

LEAMINGTON DISTRICT SECONDARY SCHOOL

**125 Talbot Street West
Leamington, ON N8H 1N2**

STUDENT HANDBOOK



2010-2011

**Main Office (519) 326-6191
Attendance Office (519) 326-0388
Fax (519) 326-7551
www.ldss.ca**

**Mr. M. Hawkins, Principal
Ms. J. Kepran, Vice-Principal**

SCHOOL SCHEDULE

	Day 1	Day 2
8:17	Warning Tone	Warning Tone
8:20	Homeroom	Homeroom
8:30-9:45	Period A	Period A
9:50-11:05	Period B	Period B
11:05-11:50	Lunch	Lunch
11:46	Warning Tone	Warning Tone
11:50-1:05	Period C	Period D
1:10-2:25	Period D	Period C

STUDENT TIMETABLE SEMESTER ONE

PERIOD	SUBJECT	ROOM	TEACHER
A			
B			
C			
D			

SEMESTER TWO

PERIOD	SUBJECT	ROOM	TEACHER
A			
B			
C			
D			

IMPORTANT DATES

September 1	Professional Development Day
September 6	Classes Begin - Semester 1
September 16	School Portraits
October 10	Thanksgiving Holiday
October 18	Progress Reports
October 19	Parent-Teacher Interviews
October 26	Academic Awards Night
November 8	Semester 1 Mid Point
November 12	Semi Formal
November 18	Professional Activity Day
November 30	Blood Donor Clinic
December 8-9	Graduation Photos
December 16	Can Drive .
December 23 – January 6	Christmas Break
January 9	Classes Resume
January 5 – 20	EQAO Winter (gr. 9 Math)
January 26 – February 1	Semester 1 Exams
February 2	Classes Begin - Semester 2
February 10	Professional Activity Day
February 20	Family Day Holiday
February 29	Blood Donor Clinic
March 6	Progress Reports
March 7	Parent - Teacher Interviews
March 12 - 16	March Break
March 29	OSSLT
April 6	Good Friday
April 9	Easter Monday
April 17	Semester 2 Mid Point
April 20	Professional Activity Day
May 21	Victoria Day Holiday
May 31 – June 15	EQAO Spring (gr. 9 Math)
June 9	Prom
June 21 - 27	Semester 2 Examinations
June 27	Graduation

STUDENT PARLIAMENT 2010-2011

Cabinet

Prime Minister	Jenna Zanki
Deputy Prime Minister	Josh McVeigh
Secretary	Reagan Wilkinson
Minister of Equity	McKenna Pearce
Minister of Communications	Kassie Kay
Minister of Events	Diane Le
Minister of the Environment	Duncan Morden
Ministers of Athletics	Kaitlyn Pinch & Chris Adams
Junior Ministers of Athletics	Erica Tilley & TBA

EXTRA-CURRICULAR ACTIVITIES AND CLUBS

Leamington District Secondary School offers every student an opportunity to participate in clubs, teams and committees. These activities offer Leamington students the opportunity to grow both physically and socially. Below is a list of some of the activities in which students can get involved.

Badminton	Prom Committee
Baseball	Soccer
Basketball	Student Newspaper (Between the Lions)
Blood Drives	Student Parliament
Cross Country	Students – Anti Bullying Committee
Curling	Swimming
Environmental	Tennis
Football	Triathlon
Golf	Track and Field
Hockey	Volleyball
Math Competitions	Wrestling
O.S.A.I.D.	Yearbook

www.werkidsmentalhealth.com

This website was designed by the Student Support Leadership Initiative members: Greater Essex County District School Board, Windsor Regional Children's Centre, Windsor Essex Catholic District School Board, and John McGivney Children's Centre. This purpose of the website is to provide students, staff and parents with up-to-date information on various mental health conditions, board and community resources, and other pertinent community information.

EXPECTATIONS FOR SUCCESS

In the interest of maintaining a school dedicated to enabling students to learn and to make the most of their educational opportunities, guidelines have been developed which outline the responsibilities and expectations of the members of the school community.

Leamington District Secondary School recognizes that the majority of students are self-disciplined, and that motivation and self-control are essential for positive growth to occur.

Guidance, through a partnership of parents, students and staff is intended to encourage students to become responsible and caring citizens, while developing their own individuality.

It is expected that all students will demonstrate the **4 C=s**:

1. **Commitment to learning and achievement including:**
 - cooperating with other students, staff and parents to promote a healthy learning environment
 - accepting personal responsibility for learning and achievement
 - arriving on time and prepared for classes
 - attending regularly

2. **Courtesy towards every person who enters the school building:**
 - using words and actions which reflect respect and dignity to school citizens and visitors alike.

3. **Care in the use of the school building, grounds, equipment and property of others including:**
 - demonstrating respect for the property of others
 - using care to maintain school buildings, grounds, and equipment
 - developing and demonstrating environmental awareness

4. **Common Sense in the approach to school practices and expectations including:**
 - adhering to school policy
 - exercising self-discipline
 - developing and employing positive problem solving skills

ATTENDANCE PROCEDURES

The school day begins at 8:20 a.m. and ends at 2:25 p.m. Regular attendance and punctuality are habits and qualities which are valued highly and which will greatly influence your future success.

Attendance number is 326-0388 (answering machine available after hours).

If you are absent from school for any reason and a parent or guardian has not contacted the school, you must bring in a note from a parent or guardian to the office on the day you return that states the reason for your absence. **Notes are due in the main office before 8:15 a.m. in order to avoid missing instructional time.** Late notes may result in disciplinary action. If you are absent from school without permission (no note or phone call), you are considered to be truant. Truancy will result in disciplinary action.

LATE: If you arrive late for school for first period, you **must** report to the Office for an ADMIT SLIP. Lateness for an invalid reason (e.g. “I slept in”, or “I missed the bus”) may result in disciplinary action. As well, it is your responsibility to be in class on time. If you arrive late for second, third, fourth period you must report to class. Teachers will refer students to the Vice Principal if a student is persistently late. Arriving late to class will be treated as a discipline matter. **Persistent lateness will result in increased consequences that may include suspension from school.**

Late # 1 - warning

Late #2 – warning

Late #3 – letter home and lunch detention 15 mins

Late #4 – 2 lunch detentions 15 mins

Late #5 – after school detention & improvement

Late #6 – 2 after school detentions

Late #7 – In School Suspension Room

CLASSROOM ATTENDANCE: Your attendance is checked in each period of each school day. You may not be absent from a class without prior permission. Studies show that missing this amount of instructional time is difficult to successfully gain credits.

LEAVING SCHOOL: If you must leave school during the day, you are to provide a note from a parent or guardian to the office before 8:15 a.m. You will be given an EARLY LEAVE PERMIT which is to be shown to your teacher at the start of the class during which you must leave. If you have signed out from class and return on the same day, you must sign in at the Office when you return. **If you**

leave school without permission from the office, you will be considered to be truant. A note brought to the office at a later time will generally not be accepted to avoid the consequences associated with truancy. **If you leave school during your spare and do not return to school, your parent or guardian must phone the school before 2:25 p.m. or you will be considered truant.**

ABSENCE FROM SCHOOL: Missing class time to work on assignments or to study for examinations and/or tests is not an acceptable excuse for absence. As well, you must be in attendance at school in order to participate in extra-curricular activities such as, team sports and dances.

BEHAVIOUR MANAGEMENT

One of the aims of the school is to help young adults develop self-control and self-discipline. We encourage behaviour which is co-operative and helps to promote a positive environment for learning to which all students are entitled. Generally, a decision on a discipline matter is made in the best interest of the individual student involved. **However, all decisions must recognize the overall operation of the school.**

It is expected that all persons at Leamington District Secondary School will demonstrate respect for themselves, for others for property and for the environment. Rudeness, insolence, abuse (physical and verbal), offensive writing and other disruptive behaviour interfere with the education process and the rights of others. Such behaviours will result in disciplinary measures.

HARASSMENT and BULLYING

The staff, students and community of Leamington District Secondary School adopt as its Code of Conduct, the Code of Conduct for Greater Essex County District School Board. Further to the Board's Code, we adopt the following:

As a Leamington District Secondary School citizen any form of abuse/violence is unacceptable. Harassment/bullying is part of the Safe Schools Policy.

Definition: Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear, distress, and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is real or perceived power imbalance.

Types of Harassment/Bullying:

-Sexual/Gender: Negative reference to gender-specific traits, unwanted comments, jokes and nicknames of a sexual nature.

-Racial/Ethnic/Cultural/Religious: Negative reference with respect to any of these areas including derogatory comments, stereotyping and generalizations that promote negative characteristics.

-Individual Differences: Negative reference to traits specific to the victim example/size/weight/clothes.

Forms of Harassment/Bullying

- Physical intimidation and threats, property destruction, physical contact
- Verbal: Oral or written comments, rumours, graffiti, internet
- Non Verbal: exclusion, intimidation, gestures, negative manipulations

Consequences of Harassment/Bullying

-Harassment is prohibited under the Ontario Human Rights Code. If bullying becomes assault, it is a chargeable offence.

School consequences can include: removal of school privileges and other consequences including suspension and/or expulsion; referral to the police for consideration of charges.

Use of the internet: should a student harass or bully another student via e-mail, or create a web site of a negative nature involving students, school consequences may include: suspension and possibly expulsion from school/report to the police/other consequences as determined by the administration.

CODE OF STUDENT BEHAVIOUR

Ontario Schools Code of Conduct Standards of Behaviour: The staff, students and community of Leamington District Secondary School adopt as its Code of Conduct, the Code of Conduct for the Greater Essex County District School Board. Further to the Board's Code, we adopt the following:

All School Members Must:

- respect and comply with all applicable federal, provincial and municipal laws
- demonstrate honesty and integrity
- respect differences in people, their ideas and opinions
- treat one another with dignity and respect at all times, and especially when there is a disagreement
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability and respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need
- respect persons who are in a position of authority
- respect the need of others to work in an environment of learning and teaching

The staff and students at Leamington District Secondary School adopt as its progressive discipline policy the progressive discipline policy of the Greater Essex County District School Board. Progressive discipline is a non-punitive, whole-school approach that uses a continuum of corrective and supportive interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours.

Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils in making good choices.

Early and Ongoing Intervention Strategies

The teacher, in collaboration with administrative staff, as appropriate, may utilize early and/or ongoing intervention strategies to address unsafe or inappropriate behaviours. These may include:

- Contact with pupil's parent(s)/guardian(s);
- Verbal reminders;
- Review of expectations
- Written work assignments addressing the behaviour, that have a learning component;
- Assigning the pupil to volunteer services in the school community
- Conflict mediation and resolution
- Referral to counseling, as applicable,
- Referral to community agencies;
- Positive Behaviour Management Plans
- Consultation
- Detentions and possible suspension
- Before making a decision where ongoing intervention strategies are used, the Principal may consider consulting with the pupil's parents/guardians.

This code of behaviour was developed to emphasize a feeling of self-worth and self-discipline in students. This code is used in conjunction with the Greater Essex County District School Board's Safe School Policy to clearly outline standards and consequences. This code applies to all school-sponsored activities such as athletic contests, field trips, dances and the like. These activities are an extension of the school and fall under this code. If you have any questions concerning these rules please see the Principal or Vice-Principal for further clarification.

- We have a ZERO tolerance policy for the physical, mental, sexual or racial abuse/harassment of any person. The emphasis is on prevention. If you are having a problem with another student, speak to a teacher, or come see the Vice-Principal or Principal. Board policy will be applied in all cases.
- In carrying out their duties to maintain proper order and discipline in and around the school ground, the Principal/Vice-Principal may conduct a search of a student's clothing, possession, or any area (desk, locker, backpack, etc.)
- Students smoking on school property will be suspended from attending school.
- Any student, who is under the influence or in possession of alcohol or drugs while on school property or while attending any school function is automatically suspended for 10 school days and there may be Police involvement. Any reoccurrence will result in a minimum 20 school day suspension and the student will face removal from the school on a permanent basis.
- Disrespect to people (language) or property (vandalism) will be dealt with by the Principal/Vice-Principal under Board policy and will result in suspension and/or restitution for damages.

- During the National Anthem, demonstrate your respect and pride by singing or standing quietly at attention.
- Please do not litter and remember to do your part to make our school a clean, pleasant place.
- Demonstrate respect, co-operation and courtesy for all members of the LDSS community-neighbors, custodians, teachers, substitute teachers, secretaries, bus drivers and cafeteria staff.
- Perpetrators of bomb threats will be suspended from school. This may be a suspension pending expulsion. The police will also be involved and will accommodate the criminal charges associated with this act. False alarms (such as fire) will be dealt with in a similar manner.
- Do not bring 2-way radios to school. If you interfere with the internal communication of the school you will be suspended.
- Remember - "The rules are your friends" - follow the "3 B Rules" when in doubt. These are:

- 1. Be where you are supposed to be.**
- 2. Be doing what you are supposed to be doing.**
- 3. Be there when you are supposed to be.**

Please refer to the Greater Essex County District School Board's website regarding the Policy and Regulations for Safe Schools:

<http://www.gecdsb.on.ca> - See the area of the web site entitled: PARENTS

COMPUTER USE POLICIES

A computer account is provided for the exclusive use of the assigned student during the school year to provide a resource to enhance the learning environment and to make available various electronic resources for the student. The use of computer equipment in the school is a privilege. Improper use of this equipment in any way will result in the loss of computer privileges and possible removal from computer classes. For security reasons, never give your personal user ID and password to another student. Change your generic password at the start of the school year to prevent misuse. Students are responsible for keeping their network folder secure and will be held responsible for its contents.

To receive access to computers, an Acceptable Use Agreement developed by the Board of Education must be signed by the student and the parent/guardian. Violation of the Acceptable Use Policy will result in the loss of all computer privileges, and other disciplinary actions will be taken as deemed necessary. It must be understood that the loss of computer privileges may indirectly result in the loss of some credits if computer privileges are suspended or revoked.

Internet access is provided for educational and research purposes only. Students requiring access for specific research assignments will be given first priority. E-mail and “chat rooms” are not an acceptable use of school computers.

Personal Communication and Computing Devices Policy

The Greater Essex County District School Board recognizes that personal communication and computing devices such as cellular phones, SmartPhones, laptops, Netbooks or other electronic communication and computing devices have value and can be used effectively to support learning. However, within the confines of the school environment, their use has the potential to be disruptive when it undermines the integrity of an individual’s right to privacy; adversely affects the quality of teaching or learning; and/or interferes with the safe and efficient operation of the school.

Student Use

1. Use of personal communication and/or computing devices is only permitted in school buildings or on school grounds during instructional time when permitted and supervised by a staff member for educational purposes.
2. Students who choose to bring personal communication and/or computing devices to school do so with the understanding that:
 - a) Personal communication and computing devices that are brought to school are the responsibility of the owner. The Greater Essex County District School Board and/or the school are not liable for damage, loss or theft of the device or data that is stored on the device.
 - b) Personal communication and computing devices that are brought to school, are to be off during instructional time unless use is approved by a staff member.**
 - c) Personal communication and computing devices may not be used at any time where individual privacy must be protected such as washrooms, locker or change rooms.
 - d) Unless expressly permitted by a staff member, personal communication and computing devices are not to be used during curriculum assessment or evaluation (test or examination).
3. Students will be subject to school discipline, suspension, expulsion and/or police involvement, as per the school and board policy relative to the Code of Conduct, when:
 - a) a communication and/or computing device is used in such a way that disrespects another’s privacy;
 - b) a communication and/or computing device is used to bully or harass;
 - c) a communication and/or computing device is used, without staff permission, during curriculum assessment or evaluation (test or examination).

Cameras (including video cameras, digital or print cameras and cell phone cameras) are not allowed in the school unless they are specifically being used for educational reasons under the specific instructions of a teacher. Students that have clear instructions from the Teacher-Advisor of the yearbook or the web club may photograph assigned events.

EVACUATION DRILLS

A fire and/or evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students must leave the room in an orderly manner. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building. Students are to leave as rapidly and quietly as possible and are to remain at least 15 metres from the building until the signal is given to re-enter. Evacuation without a fire bell will be done by a signal over the P.A. system. A tornado plan is placed in each classroom. Do not leave the school grounds during any of these situations.

LOCKDOWN PROCEDURE

This is a new emergency code designed to deal with situations where there is an intruder in the building. When you hear the following message broadcasted over the P.A. “ATTENTION ALL STAFF AND STUDENTS, THIS IS A LOCKDOWN SITUATION”, students are to remain in class until the “all clear” is given. If students are in the halls or washrooms, proceed quickly to the nearest supervised room. Students, who are outside in supervised outdoor Phys. Ed. activity, are to remain outside and wait for instructions from your teacher. Students who are outside the school for any other reason, or are just arriving at school are to enter the main entrance only and then remain in the office until released.

EVALUATION POLICY

1. At the beginning of each course students will be provided with a written outline which describes the objectives of the course. Students will also be informed about the types and number of assignments and tests. This information should be passed on to parents or guardians by the student.
2. At the beginning of each course students will be provided with information about how their marks will be calculated indicating the way that the term marks are combined to give the final mark. This information should be given to parents or guardians by the student. Any changes will be fully explained.
3. Several teachers may teach the same course. Courses will be designed so that students will receive consistent evaluation regardless of which teacher they have.
4. Please refer to the Ministry Document “Growing Success 2010” for Assessment and Evaluation guidelines.
5. All exams must be written as scheduled. It is your responsibility to know where and when your examinations are to be written. Plan ahead and do not ask for any special consideration. You must write the exam to receive credit for the course unless the absence is verified by a medically

- certificate, appropriately dated, which clearly states the medical necessity for your absence from school.
6. A passing grade is required on the Grade 10 Provincial Literacy Test in order to graduate. Any student who fails the test will have an opportunity to retry the test the following year. A grade 12 remedial course may also be offered as a possible substitute, after an unsuccessful attempt.
 7. Major evaluations will be announced well in advance. Students who miss an evaluation may receive a mark of "0". Extenuating circumstances may be considered.
 8. At the discretion of the teacher, a series of interventions may be put in place when a student submits a late assignment.
 9. Students will be provided with an explanation if a teacher decides to change the method of calculating their mark.
 10. The deadline for students to apply for an improvement course at Summer School is in early June. This means that a student should not wait until writing the final exam or receiving the final mark before signing up for a course. Please remember also that it is your responsibility to identify a course where you may be at risk of failing. Do not wait for or expect your Guidance Counselor to call you down to the Guidance Office to sign up. Instead, students are expected to initiate the process of signing up by talking to their subject teachers and making a request for a guidance appointment if it is decided that a summer school course will be needed. Registration for Summer School will require completion of a registration form and a Summer School fee of \$20.00.
 11. Students who **plagiarize** work may receive a zero.
 12. Students who are caught cheating on a test or assignment will receive a "zero". A mark of "zero" will also be issued to a student who is caught cheating on the final exam/final summative evaluation and the credit may not be issued.

DRESS CODE

LDSS students are to follow the three basic guidelines: common sense, common courtesy, and common decency. The Dress Code has been developed by a committee of students, parents, and teachers. It is reviewed and modified to meet changing social standards.

1. While the selection of clothing worn at school is the responsibility of parents and students, the school reserves the right of final decision concerning dress and appearance. You will be required to change the improper clothing and if necessary, you will be sent home to change and may be required to make up for any class time that is lost.
2. Proper LDSS P.E. Uniforms must be worn in physical education classes. Specific situations such as labs, shops, etc., may require additional regulations of which students will be informed by their teachers.
3. Clothing with offensive, obscene, sexist, racist or violent messages will not be permitted. This includes "double message" T-shirts.
4. No hats, bandannas or other head coverings are to be worn in the school. Hats are to be left in your locker and worn outside only.
5. Any clothes that are cut, ripped or altered in such a manner as to distract from or impede the educational focus of the school are not acceptable.
6. Specifically excluded are undergarment straps showing, halter tops, tube tops, racer back style tanks, spaghetti straps, muscle and mesh shirts, bare midribs and clothes that have not been properly mended (tank tops straps must be at least 2 inches wide). Shorts and skirts must be of acceptable length. Pants must cover undergarments.
7. In-line skates, roller skates and skate boards are not to be used at school. Take them off when you arrive at school and store them in your locker.

EXTRA-CURRICULAR ACTIVITIES POLICY

The Greater Essex County District School Board values the important role that extra-curricular activities play in the development of our students. Activities provided by our schools are meant to complement and enhance the academic program so that all students have an opportunity to enjoy a well-rounded educational experience. Extra-curricular programs are a privilege for students to enrich their school lives.

Students who wish to participate in extra-curricular activities are subject to the expectations and standards outlined in the new Greater Essex County District School Board policy and that of any policies, expectations and standards found within the governing sport bodies: WOAA, WECSSAA, SWOSSAA and OFSAA.

Attendance, behaviour and academics are considered when determining student

eligibility in extra curricular activities. Although there is not a set academic average to determine eligibility, it is expected that all student participants strive towards academic success.

School administration will review the eligibility of any student failing 1 or more courses. Reviews will be held prior to major sports season and will be based on the last full report. Interim progress reports may also be used to determine eligibility. For all fall activities, the previous year's results will be used. In the event that a student was successful at summer school in a course failed during the previous academic year, the failure will be considered a passing course. Elementary marks will not determine a student's first eligibility in high school.

Appeal Process: Students that have been declared ineligible due to extenuating circumstances may appeal their eligibility in writing to the Principal. Once the appeal is received it will be reviewed by school administration and a final decision will be made.

HOMEWORK POLICY

1. Homework is a vital part of your success at school. While it is the responsibility of the school to provide appropriate and relevant homework, it remains your responsibility to make certain that you understand what is required and that the assigned work is completed on time and to the best of your ability.
2. While homework is a classroom issue, students may be sent to the Vice-Principal if they do not do homework. Habitual non-compliance with completion of homework will result in parents being contacted and students may be sent home.
3. Teachers will do their best to take-up all, or examples of each type of question from the homework so that students can benefit from learning the homework material.
4. Students must take responsibility for their studies. Homework can be generated by the teacher or the student - you know when you have work to do. Reading, summarizing, review and test or exam preparation must be carried out on an on-going basis.

LOCKERS

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to ensure that the locker is kept locked and in order at all times. Only combination locks purchased from the school or approved by the school may be used on the lockers. Locks may be purchased at registration or in the Main Office. Lockers are a permanent part of the building and are to be kept

clean and free from graffiti at all times.

Students may be required to pay for repairs or repainting if negligence is suspected. You must use the locker assigned to you. Sharing of lockers is not allowed. For security reasons, never give your combination to another student or write it out. The school is not responsible for loss from lockers. Lockers are public property and are accessible to administration at all times.

MEDICAL PROBLEMS

Student should inform the Attendance Office of any ongoing medical problems which may affect them during school hours. This information will be treated discreetly.

STUDENT PARKING

Students must park in the parking lot south of Talbot Street only. Do not park in fire routes, north of the school or in the teachers' parking lot. All students that desire to park at the school will be required to complete an application for Student Parking. This form is available from the Vice-Principal.

STUDY PERIODS AND FACILITIES

1. All grade 9, 10, and 11 students will normally take eight subjects and have no study periods. Grade 12 students with at least 23 credits may be eligible for a study period. These students may use the library, the cafeteria, or may leave the building during study periods. Students are NOT allowed to be in the halls during class time.

TEXTBOOK POLICY

Your textbook numbers must match those on your textbook sheet or you will be charged for the book. This rule is to prevent theft. It is important to take care of your books. Students who do not turn in their textbooks or pay for lost books will not be allowed to attend class. Return your books on time as outlined by your teacher. Students returning damaged textbooks (i.e. graffiti, torn pages, stained/water damaged pages) will be required to pay a damaged book fee depending on the cost to repair the textbook. Full book replacement costs may be required and is at the discretion of the school administration.