

LORD DORCHESTER SECONDARY SCHOOL

Home of the Beavers



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Website: <https://lorddorchester.tvdsb.ca>
E-Mail Address: 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** _____

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SCHEDULES AND MAPS

DAILY SCHEDULE

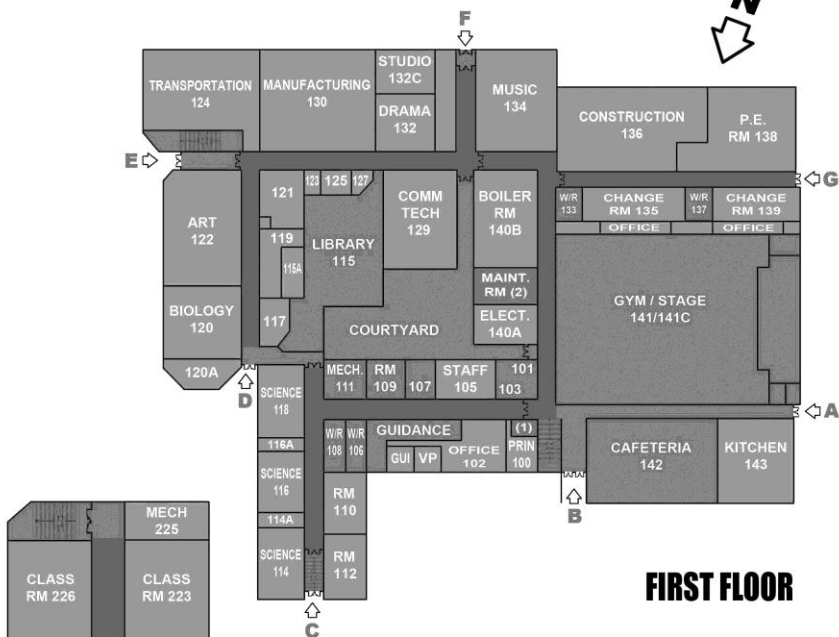
Warning Bell: 8:15 am

Buses Leave: 2:30 pm

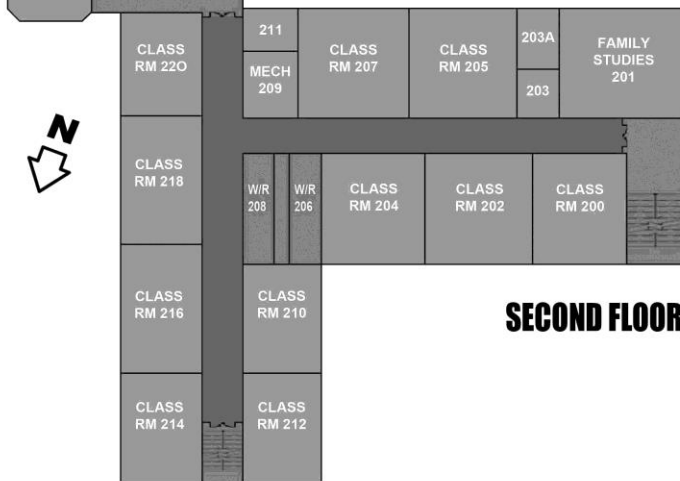
LORD DORCHESTER SECONDARY SCHOOL DAILY SCHEDULE	
Instructional Time	TIMES
Period 1	8:20 am – 9:35 am
Period 2	9:40 am – 10:55 am
LUNCH	10:55 am – 11:45 am
Warning Bell	11:45 am
Period 3	11:50 am – 1:05 pm
Period 4	1:10 pm – 2:25 pm

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



Administration	
S. Powell	Superintendent of Student Achievement
M. McKibbin	Principal
M. McLean	Vice-Principal

FACULTY INDEX
NOTE: Bolded = Department Head

NAME	DEPARTMENT
C. Ashby	Developmental Education
M. Atkins	English
W. Bachman	Technology
A Beecraft-Deller	Developmental Education
J. Callowhill	Music, Developmental Education
B. Cauthers	Business, Science, Virtual
J. Coulas	Science
D. Cowdrey	Math
I. Cox	Technology
A. Dager	Physical Education
N. Dalton	Physical Education, Developmental Education
P. Dawson	Technology
K. Demaiter	Geography , Virtual
J. Drinkwater	Learning Support, Virtual
L. Eckert	Family Studies & Social Science , Civics/Careers
J. Elsdon	Coop, Learning Strategies
B. Farquhar	Business
P. Grasby	Athletic Director , Geography, Phys Ed, Learning Strategies, DE
T. Hankinson	Science, Virtual
J. Harmer	Student Achievement Leader , Geography, English
A. Hartwell	Modern Languages , Virtual
A. Hill	Math
B. Hope	Technology
K. Langford	English
K. Lehouillier	Guidance, Physical Education, Virtual
N. Lindsay	SST, Alternative Education
R. Lukings	Library , Virtual
M. Murphy	Dramatic & Visual Arts
J. Murray	Developmental Education
A. Nichols	Art, French, Civics/Careers
C. Pollard	Physical Education, Leadership, Science
M. Prior	Co-op , Business, Virtual
S. Rankin	Special Education
L. Recker	English
K. Sauve	Guidance
N. Schmidt	Science
K. Sutton	French, Math
Sykes, A.	Math
J. Thauer	History
C. Welch	History, Social Sciences, Civics/Careers

K. Wilson	Math, Science
S. Young	Math
SUPPORT STAFF	
T. Checuti T. Gemmell M. Jansen B. Pilkey K. Plain J. Govier	Educational Assistants
P. Vanyolai	Administrative Assistant
K. MacPhee	Attendance/Reception
M. Young	Trillium/Guidance Assistant
B. Marshall	Charge-Custodial
J. VandenBerg	TSA (Computer Tech)
C. Best	School Psychologist
Fon Gwananji	Social Worker/Attendance Counsellor
K. Baigent	Mental Health & Addictions Nurse
J. Eckert	Public Health Nurse

SCHOOL COUNCIL

Co-Chairs: TBD – elections September 2023

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. A schedule of meetings will be posted in the fall.

STUDENT PARLIAMENT EXECUTIVE

Co-Prime Ministers	Meriem Novak-Hasic, Hala Sharaf
Co- Deputy Prime Ministers	Thea McLellan
Treasurer	Kashpreet Sidhu
Secretary	Georgia Brown
Media Rep	Alexandra Rutkevich
Social Convener	TBD
Grade 12 Rep	Krishna Sharma
Grade 11 Rep	Logan Barnes
Grade 10 Rep	TBD
Student Voice Representative	Shivani Vimal
Spirit Rep	TBD
Club Representative	TBD
Safe Schools Rep	Daniel Pollard
Grade 9 Rep (2)	TBD
Announcement Rep	TBD
Community Rep	TBD

Mascot Coordinator
Staff Advisor

Lydia DeActis
Mrs. K. Sauvé

CLUBS

The morning announcements will provide information regarding meetings. Extra-curricular information should be published by the end of September 2022.

TEAMS

FALL	WINTER	SPRING
Mid-September to Mid-November	Mid-December to Mid-March	Mid-March to June
Cross Country Girls' Basketball Girls' Field Hockey Golf Boys' Volleyball Ultimate Frisbee	Boys' Basketball Curling Girls' Volleyball Swimming Wrestling	Badminton Boys' Baseball Girls' Soccer Boys' Soccer Tennis Track & Field

CODE OF CONDUCT

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
ATTENDANCE		
<ul style="list-style-type: none"> • Students are expected to attend classes daily unless prevented by illness or another emergency. • Any unexplained absence is 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. • If a student must 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. • Students will be considered truant if they leave the school or classroom without permission. <p>PUNCTUALITY</p> <ul style="list-style-type: none"> • Students are expected to be in class and ready to work by the second bell. 	<ul style="list-style-type: none"> • Regular attendance is essential for a student's success. <p><i>NOTE:</i> 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"> • Lateness to class disrupts the lesson and has a negative impact on the teaching and learning process. 	<ul style="list-style-type: none"> • Parent or guardian is informed. • Attendance Counsellor becomes involved if student is under 18. • Vice Principal becomes involved. • Removal from class. • Removal from the school roll. • Missed evaluations will be completed immediately upon return. Missed evaluations due to truancy will result in a mark of zero. • Truancy on a day of an event (sport or dance) will make the student ineligible to participate. <p>• <i>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.</i></p>
ASSEMBLIES, GUEST SPEAKERS, OR PRESENTATIONS		
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Assemblies and presentations are an opportunity for students to learn from others. The presenters' views may not be the same as a student, but students must respect their right to speak in a safe and respectful environment. 	<ul style="list-style-type: none"> • Students will be removed from the assembly or presentation. Further consequences may include detentions, suspensions, a behavioural contract, or removal of assembly privileges.

CODE OF CONDUCT		
EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
DRESS CODE		
<ul style="list-style-type: none"> • Students are expected to dress in a manner which reflects the educational nature of the LDSS school community. • <u>TVDSB Guidelines for Student Dress</u> 	<ul style="list-style-type: none"> • Appearance and behaviour reflect good judgement and respect for self and others. 	<ul style="list-style-type: none"> • Students may be asked to change into more appropriate clothes. • Persistent noncompliance with the dress code may result in further consequences (detentions or suspension). • The administration, in consultation with the teacher, will make all decisions about the dress code.

DRUGS, ALCOHOL & SMOKING
<p align="center">Tobacco, Cannabis and Smoke-Free Environment: Effective September 2018</p> <p>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.</p> <p>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.</p>

CODE OF CONDUCT

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Being under the influence of illicit drugs or alcohol may result in a suspension. Possession of alcohol or illegal drugs may result in a suspension. • Providing minors with alcohol and/or trafficking in illegal drugs may result in a suspension pending expulsion. • Students who smoke or vape on school property are subject to a range of consequences such as warnings, in-school disciplinary action, suspension, and/or fines levied as per the Ontario Tobacco Control Act.

FIGHTING AND/OR THE POSSESSION OF WEAPONS

<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • All fights may result in suspension. The police may be contacted depending on the nature of the altercation. • 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 expulsion. Using a weapon to cause or threaten bodily harm will result in a mandatory suspension pending expulsion.
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HALLS

<ul style="list-style-type: none"> • Students who have a study period/spare must be in the Learning Commons (when open), approved spaces or cafeteria. 	<ul style="list-style-type: none"> • Noise and activity in the hallways are distracting to the classroom. • The wise use of study periods leads to academic success. 	<ul style="list-style-type: none"> • Persistent non-compliance to requests to vacate the halls may result in loss of privileges and/or further consequences.
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CODE OF CONDUCT

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
INTERACTIONS		
<ul style="list-style-type: none"> • 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"> ○ physical, verbal, written, electronic, sexual, or psychological abuse. ○ bullying, threatening or intimidation. ○ swearing or other inappropriate language. ○ discrimination based on race, culture, language, religion, gender, disability, sexual orientation, or any other dimensions of diversity. ○ “horseplay” in the halls, classes, and school property. • Electronic harassment (social media) on or off site is prohibited. 	<ul style="list-style-type: none"> • 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. • Harassment is illegal and will not be tolerated. Uninvited remarks, gestures, sounds or actions that make one feel unsafe, degraded, or uncomfortable are always unacceptable. • Respectful behaviour and appropriate language are essential in the resolution of conflicts with others. 	<ul style="list-style-type: none"> • Threats to inflict serious bodily harm may result in a mandatory suspension and police involvement. • Parents of students under 18 will be involved in all such cases. • Sexual harassment is illegal and will not be condoned at LDSS. Suspension may result and police will be involved. Sexual assault may result in a suspension pending expulsion. • Shoving, poking, pushing, throwing snowballs, and other such horseplay may result in detention or suspension. • Swearing or objectionable language on school property or at scheduled school activities may result in detention or suspension. • Any harassment may result in suspension and police involvement.

CODE OF CONDUCT		
EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
PERSONAL ELECTRONIC DEVICES		
The policy around this area will be sent out by TVDSB closer to September and this area will be updated then.		
RESPECT FOR PROPERTY		

CODE OF CONDUCT

EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • 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. • All students are to abide by the regulations established by the school for conduct on school buses and on school field trips. • 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. • Student Parking is at the designated area (northwest side of the school – by the cafeteria). 	<ul style="list-style-type: none"> • 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 taxpayer often assumes the exorbitant cost of vandalism. • 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. • 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. 	<ul style="list-style-type: none"> • Students who destroy school property may be required to pay the cost of repair or replacement. Destruction of school property will result in a mandatory suspension and police action. • Littering may result in detentions or loss of privileges. • Offensive material must be removed at the request of a teacher or administrator. Students may be required to remove graffiti from their lockers or desks. • 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. • Consequences may range from warnings to temporary or permanent removal of bus privileges to detentions or suspensions. • Students will be asked to move their vehicles and may lose parking privileges.

RESPECT FOR STAFF

CODE OF CONDUCT		
EXPECTATION	LINK TO SUCCESS	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • 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. • Students are expected to give their name when asked by staff members. • 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. 	<ul style="list-style-type: none"> • Our school community is made up of custodians, cafeteria staff, administrators, secretaries, teachers, educational assistants, students, parents, and volunteers. Everyone deserves respect. • Teachers and other school staff have been granted authority under the Education Act to promote academic diligence and proper behaviour among students. 	<ul style="list-style-type: none"> • Opposition to a person in authority will result in a student being sent to the office. • Students are expected to report to the office when sent. Refusal to go to the office may result in disciplinary action. • If a student refuses to give his or her name, when asked, disciplinary action will result. • Swearing at a teacher, secretary, custodian, volunteer, or other employee of the Board may result in a suspension.
VISITORS		
<ul style="list-style-type: none"> • All non-student visitors are expected to report to the main office to sign in. • Parents are visitors. 	<ul style="list-style-type: none"> • The school must be a safe community for students, staff, parents, and guests. • All visitors must be approved by the office. 	<ul style="list-style-type: none"> • The student is responsible for the behaviour of his/her guest. • Visitors who are not approved are considered trespassers and may be charged.

CELL PHONES

PPM 128, The Provincial Code of Conduct and School Board Codes of Conduct, stipulates that members of the school community must not use personal mobile devices during instructional time except under the following circumstances:

- for educational purposes, as directed by an educator,
- for health and medical purposes, or
- to support special education needs.

Students' personal mobile devices are to be **stored out of view and powered off or set to silent mode during instructional time**, except when their use is explicitly permitted by the educator under the circumstances outlined in the previous slide.

In situations where students do not comply with this expectation, progressive discipline approaches will be followed by both classroom teachers and administration.

ACADEMIC DISHONESTY

Thames Valley District School Board Procedure (5015b): Assessment and Evaluation (Effective 2022 May 2)

Students "[...] are responsible for providing evidence of their learning within established timelines, and that there are consequences for cheating [and/or] plagiarizing. Students must understand that the [assignments]/tests/exams they complete for evaluation must be their own work and that cheating, and plagiarism will not be tolerated. (Growing Success, 2012. p. 42)

Plagiarism is defined as "[t]he use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work." (Growing Success, 2021, p. 152)

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).

Responsive Measures (TVDSB Procedure (5015b) - Assessment & Evaluation)

Teachers will:

- seek clarification from the student regarding the reason for the cheating/plagiarism.
- consider mitigating factors including the grade level of the student; the maturity of the student; the number and frequency of incidents; and the individual circumstances of the student.
- consult with the school administrator to determine next steps, which may include redoing part/all of the assignment; completing an alternate assignment; a mark of zero for the assignment; responses in alignment with progressive discipline.
- inform the families; and
- school administrators will maintain a record of any reported cheating/plagiarism and the resulting actions.

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.

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* (<http://www.edu.gov.on.ca/eng/policyfunding/growsuccess.pdf>). The document provides details regarding new assessment and evaluation practices which all teachers in Ontario must implement.

The Assessment and Evaluation Policy and Procedure developed by the Thames Valley District School Board are also found on the Board's website. 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 homework guideline to assist teachers, students and parents/guardians in the assignment and completion of homework.

We invite you to review these policies and procedures and to discuss them 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, parents/guardians must make the final decision as to whether 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> 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:

- 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.
- Always keep arms, and head inside the bus.
- not carry any dangerous, oversized 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.

REPORTING PERIODS

There are three (3) reporting periods each semester.

- (I) Progress Report: 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 in the semester.
 - (II) Mid Semester Report: November and April. This report is issued halfway 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 currently. (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 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 end of semester assessment days are very important. 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 final assessments are available on 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.

LEARNING COMMONS

The Learning Commons is an important space at Lord Dorchester Secondary School, with both fiction and non-fiction books at all levels, along with graphic novels, poetry collections, and picture books. Aside from working on a project with a class, students are welcome to work there during spares and lunch. Students may also use the Learning Commons for meetings or to access the technology and Maker space options available: iPads, Apple pencils, Chromebooks, a GoPro camera, the green screen, the Cricut (a die-cutting machine), and a heat press. The teacher-librarian is willing to help students complete research for an assignment, find a book to read, or help with technology.

The source sheets for research in either the MLA or APA method are always available, and students are encouraged to use these sheets for notetaking and for documenting sources. Students are also asked to:

- 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 read 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 assists schools in reducing the use of paper.

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:

- School Messenger (For reporting Student Absences)
- School Cash Online (For making online payments i.e., 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. 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 all bicycles.

STUDENT PARKING REGULATIONS

Access to parking is a privilege offered by Lord Dorchester Secondary School to responsible students. To access the school parking lot, student drivers will agree to drive responsibly and respectfully to and from school, and through the local neighbourhood(s).

In September, students will be required to agree to the parking regulations and apply for a Student Parking Pass. Some of the expectations for students to receive a parking pass will include:

- driving the speed limit,
- accelerating at a reasonable rate, and
- avoiding reckless or disrespectful driving behaviours.

The parking lot is situated next to homes, and so it also be expected that student drivers will not play loud music, loiter, or leave garbage in the area.

Please register vehicle(s) information (make, model, colour, licence plate number) and report any changes at the main office.

PRINTING AND PHOTOCOPYING

Printing and photocopying are 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).

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 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 students regarding the reported issue if the individual reporting the incident chooses to leave contact information.

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>.

Select the "Get Started Today" and follow the instructions. Once registered online, parents/guardians will receive emails about upcoming events. School Cash Online – Parent Help Desk may be reached at 1-866-961-1803 or email parenthelp@schoolcashionline.com

STUDENT CARD

Pictures must be taken, and student cards must be presented 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 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, 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 - \$25.00

STUDENT HEALTH INFORMATION & MEDICAL EMERGENCY PLANS

Individual Plans of Care (IPOC): If a 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 the student.

TRESPASSING

Any person who has been issued a letter forbidding them to be on school property will be identified to the staff. Notify the office if a trespassed student is seen on school property.

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

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

TURNITIN

Turnitin is a tool used to improve writing, prevent plagiarism and to provide formative feedback and originality checking. This tool is also used to promote critical thinking, to ensure academic integrity, and to help students become better writers and empower them in the writing process.

Turnitin can be accessed through the Virtual Learning Environment (VLE) powered by Brightspace, the Board's current eLearning and blended learning platform. Every teacher and student can log in to Brightspace at <https://tvdsb.elearningontario.ca/d2l/login/> using TVDSB login credentials.

For more information on how to use Turnitin, please visit bit.ly/TurnitinBrightspace.

WALKWAY

The covered walkway that connects the 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 are to refrain from loitering in and around the walkway. Consequences may be administered to students who refuse to comply with this expectation.

WITHDRAWING FROM A COURSE

Students are required to earn 24 credits to have the option of a spare. If withdrawing from a course result in the student having only two (2) courses in each semester, permission must be granted by the Vice-Principal for the student to become part-time. Part-time status affects participation in team sports.

Withdrawing from a course within five (5) instructional days following the issue of the first provincial report card, 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, the withdrawal is recorded on the OST with a "W" in the "Credit" column. The student's percentage grade at the time of the withdrawal is recorded in the "Percentage Grade" column.