illegal purpose.
40. Users must not send any form of commercial electronic messages (CEMs) unless required to as part of their job duties with the LKDSB, and must first ensure consent has been obtained as per Canadian Anti-Spam Legislation (CASL).

Equipment Repairs

41. All employees, contracted staff and identified volunteers of the Lambton Kent District School Board must exclusively use the services of the Board's Information Technology (IT) Department to perform repairs, upgrades and maintenance including virus protection and malware removal on all Board supported technology.
42. Taking a piece of technology (computer, netbook or laptop, etc.) to a third party vendor or website for such services without the written permission of the Manager of Information Technology or delegate is strictly forbidden.

Copyright

43. All software licence agreements must be honoured. It is against the law to copy commercial software that has not been placed in the public domain or distributed as "freeware". This includes the downloading, copying, distribution, playing and publication of digital music and video files. Refer to LKDSB Fair dealing/ Copyright Regulations and information on the LKDSB Portal.
44. Under copyright laws all material remains the property of the author/creator and therefore permission is required for its use.
45. Do not take and present the work of others (e.g., writings, images) and present them as yours. If using the work of others proper credit must be given and permission obtained if copyright materials are used.

Mobile Devices

46. All mobile devices owned by the Board and used to conduct Board/school business must be used appropriately, responsibly, and ethically. The following must be observed:
- a. Mobile devices are to be protected by a 4-digit password. This password does not need to be highly complex, but simple combinations are not allowed (e.g. 1111, 1234, qwert etc.).
 - i. The requirement for passwords and/or complexity may be waived for general use classroom devices.
 - b. Mobile devices will be set by the default security policy to lock after 15 minutes of inactivity.
 - c. Mobile devices will be set by the default security policy to automatically reset and wipe all data after 10 failed password attempts.
 - d. Board-owned mobile devices must be treated, used, and safeguarded. If a user damages or loses a Board-issued mobile device, the user must notify the IT Help Desk immediately and the IT Help Desk will notify the Freedom of Information (FOI) Coordinator.
 - e. No user is to use a Board-owned mobile device for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing user policies.
 - f. Users are to reimburse the Board for personal use (e.g. calls, text messages, and data) not related to Board business.
 - g. Airtime minutes and data plans that are included in the monthly rate are property of the Board.
 - h. Where possible, lost or stolen mobile devices will be remotely wiped of all data including any applications that the user may have installed onto the device. The Board is not responsible for replacing or restoring of any data other than to the default configuration.

Non-Disclosure

47. Employees of the Board are provided privileged access to some information systems and to the confidential data and records contained in those systems. Privileged access imposes upon the employee the responsibility and obligation to use that access in an ethical, professional, and legal manner that is strictly within his or her authorized job functions. Employees must not disclose such information to unauthorized parties, or make public such information without appropriate approval.

Safeguard of Private and Confidential Information

48. Employees and other users may require access to Board confidential information or private information relating to staff or students.
 - a. All recipients of such information must ensure that they provide appropriate safeguards in the handling of that information; for example, using encrypted laptops or encrypted USB drives, or using board-provided server storage.
49. It is the responsibility of the holder or recipient of confidential or private information to ensure that it is stored securely, and to notify the IT Department/ FOI Coordinator if they believe that the security of the information has been compromised.
50. Users should seek advice from the IT Department before handling confidential or private data if they are in any doubts in regards to how to store and use it.
51. At no time is confidential or private data to be stored on personally owned computer or mobile devices, including mobile media such as USB drives.
52. Users must notify the IT Help Desk immediately of a lost or stolen Board-owned device, or lost or stolen data storage media (Board owned or personally owned) such as USB drives that may contain confidential or personal information. The IT Help Desk will immediately notify the FOI Coordinator.
53. Any third party that is not an LKDSB staff member who requires access to any private or confidential information must agree in writing to be bound by these procedures and must comply with appropriate legislation such as the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA). Such persons or organizations must ensure that: the information is appropriately safeguarded, that only essential information is obtained and stored for the purposes of use, that appropriate authorization has been provided to transfer the information, that they retain the information only for the time needed, and that the information is securely destroyed as soon as no longer needed.

Use of Cloud-Based Data Storage and Applications

54. Any web-based application that may be used to store private, confidential or personally identifiable information must be used with caution.
55. Users are expected to read the full terms and conditions and privacy statements of the service provider and make a judgment regarding whether it is safe to store information, or use the service.

56. If in doubt, users should contact the IT Department or FOI Coordinator before using such services.

Use of Social Media

57. While social media is a powerful tool, any use (both for work purposes and for personal reasons) must be considered public and permanent at all times.
58. It is expected that staff use social media responsibly at all times.
59. Inappropriate references to the Board or Board staff, schools or school staff, students, and parents in media such as social networking sites, blogs, web pages, or e-mail, whether Board provided or personal, may represent a contravention of expected professional standards, or student behavior, and may be subject to further investigation and discipline.
60. Inappropriate use of personal technology, or services such as social media, while on or off school property, either during the school day or outside it, that has a negative impact on school climate, may result in investigation and action where appropriate. Such examples may include (but are not limited to) harassment and bullying occurring outside school hours.
61. Students are prohibited from using Board devices, networks and accounts to register or use online accounts such as social media where they are not of appropriate age. E.g. Students under the age specified in the software license agreement of online tools, social media accounts, etc are prohibited from using them.

Consequences

62. Any violation of these Procedures may result in sanctions, including the loss of computer privileges, suspension or expulsion for students, disciplinary action up to and including termination of employment for staff, and legal action or police involvement for all users.

Review

63. These procedures must be reviewed annually by the Privacy and Information Management Committee (PIMC).

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 another student to submit in their name
- Plagiarism** is the act of taking the ideas or words of another and presenting them as your own.
- * Using direct quotations, or any section 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.

Consequences for Academic Dishonesty:

Professional judgement of the teacher is taken into account to determine the degree of academic dishonesty and appropriate consequences.

Consequences for Academic Dishonesty on Assignments:

Grades 9 and 10 – Student will redo the assigned work. The student will receive a 25 per cent deduction on their assignment. If assignment is not completed and handed in within the time frame specified by the teacher, a mark of zero will be recorded. Subsequent occurrences may result in a mark of zero.

Grade 11 - Student will redo the assigned work. The student will receive a 50 per cent deduction on their assignment. If the assignment is not completed and handed in within the time frame specified by the teacher, a mark of zero will be recorded. Subsequent occurrences may result in a mark of zero.

Grade 12 – A mark of zero will be assigned. There will be no opportunity for the assignment to be re-evaluated.

Note: Consequences may vary depending on the grade and level of a course.

Consequences for Academic Dishonesty on Tests:

1. Teacher has a conversation with the student about the incident.
2. If cheating has been determined, the student is assigned a mark of zero.
3. Parents are informed if student is under 18 years old.
4. In Grades 9 to 12, administration is informed if situation is not resolved.

Consequences for Academic Dishonesty on Exams:

1. If cheating is suspected during the exam, student is allowed to complete exam.

2. If cheating has been determined during or after the exam there will be a conference involving administration, teacher and the student. A mark of zero will be assigned.

3. Parents are informed if student is under 18 years old.

Appeals Process: Appeals will be requested through the teacher to the administration if the situation is not resolved.

Assessment and Evaluation Policy

Assessment and evaluation is based on Ministry guidelines:

1. The primary purpose of assessment and evaluation is to improve student learning.
2. A detailed description of the assessment and evaluation process for each course will be clearly communicated to each student, early in the semester.
3. Assessment and evaluation will be based on the provincial curriculum expectations and the achievement levels outlined in curriculum policy documents.
4. 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.
5. Evaluation refers to the process of judging the quality of student work on the basis of established criteria.
6. Evaluation should reflect each student's most consistent level of achievement.
7. Seventy percent (70%) of the final marks in grades 9, 10, 11 and 12 will be based on assessments and evaluations conducted throughout the course. Thirty percent (30%) 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.
8. Assessment and evaluation of student achievement also provides teachers with an opportunity to think critically about their methods of instruction and the overall effectiveness of their program. This in turn provides improved opportunities for student learning.
9. 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. Another interim report will be distributed approximately three quarters of the way through the course. Semester end reports will indicate the final grade.

Homework Policy

Homework is defined as learning activities assigned to students by teachers and completed during non-classroom hours. It is instrumental in building lifelong learning skills:

1. To guide students in taking initiative and responsibility;
2. To assist students in the development of self-discipline;
3. To promote in students, the sense of task commitment and time management, which will build self-esteem;
4. To assist students in the development and practice of problem solving;
5. To guide students in decision-making processes and in learning to accept the consequences of not completing work;
6. To expose students to a variety of settings for learning;
7. To encourage perseverance and resource fullness in task completion;
8. To increase academic achievement
9. Also to develop rapport between parents and children;
10. To give parents a clear idea of their children's areas of strength and difficulty.

Types of Homework may be: *Preparation* (advance preparation for the next day's lesson), *Practice* (providing students with the needed review and reinforcement about materials or skills presented in a previous lesson), *Extension* (giving students an opportunity to expand on concepts that were taught in class) or *Creative* (analysis, synthesis and evaluation where students use resources to investigate their own ideas).

Homework for Absent Students

At a parent or student request, appropriate homework assignments will be made available for students who have legitimate absences from school for a period of three or more days. Allow two days from time of request to pick up of assignments.

Activity Fees

Student Activity Fee – Students are required to pay a Student Activity Fee of **\$30.00** which will be paid at registration. Fees help to offset the cost of extracurricular activities.

Locker Rental – All students are required to pay **\$5.00** for the use of a combination lock which must be left on the locker at the end of the year.

Activities and Supplemental Learning Material Fees

It is the policy of the Lambton Kent District School Board to support the charging of fees to students where schools choose to offer enhancements or supplementary learning materials beyond the core curriculum. It is the policy of the Lambton Kent District School Board that no student should be excluded from participating based on their ability to pay.

The policy supports: consumable supplies, personal equipment for optional programs, items which become the personal property of the student (e.g.

Physical Education uniforms), field trip costs, and participation to share the cost of extracurricular activities. These are examples, and not an exhaustive list.

Exams

All students are expected to write their exams as scheduled by the school. Exams are **not** rescheduled for reasons such as work schedules or vacations. The only acceptable reasons for absence from exams are for illness, bereavement or court appearance. Medical notes will be required for students who are absent from exams due to illness. Absence from an exam for any other reason will result in a mark of zero for the exam portion of the course.

Freedom of Information Notice to Parents

During the school year, your child(ren) 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 not limited to:

- School yearbook
- School drama presentations
- 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 notifications, may be present to cover these events by photographing, audio taping or videotaping students involved in the above-mentioned routine in-school activities.

If you wish your child to be excluded from photographing, audio taping, 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, audio taped, or videotaped during the school year.

Awards

Students will be recognized at the annual Awards Ceremony held in December based on their achievement for the previous school year.

Academic Honours

- Honours: 80% to 90%
- Honours with Distinction: 90% or over
- Top three students per grade
- Averages per grade (grade 9-11: top 8 courses, grade 12: top 6 courses) including all courses taken within the school year including Summer Semester.

School Letter

The School Letter is awarded to a graduating student who demonstrates excellence in school involvement and academics throughout their high school career.

- An Awards Committee will review each application and determine which students meet the criteria of the award.
- 20 points total are required to receive a School Letter.
- Points are awarded in three areas. Students must achieve a minimum of 5 points in each of the three areas: Academics, Athletics and Activities. Students may only count a maximum of 3 points in any one year from a particular category.
- Points are awarded as follows:
 - **Academics:** 90% and up = 3 points, 80 – 90% = 2 points, 70 – 80% = 1 point
 - **Athletics:** Active participation as a coach, manager or member of a school team competing in LKSSAA sanctioned events = 1 point per team per year.
 - **Activities:** Active member in a recognized club or school group = 1 point per organization per year.
- Students are welcome to complete and hand in a Tracking Sheet to Student Services at the completion of an activity or school year. All signatures must be obtained for the documentation to be validated. The committee will not search out coaches, staff advisors or others to investigate student's participation in any activity other than those listed on the application form.
- Students are responsible for completing an application in their graduating year. Students need to verify overall point totals for each category with Student Services by June 1st of their graduating year.

Student Supports

Native Education Workers

Located in Room 113, Mr. Sinopole supports Aamjiwnaang students as a mediator-community liaison for any issues/concerns as they arise. As they work with students and community, they

- Assist students with the transition from Grade 8 to Grade 9
- Encourage independence while helping students with daily stresses they encounter
- Support and works with students one-on-one and in groups
- Provide opportunities for in and out of school cultural, leadership and learning activities
- Work with administration, teaching staff, student services and various agencies
- Extend cultural experiences to all classes in the school
- Assist students to have a positive learning experience
- Encourage students to research post-secondary education and career pathways

Public Health Nurse visits the school weekly to provide students with sexual health information and options counseling. The nurse is located in the Nurse's Room on 2nd floor. Students may confidentially request an appointment by asking for an appointment slip in Student Services.

Mental Health & Addictions Nurse (MHAN) counsels students who may be struggling with a mental health or addiction issue. Students may self-refer, or may be referred by parents/guardians, hospitals, health care providers, community agencies or school administration.

Community Services Officer assists students who require housing or have family issues.

LKDSB Psych-Ed Clinician assesses students to determine if they are Exceptional Pupils, but also counsels those who have mental health issues and are not yet connected to community supports.

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

Confidential Individual Counselling

- ✓ About personal matters & courses

Information

- ✓ About colleges, universities and other schools

Group Sessions

- ✓ On study techniques, post-secondary planning

Interest Surveys

- ✓ To learn more about yourself

Records

- ✓ Your courses, credits needed for graduation

Timetables

- ✓ Balancing the semesters, changing schedules

Career Centre

- ✓ Information about careers & future education

Scholarships & Financial Aid

- ✓ What is available and how to apply

Interviews may be requested by filling in a request form in the Student Services Office. All students will be seen by a counsellor at least once a year to discuss selection of courses and possible career directions.

**Counselors: Mr. R. Bedard (Curriculum Leader)
Mr. J. deSchiffert
Mrs. K. L'Heureux**

Learning Resource Teachers

Mr. B. Cornell and Mr. D. Marr

Any student who has a special need in any subject area may receive help from the learning resource teacher. This help may be delivered on a one-to-one basis during a short-term withdrawal from the classroom or with special interest groups.

Student Success Teachers

Ms. K. Kaija and Mr. D. Marr

Room 107 is open during the day for any student needing extra help or a quiet place during class. Permission from the classroom teacher is required.

Websites for Information, Support and Sharing:

Kids Help Phone

1-800-668-6868

www.kidshelpphone.ca

My Health Magazine

www.yoomagazine.net

Mind Your Mind –

www.mindyourmind.ca

Children's Mental Health

Ontario –

www.kidsmentalhealth.ca

We R Kids –

www.werkidsmentalhealth.ca

Healthy Minds Canada –

www.healthymindsCanada.ca

Where to Call in Sarnia-Lambton:

Emergency – dial 911 or go to the nearest hospital

Find help in your community -

www.211Ontario.ca

St. Clair Child and Youth

519-337-3701

Victim Services 519-344-8861

Canadian Mental Health

519-337-5411

Sarnia Distress Line

519-336-3000