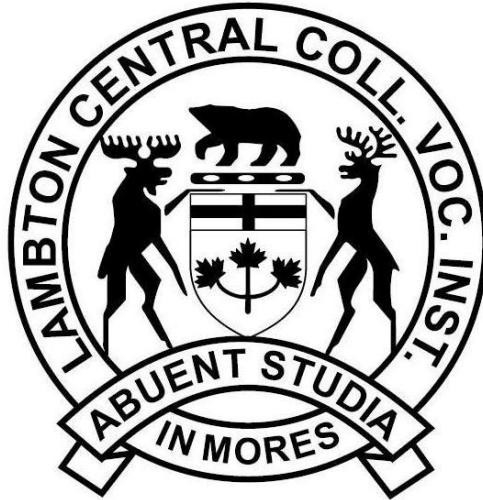


# LAMBTON CENTRAL COLLEGIATE VOCATIONAL INSTITUTE



**Principal**  
Mr. Nemcek

**Vice-Principal**  
Mr. S. Watson

4141 Dufferin Street  
Petrolia, Ontario N0N 1R0  
Phone: (519) 882-1910  
Twitter: @LCCVIinfo

## My Personal Timetable

LCCVI operates on a Day 1 / Day 2 system based on odd and even numbered days from the calendar. The order of the afternoon periods is reversed on a Day 2.

**Example:** September 5 – Day 1 → Period order: 1-2-3-4  
 September 6 – Day 2 → Period order: 1-2-4-3

### Semester 1

Day 1		Time	Day 2	
Period	Class		Period	Class
1		8:10-9:30	1	
2		9:35-10:50	2	
3		11:45-1:00	4	
4		1:05-2:20	3	

### Semester 2

Day 1		Time	Day 2	
Period	Class		Period	Class
1		8:10-9:30	1	
2		9:35-10:50	2	
3		11:45-1:00	4	
4		1:05-2:20	3	

## Help Yourself / Help Others – Resources and Supports for Students

### LCCVI Bullying Hotline

A dedicated phone line is now available for members of our school community to share concerns regarding the well-being of specific students, or situations involving bullying. Just call the school at 519-882-1910 and follow the directions in the voice message. Students, parents, and community members are invited to share using this reporting option. Callers may remain anonymous if they wish.

**Please note that messages in this mailbox are only checked during regular school hours. In an emergency or when immediate assistance is needed please call the Kids Help Phone at 1-888-668-6868, the Distress Line at 1-888-347-3747 or call 911.**

### Websites for Information, Support and Sharing:

Kids Help Phone - [www.kidshelpphone.ca](http://www.kidshelpphone.ca)  
 Mind Your Mind – [www.mindyourmind.ca](http://www.mindyourmind.ca)  
 We R Kids – [www.werkidsmentalhealth.ca](http://www.werkidsmentalhealth.ca)

My Health Magazine – [www.yoomagazine.net](http://www.yoomagazine.net)  
 Children’s Mental Health Ontario – [www.kidsmentalhealth.ca](http://www.kidsmentalhealth.ca)  
 Healthy Minds Canada – [www.healthymindscanada.ca](http://www.healthymindscanada.ca)

### Where to Call:

Chatham-Kent	Sarnia-Lambton
Kids Help Phone – 1-800-668-6868	Kids Help Phone – 1-800-668-6868
Chatham-Kent Children’s Services - 519-352-0440	St. Clair Child and Youth Services – 519-337-3701
Victim Services – 519-436-6630	Victim Services – 519-344-8861
Canadian Mental Health – 519-436-6100	Canadian Mental Health – 519-337-5411
Canadian Mental Health Crisis Line – 1-866-299-7447	Canadian Mental Health Crisis Line – 1-800-307-4319
WAYS 24 hour Crisis Line – 519-433-0334	Sarnia Distress Line (Family Counselling Centre) –519-336-3000

### Who to Speak to:

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

### Other Special Phone Numbers for Teens

#### **Alcohol/Gambling/Drug Addiction Unit**

- confidential information on any concerns related to alcohol, drugs or gambling: **519-464-4500, ext. 5370**

#### **Alcoholics Anonymous**

- confidential alcohol addiction counseling for teens who require help for themselves, family, or friends: **519-337-5211**

#### **The Inn of the Good Shepherd**

- The Haven, Co-ed Youth Shelter: **519-336-5941**

#### **Sarnia-Lambton Children’s Aid Society**

- Professional and confidential help available (24 hour answering service) for adolescents and children with regard to child abuse, emergency care and protection. (age up to and including 16 years.): **519-336-0623**

#### **Community Health Services**

- Call for confidential professional information on medical concerns (sex education, STD, birth control, pregnancy): **519-383-8331 ext. 437**

#### **Central Lambton Family Health Team**

- Petrolia **519-882-2500**

## **Mission Statement of the Lambton Kent DSB**

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.

### **Mission Statement of LCCVI**

Teachers at LCCVI are dedicated to providing the following:

- access for all students
- a safe learning environment
- quality educational opportunities
- high professional standards

## **Lambton Kent District School Board and LCCVI 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.

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted.

All students, parents, teachers, and staff members have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate, and to be accountable for actions that put the safety of others or oneself at risk.

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

### **Respect, Civility and Responsible Citizenship**

All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position 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, their peers and for those in positions of 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.

## **LCCVI Student Code of Conduct - Additional Information**

### **Discrimination and Harassment**

It is the policy of the Lambton Kent District School Board that all employees, students and individuals coming into contact with the board should be treated with dignity, within a climate of understanding and mutual respect.

LCCVI will not tolerate, condone, or ignore workplace harassment as described in board policy. This includes bus transportation to and from school and school activities. Discrimination and harassment will not be tolerated at LCCVI. Situations of harassment will be dealt with immediately in accordance with the government policy on safe school intervention (Bill 157) and the Ontario Human Rights Code. A breach of this legislation will result in a progressive discipline approach beginning with appropriate consequences for each unique situation. Breach of this policy carries penalties of up to 20 days of suspension from school. Copies of the full board policy are available from the school on request. A more detailed review of the policy occurs in the school at the beginning of each school year.

## **Safe Learning Environment**

***The learning environment at LCCVI will be safe, welcoming, violence free, and purposeful.***

### **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) The 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.

Types of bullying include cyber-bullying and social aggression.

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.

Bullying by 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 and Expulsion Policy**

It is the policy of the Lambton Kent District School Board to ensure a positive and safe learning and working environment for all students, staff, and visitors. A pupil who engages in activities that jeopardize this environment may be subject to suspension.

### **Infractions for which a suspension may be imposed include:**

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

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

**Infractions for which a suspension may result and a recommendation for expulsion made:**

1. Uttering a threat to inflict serious bodily harm on another person;
  2. Possessing alcohol, illegal and/or restricted drugs;
  3. Being under the influence of alcohol;
  4. Swearing at a teacher or at another person in a position of authority;
  5. Committing an act of vandalism that causes damage to school or board property or to property located on the premises of the pupil's school;
  6. Bullying;
  7. Any act considered by the principal to be injurious to the moral tone of the school;
  8. Any act considered by the principal to be injurious to the physical or mental wellbeing of any member of the school community; or
  9. Any act considered by the principal to be contrary to the Board or school Code of Conduct.
10. Any activity listed in subsection that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.

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;

Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;

The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper; or

Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

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

Principals must suspend a student for bullying and consider recommending that student for expulsion if the following two conditions exist:

- (1) The student has previously been suspended for bullying, and
- (2) The student's continuing presence in the school creates, in the principal's opinion, an unacceptable risk to the safety of another person.

**Review of a Suspension**

A parent / guardian or adult student may request a review of a suspension by the Superintendent within 3 school days of the commencement of the suspension.

The request may be made verbally or in writing to the Principal or the Superintendent.

Verbal requests must be followed up in writing.

The Superintendent or designate may consider the reason(s) for the suspension, duration, mitigating or other factors, or any other information deemed relevant to the review.

The Superintendent may consult with the Principal regarding the modification or expunging of the suspension.

The Superintendent will provide notice of the review decision to the parent or adult student.

**Appeal of a Suspension**

A parent / guardian or adult student may appeal a suspension to a committee of Trustees.

The appeal must be made in writing and delivered to the Board within 10 school days of the commencement of the suspension.

A suspension review is undertaken by the Superintendent upon receipt of notice to appeal.

Normally, the committee of Trustees will hear the appeal within 15 days of receiving notice of the appeal.

An appeal of the suspension does not stay the suspension.

*Parents are reminded to check with the principal regarding the provision of school work during the period of suspension from school.*

## **Emergency Response**

During any school year, there are a number of situations that can occur which require us to use Emergency Procedures. These may include a fire, a tornado warning, and a drug search by police officers or an intruder. There are procedures for each situation that the students will practice. Although real situations are rare, students, staff, parents and visitors need to be aware of what is expected.

### **HOLD AND SECURE**

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

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

Wait for directions

### **SHELTER IN PLACE**

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

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

**Note: To safeguard students and staff inside the building, exterior doors need to remain closed and locked 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.**

### **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, 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, 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 everyone in the building needs to respond immediately and co-operatively.

### **Attendance**

There is a close relationship between regular attendance and student success. Students are evaluated on a daily basis and much learning occurs within the classroom via discussion, group work, demonstration and activities. Students are expected to attend all their classes except for the following reasons: illness or medical appointments, school activities (e.g. trips, athletics), bereavement, important parent-supported activities approved by administration.

### **Planned Absences**

For absences that are planned in advance (such as medical appointments) a signed note from a parent/guardian indicating the date, periods absent, and reason for absence should be submitted to the office in advance. For extended absences (such as vacations) please complete the “Request to be Excused” form found on the LCCVI website. Check the calendar carefully to avoid exams days and the OSSLT, as these will not be rescheduled.

### **Absent for the day**

The office should be notified as soon as possible. This can be done by either a phone call from a parent/guardian during office hours (7:30 – 3:30) or leaving a message on the school’s attendance voicemail. Students who are 18 years of age or older may clear their own absences with valid reasons only.

### **No Bus Days (snow days, fog days)**

On days when transportation is cancelled the school is open and teachers are present. For students who do not take a bus the usual expectation for parent/guardian contact regarding attendance still applies.

### **Arriving late for school or class**

A student, who is late for school or class, should go to the office for an admit slip to class. Habitual lates can result in progressive discipline.

### **Leaving school during the day**

A student who leaves school during the day and will be expecting to miss class, must sign out at the office. A note or phone call from a parent/guardian will be required.

In the case of a personal medical appointment, sign out at the office and then bring a note back from the health care attendant confirming the appointment time.

***Students who are signed out by their parent or guardian are expected to leave the building. Parents/guardians may not give students permission to go to the library, gym or to be spectators at sporting events during the regular school day.***

### **Illness during the day**

A student who is ill during the school day must report to the office. A parent/guardian will be contacted, as required.

### **Tuancy**

A student is truant if he or she:

- is absent from class without a valid reason.



- leaves school without signing out.
- does not report to the office if ill.

Truancies will result in detentions with further truancies resulting in escalated consequences such as suspension.

### **Exams and Final Evaluations**

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

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

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

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

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

### **Motor Vehicles and Parking**

Students are expected to drive their vehicles in a safe and courteous manner around the school. Careless driving may be referred to the police. Additional parking is available at the Legion.

Parking is prohibited in emergency access routes, the bus lanes, and in the staff parking lots (West Parking Lot, along the South Wall and by the Gym Entrance).

Students violating parking and vehicle rules may have their parking privileges suspended and their vehicles towed or ticketed.

It is neither the responsibility of the Lambton Kent District School Board nor LCCVI to provide a parking place for all those who would like to drive to school. However, if a student must drive and park on school property, there are rules by which we all must abide, since safety is our main concern. Students bringing a vehicle to school are expected to park their vehicle and access again at lunch or after school. The following rules apply:

- Loitering in the parking lot or in parked cars is not permitted;
- Students are not permitted to access their vehicles during breaks between classes; students are provided with lockers to store their belongings;
- Do not take up more than a single parking space;
- There is to be no spinning of tires or “burning of rubber”;
- There is to be no excessive noise since classes are being conducted;

- Do not transport students unsafely (e.g. no riding on the hood of a car or in the back of a pickup truck);
- Clean up excessive litter from around your vehicle.

## **Transportation**

The school provides transportation for participants to and from extra-curricular activities which are part of the school program. Students are to use the mode of transportation provided. A student wishing to use another mode of transportation may only do so by completing the proper paperwork signed by a parent / guardian. This paperwork must be submitted to LCCVI's administration for approval well in advance of the activity. 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.

## **Tobacco-Free Environment**

The Lambton Kent District School Board is free from the harmful effects of the use of tobacco products, cannabis products, shisha and other imitation smoking-related products and accessories.

The Board will declare, establish and maintain an environment free from tobacco, cannabis, smoke, and vapour. This means that smoking and/or holding lighted tobacco and/or cannabis products, as well as consuming or using any smokeless tobacco and/or cannabis products, shisha or imitation smoking-related products and accessories, including e-cigarettes and vaporizers are prohibited anywhere on LKDSB property or property that is used for board purposes. The procedure also pertains to property that is used for school purposes that fall under a shared land use agreement with the local municipality and to vehicles parked on property at all times.

This Administrative Procedure applies to all students, staff, trustees, parents, visitors, volunteers, community partner agencies, facility renters, contractors and any other individual on Board property or in vehicles parked on Board property or on property that is used for school purposes that fall under a shared land use agreement.

This Administrative Procedure applies to all school-sponsored or school-related events, and out-of-classroom programs and activities approved by, or under jurisdiction of the Board. This includes school business, on school buses, or during any part of a school field trip, including athletic team trips and school club excursions.

In accordance with the Smoke-Free Ontario Act, 2017 (SFOA, 2017), exceptions are made for the traditional use of tobacco. Therefore, if an Indigenous person requests to use tobacco for traditional Indigenous cultural or spiritual purposes, every effort will be made to accommodate the individual in an appropriately designated space.

Schools have the responsibility to provide supportive, healthy places for living, learning, and working that promote the mental, physical, social, and spiritual well-being of their students, staff members, and the community as a whole.

### **Additional Tobacco, Cannabis and Smoke-Free Environment Prohibitions**

In addition to ensuring compliance with the SFOA, 2017 the Lambton Kent District School Board further prohibits the consumption/use of all tobacco and cannabis products, including smokeless tobacco and smokeless cannabis products, and all other imitation smoking and vapour products and accessories on board property at all times.

### **Tobacco, Cannabis and Smoke-Free Environment Procedures No: A-AD-136-18 Definitions**

**Board Property:** refers to any property owned or occupied by the Board, including administrative and non-administrative buildings, schools (and their surrounding property), and board owned or leased vehicles and machinery. Temporary structures erected on board property are also considered Board property. Property that is used for school purposes that fall under a shared land use agreement also meets the definition of Board Property.

**Tobacco Product:** is defined as any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, heated, absorbed, dissolved,

inhaled, sniffed or ingested by any other means, or any component part, or accessory of the tobacco product. Common types of tobacco products include but are not limited to cigarettes, cigarillos, cigars, chew, plug, snus, snuff, blunt wraps, beedies, and shisha (tobacco or herbal). Cannabis Product: is defined as any product containing, made or derived from cannabis that is intended for human consumption whether smoked, heated, inhaled, dissolved, or ingested by any other means, or any component part, or accessory of the cannabis product. Common types of cannabis products include dried cannabis (e.g., joints, spliffs, blunts), concentrated cannabis products (e.g., hash, hash oil, shatter, wax), and edible cannabis concentrates (food or drink products containing cannabis).

Imitation Smoking and Vapour Products: include any product that resembles any tobacco or electronic smoking or vaped product, and / or is marketed or intended to be used as an alternative to tobacco use, that is not an approved smoking cessation device. Prohibited imitation smoking and vapour products can include electronic cigarettes, cigars, and pipes as well as the cartridges and solutions, whether or not they contain nicotine. They produce a vapour that resembles smoke. They consist of a battery-powered delivery system that vaporizes and delivers a liquid chemical mixture that may be composed of various amounts of nicotine, propylene glycol, and/or other chemicals.

This does not include any product that is approved by Health Canada as a quit smoking aid (e.g. nicotine patches, mist, inhalers, gum and lozenges), or is prescribed as a medicine for lung ailments (e.g. Ventolin or steroid inhaler)

Tobacco, Cannabis and Smoking-Related Accessory: means any item that is used for the consumption of a tobacco or cannabis product, including but not limited to pipes, bongos, cigarette holders, lighters, matches, rolling papers, cigarette cases, spit bottles, tins, tubs, chargers, mouth pieces, cutters, charcoal, waterpipe / hookah, grinders and dabbers/nails. Tobacco, Cannabis, and Smoke-Free Environment: is an environment that is free from the harmful effects of second-hand smoke and vapour, and free from the use of any tobacco product, cannabis, imitation tobacco and smoking-related products or accessories.

### **Violations**

Violations may include but are not limited to:

- using or consuming any prohibited product (as outlined above) on Board property;
- the sale or distribution of any prohibited product (as outlined above) to a person under the age of 19 on Board property; and,
- the carrying / displaying / use of any above-mentioned accessory (as outlined above).

### **Enforcement**

Failure to comply with the Tobacco, Cannabis and Smoke-Free Environment Administration Procedure can be subject to consequences outlined in existing LKDSB policies such as the code of conduct and safe schools.

- Internal student discipline (e.g., warning, notification of parents, detention, suspension).
- Meeting / assessment with school support staff and/or community partner agencies including Public Health Nurses, Mental Health and Addiction Nurses, Social Workers
- Referral to Lambton Public Health and the Tobacco Enforcement Officer (e.g. counselling, fine)

Counselors, etc.

- Withdrawal of privileges to use the building(s) and / or property.
- Notification of employee non-compliance to supervisors/management (including but not limited to community partner agencies and contractors).
- Education, warning, and/or ticket issued by Enforcement Officer and/or other Provincial

agent.

## **Alcohol and Drug Abuse**

It is the policy of the Lambton Kent District School Board to prohibit the possession and use of Alcohol and Drugs by its students while on Board property and at Board-sponsored events. Students possessing and/or trafficking and/or under the influence of illegal or unauthorized drugs and/or alcohol on school property or at school-sponsored events will face the following consequences:

The principal, or designate will:

- confiscate any alcohol or drugs present (refer to the Guidelines of Search and Seizure of Drugs),
- contact the parents or legal guardians to advise of the situation and disciplinary procedures,
- contact the police for assistance or advice, if necessary,
- conduct a search of the student's locker and personal effects if necessary (refer to the Guidelines of Search and Seizure of Drugs),
- arrange for the safe departure of the student from the school property or school-sponsored event by parents, legal guardians, ambulance personnel, or police,
- arrange a meeting with the parents or legal guardians to share further information and to provide available school-based and/or community-based counseling services, and advise the student of the consequences, should there be subsequent infractions, and,
- suspend the student for a minimum of 1 day to a maximum of 20 days, according to the Board Suspension Policy and the Education Act.

## **Lockers**

Lockers are a privilege. Misuse of lockers will result in the loss of the privilege.

Lockers and combination locks are assigned to students at registration; the use of lockers and locks are included in the student activity fees paid upon yearly registration.

Both the locker and the lock are the property of the school; lockers are subject to search by administration

Only locks issued by the office may be used on school lockers.

***It is important that lockers and locks not be switched without the knowledge and permission of the office.***

Students are to leave their locker locked when not in use and are advised to not divulge their combination to anyone.

Students are responsible for the condition of their lockers, locks and locker contents; lockers must be left empty and clean when the student vacates the locker; the lock is to remain on the locker at the end of the school year.

Avoid leaving valuables in lockers or dressing rooms; the *school only assumes responsibility for loss of articles left in the Main Office for safe keeping.*

## **School Property**

Textbooks, class materials, library books, and uniforms, etc. should be returned when requested before the end of the semester.

LCCVI Music Department equipment will only be used for Music Department events and curricular based functions deemed appropriate by the music teachers. Students assigned to music department materials will take full responsibility for the care and upkeep of the items entrusted to them.

## L.C.C.V.I. Dress Policy

The dress policy is reviewed annually by students, staff, parents, and administration to foster a healthy and respectful academic environment at LCCVI. The intent is to ensure appropriate clothing choices that contribute to a positive learning atmosphere.

Students are expected to use good judgment and be dressed appropriately at all times. In alignment with the school's commitment to maintaining a positive and inclusive community, student dress that could reasonably be construed to symbolize, suggest, display, promote or incite the following is unacceptable:

- recreational drug or alcohol use
- illegal or criminal activity
- profanity
- pornography
- violence
- racial, creed-based, or other identity-based hatred
- features that otherwise threaten health and safety

These are not consistent with ensuring a safe and inclusive learning environment for all students and are not permitted.

Dress that is suitable for a K-12 education environment will include a top and bottom layer made from opaque (not see-through or transparent) material. Undergarments may not be worn as the only layer of clothing.

Head coverings that obscure the face, except as an accommodation under the Ontario Human Rights Code, may not be worn. Hats may be worn in all common areas of the school and may be worn in the classroom, at the teacher's discretion. Hats need to be removed during specified situations.

For health and safety reasons, footwear must be worn at all times while in the school. Specific courses (i.e. Physical Education, Foods, Science, Technology) may have additional requirements for suitable footwear that conform with the intended activity.

Students are encouraged to use their lockers to store their backpacks/school bags. Backpacks/school bags may be brought into classrooms at the discretion of the teacher, with regard to specific classroom layout and health and safety considerations.

The decision of what to wear is a learning experience; however, the final decision of appropriateness rests with the school administration. Student dress must not interfere with the safe operation of the school or the rights of others. Any exceptions will be authorized by the principal, consistent with human rights, and accommodate diversity while ensuring inclusivity. The goal is to provide barrier-free access for all students.

It is not acceptable to display profanity, including near or implied profane or improper words or any statements, pictures or symbols with connotations regarding sex, alcohol, drugs, violence; and cultural and racial insensitivity. No clothing should be worn that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.

Jackets and coats are not allowed in classrooms.

Headwear, including hats, bandanas, scarves, and hoods, except those worn for religious reasons, must be removed upon entry into the classroom during instruction.

Hair accessories designed and worn as such are permitted. These include plastic and cloth hair bands, scrunchies, clips and combs.

Footwear, free of dirt and debris, will be worn in the building at all times for health and safety reasons.

**Administration, teaching staff and support staff reserve the right to request a change of clothing.**

**Students will not be permitted to attend class and may be sent home until appropriate clothing is worn.**

### **Personal Electronic Devices**

The privacy, dignity and safety of others must be maintained through the appropriate use of electronic devices. These devices are not to be used during class time and/or scheduled school activities without the expressed permission of the classroom teacher.

Students should be respectful while using personal electronic devices and use them for school purposes when given time to do so. Improper use of these devices could result in disciplinary action.

### **Food and Beverages**

Food and beverages are available in the cafeteria and should be consumed there, with the exception of lunch-time meetings in classrooms.

It is acceptable to consume food and beverages while in transit in the halls; however, students may not consume food and beverages while sitting in the halls.

The vending machines are to be accessed during free time, not class time.

### **Prohibited Items**

The following items (this is not an exhaustive list) are prohibited inside the school building. Use of these items may result in their confiscation:

- weapons, fireworks, skateboards, rollerblades, hee-ies, bicycles, scooters, and laser pointers.

### **Student Cards**

Each student is issued a photo student card and must carry their card with them at all times.

Student cards are required when students want to borrow materials from the school library.

Student cards are the property of the school and must be handed in when withdrawing from LCCVI.

Lost student cards should be reported immediately and may be replaced by contacting the librarian.

### **School Bus Regulations**

Students will:

- enter the bus and take their seats in an orderly manner,
- remain seated facing front when bus is in motion,
- keep head and arms inside bus at all times,
- talk quietly and make no unnecessary noise,
- not bring food or beverage on the bus,
- not litter the bus,
- not throw anything from the bus,
- not bring live animals, birds, reptiles, fish or insects on the bus,
- not smoke or use profane language on the bus,
- be courteous to fellow passengers and obey the instructions of the driver, and,
- be responsible for any damage to the bus and liable for the cost of repairs.

***Students not obeying these rules will be subject to discipline by the school principal/vice-principal and may be suspended from the bus and potentially from school.***

### **How to Obtain a Bus Pass**

With 48 hours' notice, a Bus Pass may be approved at the discretion of the school principal. Requests for bus passes should be completed by accessing Requests for bus passes must be received by the school no later than 48 hours prior to the requested bus ride. The principal, in consultation with the bus operator, shall determine seat availability. No bus passes will be provided on buses that are deemed full.

Application for a Bus Pass is available at [www.cklass.ca](http://www.cklass.ca) The form should be completed, printed and signed by the parent / guardian. The signed form must be presented to the principal / designate 48 hours to the requested ride.

### **Access to School Premises**

All visitors between the hours of 7:30 a.m. and 3:30 p.m. will report to the main office and will sign the visitor log if remaining in the building.

Any student that wishes to bring a guest to school must receive permission from the main office prior to the day the guest will be visiting.

A person is not permitted to remain on school premises if the person fails to obtain permission.

A principal has the duty to refuse to admit to the school or classroom a person whose presence in the school or classroom would, in the principal's judgment, be detrimental to the physical or mental well-being of a pupil.

### **School Activities**

School activities are planned for the enjoyment of LCCVI students. The following procedures apply for Students' Council activities:

- Tickets for special events are pre-sold (ticket sales will conclude at the end of lunch on the Wednesday prior to the event) and are non-transferable.
- Attendance is limited (tickets are sold on a first-come, first-serve basis).
- Guest tickets will only be sold at lunch if the ticket limit has not been reached.

The use of drugs and/or alcohol has no place in any school activity including after hour events. Students who are deemed to be in possession and / or under the influence of alcohol or drugs at a school function/event face the following consequences:

- suspension from school
- Possible police involvement.

## **Helpful Information**

### **Fees**

Consideration will be given to any parent, guardian, or student experiencing financial hardship that may limit a student's access to participating fully.

### **Inclement Weather**

In the event of inclement weather, school buses may be cancelled.

Such information is available by 6:30 a.m. on local radio stations, at [www.cklass.ca](http://www.cklass.ca) and check @LCCVIinfo on Twitter.

**LCCVI is located in Zone 4, but students should know the zone in which their home is located (check the website if necessary).**

Although buses may be cancelled, teachers will post work on their virtual site (google classroom, D2L). Students are expected to log in and attend class virtually. Teachers will post work to Google classroom, D2L, and/or class websites.

### **Ontario Student Transcript (OST)**

The transcript is part of the OSR and will include information on the student's courses successfully completed in Grades 9 and 10 with percentage grades earned and credits gained; and a list of all Grade 11 and 12 courses taken **or attempted** by the student, with the percentage grades earned and the credits gained.

**Full Disclosure Note:** Course withdrawal after 5 instructional days following the issue of the first provincial report card will be recorded on the Ontario Student Transcript (OST) for any Grade 11 or 12 course; diploma requirements earned to date.

The Ontario Student Transcript is issued by the school, on request, and lists the courses which have been completed successfully as well as the marks and credits obtained. It is an important document for employment purposes and for admission to post-secondary institutions. Students must request a transcript in person in the Student Services Office. Current students do not have to pay for transcripts.

### **Lost and Found**

A "Lost and Found" is maintained in the office.

Putting your name on books, binders, PE clothing, calculators, etc. will make it easier to have items returned to you.

***Never leave your valuables in the PE change rooms.***

### **Homework**

Homework is an integral part of the education process. Homework is defined as those learning activities which teachers assign to students for completion during non-classroom hours.

Homework is a means to build life-long learning skills such as self-discipline, initiative, time management and problem-solving; and to experience learning in a variety of settings.

The amount of student homework varies by subject, year, level of difficulty, and homework types and expectations. Each department will include a homework policy statement in each course outline.



Homework shall include assignments allowing for practice, preparation, extension and creativity related to classroom work.

Teachers will assign and check homework on a regular basis as an element of work skills evaluation.

Students should use their Student Planner to organize their homework and to communicate about assignments with parents.

### **Assessment and Evaluation**

The Lambton Kent District School Board has established Assessment and Evaluation Guidelines based on *Growing Success: Assessment, Evaluation and Reporting in Ontario Schools* (First Edition, Covering Grades 1 to 12, 2010). Included in the LKDSB document are sections covering: Assessment, Evaluation, Reporting, Late and Missed Assignments, Academic Dishonesty, etc....

## **Acceptable Use of Technology for Students**

### **System Integrity**

The computer system including computer files, documents and electronic communications are the property of the LKDSB.

There is no expectation of privacy in using LKDSB technology. The LKDSB may monitor and may at any time access all files, documents, electronic communications and use of Internet to ensure integrity of the system and compliance with these Regulations.

Students will only use the network account assigned to them.

The student will be responsible for any activity using his/her password, including any time the computer is left unattended. Students must not share passwords nor use the passwords of others. Passwords should be changed regularly. If a student loses his/her password or feels that an unauthorized person has accessed his/her account, he/she must report it to a teacher or school administrator immediately.

Students must not try to hack into the computer system or gain access to any unauthorized databank.

Students must not access or delete computer files or directories of others.

Students must respect the integrity of the computer system by not altering hardware, software or wiring configurations.

Computer viruses and related problems can cause extensive damage to computer systems.

Students should use caution when opening email attachments from unknown senders.

All media brought from home (such as USB keys) must be scanned for viruses before use. Currently all supported workstations within the LKDSB are automatically scanned for viruses.

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

Students must not download or install any unauthorized materials such as programs, games or files from any source, or cause a denial of service for others.

### **Personal Safety**

When using the Board supported networks, students must not reveal any personally identifying information (such as first and last name, picture, address, telephone number, physical description, etc.) about themselves or others. Web pages should not contain any personal information about students (ex: address, telephone number).

Students must NEVER agree to meet with keypals unless supervised by a teacher.

Students must report to a teacher or school administrator any messages they receive that request personal information, are inappropriate, or make them feel uncomfortable.

### **Appropriate Use**

Board supported network accounts are granted to students to further their academic goals. The LKDSB system may not be used for personal reasons.

Students must respect the rights of other users by avoiding the waste of limited resources such as paper, print supplies, hard drive space, bandwidth and time.

Students must use language appropriate to the school setting.

### **Unacceptable Use**

Students must not access director or proxy sites which circumvent the security measures put in place by the Lambton Kent District School Board.

Students must immediately exit any site that is transmitting inappropriate or offensive material. Students must immediately report accidental access to such a site to a teacher or school administrator.

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

### **Copyright**

All software license agreements must be honoured. It is against the law to copy commercial software that has not been placed in the public domain or distributed as “freeware”.

Under copyright laws all material remains the property of the author/creator and therefore permission is required for its use.

Do not take and present the work of others (for example, writings, images) and present them as yours. If using the work of others proper credit must be given and permission obtained if copyright materials are used.

### **Consequences**

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

### **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 are not limited to:

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

Public media organizations, upon notification, may be present to cover these events by photographing, audio taping or videotaping students involved in the above-mentioned routine in-school activities. Images may appear on the School / Board website or social media site.

**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 are to 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.

## **Academic Honesty**

### **Plagiarism**

Plagiarize/~ise *v.t.* take and use another person's (thoughts, writings, inventions) as one's own (*Oxford Dictionary*).

The most blatant form of *plagiarism* occurs when a student:

- Buys, Finds, or Borrows a complete essay from another student
- Essay writing business, or Internet site and submits the essay as his/her own work.
- A more common form of *plagiarism* occurs when a student submits a few sentences or paragraphs he/she read somewhere, and does not acknowledge the source of the writing, or, the author of the writing.

Another example of *plagiarism* occurs when a student:

- Adopts, Summarizes, or Paraphrases another writer's:
  - Train of argument
  - Idea (s), or
  - Sequence of ideas without giving credit to the author from which the above was taken.

The following are penalties for academic dishonesty, according to school and Board policy (see LKDSB Assessment and Evaluation Guidelines for more information). Professional judgment of the teacher is taken into account to determine the degree of academic dishonesty and appropriate consequences.

***All occurrences of plagiarism will be reported to a Vice-Principal, who will maintain an ongoing registration of all student occurrences. Tracking will continue throughout the student's academic career at LCCVI, and across all subject fields.***

### **Consequences for Academic Dishonesty on Assignments:**

**Grades 9 and 10** – Student will redo the assigned work. The student may 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 may be recorded.

**Grade 11** - Student will redo the assigned work. The student may receive a 50 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 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 less than 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 less than 18 years old.

**Appeals Process:** Appeals will be requested through the teacher.

## **Student Services**

**Mr. J. Irwin, Mrs. T. Groves**

The primary role of the counselling staff is to act as an advocate for student concerns. Students may request an interview at any time with any counsellor. Information and support may include, but is not limited to:

**Secondary School Experience** – course selection, timetable concerns, graduation requirements, strategies to enhance success.

**Personal Counselling** – opportunities for confidential counseling with referral to appropriate support services when necessary.

**Career Information & Counselling** – reference books, pamphlets, videos, college and university calendars. Computer resources, aptitude and interest inventories are available in Student Services from the counselling staff.

**Post-Secondary Plans & Scholarships** – OYAP, OSAP, apprenticeships, college and university admission requirements, the application process, registration, financial aid, bursary and scholarship opportunities.

## **Useful Websites**

### **General**

Ontario School Counsellors' Association – a comprehensive site useful for all students, parents, and teachers: <http://www.osca.ca>

Ontario Skills Passport – a provincially developed resource that provides clear descriptions of the skills used in virtually all occupations, as well as important work habits: <http://skills.edu.gov.on.ca>

### **Post-Secondary Information**

Ontario University Application Centre – links to Ontario universities information: <http://www.ouac.on.ca>

Ontario Colleges – links to Ontario colleges information: <http://www.ontariocolleges.ca>

Canadian Forces – home page: <http://www.forces.ca>

[www.electronicinfo.ca](http://www.electronicinfo.ca) – a comprehensive guide to Ontario universities

[MyBlueprint.ca/lkdsb](http://MyBlueprint.ca/lkdsb) (Use Google username and password)

### **Financial Assistance**

Scholarships Canada – A one step financial aid resource: <http://www.scholarshipscanada.com>

O.S.A.P. (Ontario Student Assistance Program): <http://osap.gov.on.ca>

[www.LKDSB.net/secondary/ScholarshipsBursaries](http://www.LKDSB.net/secondary/ScholarshipsBursaries) (click on LCCVI)

### **Career and Job Information**

Employment and Social Development Canada:

<https://www.canada.ca/en/employment-social-development.html>

myBlueprint website: [myblueprint.ca/lkdsb](http://myblueprint.ca/lkdsb) (use your Google username and password to access)

Offers interest inventories and a wide range of occupation profiles including video interviews.

## **Library**

**Hours:** 7:30 a.m. – 3:00 p.m.

**Staff:** Mrs. Napper – Library Supervisor

**Borrowing:** You must have a valid student card to borrow resources. The replacement cost for a lost student card is \$5.00.

**Catalogue:** Library resources are accessible through Destiny in desktop tools on the library computers.

**Loan Periods:** Fiction and most non-fiction may be borrowed for three weeks. Date Due Cards are placed in each book as you borrow it.

**Damages:** All resources are checked upon return. You are responsible for the cost of any damaged or lost resources. Removal of the bar-code means a charge of \$5.00.

**Fines:** Fines may be charged on overdue resources. Fines are 10 cents per day on 3-week resources.

**Computers:** Library computers are available before school, lunch, and after school. Priority during the day is for class use. Computer use is governed by Board policy.

**Internet:** Internet is available for educational use only.

**Conduct:** The Library rules follow the school Code of Conduct. Be courteous and considerate to all in the Library. The Library is a quiet area where you may read, research, and study.

