

**LORD DORCHESTER SECONDARY SCHOOL**  
**Home of the Beavers**



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*Labore et scientia vincemus.*  
*(We will succeed through work and knowledge).*

***This planner belongs to:***

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/TOWN** \_\_\_\_\_

**POSTAL CODE** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**STUDENT #** \_\_\_\_\_ **HOMEROOM** \_\_\_\_\_

# BACK TO SCHOOL

Welcome to Lord Dorchester Secondary School, Home of the Beavers!  
Happy New Year!

2019-2020 is a new year. If you loved your results from last year, keep doing the same things. If you were disappointed in your results from last year you're in luck because it's a new year and you can do things differently and we are here to help, just ask us.

As with all new years, it is time to make a resolution, set some goals and set yourself up for balance and success this year. One of our school goals is "to create a mentally-healthy culture that builds resiliency and promotes choice" because we know trying to do everything often leads to burnout but it is also important to honour the commitments that you make. Make balance a priority choosing carefully which academics, athletics and clubs you will participate in to keep you happy, healthy and hard-working. Focus on learning because whether you intend to continue in University, Apprenticeship, College or the World of Work, your ability to use the global competencies will be in demand. Understanding how to think critically and problem solve, be innovative, collaborate with peers, communicate clearly, learn to learn and ultimately to be a sound global citizen, will serve you well on any pathway. Building Global Competencies, building in good choices and building resiliency are all part of our school goals this year.

Remember that good students know where to go for help. There are many adults and students in the building who can point you in the right direction. Our Beaver staff team including Teachers, Guidance Counsellors, Secretaries and Custodians are all here to help – just ask!

Have a terrific year, Beavers!

Your Administrative Team,

M. Sullivan  
Principal

J. Lashbrook-Sherman  
Vice-Principal

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**SCHEDULES AND MAPS**

Times between classes represent travel time, ensuring that students arrive to their next class at the scheduled start time.

**REGULAR DAILY SCHEDULE**

**Warning Bell: 8:15 a.m.  
Buses Leave at 2:30 p.m.**

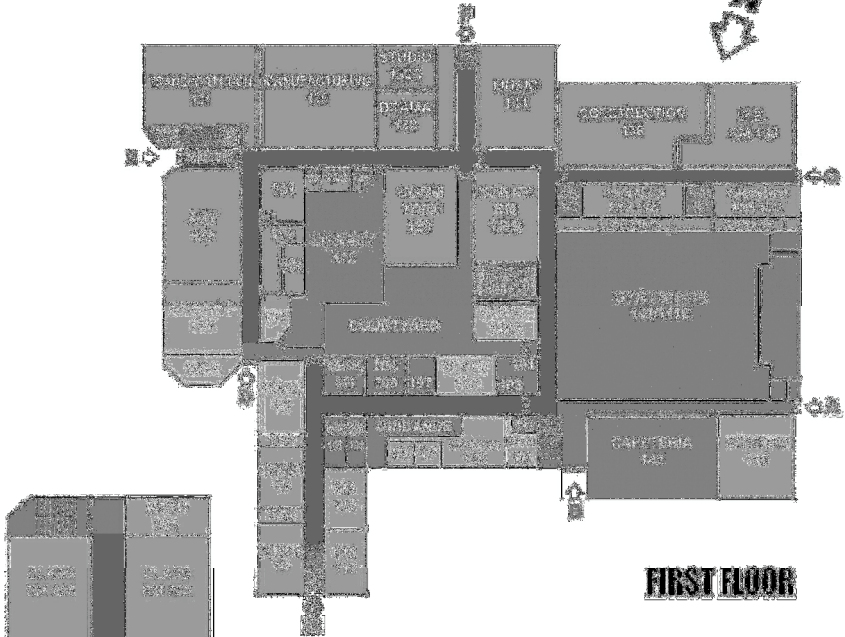
<u>Period/Block</u>	<u>Begins</u>	<u>Ends</u>
1	8:20	9:40
2	9:45	11:00
LUNCH	11:00	11:45
3	11:50	1:05
4	1:10	2:25

**ACTIVITY SCHEDULE**

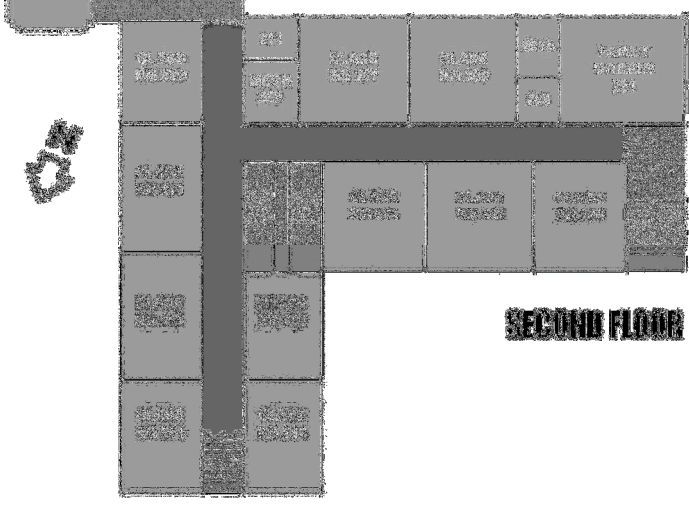
<u>Period/Block</u>	<u>Begins</u>	<u>Ends</u>
1	8:20	9:25
ACTIVITY	9:25	10:10
2	10:15	11:20
LUNCH	11:20	12:05
3	12:10	1:15
4	1:20	2:25

In the event of bus cancellations due to FOG, buses will be cancelled in the morning but will operate in the afternoon as scheduled unless otherwise posted. (Effective September 2018)

# School Map



## Safer Areas



## MEET THE BEAVERS

### FACULTY INDEX

J. Ashby	Science
J. Beaudrow	English
J. Bechard	English
J. Callowhill	Music, Technology, Virtual
B. Cauthers	Business, Science
J. Coulas	Science, Computer Facilitator
<b>D. Cowdrey</b>	<b>Math</b>
<b>I. Cox</b>	<b>Technology, Co-op</b>
<b>A. Dager</b>	<b>Physical Education</b>
<b>L. Eckert</b>	<b>Family Studies &amp; Social Science</b>
L. Floyd	Math
<b>L. Gill</b>	<b>Library</b>
J. Gunnell	Technology
J. Harmer	Civics & Careers, English, Geography
A. Hartwell	French, Virtual
M. Janes	Technology
K. Lehouillier	Phys Ed, Virtual
N. Lindsay	Math, SST
R. Lukings	English, History
<b>B. Middleton</b>	<b>Science</b>
E. Moore	Business
<b>M. Murphy</b>	<b>Dramatic &amp; Visual Arts</b>
A. Nicholls	French
C. Pollard	Phys Ed, Spec Ed & FLEx
<b>M. Prior</b>	<b>Business &amp; Co-op</b>
<b>S. Rankin</b>	<b>Gifted, Special Ed</b>
<b>D. Robson</b>	<b>English</b>
<b>K. Sauve</b>	<b>Guidance</b>
G. Stage	Technology
<b>J. Tennant</b>	<b>Geography</b>
<b>J. Thauer</b>	<b>History</b>
D. Vanos	Math
S. Young	Math

**NOTE: Bolded = Department Head**

**Principal – M. Sullivan**

**Vice-Principal – J. Lashbrook-Sherman**

**Superintendent of Student Achievement – Don Macpherson**

**SUPPORT STAFF**

**Secretarial**

T. Baker, Administrative Assistant  
C. Hiemstra, Trillium/Guidance Assistant  
M. Lewicki, Attendance/Reception

**Custodial**

B. Marshall (Charge)  
R. Soper  
TBA  
TBA

**TSA (Computer Tech)**

M. Mitchell

**School Psychologist**

K. Sapardanis

**Social Worker/Attendance Counsellor**

M. Reid

**Mental Health & Addictions Nurse**

Julie Robinson 519-641-1113 ext. 5732

**Public Health Nurse**

J. Limburg 519-663-5317 ext. 2384

**OPP Community Officer**

K. Howe 519-680-0300

## SCHOOL COUNCIL

Co-Chairs: TBA – elections September 23, 2019

School Council meets Mondays from 6:00 – 7:00 pm in the Learning Commons. Plan to attend and become a part of your School Council.

September 23, 2019

March 30, 2020

November 18, 2019

May 4, 2020

## STUDENT PARLIAMENT EXECUTIVE

Co-Prime Ministers

Leah Howe & Justine Strokan

Co-Deputy Prime Ministers

Hanan Haliru & Lauren Nielsen

Treasurer

McGregor Geoffrey

Secretary

Logan Lockhart

Media & Safe Schools Rep

Ila Manderson

Social Convenor

Nicole Pabstel

Club Representative

Jaydon Laidlaw

Grade 12 Representative

Madyson Bellamy

Grade 11 Representative

Elizabeth Sandison

Grade 10 Representative

Angel Ledgley

Grade 9 Representatives

TBA

Spirit Representative

Mariska Kuchocki

Announcement Representative

TBA

Community Representative

Madison McLellan

Mascot Coordinator

TBA

Staff Advisor

Mrs. K. Sauve

## CLUBS:

There are many extra-curricular clubs, activities, and athletic teams for our students. We encourage you to get involved in at least one extra-curricular activity. The morning announcements will provide information regarding meetings and try out times.

## TEAMS:

**FALL**  
(Mid Sept - Mid Nov)

Cross Country  
Girls' Basketball  
Girls' Field Hockey  
Golf  
Boys' Volleyball  
Ultimate Frisbee

**WINTER**  
(Mid Dec - Mid Mar)

Boys' Basketball  
Curling  
Girls' Volleyball  
Swimming  
Wrestling

**SPRING**  
(Mid Mar - June)

Badminton  
Boys' Baseball  
Girls' Soccer  
Boys' Soccer  
Tennis  
Track & Field



## CODE OF CONDUCT

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<b>ATTENDANCE</b>		
<ul style="list-style-type: none"> <li>• Students are expected to attend classes daily unless prevented by illness or other emergency.</li> <li>• Under ordinary circumstances, the school does not approve of absences for such things as haircuts, studying for other courses, early vacation, part-time jobs, driver's education, etc.</li> <li>• Any unexplained absence is considered to be truancy on the attendance report. It is the parent's and student's responsibility to verify to the teacher and to the office legitimate absences immediately upon returning to school.</li> <li>• If a student has to leave during the school day or if he/she feels ill, he/she is to report to the office. A note or phone call from a parent/guardian is required to excuse the student from school.</li> <li>• Students will be considered truant if they leave the school or classroom without permission.</li> </ul> <p><b>PUNCTUALITY</b></p> <ul style="list-style-type: none"> <li>• Students are expected to be in class and ready to work by the second bell.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular attendance is essential for a student's success.</li> </ul> <p><b>NOTE:</b> Under the Education Act, the Principal determines the legitimacy of a student's absence. The only acceptable reasons for absence are illness or unavoidable cause (as approved by the principal). It is the duty of the parent/guardian or independent student to ensure regular school attendance as per the Education Act, Section 21.</p> <ul style="list-style-type: none"> <li>• Good punctuality shows consideration and respect for the teachers and other students in the class. Lateness to class disrupts the lesson and has a negative impact on the teaching and learning process.</li> </ul>	<ul style="list-style-type: none"> <li>• Detention(s) from teacher.</li> <li>• Parent or guardian is informed.</li> <li>• Attendance Counsellor becomes involved if student is under 18.</li> <li>• Vice Principal becomes involved.</li> <li>• Suspension for persistent truancy.</li> <li>• Removal from class.</li> <li>• Removal from the school roll.</li> <li>• Missed evaluations will be completed immediately upon return. Missed evaluations due to truancy will result in a mark of zero.</li> <li>• Truancy on a day of an event (sport or dance) will make the student ineligible to participate.</li> </ul> <p><b>• According to Ministry policy, 15 consecutive absences from any class will result in removal from that class unless medical documentation is provided to the school.</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> and 2<sup>nd</sup> unexplained or unacceptable lates in a month - teacher discusses lateness with student</li> <li>• 3<sup>rd</sup> and subsequent lates - teacher assigns detentions</li> <li>• Subsequent lates - teacher contacts parent/guardian</li> <li>• 5<sup>th</sup> late - VP and parents/guardians are involved</li> <li>• 6<sup>th</sup> and subsequent lates - VP may assign other disciplinary action</li> </ul>

**CODE OF CONDUCT**

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<b>ASSEMBLIES, GUEST SPEAKERS OR PRESENTATIONS</b>		
<ul style="list-style-type: none"> <li>Students are expected to attend all assemblies. They are expected to be courteous and respectful towards presenters and guest speakers during assemblies or presentations. Hats and electronic devices <u>are not</u> permitted during presentations.</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies and presentations are a wonderful opportunity for students to learn from others with different viewpoints, experiences and specialties. The presenters' views may not be the same as a student's, but students must respect their right to speak in a safe and respectful environment.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be removed from the assembly or presentation and will be required to write a letter of apology to the presenter and organizers. Further consequences can include detentions, suspensions, a behavioural contract, or removal of assembly privileges.</li> </ul>
<b>DRESS CODE</b>		
<ul style="list-style-type: none"> <li>Students are expected to dress in a manner which reflects the educational nature of the LDSS school community. Clothes with offensive language or graphics are unacceptable. Personal property such as clothes, backpacks, or car bumper stickers must comply with the school expectations. Revealing or suggestive clothing is inappropriate in a learning community.</li> <li>Backpacks are not permitted in the classroom. Students must bring only the material they require to class.</li> <li>Students are expected to wear the appropriate gym uniform during physical education classes.</li> </ul>	<ul style="list-style-type: none"> <li>School is not a place for revealing or suggestive clothing. Appearance and behaviour reflect good judgement and respect for self and others. All headgear, with the exception of hats (i.e. bandanas, sunglasses, hoods, etc.), must be removed when inside the school, except where required for religious or medical reasons.</li> <li>No headgear is permitted during an assembly.</li> <li>Headgear within the classroom or library is at the discretion of the teacher.</li> <li>Backpacks are a health and safety issue and restrict the flow of pedestrian traffic.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be asked to change into more appropriate clothes.</li> <li>Persistent noncompliance with the dress code will result in further consequences (detentions or suspension).</li> <li>The administration, in consultation with the teacher, will make all decisions about the dress code.</li> </ul>

**CODE OF CONDUCT**

**EXPECTATION**

**LINK TO SUCCESS**

**POSSIBLE CONSEQUENCES**

**DRUGS, ALCOHOL & SMOKING**

**\*\*\* NEW \*\*\***

**Tobacco, Cannabis and Smoke-Free Environment: Effective September 2018**

Students, staff and visitors are prohibited from smoking or vaping on school board property and within 20 metres from any point of the perimeter of any school board property. This includes the smoking or holding of lighted tobacco or cannabis (marijuana), and includes a ban on the use of e-cigarettes and electronic smoking devices. Students and staff that have a legal medical document authorizing them to use medical cannabis will be able to do so on school board property, but only in a non-smoking or non-vaping form (e.g., capsules, edibles and oils). Students, staff and visitors are also prohibited from using shisha, smokeless tobacco and/or cannabis products (unless medically prescribed) and all related accessories. This code of conduct is in effect 24 hours a day, 7 days a week, and on school buses, or during any part of an official school field trip, including athletic team trips and school club excursions.

Failure to comply with this code of conduct may result in internal student discipline (e.g., warning, notification to parents/guardians, withdrawal of privilege, suspension, etc.) and/or charges and fines issued by an Officer of a Provincial Enforcement Agency.

- The possession, distribution, and/or use of alcohol or illegal drugs are NOT permitted on school property, regardless of age.
- Tobacco products (including e-cigarettes, vaporizers, etc.) are not permitted on school property, on the school bus, or at school sponsored activities.

- Students under the age of 19 are forbidden by law to use alcohol and tobacco products.
- The illegal use of drugs and alcohol is dangerous to health and can lead to behaviour which is detrimental to the tone and safety of the school.
- To enhance student learning, LDSS strongly discourages all behaviour that is detrimental to the healthy growth and development of its students.

- Being under the influence of illicit drugs or alcohol will result in a mandatory suspension. Possession of alcohol or illegal drugs will result in a mandatory suspension.
- Providing minors with alcohol and/or trafficking in illegal drugs will result in a mandatory suspension pending possible expulsion.
- Students who smoke or vape on school property are subject to a range of consequences such as warnings, in-school disciplinary action, possible suspension, and/or fines levied as per the Ontario Tobacco Control Act.

**CODE OF CONDUCT**

**EXPECTATION**

**LINK TO SUCCESS**

**POSSIBLE CONSEQUENCES**

**FIGHTING AND/OR THE POSSESSION OF WEAPONS**

- Fighting and/or the possession of weapons will not be tolerated on school property, on the school bus, or at school sponsored events.
- Weapon replicas will be treated in the same manner as real weapons.
- Objects used to inflict damage or injury will be treated as weapons.

- Society expects that conflicts be resolved by peaceful means. This protects the physical and mental well-being of each individual and promotes a positive and safe school environment.
- Possession of weapons is restricted by law. Inflicting injury constitutes assault and police will become involved. Criminal charges may be laid.

- All fights will result in suspension. The police may be contacted depending on the nature of the altercation.
- Committing physical assault that causes bodily harm will result in a mandatory suspension pending possible expulsion.
- Police will be called upon to investigate all incidents involving weapons or suspected possession of weapons.
- Possessing a weapon will lead to a suspension pending possible expulsion. Using a weapon to cause or threaten bodily harm will result in a mandatory suspension pending possible expulsion.

**HALLS**

- Students who have a study period/spare must be in the Learning Commons (when open), approved spaces or cafeteria. Students are not permitted to visit or disrupt other classes.

- Noise and activity in the hallways are distracting to students in the classroom.
- The wise use of study periods leads to academic success.

- Persistent non-compliance to requests to vacate the halls will result in detentions and/or loss of privileges.

**CODE OF CONDUCT**

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<b>INTERACTIONS</b>		
<ul style="list-style-type: none"> <li>• Students are expected to be courteous and considerate in dealings with other students. The following behaviours are not acceptable:               <ul style="list-style-type: none"> <li>○ physical, verbal, written, electronic, sexual, or psychological abuse;</li> <li>○ bullying, threatening or intimidation;</li> <li>○ swearing or other inappropriate language;</li> <li>○ discrimination on the basis of race, culture, language, religion, gender, disability, sexual orientation, or any other dimensions of diversity;</li> <li>○ “horseplay” in the halls, classes, and school property.</li> </ul> </li> <li>• Electronic harassment (social media) on or off site is prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>• Every student has the right to a safe and peaceful school environment and has a corresponding responsibility to refrain from any behaviour which threatens the mental and/or physical well-being of other students at LDSS.</li> <li>• Harassment is illegal and will not be tolerated. Uninvited remarks, gestures, sounds or actions that make one feel unsafe, degraded or uncomfortable are unacceptable at all times.</li> <li>• Respectful behaviour and appropriate language are essential in the resolution of conflicts with others.</li> </ul>	<ul style="list-style-type: none"> <li>• Threats to inflict serious bodily harm will result in a mandatory suspension and police involvement.</li> <li>• Parents of students under 18 will be involved in all such cases.</li> <li>• Sexual harassment is illegal and will not be condoned at LDSS. Suspension can result and police will be involved. Sexual assault will result in a mandatory suspension pending possible expulsion.</li> <li>• Shoving, poking, pushing, throwing snowballs, and other such horseplay can result in detention or suspension.</li> <li>• Swearing or objectionable language on school property or at scheduled school activities may result in detention or suspension.</li> <li>• Any harassment may result in suspension and police involvement.</li> </ul>

**CODE OF CONDUCT**

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<b>PERSONAL ELECTRONIC DEVICES</b>		
<ul style="list-style-type: none"> <li>Electronic devices such as, but not restricted to, cell phones, pagers, digital cameras, and video devices are not to be used during class time and/or scheduled school activities. These devices must be turned off during all school-related activities. Audio electronic playing devices may be allowed in the classroom, at the discretion of the teacher, but are prohibited during tests and exams.</li> <li>The use of electronic devices in class such as cell phones, PDAs, MP3's, iPods, etc. shall be determined by the classroom teacher. Under no circumstances should these devices (or any valuables, for that matter) be left unattended in a change room. [Please remember that the school is not responsible for items stolen from lockers or change rooms.]</li> </ul>	<ul style="list-style-type: none"> <li>The wise use of computers and the Internet will lead to academic success. Students are expected to be polite, use appropriate language, and use on-line time wisely.</li> <li><b>EMERGENCY CALLS:</b> All such calls to students will be channeled through the main office. Students are not to receive emergency calls on their cell phones. Parents should not text or call student cell phones during the school day but should contact the main office to leave a message.</li> </ul>	<ul style="list-style-type: none"> <li>The use of the internet is a privilege, not a right, and inappropriate use will be dealt with and may result in cancellation of those privileges, and other school penalties.</li> <li>Student use of personal music players and cell phones is not permitted in classrooms without the teacher's permission, the main office, the library or at assemblies. For each of the following consequences, it is understood that electronic devices will be confiscated and stored in the office until the end of the school day.             <ul style="list-style-type: none"> <li>First offence: warning</li> <li>Second offence: cell phone stays in office until end of the day; VP may call home</li> <li>Third offence: Student must surrender his/her cell phone to the VP and the cell phone will remain in the office until a parent/guardian picks it up.</li> </ul> </li> </ul>

**CODE OF CONDUCT**

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<b>RESPECT FOR PROPERTY</b>		
<ul style="list-style-type: none"> <li>• Students are expected to treat school property with care and respect. This includes: school grounds, buildings, equipment, textbooks, lockers, transportation vehicles, and the possessions of others.</li> <li>• All students are to abide by the regulations established by the school for conduct on school buses and on school field trips.</li> <li>• Lockers are the property of the school. The school has the right to enter/inspect lockers when the safety or welfare of the school is involved. Use only your assigned locker and secure it with a Dudley lock (preferably). The lock combination must be filed with the office. Lockers must be kept clean and free of graffiti and offensive material. You are responsible for the contents of your locker.</li> <li>• Student Parking is at the designated area (northwest side of the school – by the cafeteria).</li> </ul>	<ul style="list-style-type: none"> <li>• Every student has the right to learn in a clean, orderly school environment and has the responsibility to treat school property with care and respect. The school building and its contents are private property supported by tax dollars. The exorbitant cost of vandalism is often assumed by the taxpayer.</li> <li>• School custodians are hired to maintain the school building. They are not responsible for cleaning up messes deliberately made by others. By working together with the custodial and cafeteria staff, you can maintain a pleasant environment in which to eat lunch.</li> <li>• The use of the school bus is a privilege, not a right. Students are responsible to the principal for their conduct while on the school bus. Unruly behaviour on the bus presents a danger to all passengers. The school bus driver has the same authority as a teacher to control the behaviour of students.</li> </ul>	<ul style="list-style-type: none"> <li>• Students who destroy school property will be required to pay the cost of repair or replacement. Destruction of school property will result in a mandatory suspension and police action.</li> <li>• Deliberate littering will result in detentions, assigned clean-up duty, or loss of privileges.</li> <li>• Offensive material must be removed at the request of a teacher or administrator. Students will be required to remove graffiti from their lockers or desks.</li> <li>• The school cannot guarantee safekeeping of student items of significant value. Students are encouraged not to bring valuables such as cameras, jewellery, or cash to school. Theft, robbery, assault and extortion will be dealt with by the police. Committing a serious crime will result in a mandatory expulsion.</li> <li>• Consequences will range from warnings to temporary or permanent removal of bus privileges to detentions or suspensions.</li> <li>• Student will be asked to move their vehicles and may lose parking privileges.</li> </ul>

## CODE OF CONDUCT

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<b>RESPECT FOR STAFF</b>		
<ul style="list-style-type: none"> <li>• Students are expected to follow the rules of the school and the directions of the staff. When asked to do something by a staff member, students are expected to do it courteously and co-operatively.</li> <li>• Students are expected to give their name in a courteous manner when asked by staff members.</li> <li>• When asked to leave the classroom by a teacher, students are to report to the office directly or wait by the classroom door for further instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Our school community is made up of custodians, cafeteria staff, administrators, secretaries, teachers, educational assistants, students, parents, and volunteers. Everyone deserves respect.</li> <li>• Teachers and other school staff have been granted authority under the Education Act to promote academic diligence and proper behaviour among students.</li> </ul>	<ul style="list-style-type: none"> <li>• Opposition to a person in authority will result in a student being sent to the office.</li> <li>• Students are expected to report to the office when sent. Refusal to go to the office will result in disciplinary action.</li> <li>• If a student refuses to give his or her name, when asked, disciplinary action will result.</li> <li>• Swearing at a teacher, secretary, custodian, volunteer or other employee of the Board will result in a mandatory suspension.</li> </ul>
<b>VISITORS</b>		
<ul style="list-style-type: none"> <li>• All non-student visitors are expected to report to the main office to sign in.</li> <li>• Parents are visitors.</li> </ul>	<ul style="list-style-type: none"> <li>• The school must be a safe community for students, staff, parents and guests.</li> <li>• All visitors must be approved by the office.</li> </ul>	<ul style="list-style-type: none"> <li>• The student is responsible for the behaviour of his/her guest.</li> <li>• Visitors that are not approved are considered trespassers and can be charged.</li> </ul>



## **ACADEMIC DISHONESTY**

### **Thames Valley District School Board Policy (5015): Assessment and Evaluation (Effective 2011 SEP. 11)**

**Plagiarism is defined as “an act of theft known by many names: cheating, borrowing, stealing or copying. Plagiarism is intentionally or unintentionally using another person’s works or ideas and presenting these as [one’s] own. It is a serious offence that may result in serious academic consequences” (On Your Own 2010, p.41).**

Plagiarism usually takes one of four forms:

1. Using a quotation or sentence verbatim (word for word) without citing the source;
2. Paraphrasing another’s ideas, style or language or restating those ideas in your own words, style and language without acknowledging the original source;
3. Submitting any work by another student and claiming it as your own
4. Using without acknowledging the original source: diagrams, charts, internet graphics, questionnaires, etc. (On Your Own 2010, p.41).

#### **Consequences**

***Growing Success (2010) outlines that consequences for academic dishonesty may escalate, based on the following mitigating factors:***

- the grade level of the student and course type;
- the maturity of the student;
- the number or frequency of incidents;
- the individual circumstances of the student.

**Teachers will consider the factors above as part of their professional judgement. In consultation with the school administration, teachers will determine the appropriate consequences. The final decision resides with the school principal.**

For all cases of plagiarism and cheating, teachers will communicate information to the parents/guardians about the infraction and the consequences. Specific actions which will be taken as follows:

- teachers will discuss the individual situation with the student;
- the principal will be informed;
- with repeated incidents, the teacher and principal will discuss the individual situation with the student and parent(s)/guardian(s).

Consequences will be based on the factors outlined above and may include the following:

- redoing part/all of the assignment;
- completing an alternate assignment;
- loss of marks;
- a mark of zero;
- suspension.

## **ASSESSMENT AND EVALUATION - GROWING SUCCESS**

In April 2010, the Ministry of Education released a new document called *Growing Success, Assessment, Evaluation, and Reporting in Ontario Schools* (available at [www.tvdsb.ca](http://www.tvdsb.ca) | under Programs | under Assessment and Evaluation). The document provides details regarding new assessment and evaluation practices which all teachers in Ontario must implement.

The Assessment and Evaluation (Growing Success) Policy and Procedure developed by the Thames Valley District School Board are also found on the Board's website at [www.tvdsb.ca](http://www.tvdsb.ca) | under Board | under Policies and Procedures | Assessment and Evaluation (Growing Success) Policy and Procedure #5015. These documents clearly describe the important roles that teachers, students, principals, parents and superintendents play in ensuring fair, transparent and equitable assessment and evaluation practices to meet the learning needs of all students.

The Board also developed a new homework guideline and parent brochure (also found on the Board's website) to assist teachers, students and parents/guardians in the assignment and completion of homework.

We invite you to review these new policies and procedures and to discuss with staff at your school.

Thames Valley District School Board is committed to providing high quality education for all students. We are confident that by working together, we will be able to achieve this goal.

### **BUS CANCELLATION PROCEDURES**

Decisions to cancel student transportation due to inclement weather are made in the interest of student safety.

If school vehicles do run, parent/guardians must make the final decision as to whether or not their son(s)/daughter(s) will ride the bus/van.

Please note that even during our bus cancellations, your son/daughter's safety is important to us. Therefore, we ask that you please call the school at 1-844-305-3756 to report absences due to inclement weather conditions.

For bus cancellations affecting Lord Dorchester Secondary School, you may refer to the following website at <http://www.mybigyellowbus.ca> / bus cancellations / Middlesex County / Dorchester Zone or local radio stations. Radio announcements referring to LDSS buses will be worded as one of the following choices: "Dorchester Region", "Middlesex buses" or "All Thames Valley buses". Please do not call the bus operators. Call STS @ 519-649-1160.

The Parent Portal, mobile site and updated bus cancellations features can all be found on the parent portal. Any questions – visit <http://www.mybigyellowbus.ca> website. You will need your student ID# to log in and view transportation arrangements.

### **BUS TRANSPORTATION REGULATIONS**

Bus privileges may be suspended temporarily or permanently for violations of bus rules. Reinstatement will be at the discretion of school officials. A complete policy published by Transportation Services can be requested from the school. Students are expected to adhere to all bus regulations. Specifically students must:

- be at their bus pickup point at least 5 minutes prior to bus arrival time
- remain in their seats throughout the trip to and from school
- not abuse, damage or litter private property while waiting for their school bus
- be picked up and discharged ***only*** at their designated school bus stops
- keep aisles clear

- not open or close windows unless authorized by the driver
- keep arms and head inside the bus at all times
- not carry any dangerous, oversized, or annoying objects on school buses
- not at any time create a disturbance by distracting the driver's attention, or by interfering with another student or his/her belongings
- not eat or drink on school buses
- not smoke on school buses
- not use profane language on school buses
- follow the instructions of the driver
- not talk to the driver while bus is in motion unless in an emergency.
- Transportation is provided to and from a student's primary residence ONLY.

### **CAFETERIA**

The cafeteria is no longer operating, but a vending machine with fresh sandwiches, milk and cookies is stocked twice weekly. We ask that you help our staff by placing all of your garbage in the garbage and recycling bins provided.

### **COMPUTER/MEDIA USAGE AGREEMENT**

The Computer/Media Usage Agreement requires that all staff, students, parents and guardians agree to abide by the Rights and Responsibilities, and Conditions of Use Policy, as defined by the Board of Education. These exact policies will be made available to all students at the start of the school year.

Students are expected to use the school's Internet access in support of educational goals. The school's Code of Conduct outlines expectations for students, including behaviour with respect to use of computers. Unacceptable use includes, but is not limited to:

- (i) activities which may damage equipment;
- (ii) downloading, copying or transmitting any material that is in violation of any Federal or Provincial regulation such as copyrighted material; threatening or obscene material; hateful, racist or discriminatory material;
- (iii) any breach of security on local and remote sites including use or attempted use of another user's account; unlawful entry or attempted entry into any network system; any attempt to gain unauthorized access to view, alter, copy, share or destroy data and the creation and/or wilful transmission of computer viruses or virus hoaxes.

Inappropriate use by your child could result in denial of computer privileges, suspension and/or legal action. Students are expected to read and sign the Computer Usage Agreement forms (CUAF) in the second week of classes.

### **EVALUATION/EXAMS**

There are three (3) reporting periods each semester.

(i) Early Progress Report: October and March. This provides a report to students and parents indicating if a student is doing well or is having difficulty. A Learning Skills assessment (student and teacher evaluation) is filled out but it is not included in the student's Ontario Student Record. This assessment is intended to provide information regarding student's progress early in the semester. A Parents' Night is held at LDSS

shortly after the Early Progress report is issued to students.

(ii) Mid Semester Report: November and April. This report is issued half way through the semester and is a formal report card that is filed in a student's Ontario Student Record. Half credits are given a final grade at this time. (ex. Civics/Careers)

(iii) Final Evaluation Report: February and June. The semester-end report is the final one of the semester and indicates the final grade for each course as well as the final grade for additional half credits.

1. Evaluations of student achievement meet the requirements of Ministry of Education policies and guidelines.
2. Assessments and evaluations serve several purposes. They not only produce marks but also help to identify student needs and to guide teaching and learning.
3. In addition to academic achievement, students may be evaluated on the development of skills or participation in some courses as required by curriculum expectations.
4. Students and parents have a right to information about evaluation plans. These plans are a part of each course outline and will be available to each student electronically or in writing at the beginning of a course.
5. Students or parents with particular questions or concerns about evaluations should first discuss them with the subject teachers. The school administration is also available to deal with specific situations when a resolution is not reached.
6. Students with an Individual Education Plan (IEP) will be provided the opportunity for their accommodations.
7. Every course requires a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suited to the course content. Lord Dorchester Secondary School students must attend all final evaluation days.
8. The exam period is a very important time. Should a student be ill and miss an exam, a doctor's note will be required. Exams or formal final evaluations cannot be written early for any reason. **The dates for exams are available in this planner and Board/School websites. Personal business, vacations, and summer jobs are not acceptable reasons to write exams or formal final evaluations on another date.**

## **FOOD AND DRINKS IN THE SCHOOL**

Food or drinks may be allowed in any classroom only with the permission of the teacher. Expectations will be established at the beginning of each course.

## **FOOD ALLERGIES**

Many of our students have allergies, some are life-threatening. We can minimize the risk factors by taking precautions.

## **LEARNING COMMONS**

The Learning Commons is a beautiful and important space at Lord Dorchester Secondary School. We have both fiction and non-fiction books at all levels, along with graphic novels, poetry collections, and picture books. Aside from coming in and working on a project with your class, you are welcome to work there during your spare and during lunch. You may also use the Learning Commons for meetings or to access the many

technology and Makerspace options available to you: iPads, Apple pencils, Chromebooks, a GoPro camera, the green screen, the Cricut (a die-cutting machine), and a heat press. Your teacher-librarian is always willing to help you complete research for an assignment, find a book you would like to read, or help you with our technology. The source sheets for research in either the MLA or APA method are always available, and we encourage students at all levels to use these sheets for their note-taking and for documenting their sources. The same code of behaviour which is expected from you in the school is expected while you are in the Learning Commons. You are also asked to respect the following:

- Please bring your student card.
- Please respect the due date on books.
- Please bring only water bottles into the Learning Commons (no food).

When in the Learning Commons with a class, cell phones may be used as educational devices; please respect the expectations of the supervising teacher and/or the teacher-librarian.

## **OPENING EXERCISES AND ANNOUNCEMENTS**

Daily announcements will be played in the morning following “O Canada”.

## **PARENT PORTAL**

The Thames Valley District School Board (TVDSB) Parent Portal is used to provide parents/guardians with information\*\* (see below) about their child’s education as well as seek updates and authorizations annually. This method of collecting information streamlines the collection of information and assist schools in reducing the use of paper.

In order to access the TVDSB Parent Portal, parents/guardians must provide their own unique email address to the school when registering the student.

### Student Registrations - Current School Year

Parents/Guardians registering students during the current school year will be able to create an account for the TVDSB Parent Portal on the **first day** the student attends school.

### Student Registrations - Next School Year

Parents/Guardians registering students for the next school year will receive an email in **August** from the TVDSB inviting parents to create an account for the TVDSB Parent Portal.

Create an account using your unique email address:

**Navigate to:** <https://www.tvdsb.ca/parentportal>

Once created, parents/guardians will be prompted to link to:

SchoolMessenger (Program for reporting Student Absences)

SchoolCashOnline (Program for making on-line

payments example Field Trips)

**\*\*Information available in the TVDSB Parent Portal:**

- Student Absences (Current Year)
- Student Achievement (Report Cards)
- Student Timetables
- Student Individual Education Plan (If Applicable)
- Student Individual Plan of Care (IPOC)
- Student Information Sheet (Information submitted at Registration)
- Student Emergency Contacts (Information submitted at Registration)
- Parental Consents (Confirmed Annually in August)

**PARKING, DRIVING AND RIDING** (including Motorcycles and Mopeds)

Students and guests who drive to school must enter the property and park their vehicles in the **WEST** parking lot only. Vehicles parked in a “no parking” area or in a manner that blocks other vehicles may be towed at the owner’s expense. Upon entering the West parking lot, cars are to be parked in a marked parking spot. In this way, the emergency roadway will be kept clear. It is expected that reasonable speed (max. 20 km/h) and care will be maintained while on school property and in the vicinity of the school. Bicycles may be chained to the bicycle racks; however, the school is not responsible for loss or damage to vehicles or bicycles left at the school. Please lock and chain your bicycles.

**PRINTING AND PHOTOCOPYING**

Printing and photocopying is available to students for a cost of .10 cents per page (black & white). Colour prints/copies are available at a rate of \$1 per page. Students will be provided with a print credit top-up at the beginning of each Semester. If a student runs out of print credits during the school year, they have the option to purchase/add additional print credits to their account. A fee of .10 cents per page will apply (black & white).

**PROM**

Please be advised that Prom is NOT a school event and therefore does not have supervision.

**SAFE SCHOOLS**

The Thames Valley District School Board has the policies necessary to provide a school environment that is respectful and safe:

**Harassment Policy:** “The working and learning environment will be free of discrimination or harassment on grounds which include, but are not limited to the following: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, religion, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or handicap (as those terms are defined in the Ontario Human Rights Code)” ... “Any allegation of harassment shall be taken seriously and listened to attentively in a manner that does not humiliate or degrade the student making the allegation.”

**Safe School Policy:** “To ensure a safe and welcoming learning environment, schools should through the Code of Conduct, ensure that physical, verbal (oral or written), sexual or psychological abuse; bullying; or discrimination on the basis of race, culture,

religion, gender, language, disability, sexual orientation, or other attributes such as income or appearance are deemed unacceptable behaviour on the part of any member of the school community.”

Comments or actions which contravene the above rights are to be reported to a staff member immediately in order to deal with the inappropriate behaviour.

To report incidents of bullying, go to the LDSS website, click on Report Incidents of Bullying, complete the form and submit. Students are also encouraged to leave a written confidential message in the locked drop box in the guidance department.

Administration will contact you regarding the reported issue if you choose to leave contact information.

**Community resources include:**

Hate Crime Help Line (harassment, prejudice, hate) London Police	519-661-5670
Association for the Elimination of Hate (gay, lesbian, bisexual youth)	519-661-5266
OPP Middlesex (London) Detachment	519-681-0300

**SCHOOL CASH ONLINE**

For safety and efficiency reasons, we will no longer accept cash or cheques (some exceptional circumstances may apply). Please take five minutes to register for the online payment system at <https://thamesvalley.schoolcashionline.com>. Register by selecting the “Get Started Today” and following the instructions. Once you are registered online, you will begin receiving emails about upcoming events. School Cash Online – Parent Help Desk may be reached at 1-866-961-1803 or <https://www.schoolcashionline.com/Home/Support>.

**STUDENT CARD**

Pictures must be taken and student cards must be presented in order to participate in school activities including music and sports. Students are required to use their student cards to sign out a book or resources from the Learning Commons.

**STUDENT FEES**

There will be no fee or cost charged to students to participate in the regular day school program. Students enrolled in secondary schools in the Thames Valley District School Board can expect to be provided with the basic classroom learning resources that are required in order to complete the course expectations. Students who prefer to take on “enhancements” or extra projects will need to cover the material costs of these enhancements themselves. Students are expected to come to school ready and willing to participate actively in their own learning. To that end, students are expected to bring materials with them for their personal note taking (e.g. pencils, pens, paper, binder).

Students are expected, if they are taking Physical Education, to wear appropriate attire such as shorts, t-shirt and running shoes, in order to ensure that active participation is possible.

Students are encouraged to purchase our school’s Student Card by paying the Student Activity fee. The Student Card includes but is not limited to the benefit of participating in the co-instructional program, including athletics and transportation to league games,

and Student Parliament activities. Students involved in co-curricular teams, groups and clubs will be made aware of any additional fund raising obligations or participation fees prior to making a commitment to participate.

### **LDSS Fees - Student Activity Fee - \$30.00**

<b>Athletic Association</b>	<b>\$8</b>
<b>Beaver Bucks for Clubs</b>	<b>\$5</b>
<b>Healthy School Committee</b>	<b>\$2</b>
<b>Student Parliament</b>	<b>\$5</b>
<b>Student Fees</b>	<b>\$10</b>

### **STUDENT HEALTH INFORMATION & ASTHMA/MEDICAL EMERGENCY PLANS**

Individual Plans of Care (IPOC): If your student has a medical condition that the school should be aware of (Anaphylaxis, Diabetes, Epilepsy, Heart Condition, or others) please log into the parent portal and complete the IPOC for your student.

### **TRESPASSING**

Any person who has been issued a letter forbidding them to be on school property will be identified to the staff. If you see him/her on school property, please notify the office.

Students who are suspended are not allowed on school property or school buses for the duration of their suspension.

If you see people in the school who do not appear to be students or official visitors, please ascertain their business and ask them to report to the office, then notify the office.

### **TURNITIN**

Turnitin is an Internet-based service subscribed to by TVDSB and also used by many post-secondary institutions worldwide. Its primary purpose is to help students learn how to improve their writing and avoid plagiarism through proper research and citation. Students submit work (e.g., essays, reports, labs, etc.) to the Turnitin website, which in turn checks the documents for plagiarism against sources such as websites, periodicals, and journals, as well as previously uploaded student work. When students submit their work, it is uploaded to the Turnitin database and is then used in future anti-plagiarism checks. This prevents one student from falsely using another student's paper. Turnitin is provided at no cost to the student. Your son/daughter's teacher may ask for projects to be submitted directly through Turnitin, or through a D2L integration (used in eLearning and blended learning courses) with Turnitin.

### **WALKWAY**

The covered walkway that connects our playing fields to Carleton Court is a time-saving thoroughfare for LDSS students and the public. The walkway is not a place to hang out. Students will be reminded repeatedly over the course of the school year that they are to refrain from loitering in and around the walkway. As well, it will be made clear that consequences will be administered to those few who refuse to comply.

### **WITHDRAWING FROM A COURSE**

You must have earned 24 credits to date to have the option of having a spare. If withdrawing from a course results in the student having only two (2) courses in a given



semester, permission must be granted by the Vice-Principal for the student to become part-time. Part-time status affects participation in team sports and full participation in school. For Grades 11 and 12, if a student (including a student with an Individual Education Plan) withdraws from a Grade 11 or 12 course within five instructional days following the issue of the first provincial report card in a semestered school, the withdrawal is not recorded on the Ontario Student Transcript (OST). If a student withdraws from a course after five instructional days following the issue of the first provincial report card in a semestered school, the withdrawal is recorded on the OST by entering a “W” in the “Credit” column. The student’s percentage grade at the time of the withdrawal is recorded in the “Percentage Grade” column.

**LORD DORCHESTER SECONDARY SCHOOL**  
**Home of the Beavers**



61 Queen Street  
Dorchester, Ontario  
N0L 1G2

Phone: (519) 268-7351 Fax: (519) 268-3772

Attendance Line: 1-844-305-3756

Website: <https://lorddorchester.tvdsb.ca>

E-Mail Address: [lorddorchester@tvdsb.ca](mailto:lorddorchester@tvdsb.ca)

*Labore et scientia vincemus.*  
*(We will succeed through work and knowledge).*

***This planner belongs to:***

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/TOWN** \_\_\_\_\_

**POSTAL CODE** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**STUDENT #** \_\_\_\_\_ **HOMEROOM** \_\_\_\_\_

# BACK TO SCHOOL

Welcome to Lord Dorchester Secondary School, Home of the Beavers!  
Happy New Year!

2019-2020 is a new year. If you loved your results from last year, keep doing the same things. If you were disappointed in your results from last year you're in luck because it's a new year and you can do things differently and we are here to help, just ask us.

As with all new years, it is time to make a resolution, set some goals and set yourself up for balance and success this year. One of our school goals is "to create a mentally-healthy culture that builds resiliency and promotes choice" because we know trying to do everything often leads to burnout but it is also important to honour the commitments that you make. Make balance a priority choosing carefully which academics, athletics and clubs you will participate in to keep you happy, healthy and hard-working. Focus on learning because whether you intend to continue in University, Apprenticeship, College or the World of Work, your ability to use the global competencies will be in demand. Understanding how to think critically and problem solve, be innovative, collaborate with peers, communicate clearly, learn to learn and ultimately to be a sound global citizen, will serve you well on any pathway. Building Global Competencies, building in good choices and building resiliency are all part of our school goals this year.

Remember that good students know where to go for help. There are many adults and students in the building who can point you in the right direction. Our Beaver staff team including Teachers, Guidance Counsellors, Secretaries and Custodians are all here to help – just ask!

Have a terrific year, Beavers!

Your Administrative Team,

M. Sullivan  
Principal

J. Lashbrook-Sherman  
Vice-Principal

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**SCHEDULES AND MAPS**

Times between classes represent travel time, ensuring that students arrive to their next class at the scheduled start time.

**REGULAR DAILY SCHEDULE**

**Warning Bell: 8:15 a.m.  
Buses Leave at 2:30 p.m.**

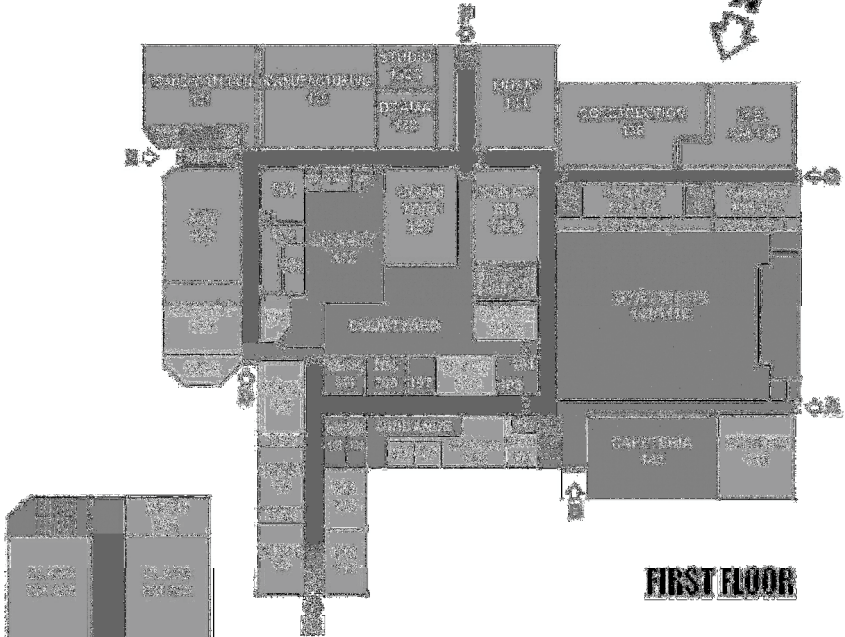
<u>Period/Block</u>	<u>Begins</u>	<u>Ends</u>
1	8:20	9:40
2	9:45	11:00
LUNCH	11:00	11:45
3	11:50	1:05
4	1:10	2:25

**ACTIVITY SCHEDULE**

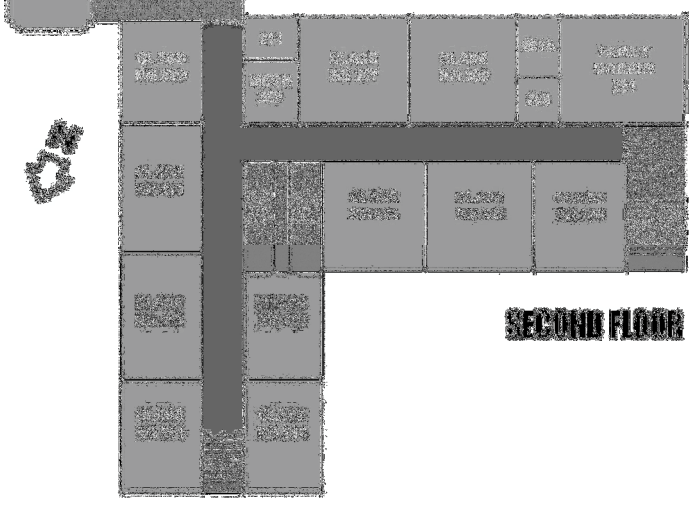
<u>Period/Block</u>	<u>Begins</u>	<u>Ends</u>
1	8:20	9:25
ACTIVITY	9:25	10:10
2	10:15	11:20
LUNCH	11:20	12:05
3	12:10	1:15
4	1:20	2:25

In the event of bus cancellations due to FOG, buses will be cancelled in the morning but will operate in the afternoon as scheduled unless otherwise posted. (Effective September 2018)

# School Map



## Safer Areas



## MEET THE BEAVERS

### FACULTY INDEX

J. Ashby	Science
J. Beaudrow	English
J. Bechard	English
J. Callowhill	Music, Technology, Virtual
B. Cauthers	Business, Science
J. Coulas	Science, Computer Facilitator
<b>D. Cowdrey</b>	<b>Math</b>
<b>I. Cox</b>	<b>Technology, Co-op</b>
<b>A. Dager</b>	<b>Physical Education</b>
<b>L. Eckert</b>	<b>Family Studies &amp; Social Science</b>
L. Floyd	Math
<b>L. Gill</b>	<b>Library</b>
J. Gunnell	Technology
J. Harmer	Civics & Careers, English, Geography
A. Hartwell	French, Virtual
M. Janes	Technology
K. Lehouillier	Phys Ed, Virtual
N. Lindsay	Math, SST
R. Lukings	English, History
<b>B. Middleton</b>	<b>Science</b>
E. Moore	Business
<b>M. Murphy</b>	<b>Dramatic &amp; Visual Arts</b>
A. Nicholls	French
C. Pollard	Phys Ed, Spec Ed & FLEx
<b>M. Prior</b>	<b>Business &amp; Co-op</b>
<b>S. Rankin</b>	<b>Gifted, Special Ed</b>
<b>D. Robson</b>	<b>English</b>
<b>K. Sauve</b>	<b>Guidance</b>
G. Stage	Technology
<b>J. Tennant</b>	<b>Geography</b>
<b>J. Thauer</b>	<b>History</b>
D. Vanos	Math
S. Young	Math

**NOTE: Bolded = Department Head**

**Principal** – M. Sullivan  
**Vice-Principal** – J. Lashbrook-Sherman

**Superintendent of Student Achievement** – Don Macpherson

**SUPPORT STAFF**

**Secretarial**

T. Baker, Administrative Assistant  
C. Hiemstra, Trillium/Guidance Assistant  
M. Lewicki, Attendance/Reception

**Custodial**

B. Marshall (Charge)  
R. Soper  
TBA  
TBA

**TSA (Computer Tech)**

M. Mitchell

**School Psychologist**

K. Sapardanis

**Social Worker/Attendance Counsellor**

M. Reid

**Mental Health & Addictions Nurse**

Julie Robinson 519-641-1113 ext. 5732

**Public Health Nurse**

J. Limburg 519-663-5317 ext. 2384

**OPP Community Officer**

K. Howe 519-680-0300



## SCHOOL COUNCIL

Co-Chairs: TBA – elections September 23, 2019

School Council meets Mondays from 6:00 – 7:00 pm in the Learning Commons. Plan to attend and become a part of your School Council.

September 23, 2019

March 30, 2020

November 18, 2019

May 4, 2020

## STUDENT PARLIAMENT EXECUTIVE

Co-Prime Ministers

Leah Howe & Justine Strokan

Co-Deputy Prime Ministers

Hanan Haliru & Lauren Nielsen

Treasurer

McGregor Geoffrey

Secretary

Logan Lockhart

Media & Safe Schools Rep

Ila Manderson

Social Convenor

Nicole Pabstel

Club Representative

Jaydon Laidlaw

Grade 12 Representative

Madyson Bellamy

Grade 11 Representative

Elizabeth Sandison

Grade 10 Representative

Angel Ledgley

Grade 9 Representatives

TBA

Spirit Representative

Mariska Kuchocki

Announcement Representative

TBA

Community Representative

Madison McLellan

Mascot Coordinator

TBA

Staff Advisor

Mrs. K. Sauve

## CLUBS:

There are many extra-curricular clubs, activities, and athletic teams for our students. We encourage you to get involved in at least one extra-curricular activity. The morning announcements will provide information regarding meetings and try out times.

## TEAMS:

**FALL**  
(Mid Sept - Mid Nov)

Cross Country  
Girls' Basketball  
Girls' Field Hockey  
Golf  
Boys' Volleyball  
Ultimate Frisbee

**WINTER**  
(Mid Dec - Mid Mar)

Boys' Basketball  
Curling  
Girls' Volleyball  
Swimming  
Wrestling

**SPRING**  
(Mid Mar - June)

Badminton  
Boys' Baseball  
Girls' Soccer  
Boys' Soccer  
Tennis  
Track & Field

## CODE OF CONDUCT

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<b>ATTENDANCE</b>		
<ul style="list-style-type: none"> <li>• Students are expected to attend classes daily unless prevented by illness or other emergency.</li> <li>• Under ordinary circumstances, the school does not approve of absences for such things as haircuts, studying for other courses, early vacation, part-time jobs, driver's education, etc.</li> <li>• Any unexplained absence is considered to be truancy on the attendance report. It is the parent's and student's responsibility to verify to the teacher and to the office legitimate absences immediately upon returning to school.</li> <li>• If a student has to leave during the school day or if he/she feels ill, he/she is to report to the office. A note or phone call from a parent/guardian is required to excuse the student from school.</li> <li>• Students will be considered truant if they leave the school or classroom without permission.</li> </ul> <p><b>PUNCTUALITY</b></p> <ul style="list-style-type: none"> <li>• Students are expected to be in class and ready to work by the second bell.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular attendance is essential for a student's success.</li> </ul> <p><b>NOTE:</b> Under the Education Act, the Principal determines the legitimacy of a student's absence. The only acceptable reasons for absence are illness or unavoidable cause (as approved by the principal). It is the duty of the parent/guardian or independent student to ensure regular school attendance as per the Education Act, Section 21.</p> <ul style="list-style-type: none"> <li>• Good punctuality shows consideration and respect for the teachers and other students in the class. Lateness to class disrupts the lesson and has a negative impact on the teaching and learning process.</li> </ul>	<ul style="list-style-type: none"> <li>• Detention(s) from teacher.</li> <li>• Parent or guardian is informed.</li> <li>• Attendance Counsellor becomes involved if student is under 18.</li> <li>• Vice Principal becomes involved.</li> <li>• Suspension for persistent truancy.</li> <li>• Removal from class.</li> <li>• Removal from the school roll.</li> <li>• Missed evaluations will be completed immediately upon return. Missed evaluations due to truancy will result in a mark of zero.</li> <li>• Truancy on a day of an event (sport or dance) will make the student ineligible to participate.</li> </ul> <p><b>• According to Ministry policy, 15 consecutive absences from any class will result in removal from that class unless medical documentation is provided to the school.</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> and 2<sup>nd</sup> unexplained or unacceptable lates in a month - teacher discusses lateness with student</li> <li>• 3<sup>rd</sup> and subsequent lates - teacher assigns detentions</li> <li>• Subsequent lates - teacher contacts parent/guardian</li> <li>• 5<sup>th</sup> late - VP and parents/guardians are involved</li> <li>• 6<sup>th</sup> and subsequent lates - VP may assign other disciplinary action</li> </ul>

**CODE OF CONDUCT**

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<b>ASSEMBLIES, GUEST SPEAKERS OR PRESENTATIONS</b>		
<ul style="list-style-type: none"> <li>• Students are expected to attend all assemblies. They are expected to be courteous and respectful towards presenters and guest speakers during assemblies or presentations. Hats and electronic devices <u>are not</u> permitted during presentations.</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies and presentations are a wonderful opportunity for students to learn from others with different viewpoints, experiences and specialties. The presenters' views may not be the same as a student's, but students must respect their right to speak in a safe and respectful environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be removed from the assembly or presentation and will be required to write a letter of apology to the presenter and organizers. Further consequences can include detentions, suspensions, a behavioural contract, or removal of assembly privileges.</li> </ul>
<b>DRESS CODE</b>		
<ul style="list-style-type: none"> <li>• Students are expected to dress in a manner which reflects the educational nature of the LDSS school community. Clothes with offensive language or graphics are unacceptable. Personal property such as clothes, backpacks, or car bumper stickers must comply with the school expectations. Revealing or suggestive clothing is inappropriate in a learning community.</li> <li>• Backpacks are not permitted in the classroom. Students must bring only the material they require to class.</li> <li>• Students are expected to wear the appropriate gym uniform during physical education classes.</li> </ul>	<ul style="list-style-type: none"> <li>• School is not a place for revealing or suggestive clothing. Appearance and behaviour reflect good judgement and respect for self and others. All headgear, with the exception of hats (i.e. bandanas, sunglasses, hoods, etc.), must be removed when inside the school, except where required for religious or medical reasons.</li> <li>• No headgear is permitted during an assembly.</li> <li>• Headgear within the classroom or library is at the discretion of the teacher.</li> <li>• Backpacks are a health and safety issue and restrict the flow of pedestrian traffic.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be asked to change into more appropriate clothes.</li> <li>• Persistent noncompliance with the dress code will result in further consequences (detentions or suspension).</li> <li>• The administration, in consultation with the teacher, will make all decisions about the dress code.</li> </ul>

**CODE OF CONDUCT**

EXPECTATION

LINK TO SUCCESS

POSSIBLE CONSEQUENCES

**DRUGS, ALCOHOL & SMOKING**

**\*\*\* NEW \*\*\***

**Tobacco, Cannabis and Smoke-Free Environment: Effective September 2018**

Students, staff and visitors are prohibited from smoking or vaping on school board property and within 20 metres from any point of the perimeter of any school board property. This includes the smoking or holding of lighted tobacco or cannabis (marijuana), and includes a ban on the use of e-cigarettes and electronic smoking devices. Students and staff that have a legal medical document authorizing them to use medical cannabis will be able to do so on school board property, but only in a non-smoking or non-vaping form (e.g., capsules, edibles and oils). Students, staff and visitors are also prohibited from using shisha, smokeless tobacco and/or cannabis products (unless medically prescribed) and all related accessories. This code of conduct is in effect 24 hours a day, 7 days a week, and on school buses, or during any part of an official school field trip, including athletic team trips and school club excursions.

Failure to comply with this code of conduct may result in internal student discipline (e.g., warning, notification to parents/guardians, withdrawal of privilege, suspension, etc.) and/or charges and fines issued by an Officer of a Provincial Enforcement Agency.

- The possession, distribution, and/or use of alcohol or illegal drugs are NOT permitted on school property, regardless of age.
- Tobacco products (including e-cigarettes, vaporizers, etc.) are not permitted on school property, on the school bus, or at school sponsored activities.

- Students under the age of 19 are forbidden by law to use alcohol and tobacco products.
- The illegal use of drugs and alcohol is dangerous to health and can lead to behaviour which is detrimental to the tone and safety of the school.
- To enhance student learning, LDSS strongly discourages all behaviour that is detrimental to the healthy growth and development of its students.

- Being under the influence of illicit drugs or alcohol will result in a mandatory suspension. Possession of alcohol or illegal drugs will result in a mandatory suspension.
- Providing minors with alcohol and/or trafficking in illegal drugs will result in a mandatory suspension pending possible expulsion.
- Students who smoke or vape on school property are subject to a range of consequences such as warnings, in-school disciplinary action, possible suspension, and/or fines levied as per the Ontario Tobacco Control Act.

**CODE OF CONDUCT**

**EXPECTATION**

**LINK TO SUCCESS**

**POSSIBLE CONSEQUENCES**

**FIGHTING AND/OR THE POSSESSION OF WEAPONS**

- Fighting and/or the possession of weapons will not be tolerated on school property, on the school bus, or at school sponsored events.
- Weapon replicas will be treated in the same manner as real weapons.
- Objects used to inflict damage or injury will be treated as weapons.

- Society expects that conflicts be resolved by peaceful means. This protects the physical and mental well-being of each individual and promotes a positive and safe school environment.
- Possession of weapons is restricted by law. Inflicting injury constitutes assault and police will become involved. Criminal charges may be laid.

- All fights will result in suspension. The police may be contacted depending on the nature of the altercation.
- Committing physical assault that causes bodily harm will result in a mandatory suspension pending possible expulsion.
- Police will be called upon to investigate all incidents involving weapons or suspected possession of weapons.
- Possessing a weapon will lead to a suspension pending possible expulsion. Using a weapon to cause or threaten bodily harm will result in a mandatory suspension pending possible expulsion.

**HALLS**

- Students who have a study period/spare must be in the Learning Commons (when open), approved spaces or cafeteria. Students are not permitted to visit or disrupt other classes.

- Noise and activity in the hallways are distracting to students in the classroom.
- The wise use of study periods leads to academic success.

- Persistent non-compliance to requests to vacate the halls will result in detentions and/or loss of privileges.

**CODE OF CONDUCT**

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<b>INTERACTIONS</b>		
<ul style="list-style-type: none"> <li>• Students are expected to be courteous and considerate in dealings with other students. The following behaviours are not acceptable:               <ul style="list-style-type: none"> <li>○ physical, verbal, written, electronic, sexual, or psychological abuse;</li> <li>○ bullying, threatening or intimidation;</li> <li>○ swearing or other inappropriate language;</li> <li>○ discrimination on the basis of race, culture, language, religion, gender, disability, sexual orientation, or any other dimensions of diversity;</li> <li>○ “horseplay” in the halls, classes, and school property.</li> </ul> </li> <li>• Electronic harassment (social media) on or off site is prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>• Every student has the right to a safe and peaceful school environment and has a corresponding responsibility to refrain from any behaviour which threatens the mental and/or physical well-being of other students at LDSS.</li> <li>• Harassment is illegal and will not be tolerated. Uninvited remarks, gestures, sounds or actions that make one feel unsafe, degraded or uncomfortable are unacceptable at all times.</li> <li>• Respectful behaviour and appropriate language are essential in the resolution of conflicts with others.</li> </ul>	<ul style="list-style-type: none"> <li>• Threats to inflict serious bodily harm will result in a mandatory suspension and police involvement.</li> <li>• Parents of students under 18 will be involved in all such cases.</li> <li>• Sexual harassment is illegal and will not be condoned at LDSS. Suspension can result and police will be involved. Sexual assault will result in a mandatory suspension pending possible expulsion.</li> <li>• Shoving, poking, pushing, throwing snowballs, and other such horseplay can result in detention or suspension.</li> <li>• Swearing or objectionable language on school property or at scheduled school activities may result in detention or suspension.</li> <li>• Any harassment may result in suspension and police involvement.</li> </ul>

**CODE OF CONDUCT**

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<b>PERSONAL ELECTRONIC DEVICES</b>		
<ul style="list-style-type: none"> <li>• Electronic devices such as, but not restricted to, cell phones, pagers, digital cameras, and video devices are not to be used during class time and/or scheduled school activities. These devices must be turned off during all school-related activities. Audio electronic playing devices may be allowed in the classroom, at the discretion of the teacher, but are prohibited during tests and exams.</li>   <li>• The use of electronic devices in class such as cell phones, PDAs, MP3's, iPods, etc. shall be determined by the classroom teacher. Under no circumstances should these devices (or any valuables, for that matter) be left unattended in a change room. [Please remember that the school is not responsible for items stolen from lockers or change rooms.]</li> </ul>	<ul style="list-style-type: none"> <li>• The wise use of computers and the Internet will lead to academic success. Students are expected to be polite, use appropriate language, and use on-line time wisely.</li>   <li>• EMERGENCY CALLS: All such calls to students will be channeled through the main office. Students are not to receive emergency calls on their cell phones. Parents should not text or call student cell phones during the school day but should contact the main office to leave a message.</li> </ul>	<ul style="list-style-type: none"> <li>• The use of the internet is a privilege, not a right, and inappropriate use will be dealt with and may result in cancellation of those privileges, and other school penalties.</li>   <li>• Student use of personal music players and cell phones is not permitted in classrooms without the teacher's permission, the main office, the library or at assemblies. For each of the following consequences, it is understood that electronic devices will be confiscated and stored in the office until the end of the school day.             <ul style="list-style-type: none"> <li>○ First offence: warning</li> <li>○ Second offence: cell phone stays in office until end of the day; VP may call home</li> <li>○ Third offence: Student must surrender his/her cell phone to the VP and the cell phone will remain in the office until a parent/guardian picks it up.</li> </ul> </li> </ul>

**CODE OF CONDUCT**

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<b>RESPECT FOR PROPERTY</b>		
<ul style="list-style-type: none"> <li>• Students are expected to treat school property with care and respect. This includes: school grounds, buildings, equipment, textbooks, lockers, transportation vehicles, and the possessions of others.</li> <li>• All students are to abide by the regulations established by the school for conduct on school buses and on school field trips.</li> <li>• Lockers are the property of the school. The school has the right to enter/inspect lockers when the safety or welfare of the school is involved. Use only your assigned locker and secure it with a Dudley lock (preferably). The lock combination must be filed with the office. Lockers must be kept clean and free of graffiti and offensive material. You are responsible for the contents of your locker.</li> <li>• Student Parking is at the designated area (northwest side of the school – by the cafeteria).</li> </ul>	<ul style="list-style-type: none"> <li>• Every student has the right to learn in a clean, orderly school environment and has the responsibility to treat school property with care and respect. The school building and its contents are private property supported by tax dollars. The exorbitant cost of vandalism is often assumed by the taxpayer.</li> <li>• School custodians are hired to maintain the school building. They are not responsible for cleaning up messes deliberately made by others. By working together with the custodial and cafeteria staff, you can maintain a pleasant environment in which to eat lunch.</li> <li>• The use of the school bus is a privilege, not a right. Students are responsible to the principal for their conduct while on the school bus. Unruly behaviour on the bus presents a danger to all passengers. The school bus driver has the same authority as a teacher to control the behaviour of students.</li> </ul>	<ul style="list-style-type: none"> <li>• Students who destroy school property will be required to pay the cost of repair or replacement. Destruction of school property will result in a mandatory suspension and police action.</li> <li>• Deliberate littering will result in detentions, assigned clean-up duty, or loss of privileges.</li> <li>• Offensive material must be removed at the request of a teacher or administrator. Students will be required to remove graffiti from their lockers or desks.</li> <li>• The school cannot guarantee safekeeping of student items of significant value. Students are encouraged not to bring valuables such as cameras, jewellery, or cash to school. Theft, robbery, assault and extortion will be dealt with by the police. Committing a serious crime will result in a mandatory expulsion.</li> <li>• Consequences will range from warnings to temporary or permanent removal of bus privileges to detentions or suspensions.</li> <li>• Student will be asked to move their vehicles and may lose parking privileges.</li> </ul>



**CODE OF CONDUCT**

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<b>RESPECT FOR STAFF</b>		
<ul style="list-style-type: none"> <li>• Students are expected to follow the rules of the school and the directions of the staff. When asked to do something by a staff member, students are expected to do it courteously and co-operatively.</li> <li>• Students are expected to give their name in a courteous manner when asked by staff members.</li> <li>• When asked to leave the classroom by a teacher, students are to report to the office directly or wait by the classroom door for further instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Our school community is made up of custodians, cafeteria staff, administrators, secretaries, teachers, educational assistants, students, parents, and volunteers. Everyone deserves respect.</li> <li>• Teachers and other school staff have been granted authority under the Education Act to promote academic diligence and proper behaviour among students.</li> </ul>	<ul style="list-style-type: none"> <li>• Opposition to a person in authority will result in a student being sent to the office.</li> <li>• Students are expected to report to the office when sent. Refusal to go to the office will result in disciplinary action.</li> <li>• If a student refuses to give his or her name, when asked, disciplinary action will result.</li> <li>• Swearing at a teacher, secretary, custodian, volunteer or other employee of the Board will result in a mandatory suspension.</li> </ul>
<b>VISITORS</b>		
<ul style="list-style-type: none"> <li>• All non-student visitors are expected to report to the main office to sign in.</li> <li>• Parents are visitors.</li> </ul>	<ul style="list-style-type: none"> <li>• The school must be a safe community for students, staff, parents and guests.</li> <li>• All visitors must be approved by the office.</li> </ul>	<ul style="list-style-type: none"> <li>• The student is responsible for the behaviour of his/her guest.</li> <li>• Visitors that are not approved are considered trespassers and can be charged.</li> </ul>

## **ACADEMIC DISHONESTY**

### **Thames Valley District School Board Policy (5015): Assessment and Evaluation (Effective 2011 SEP. 11)**

**Plagiarism is defined as “an act of theft known by many names: cheating, borrowing, stealing or copying. Plagiarism is intentionally or unintentionally using another person’s works or ideas and presenting these as [one’s] own. It is a serious offence that may result in serious academic consequences” (On Your Own 2010, p.41).**

Plagiarism usually takes one of four forms:

1. Using a quotation or sentence verbatim (word for word) without citing the source;
2. Paraphrasing another’s ideas, style or language or restating those ideas in your own words, style and language without acknowledging the original source;
3. Submitting any work by another student and claiming it as your own
4. Using without acknowledging the original source: diagrams, charts, internet graphics, questionnaires, etc. (On Your Own 2010, p.41).

#### **Consequences**

***Growing Success* (2010) outlines that consequences for academic dishonesty may escalate, based on the following mitigating factors:**

- the grade level of the student and course type;
- the maturity of the student;
- the number or frequency of incidents;
- the individual circumstances of the student.

**Teachers will consider the factors above as part of their professional judgement. In consultation with the school administration, teachers will determine the appropriate consequences. The final decision resides with the school principal.**

For all cases of plagiarism and cheating, teachers will communicate information to the parents/guardians about the infraction and the consequences. Specific actions which will be taken as follows:

- teachers will discuss the individual situation with the student;
- the principal will be informed;
  - with repeated incidents, the teacher and principal will discuss the individual situation with the student and parent(s)/guardian(s).

Consequences will be based on the factors outlined above and may include the following:

- redoing part/all of the assignment;
- completing an alternate assignment;
- loss of marks;
- a mark of zero;
- suspension.

## **ASSESSMENT AND EVALUATION - GROWING SUCCESS**

In April 2010, the Ministry of Education released a new document called *Growing Success, Assessment, Evaluation, and Reporting in Ontario Schools* (available at [www.tvdsb.ca](http://www.tvdsb.ca) | under Programs | under Assessment and Evaluation). The document provides details regarding new assessment and evaluation practices which all teachers in Ontario must implement.

The Assessment and Evaluation (Growing Success) Policy and Procedure developed by the Thames Valley District School Board are also found on the Board's website at [www.tvdsb.ca](http://www.tvdsb.ca) | under Board | under Policies and Procedures | Assessment and Evaluation (Growing Success) Policy and Procedure #5015. These documents clearly describe the important roles that teachers, students, principals, parents and superintendents play in ensuring fair, transparent and equitable assessment and evaluation practices to meet the learning needs of all students.

The Board also developed a new homework guideline and parent brochure (also found on the Board's website) to assist teachers, students and parents/guardians in the assignment and completion of homework.

We invite you to review these new policies and procedures and to discuss with staff at your school.

Thames Valley District School Board is committed to providing high quality education for all students. We are confident that by working together, we will be able to achieve this goal.

### **BUS CANCELLATION PROCEDURES**

Decisions to cancel student transportation due to inclement weather are made in the interest of student safety.

If school vehicles do run, parent/guardians must make the final decision as to whether or not their son(s)/daughter(s) will ride the bus/van.

Please note that even during our bus cancellations, your son/daughter's safety is important to us. Therefore, we ask that you please call the school at 1-844-305-3756 to report absences due to inclement weather conditions.

For bus cancellations affecting Lord Dorchester Secondary School, you may refer to the following website at <http://www.mybigyellowbus.ca> / bus cancellations / Middlesex County / Dorchester Zone or local radio stations. Radio announcements referring to LDSS buses will be worded as one of the following choices: "Dorchester Region", "Middlesex buses" or "All Thames Valley buses". Please do not call the bus operators. Call STS @ 519-649-1160.

The Parent Portal, mobile site and updated bus cancellations features can all be found on the parent portal. Any questions – visit <http://www.mybigyellowbus.ca> website. You will need your student ID# to log in and view transportation arrangements.

### **BUS TRANSPORTATION REGULATIONS**

Bus privileges may be suspended temporarily or permanently for violations of bus rules. Reinstatement will be at the discretion of school officials. A complete policy published by Transportation Services can be requested from the school. Students are expected to adhere to all bus regulations. Specifically students must:

- be at their bus pickup point at least 5 minutes prior to bus arrival time
- remain in their seats throughout the trip to and from school
- not abuse, damage or litter private property while waiting for their school bus
- be picked up and discharged ***only*** at their designated school bus stops
- keep aisles clear

- not open or close windows unless authorized by the driver
- keep arms and head inside the bus at all times
- not carry any dangerous, oversized, or annoying objects on school buses
- not at any time create a disturbance by distracting the driver's attention, or by interfering with another student or his/her belongings
- not eat or drink on school buses
- not smoke on school buses
- not use profane language on school buses
- follow the instructions of the driver
- not talk to the driver while bus is in motion unless in an emergency.
- Transportation is provided to and from a student's primary residence ONLY.

### **CAFETERIA**

The cafeteria is no longer operating, but a vending machine with fresh sandwiches, milk and cookies is stocked twice weekly. We ask that you help our staff by placing all of your garbage in the garbage and recycling bins provided.

### **COMPUTER/MEDIA USAGE AGREEMENT**

The Computer/Media Usage Agreement requires that all staff, students, parents and guardians agree to abide by the Rights and Responsibilities, and Conditions of Use Policy, as defined by the Board of Education. These exact policies will be made available to all students at the start of the school year.

Students are expected to use the school's Internet access in support of educational goals. The school's Code of Conduct outlines expectations for students, including behaviour with respect to use of computers. Unacceptable use includes, but is not limited to:

- (i) activities which may damage equipment;
- (ii) downloading, copying or transmitting any material that is in violation of any Federal or Provincial regulation such as copyrighted material; threatening or obscene material; hateful, racist or discriminatory material;
- (iii) any breach of security on local and remote sites including use or attempted use of another user's account; unlawful entry or attempted entry into any network system; any attempt to gain unauthorized access to view, alter, copy, share or destroy data and the creation and/or wilful transmission of computer viruses or virus hoaxes.

Inappropriate use by your child could result in denial of computer privileges, suspension and/or legal action. Students are expected to read and sign the Computer Usage Agreement forms (CUAF) in the second week of classes.

### **EVALUATION/EXAMS**

There are three (3) reporting periods each semester.

(i) Early Progress Report: October and March. This provides a report to students and parents indicating if a student is doing well or is having difficulty. A Learning Skills assessment (student and teacher evaluation) is filled out but it is not included in the student's Ontario Student Record. This assessment is intended to provide information regarding student's progress early in the semester. A Parents' Night is held at LDSS

shortly after the Early Progress report is issued to students.

(ii) Mid Semester Report: November and April. This report is issued half way through the semester and is a formal report card that is filed in a student's Ontario Student Record. Half credits are given a final grade at this time. (ex. Civics/Careers)

(iii) Final Evaluation Report: February and June. The semester-end report is the final one of the semester and indicates the final grade for each course as well as the final grade for additional half credits.

1. Evaluations of student achievement meet the requirements of Ministry of Education policies and guidelines.
2. Assessments and evaluations serve several purposes. They not only produce marks but also help to identify student needs and to guide teaching and learning.
3. In addition to academic achievement, students may be evaluated on the development of skills or participation in some courses as required by curriculum expectations.
4. Students and parents have a right to information about evaluation plans. These plans are a part of each course outline and will be available to each student electronically or in writing at the beginning of a course.
5. Students or parents with particular questions or concerns about evaluations should first discuss them with the subject teachers. The school administration is also available to deal with specific situations when a resolution is not reached.
6. Students with an Individual Education Plan (IEP) will be provided the opportunity for their accommodations.
7. Every course requires a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suited to the course content. Lord Dorchester Secondary School students must attend all final evaluation days.
8. The exam period is a very important time. Should a student be ill and miss an exam, a doctor's note will be required. Exams or formal final evaluations cannot be written early for any reason. **The dates for exams are available in this planner and Board/School websites. Personal business, vacations, and summer jobs are not acceptable reasons to write exams or formal final evaluations on another date.**

## **FOOD AND DRINKS IN THE SCHOOL**

Food or drinks may be allowed in any classroom only with the permission of the teacher. Expectations will be established at the beginning of each course.

## **FOOD ALLERGIES**

Many of our students have allergies, some are life-threatening. We can minimize the risk factors by taking precautions.

## **LEARNING COMMONS**

The Learning Commons is a beautiful and important space at Lord Dorchester Secondary School. We have both fiction and non-fiction books at all levels, along with graphic novels, poetry collections, and picture books. Aside from coming in and working on a project with your class, you are welcome to work there during your spare and during lunch. You may also use the Learning Commons for meetings or to access the many

technology and Makerspace options available to you: iPads, Apple pencils, Chromebooks, a GoPro camera, the green screen, the Cricut (a die-cutting machine), and a heat press. Your teacher-librarian is always willing to help you complete research for an assignment, find a book you would like to read, or help you with our technology. The source sheets for research in either the MLA or APA method are always available, and we encourage students at all levels to use these sheets for their note-taking and for documenting their sources. The same code of behaviour which is expected from you in the school is expected while you are in the Learning Commons. You are also asked to respect the following:

- Please bring your student card.
- Please respect the due date on books.
- Please bring only water bottles into the Learning Commons (no food).

When in the Learning Commons with a class, cell phones may be used as educational devices; please respect the expectations of the supervising teacher and/or the teacher-librarian.

### **OPENING EXERCISES AND ANNOUNCEMENTS**

Daily announcements will be played in the morning following “O Canada”.

### **PARENT PORTAL**

The Thames Valley District School Board (TVDSB) Parent Portal is used to provide parents/guardians with information\*\* (see below) about their child’s education as well as seek updates and authorizations annually. This method of collecting information streamlines the collection of information and assist schools in reducing the use of paper.

In order to access the TVDSB Parent Portal, parents/guardians must provide their own unique email address to the school when registering the student.

#### Student Registrations - Current School Year

Parents/Guardians registering students during the current school year will be able to create an account for the TVDSB Parent Portal on the **first day** the student attends school.

#### Student Registrations - Next School Year

Parents/Guardians registering students for the next school year will receive an email in **August** from the TVDSB inviting parents to create an account for the TVDSB Parent Portal.

Create an account using your unique email address:

**Navigate to:** <https://www.tvdsb.ca/parentportal>

Once created, parents/guardians will be prompted to link to:

SchoolMessenger (Program for reporting Student Absences)

SchoolCashOnline (Program for making on-line

payments example Field Trips)

**\*\*Information available in the TVDSB Parent Portal:**

- Student Absences (Current Year)
- Student Achievement (Report Cards)
- Student Timetables
- Student Individual Education Plan (If Applicable)
- Student Individual Plan of Care (IPOC)
- Student Information Sheet (Information submitted at Registration)
- Student Emergency Contacts (Information submitted at Registration)
- Parental Consents (Confirmed Annually in August)

**PARKING, DRIVING AND RIDING** (including Motorcycles and Mopeds)

Students and guests who drive to school must enter the property and park their vehicles in the **WEST** parking lot only. Vehicles parked in a “no parking” area or in a manner that blocks other vehicles may be towed at the owner’s expense. Upon entering the West parking lot, cars are to be parked in a marked parking spot. In this way, the emergency roadway will be kept clear. It is expected that reasonable speed (max. 20 km/h) and care will be maintained while on school property and in the vicinity of the school. Bicycles may be chained to the bicycle racks; however, the school is not responsible for loss or damage to vehicles or bicycles left at the school. Please lock and chain your bicycles.

**PRINTING AND PHOTOCOPYING**

Printing and photocopying is available to students for a cost of .10 cents per page (black & white). Colour prints/copies are available at a rate of \$1 per page. Students will be provided with a print credit top-up at the beginning of each Semester. If a student runs out of print credits during the school year, they have the option to purchase/add additional print credits to their account. A fee of .10 cents per page will apply (black & white).

**PROM**

Please be advised that Prom is NOT a school event and therefore does not have supervision.

**SAFE SCHOOLS**

The Thames Valley District School Board has the policies necessary to provide a school environment that is respectful and safe:

**Harassment Policy:** “The working and learning environment will be free of discrimination or harassment on grounds which include, but are not limited to the following: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, religion, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or handicap (as those terms are defined in the Ontario Human Rights Code)” ... “Any allegation of harassment shall be taken seriously and listened to attentively in a manner that does not humiliate or degrade the student making the allegation.”

**Safe School Policy:** “To ensure a safe and welcoming learning environment, schools should through the Code of Conduct, ensure that physical, verbal (oral or written), sexual or psychological abuse; bullying; or discrimination on the basis of race, culture,

religion, gender, language, disability, sexual orientation, or other attributes such as income or appearance are deemed unacceptable behaviour on the part of any member of the school community.”

Comments or actions which contravene the above rights are to be reported to a staff member immediately in order to deal with the inappropriate behaviour.

To report incidents of bullying, go to the LDSS website, click on Report Incidents of Bullying, complete the form and submit. Students are also encouraged to leave a written confidential message in the locked drop box in the guidance department.

Administration will contact you regarding the reported issue if you choose to leave contact information.

**Community resources include:**

Hate Crime Help Line (harassment, prejudice, hate) London Police	519-661-5670
Association for the Elimination of Hate (gay, lesbian, bisexual youth)	519-661-5266
OPP Middlesex (London) Detachment	519-681-0300

**SCHOOL CASH ONLINE**

For safety and efficiency reasons, we will no longer accept cash or cheques (some exceptional circumstances may apply). Please take five minutes to register for the online payment system at <https://thamesvalley.schoolcashionline.com>. Register by selecting the “Get Started Today” and following the instructions. Once you are registered online, you will begin receiving emails about upcoming events. School Cash Online – Parent Help Desk may be reached at 1-866-961-1803 or <https://www.schoolcashionline.com/Home/Support>.

**STUDENT CARD**

Pictures must be taken and student cards must be presented in order to participate in school activities including music and sports. Students are required to use their student cards to sign out a book or resources from the Learning Commons.

**STUDENT FEES**

There will be no fee or cost charged to students to participate in the regular day school program. Students enrolled in secondary schools in the Thames Valley District School Board can expect to be provided with the basic classroom learning resources that are required in order to complete the course expectations. Students who prefer to take on “enhancements” or extra projects will need to cover the material costs of these enhancements themselves. Students are expected to come to school ready and willing to participate actively in their own learning. To that end, students are expected to bring materials with them for their personal note taking (e.g. pencils, pens, paper, binder).

Students are expected, if they are taking Physical Education, to wear appropriate attire such as shorts, t-shirt and running shoes, in order to ensure that active participation is possible.

Students are encouraged to purchase our school’s Student Card by paying the Student Activity fee. The Student Card includes but is not limited to the benefit of participating in the co-instructional program, including athletics and transportation to league games,



and Student Parliament activities. Students involved in co-curricular teams, groups and clubs will be made aware of any additional fund raising obligations or participation fees prior to making a commitment to participate.

### **LDSS Fees - Student Activity Fee - \$30.00**

<b>Athletic Association</b>	<b>\$8</b>
<b>Beaver Bucks for Clubs</b>	<b>\$5</b>
<b>Healthy School Committee</b>	<b>\$2</b>
<b>Student Parliament</b>	<b>\$5</b>
<b>Student Fees</b>	<b>\$10</b>

### **STUDENT HEALTH INFORMATION & ASTHMA/MEDICAL EMERGENCY PLANS**

Individual Plans of Care (IPOC): If your student has a medical condition that the school should be aware of (Anaphylaxis, Diabetes, Epilepsy, Heart Condition, or others) please log into the parent portal and complete the IPOC for your student.

### **TRESPASSING**

Any person who has been issued a letter forbidding them to be on school property will be identified to the staff. If you see him/her on school property, please notify the office.

Students who are suspended are not allowed on school property or school buses for the duration of their suspension.

If you see people in the school who do not appear to be students or official visitors, please ascertain their business and ask them to report to the office, then notify the office.

### **TURNITIN**

Turnitin is an Internet-based service subscribed to by TVDSB and also used by many post-secondary institutions worldwide. Its primary purpose is to help students learn how to improve their writing and avoid plagiarism through proper research and citation. Students submit work (e.g., essays, reports, labs, etc.) to the Turnitin website, which in turn checks the documents for plagiarism against sources such as websites, periodicals, and journals, as well as previously uploaded student work. When students submit their work, it is uploaded to the Turnitin database and is then used in future anti-plagiarism checks. This prevents one student from falsely using another student's paper. Turnitin is provided at no cost to the student. Your son/daughter's teacher may ask for projects to be submitted directly through Turnitin, or through a D2L integration (used in eLearning and blended learning courses) with Turnitin.

### **WALKWAY**

The covered walkway that connects our playing fields to Carleton Court is a time-saving thoroughfare for LDSS students and the public. The walkway is not a place to hang out. Students will be reminded repeatedly over the course of the school year that they are to refrain from loitering in and around the walkway. As well, it will be made clear that consequences will be administered to those few who refuse to comply.

### **WITHDRAWING FROM A COURSE**

You must have earned 24 credits to date to have the option of having a spare. If withdrawing from a course results in the student having only two (2) courses in a given

semester, permission must be granted by the Vice-Principal for the student to become part-time. Part-time status affects participation in team sports and full participation in school. For Grades 11 and 12, if a student (including a student with an Individual Education Plan) withdraws from a Grade 11 or 12 course within five instructional days following the issue of the first provincial report card in a semestered school, the withdrawal is not recorded on the Ontario Student Transcript (OST). If a student withdraws from a course after five instructional days following the issue of the first provincial report card in a semestered school, the withdrawal is recorded on the OST by entering a “W” in the “Credit” column. The student’s percentage grade at the time of the withdrawal is recorded in the “Percentage Grade” column.