



Listowel District Secondary School

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Student Handbook

2019-2020

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North Perth is a Community of Character

We are working together to create a culture in our school that is built on values, goodwill and the community-accepted character traits found below.

	FAIRNESS	Treating everyone in a just and accepting manner.
	HONESTY	Being trustworthy, sincere and truthful.
	EMPATHY	Understanding how someone else feels.
	RESPECT	Valuing self, others and our world.
	INTEGRITY	Doing what is right and honourable.
	OPTIMISM	Choosing to be positive.
	COMPASSION	Showing care and consideration.
	PERSEVERANCE	Staying purposeful and committed.
	COURAGE	Facing the challenges.
	RESPONSIBILITY	Being reliable and accountable.

LDSS Absence Policy

The school is required by law to account for all students each day. Students who are aware of an upcoming absence (medical appointments, family vacations, tournaments, etc) are required to account for their absence either by having a parent/guardian phone the school or by bringing a note to the office **prior to the absence**. [A message can be left 7 days a week 24 hours a day @ 519-291-1880, ext.222](tel:519-291-1880)).

Students who are absent due to illness or other family emergencies should have a parent/guardian phone the school the day of their absence (519-291-1880, ext.222). Failure to provide a note or phone call within **two days** will result in the student being declared truant and detentions will be assigned.

Students who must leave school during the day for an appointment, must get an Excuse Slip at the Office before 8:10 a.m. Upon return to school, students must check in with the Office before going to class.

Students who are ill during the day must report to the office. If necessary, a parent or guardian will be called to pick up the student or give permission for the student to go home. In the case of an emergency, the school is responsible for the safety of all students and as a result must be made aware that a student has left for the day. Therefore, **failure to sign out through the main office will result in one detention being assigned.** This detention is in addition to any detentions assigned for truancy.

Assemblies are a regularly-scheduled part of the curriculum and are designed to be educational, informative and to build school community. Attendance is mandatory.

Automated phone calls are made daily to the student's home indicating any unexcused class absence that day.

LDSS Late Policy

Students are considered **late for class** if they are not in their seats when the bell rings. Just because your books are in the class **does not** mean you are on time.

Students late for any period are to report directly to the main office. **After three lates in a given period** the office will assign a formal 25 minute detention for each subsequent late in that given period. Parents will be notified as necessary. Continued lates may result in suspension.

Acceptable reasons for being late (accompanied with a parent note or phone call):

- Medical, dental, legal appointments
- Compassionate reasons
- Injury
- Illness

Unacceptable reasons for being late (even with a parent note):

- Slept in
- Missed the bus
- Late lunch
- With a friend
- Working on a project or homework

LDSS Policy on Late/Missed Assignments

- a) Students who miss a test or assignment date, due to sudden illness or other valid unanticipated absence, will be expected to discuss his/her absence with the teacher immediately upon return. It is the responsibility of the absent student to complete the test/assignment to the teacher's satisfaction within the new timelines. Assignments can be submitted to the teacher electronically.
- b) Students who will be absent to participate in authorized school activities (Huron Perth league games, field trips, medical appointments, etc.) should consult with their teachers to make alternative arrangements, **ahead of time** concerning class work, homework assignments and/or tests that they will miss. Failure to make prior arrangements may result in an "incomplete" for the work missed.
- c) Absence on the day of a test or assignment deadline during the term:
- In the event that a student misses a known test and does not have a valid reason, the student will be given an incomplete.
 - Late Assignments will be dealt with according to the LDSS Policy outlined.

LDSS Policy on Late Assignments

Listowel District Secondary School believes it is a lifelong skill to come to work prepared and to meet deadlines. To develop this skill set Listowel District Secondary School believes all students should hand in all assignments on time. As a result the following procedures will apply for all assignments.

A) For all Grade 9 and 10 courses:

A 10 % (up to one full level) reduction will be imposed on late assignments, consisting of a 2.5% reduction each day for 4 school days following a due date. If the assignment is not received by the end of class on the fourth day, an "I" or incomplete will be assigned.

B) For all Grade 11 Courses:

A 10 % (up to one full level) reduction will be imposed on late assignments, consisting of a 5% reduction each day for 2 school days following a due date. If the assignment is not received by the end of class on the second day, an "I" or incomplete will be assigned.

C) For all Grade 12 Courses:

A 10 % (up to one full level) reduction will be imposed on late assignments received the day following the due date. If the assignment is not received by the end of class on the day following a due date, an "I" or incomplete will be assigned.

- d) Absence from final evaluations or exams will result in a mark of “0” unless the absence is cleared for medical, legal or compassionate reasons. A medical note must be presented for illness.
- e) If a student misses or does not complete the final evaluation(s) in any course, a zero (0) may be assigned and used in the calculation of the final mark.
- f) Students are not permitted to miss class to complete assignments or to study.

LDSS Cell Phone Policy

If a parent needs to reach you, please ask that they contact the office during class time or text/call you during lunch. The office will pass such messages along to students.

Cell phones or other such devices may be used in class only as part of a lesson as instructed by the teacher. **Otherwise, cell phones or other such devices must be stored out of sight and notifications turned off while in class.**

The office is a no cell phone zone. Students are expected to have their cellphones out of sight when they are in the office. Students serving any type of detention or suspension in the office should not bring their cell phones.

Please note that inappropriate use of a cell phone or other such devices will follow progressive discipline, starting with a warning, placing the phone in the student’s locker, and potentially resulting in the student delivering their cell phone to the Principal or Vice-Principal, where it will be turned off, and safely stored in the office until the end of the day. Misuse could result in a parent being requested to pick up the cell phone and/or the cell phone not being allowed back in the classroom.

Cell phones are prohibited from use in the school change rooms and washrooms. All privacy and criminal laws regarding cell phone use must be adhered to by students.

Smoking/Vaping

1. In accordance with The Smoke-Free Ontario Act a student may only smoke/vap if they are more than 20 meters off of school property.
2. Keep cigarettes (including e-cigarette, personal vaporizer or electronic nicotine delivery system) out of sight when in school. This includes at sporting events, within 20 meters of school property, and in school parking lots.

The Smoke-Free Ontario Act is provincial legislation that prohibits smoking (including e-cig, e-cigarette, personal vaporizer or electronic nicotine delivery system), chewing tobacco, or holding lit tobacco, as well as prohibiting the supply of tobacco to anyone under the age of 18 on school property including school grounds at any time. The Avon Maitland DSB further supports the Smoke-Free Ontario Act which restricts the use and supply of tobacco within 20 meters of Board property.

A tobacco offence will be reported to the Tobacco Enforcement Officer at the Perth District Health Unit and legal action may be pursued. A fine ranging from \$300.00 to \$5000.00 may be issued to anyone not complying with the Smoke-Free Ontario Act. In addition, the Principal or designate may

administer, at any point, disciplinary measures that are deemed to be appropriate up to and including suspension if the Board policy is not followed. This policy is subject to change with a change in legislation.

LDSS Dress Code Policy

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

Allowable Dress & Grooming

- Shirts and dresses must have fabric in the front, back, and on the sides.
- Clothing must cover undergarments. Boxer waistbands and bra straps excluded.
- Fabric covering all private parts must not be see-through.
- Hats and other headwear (Eg. sunglasses) must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must be down in the building so faces are visible to staff.
- Clothing must be generally suitable for all types of learning activities (regardless of the student time table) including science labs, wood shop, foods and drama.*
- Specialized courses may require specialized attire, such as sports uniforms, specific footwear, or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or allude to swearing, pornography, nudity or sexual acts.
- Clothing may not use or depict discriminatory or hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation (see Ontario Human Right Code)
- Bandanas and gang references are not permitted.

Students who do not comply will be asked to change their clothing. Further non-compliance may lead to disciplinary action. Discipline for dress violations will be consistent with discipline policies for similar violations, for example failure to follow the direction of the administration.

Students are permitted to wear hats in the halls. Students may be asked to remove their hat in classrooms and other learning spaces at the direction of the staff member. Hats will not be permitted in the main office. Taking off one's hat when requested to do so, shows respect, and failure to comply with a request will be met with consequences. Other forms of headgear, including sunglasses, bandanas and sweater hoods are not to be worn inside the school.

The School Council annually reviews the school dress code. Any changes to the dress code would follow the review and consultation with School Council.

Bus Procedures at LDSS

1. **Behaviour:** The code of behaviour applies at all times on all buses or field trips. Students are expected to observe polite behaviour while on school buses. The bus driver is in charge and has the support of the School Board and school in directing students. Improper conduct may result in the student losing his/her bus privileges and/or school suspension. DO NOT bring peanuts or nut products on the bus!
2. **Departures:** Buses will leave LDSS. at 2:30 p.m.
3. If for some reason a student needs transportation on a bus on which he/she is not normally a passenger, he/she must bring a note from a parent or guardian requesting permission. Such notes must be received before the student will be given permission. The student may be given a bus slip which must be given to the bus driver. For reasons of liability the School Board has restricted this privilege so that students can only ride on a bus operated by the same company as their original bus. Do not expect that permission can be granted. Town students are not permitted access to the buses.
4. Students who require alternate transportation (on a regular basis) to/from an alternate residence may complete a special request form. This form must be completed and submitted to the school principal for consideration by Huron Perth Student Transportation Services.
5. Changes due to poor **weather conditions:**
 - a. Please do not call the school for information relating to the operation of buses. Our lines must remain open for emergency calls.
 - b. An announcement regarding the operation of the school buses will be made at 6:30 a.m. It is the student's responsibility to listen to one of these stations on mornings when a bus delay or cancellation is possible.

Parking

Student vehicles MUST be registered at the main office. All vehicles using the student parking lot must have a valid LDSS parking pass displayed. Students MUST show their driver's license when they turn in their application.

The following procedures must be observed by students wishing to drive vehicles to school:

1. Parking is available as follows: Student parking lot – Clayton St. E. at Maitland Ave. Parking in this lot is available on a first-come, first served basis.
2. Students are expected to park properly and observe all safe and courteous driving practices.
3. Motor vehicles that do not have a parking permit or are improperly parked will be towed away or ticketed. It will be the responsibility of the student and/or owner of the vehicle to pay for towing. Vehicles in the following areas may be towed or ticketed:
 - Fire Zones
 - Blocking Roadways, Driveways, OR Intersections
 - In areas marked with "NO PARKING" Signs
 - In the staff parking lots
4. There will be parking for motorcycles only in the Tech parking lot. Please contact the office for a pass.
5. At the beginning of winter, there will be a meeting for all students wishing to bring snowmobiles to school.

Vehicles parked on school property are under the jurisdiction of the school. Students have full responsibility for the security of their vehicles and will make certain they are locked and their keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons, which are found in their cars and will be subject to disciplinary action.

Note: Parking any vehicle on school property is a privilege not a right which will be revoked if the operator does not follow the school rules.

Bicycle parking is available in the main quadrangle. Enter this area from the Elma St. E. entrance to the school. Students are required to lock their bicycles.

School Dance Policy

1. Students must be registered at LDSS to attend Dances.
2. If you wish to bring a guest from another secondary school, you must complete a guest slip. Guest slips are available in the main office and must be submitted to the main office by 3 p.m. two days before the dance. You may bring only one guest and the guest must arrive at the dance with you. You are responsible for your guest's behaviour.
3. Students are expected to come to school and to school sponsored events, such as dances, free from the influence of alcohol or drugs. The use or possession of such substances on school property is forbidden. Students observed to be under the influence or in possession of alcohol and/or drugs will be removed from the dance and their parent(s) and/or police notified. The student will be suspended from school.
4. Doors open at 7:30 p.m. or 8:00 p.m. and close at 10:00 p.m.. Students arriving late must have previously signed the late list.
5. Students who attend elementary school or do not attend a secondary or post-secondary school are NOT eligible to attend dances at LDSS.
6. If you choose to leave before the dance is over, you will not be readmitted.

Inclement Weather

If the weather forces a cancellation of the buses, your best source for weather delays and cancellation information is our website at www.ourschoolbuses.ca. Announcements will also be made on the following radio stations as early as possible: AM 920 - Information Country, FM - 101.7 The One, FM - 94.5 The Bull, AM 1240 - CJCS Radio, FM - 107.7 Mix FM and can be accessed from the AMDSB home page: www.yourschools.ca Click on "weather related delays and cancellations". The website features RSS feeds, allowing for parents and students to receive on their home computer instant notification of weather announcements pertaining to the school or schools their students attend. Subscribing to an RSS feed is free.



Updates will also be made via twitter: ListowelDSS.

If the roads are in very poor condition, the announcement will declare the school "open with no buses running". In this case, the school will be open, this provides students able to attend with an

opportunity to work on projects or assignments or to receive help from teachers. The school library will usually be open for student use. The cafeteria will not be open for the purchase of food.

If weather conditions are unusually severe and roads are impassable, the announcement will declare the school "closed". The school building will be locked.

If a two-hour delay is announced, this indicates a delay in pick-up time. For example, a student normally picked up at 7:15 a.m. would then be picked up at 9:15 a.m. On such a day, the school will be open at the usual time. A study period will be provided, 8:10 a.m. to 10:10 a.m. for town students. This study period is an opportunity for students to seek individual help from their teachers and to work on assignments or projects. Beginning at 10:10 a.m., all students will follow their usual timetable with shortened periods.

LDSS General Policies and Procedures

Accident and Injury

Students who are injured at school are required to report such injury to the supervising teacher immediately, and an Accident Report shall be completed. Claims on insurance may be invalid if an accident is not reported the same day it occurs. Accidents which result in damage to school equipment or property must be reported immediately to the Office. Injury which may have caused a concussion must be reported to the office immediately.

Accident Insurance

Information regarding student accident insurance plans is available to all students at the beginning of the school year. While subscription to these insurance plans is voluntary, we encourage all families to purchase this insurance as Board insurance does not cover student accidents, including injuries sustained while playing sports or while participating in physical education class or field trip activities. The school is not responsible for costs not covered by provincial or private health plans.

Announcements

Students are to remain quietly in their classrooms during announcements. Students on study period are asked to remain quiet in the halls during the announcements.

Cafeteria Use and Food Consumption

Cafeteria rules at LDSS are:

- First come, first served
- Please clean your table and use the appropriate garbage and recycling receptacles.

Consumption of food and beverages are allowed in the cafeteria, in the hall outside the cafeteria and in the picnic area of the main quadrangle. Please do your part to keep our school and property clean.

Classroom Fees

There will be no fees or cost charged to students to participate in the regular day school program. Fees may be charged where the student chooses to upgrade the material or where purchase of material is optional. Students enrolled in secondary schools in Avon Maitland District School Board can expect to be provided with the basic classroom learning resources that are required in order to complete the course expectations. It is recognized there may be optional resources that students may purchase to enhance their program. 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 own personal note-taking (eg. pencils, pens, paper, binders).

Fighting and Harassment

Fighting on or off school property during the school day is unacceptable. Verbal or electronic abuse, threats, or intimidation is also unacceptable. Engaging in these activities may result in the school contacting the police and issuing a suspension.

Food and Drink in Class

Students may not leave class for the purpose of getting/purchasing food. Teachers will develop a food and drink policy in their classes as part of their classroom procedures and students will be expected to follow the classroom procedure.

General Agreement with our Neighbours

Our school neighbours have the right, as private property owners, to enjoy peace and quiet. Students are expected to show their consideration of these rights by not loitering on or near their properties and the adjacent sidewalks, and by not defacing neighbouring properties in any way.

Halls

Students are expected to move promptly to their next class during the change of periods. Students should use the library or the cafeteria as a study or group work area during their spare.
STUDENTS SHOULD NEVER LOITER OR ROAM THE HALLS DURING CLASS TIME.

Lockers

1. Every locker must have a combination lock and must be kept secure. Locks may be purchased from the Student Services office. Open lockers will be emptied and bolted. **DO NOT GIVE YOUR LOCK COMBINATION TO ANYONE!**
2. Students are to use only their assigned locker and are not to share with others. Requests for a change of locker **MUST** be made through the Office.
3. Lockers are the property of the school, on loan to the student, and must be maintained properly by the student. The Principal/Vice-Principal reserves the right to search lockers without notice. If students have not provided the combination, as required, locks will be cut in order to gain access, at the student's expense.

Responsibility of Values

The Avon Maitland District School Board, LDSS and its staff will not be responsible for any personal property brought to the school. Included are such items as wallets, calculators, cell phones, laptops, or other personal electronic devices, clothing, watches, etc. held in lockers or given to teachers to be held for students. Every year we receive reports of students losing valuables from student lockers and Physical Education change rooms. Do not take valuables to this area of the school. In general do not bring valuables or large sums of money to school.

School Property

Where school property is damaged or destroyed, the student responsible will also be required to make financial restitution. The police will also be involved in some situations.

Textbooks

Students are issued texts during the first week of the semester by the subject teacher. The student's name is to be placed in the space provided in each book. The student must pay the replacement cost of a book which is lost or damaged. It is the responsibility of each student to ensure the safe return of these books.

Visitors

All visitors to the school, including parents and guardians, must report to the main office to obtain permission to be in the school, sign in, and receive a school visitor pass. It is the responsibility of LDSS students to ensure that any non-student in their company on school property reports to the office. Students may not bring visitors to school during class time without first obtaining permission from the Principal/Vice-Principal. This may only be granted for valid educational reasons at the discretion of the Principal/Vice-Principal.

Voluntary Student Fee

Students are encouraged to purchase the school's student card by paying the \$25 student fee. This fee is charged to help defray the costs of the operation of school organizations and events. The student card includes, but is not limited to the benefit of participating in the co-instructional programs and in the Student Council activities and dances. Students involved with co-instructional teams, groups and clubs will be made aware of any additional fund-raising obligations or participation fees prior to making a commitment to participate. If students would like to purchase a copy of the yearbook the fee is \$40.

LDSS Code Of Conduct

LDSS is a safe school with responsible students and staff. The code of conduct helps our school and online community remain a safe place for learning. These standards of behaviour apply not only to students, but to all members of the school and school-related online community. The school community includes parents/guardians, volunteers, support workers, school staff, and all those who contribute to the school. These standards apply on school property, school buses, online, and at school-authorized events and activities. In fact, these standards govern any activity (in school, online or out of school) that will have an impact on the climate of the school.

Rights & Responsibilities of Students and Staff

1. I HAVE THE RIGHT TO LEARN.
 - It is my responsibility to attend class regularly, arrive on time, be prepared for class, cooperate with others and strive for personal excellence.
2. I HAVE THE RIGHT TO BE RESPECTED.
 - It is my responsibility to respect myself and other people regardless of their race, culture, citizenship, religion, gender, language, sexual orientation, age, appearance, ability, social status, or any other attribute.
3. I HAVE THE RIGHT TO BE SAFE FROM VIOLENCE, THREATS OF VIOLENCE OR HARASSMENT.
 - It is my responsibility not to threaten or harm any person or to possess/use any object as a weapon. It is my responsibility to refrain from bringing any object to school that may compromise the safety of others. Teasing, bullying, harassing, physical, verbal (oral or written), sexual or psychological abuse is also unacceptable.
4. I HAVE THE RIGHT TO A SMOKE FREE, DRUG FREE AND ALCOHOL FREE SCHOOL ENVIRONMENT.
 - It is my responsibility not to smoke on school property, or bring illegal and/or mind-influencing drugs or alcohol onto school property, or to be under the influence of illegal and/or mind-influencing drugs or alcohol while at school.
5. I HAVE THE RIGHT TO A SAFE, CLEAN AND WELL-MAINTAINED SCHOOL BUILDING AND EQUIPMENT.
 - It is my responsibility to respect school property and equipment, and the personal property of others, including the neighbours of LDSS. Damaging or defacing property in the school (including school grounds, school buses) is unacceptable.
6. I HAVE THE RIGHT TO EXPECT A FAIR HEARING IF ACCUSED OF WRONGDOING AND FAIR CONSEQUENCES FOR MY BEHAVIOUR.
 - It is my responsibility to follow established school rules and take responsibility for my own actions.

Consequences for Unacceptable Behaviour

The Education Act of Ontario states that every pupil will attend classes punctually and regularly; accept such discipline as would be exercised by a kind, firm and judicious parent; be clean in person and habits; be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled; be courteous to fellow pupils and obedient and courteous to teachers.

Each person is considered as an individual and consequences for unacceptable behaviour are carefully considered. Discipline should be a matter of learning. Consequences for misbehavior, shall

require consideration for mitigating factors, include a number of progressive options, and will be appropriate to the individual and related to the circumstances.

Unacceptable student behaviour, or attendance, may include any or all of the following:

1. Warnings and conversations with the vice-principal and/or principal
2. Detentions by teachers and/or school administration.
Detentions are to be served on the assigned day, in the detention room, at the start of the lunch period. They are 25 minutes long. Lunch may be eaten after the detention is served.
3. Consultation and team meetings with parents/guardians, teachers and/or school administration.
4. Counseling and/or mediation.
5. Removal of privileges (for example a student who drives recklessly in the parking lot may lose the privilege of parking at school for a period of time).
6. Police Involvement where there is concern that there is a legal issue or if the behaviour continues, it could escalate into a legal issue.
7. Restorative practices including restitution or community service.
8. Negotiation of a specific contract between the student and the school.
9. Suspension or removal from a specific class.
10. In school suspension.
11. Out of school suspension.
12. Adjustment to student program.
13. Expulsion from school.

When deciding to impose a suspension or expulsion, a principal will consider:

- whether the student has the ability to control his or her behaviour;
- whether the student has the ability to understand the foreseeable consequences of his or her behaviour; and,
- whether the student's continuing presence in the school creates an unacceptable risk to the safety or well-being of any other individual at school.

Infractions for which a suspension may be considered:

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol, cannabis (unless the student is authorized to use cannabis for medical purposes), or illegal drugs
- being under the influence of alcohol or cannabis (unless the student is authorized to use cannabis for medical purposes)
- swearing at a teacher or at any person in a position of authority
- committing an act of vandalism that causes extensive damage to school property at the student's school, to property on school premises, or property off premises if during a school trip/activity
- bullying, including cyber-bullying
- any act considered by the principal to be injurious to the moral tone of the school;
- any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community;
- persistent opposition to authority.

Assessment and Evaluation

The primary purpose of assessment, evaluation, and reporting is to improve student learning. We are committed to designing and implementing authentic assessment strategies that promote improved student achievement, encourage students to set goals for learning, help establish plans for teaching, and assist parents/guardians in supporting the learning of the provincial curriculum expectations.

The Seven Fundamental Principles:

To ensure that assessment, evaluation, and reporting are valid and reliable, and that they lead to the improvement of learning for all students, teachers use practices and procedures that:

1. are fair, transparent, and equitable for all students;
2. will support all students, including those with special education needs, those who are learning the language of instruction (English or French), and those who are First Nation, Métis, or Inuit;
3. are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students;
4. are communicated clearly to students and parents/guardians at the beginning of the school year or course and at other appropriate points throughout the school year or course;
5. are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
6. provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement;
7. develop students' self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning.

Academic Honesty

LDSS values the highest standards of academic conduct. Research for essays, projects and assignments is an important part of learning. Our students learn proper procedures for citing the work of others and are honest about the work that they submit under their own name. A variety of research methods which are appropriate to the subject, grade and course type are taught to help students avoid plagiarism (the uncredited use of others' work, from sources such as the internet, books, magazines and other sources), which is a form of fraud. Students are strongly encouraged to work with their teacher to ensure that the work which is submitted is honest and reflects the student's best efforts and learning.

When it is clear that a student has not been academically honest, Academic Disciplinary School Team will determine the consequences for cheating and plagiarizing taking into account any previous incidents of academic dishonesty and using progressive discipline. Consequences for academic dishonesty are not limited to, but may include one or a number of the following.

- Discussion with the teacher and/or Principal/Vice-Principal about the importance of academic honesty;
- Reduction in the student's development of learning skills and work habits (eg. from Good to Satisfactory);
- Resubmit the assignment;

- Complete an alternative assignment;
- Retake the test;
- Receive a mark penalty on the assignment;
- Loss of credit (requires consultation with Regional Superintendent).

Student Emergency Procedures

Lock Down

The following announcement will be made over the public address system:

“Emergency – lockdown – lockdown – lockdown. This is not a drill. I repeat lockdown. Initiate lockdown procedures immediately.”

If you are inside:

1. Move to the nearest room or safe space.
2. Lock the door.
3. Turn out the lights and cover the windows.
4. Stand or sit close together quietly in a safe area away from the door and windows.
5. Turn off your cell phone.
6. If you are in the bathroom, lock the stall door and stand on the toilet

If you are outside:

1. On the south side of the building you should proceed to behind the houses on Clayton.
2. On the east side of the building you should proceed to behind the houses on Maitland.
3. Do not enter the school.

Remain in your classroom or safe location and stay calm until “All Clear” is announced.

HOLD and SECURE

The following announcement will be made over the public address system:

“Hold and Secure. This is not a drill. Initiate hold and secure procedures.”

If you are inside:

1. Move to the nearest room or safe space.
2. Close the outside windows.
3. Turn off your cell phone.
4. Continue regular classroom routines.

If you are outside or in a portable:

1. Enter the school and proceed to the assigned area of the school.
2. Close the outside windows.
3. Turn off your cell phone.
4. Continue regular classroom routines

Fire Alarm

When you hear the fire alarm (A repeated series of three buzzes):

1. All work shall stop. Motors and other equipment shall be shut down. Everyone is to leave the building immediately by the route designated for that class.
2. Students should move out of the building quickly and quietly without running.
3. Move well away from entrances to allow easy access for fire department vehicles and personnel, at least 10 m from the building.

4. Teachers will be taking attendance so students must report to their teacher.
5. Students that are in the washroom or another area of the school need to exit the building at the closest doors. Students should check in with the closest teacher (if they cannot see their own class) and the teacher will report to Principal/Vice-Principal the students location.
6. Students on a spare should exit the building at the closest doors and should check in with the closest teacher who will report to Principal/Vice-Principal the students location.

Severe Weather

The following announcement will be made over the public address system:

“Severe weather is approaching. This is not a drill. Initiate severe weather procedures.”

1. Students in gyms, shops, and classrooms move to adjacent interior hallways. Students should be away from any doorways, windows or shelving with glass. The last person from the room will close the door upon exiting. (Windows should be closed if time permits.)
2. Students and teachers kneel on the floor in the designated hall area.
3. Students on school fields return to school hall areas as designated by the teacher. If this is not possible, find a hollow or low spot, lie down and protect your head. Stay away from power lines.
4. An announcement will signal the return to classrooms.

Note: In the event of a tornado watch, classes in portables will be relocated to alternate classrooms within the school building.

Emergency Evacuation

The following announcement will be made over the public address system:

“Emergency Evacuation. This is not a drill. Initiate emergency evacuation procedures.”

1. All work shall stop. Motors and other equipment shall be shut down. Everyone is to leave the building immediately.
2. Students should move out of the building quickly and quietly without running and relocate following the fire route to exit the building, then proceed to the classes designated area on the main field. (Teachers will be taking attendance so students need to report to their teacher. Students on a spare should sign in at the command center at the edge of the grass by the)
3. If necessary, students and staff may be relocated to an offsite location. If this occurs, students must remain with their teacher and proceed safely to the designated offsite location.

Medical Emergencies

In case of a medical emergency in the classroom, the teacher (or a student, if necessary) shall:

1. Contact the Main Office using the intercom or telephone (Dial 0).
2. Inform the Office of the nature of the problem.
3. The Office will provide appropriate assistance immediately.

LDSS Computer And Internet User Agreement

Accounts

All users will be assigned a personal computer account and a GAFE account. They may access only their account. Usernames and passwords must not be shared. It is considered a serious offence to access an account that is not your own. If you are caught using another student's login name, all your computer privileges may be removed. It is suggested that students change their passwords to something memorable within the first week.

Outside Programs

The computer equipment is to be used as a learning tool. No outside programs will be downloaded onto machines from the Internet or from any storage device. Students who download outside programs, videos and games will face suspension of computer privileges and possible school suspension.

Respect the Equipment

The equipment must be respected. No food, drink, candies or gum are allowed in computer labs. If a user notices that something is wrong, they must report the problem to a teacher or administrator. Otherwise they may be held responsible for the problem.

Student Files

Students may only access their own files. Technicians have access to all student files. All users are responsible for the content of any material they generate including email messages. Unacceptable content includes, but is not limited to pornographic, obscene, threatening or racially motivated material. School board employees and officials will cooperate with law enforcement bodies to share information and data from computer and Internet users when necessary.

The Avon Maitland District School Board reserves the right to monitor all traffic in and out of the Board's Internet access point (through Board owned and operated computers), to review any material on user accounts and to monitor file server space in order for the Board to make determinations about whether specific uses of the network are appropriate.

The user understands that failure to comply with the above guidelines, or the unauthorized or unacceptable use of computing resources at Listowel District Secondary School will subject the violator to disciplinary and/or legal action. Violators may also be required to provide restitution for damages or pay for services in violation of this agreement.

Internet Safety

Students must never give out personal information about themselves or others (such as address, phone number, pictures of themselves) to strangers met through the Internet. Web pages should

not contain personal information about students (address, phone numbers, pictures unless parents have given consent). Students must report to a teacher or other school staff member any computer or Internet related activity (eg. threats, abusive language) that gives them concern or appears to threaten the safety of people or places.

NGL iPad Responsibilities

The AMDSB believes that the use of technology supports enhanced student achievement and well-being. Personalized devices ensure equity and enable the growth of global competencies. It is important that students and parents are aware of their responsibilities for the use of these devices. The digital technology device is the property of the Avon Maitland District School Board; Students who receive a device may continue to use it throughout their time in the Avon Maitland District School Board, but must return the device and all accessories (case, charging adapter, etc.) should they leave, or should it be believed by the school/board administration that the iPad has content that is deemed to be inappropriate, illegal, or injurious to the culture of the school and its community.

1. iPads should be brought to school, fully charged and in good working order every day. **Not having an iPad or not having your iPad in working order will not be an excuse for not participating in class or not completing assignments.**
2. Students are responsible for the security of their iPads at all times. Any instances of loss or theft must be reported to the office as soon as possible. **There is no protection for theft, but there are two programs installed (Find My iPad and Meraki Systems Manager) that may assist the school in locating lost or stolen iPads. These programs must remain turned on at all times.**
3. The iPad must be kept in the case at all times. **Damages to an iPad, not kept in the Board provided case, are not covered by warranty protection.** Repeated instances of damage or loss may result in replacement devices no longer be issued for home use.
4. If a student's iPad is not working properly, it should be reported to the office as soon as possible. **The Avon Maitland District School Board reserves the right to seek repayment for repair/replacement costs for damaged or lost devices not covered by the manufacturer's warranty. All device repairs must be completed by AMDSB;**
5. Students need to keep their iOS and Apps updated. The Avon Maitland District School Board may require access to the device, either remotely or physically at any time to perform routine maintenance or repairs;
5. Students are expected to always practice good digital citizenship. The student is able to download apps, using his/her own iTunes account and other content deemed appropriate and not in violation of the school's Code of Conduct.

Any violation of this agreement may result in consequences, including disciplinary action and/or police involvement.

Extracurricular Activities

Students who are members of school teams or organizations are expected to achieve satisfactory progress in their school courses. As well, because they represent the school, it is expected that they will conduct themselves in a responsible way regarding their attendance, attitude, and general conduct at LDSS, and other schools or venues that they visit. Students who do not meet these expectations, may be removed from the school team or organization. Removal from the team or organization will take place as a result of a joint consultation between the coach/advisor and school administration. Any school suspension may result in the student being removed from the team or organization by the school administration.

Students, regardless of their age, are required to be transported to and from events using school provided transportation, not private vehicles.

1. Eligibility

In order for a student to participate in extracurricular activities such as Student Council, clubs, sport teams, etc., the following requirements must be maintained/completed:

- a) Success in course work
- b) Attendance
- c) Consultation with their teachers in advance of any absence concerning class work, homework assignments and/or tests that they will miss.
- d) Consent Forms must be signed and returned.
- e) Athletic Contract for each sport signed by teachers and parents/guardians.
- f) The student must have paid the player participation fee for sports (Pay to Play) and the Student card fee.

2. Athletics

LDSS has traditionally been represented in all the major sports for interschool competition. We especially invite all the Grade 9 students to try out for the junior teams because the future of sports at LDSS lies with the Grade 9 athlete who someday will become a senior competitor.

The Ontario Federation of School Athletic Associations (OFSAA) is responsible for the rules that govern secondary school athletes in inter-school competition. Students should consult the Head of Physical Education or the OFSAA website at www.ofsaa.on.ca if they have questions about eligibility.

All students participating in Athletics, must have their Athletic Contract signed by their teachers and parents for each sport they are participating in.

3. Clubs

Extra-curricular activities at LDSS are an important part of school life. Your involvement should provide many hours of enjoyment and help to prepare you to be an active community member. Early in the school year, an opportunity will be given to students to learn more about the extra-curricular programs of each club offered in the school.

Each year, the list of activities offered at LDSS may vary.

CLUBS	FALL SPORTS	WINTER SPORTS	SPRING SPORTS
AV Club	Jr. Girls Basketball	Jr. Boys Basketball	Jr Boys and Girls Badminton
Band	Sr. Girls Basketball	Sr. Boys Basketball	Sr Boys and Girls Badminton
Black Door Theatre	Boys Baseball	Boys and Girls Curling	Jr Boys Soccer
Choir	Cross Country (Boys and Girls)	Jr Girls Volleyball	Jr Girls Soccer
Engineering Club	Boys and Girls Golf	Sr Girls Volleyball	Sr Boys Soccer
FUTSAL - Indoor Soccer	Girls Field Hockey		Sr Girls Soccer
Gender Sexuality Alliance (GSA)	Boys and Girls Tennis		Girls Softball
International Club	Jr Boys Volleyball		Girls and Boys Track and Field
Knitting Club	Sr Boys Volleyball		
Math Contests			
Me To We			
Not So Scroogey Christmas			
Ontario Students Against Impaired Driving			
Student Athletic Association			
Student Council			
Trivia Club (competes)			
Yearbook			
Video Game Club			