



## STUDENT HANDBOOK

September 2020

**'Home of the Vikings'**

**| AP Capstone | STEP | French Immersion |**

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Mr. Craig Runciman - Principal

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## **LOCKERBY MISSION STATEMENT**

At Lockerby Composite School we are committed to developing life-long learning to ensure continuous success in the global community. In a safe and caring environment, we promote affirmative collaboration, effective communication, and leadership opportunities for all.

### **OUR GUIDING PRINCIPLES:**

- To meet the needs of every student
- To foster a community of learners
- To keep our school safe
- To ensure that school-based decisions are in the context of continuous school improvement
- To foster academic success for every student
- To enhance collegiality and professional growth
- To encourage innovation, initiative, and creativity
- To celebrate success and promote a sense of pride
- To nurture strong partnerships between the school, the home, and the community
- To maintain honest and open communication

### **CODE OF BEHAVIOUR - 'Good behaviour benefits all:'**

All Rainbow Schools have a current school discipline policy that is reviewed regularly. It is developed collaboratively with students, staff, administration, and School Council. It is shaped by the Guiding Principles of the Ontario Schools Code of Conduct.

### **A BALANCED APPROACH:**

Our Discipline Policy (as set out below) outlines a balanced approach recognizing student achievement and dealing with unacceptable behaviour. It is based on developing student responsibilities, encouraging respect, and creating good conditions for effective teaching and learning.

Lockerby Composite School's Discipline Policy aims to be the foundation for a safe, and productive school environment that promotes responsibility, respect, civility, and academic excellence. Students are responsible for being familiar with and observing our Code of Conduct.

Parents/guardians are partners in the education of their children. They have the responsibility to be aware of, and to understand the rules governing student behaviour. It is expected that they will assist the school by reinforcing the application of these rules.

### **CODE OF CONDUCT:**

Rights and responsibilities for students and teachers include:

- expected standards of behaviour in the classroom, on school property, while on excursions, participating in or attending sporting or other activities, and while traveling to and from school on the bus;
- safety in and around the school and at all school activities;
- compliance to requests from staff and others in positions of authority;
- adherence to the school's dress code policy;
- adherence to the Rainbow District School Board and Lockerby Composite School Acceptable Use Policy for Computers and Networks;
- positive and respectful relationships between all members of the school community.

Every student has the right to a learning environment free from bullying and intimidation and to feel safe at school. They have a right to be treated fairly and with dignity. The same rights apply to teachers, staff, and administrators, as the school is their workplace.

### **WHAT LOCKERBY COMPSITE'S SCHOOL DISCIPLINE POLICY COVERS:**

- school rules and procedures;
- strategies to promote good discipline and effective learning within the school;
- practices designed to recognize and reinforce student achievement;
- strategies for dealing with unacceptable behaviour.

### **WHAT IS EXPECTED AT LOCKERBY COMPOSITE SCHOOL:**

For our students, *character education* is about having a sense of responsibility to complete tasks with reliability, dependability, and commitment. It's about pursuing valuable goals with determination and patience while exhibiting fortitude when confronted with failure. It's about treating others with kindness, compassion, and generosity. It's about

demonstrating hard work and giving your best regardless of the obstacles. It's about being law-abiding citizens and making a positive contribution to the school, the community, and the world in which we live. It's about telling the truth and admitting wrongdoing, being trustworthy, and acting with integrity. It's about doing the right thing when faced with tough decisions, following your conscience instead of the crowd. It's about practicing justice, equity and equality, co-operating with one another, recognizing the uniqueness and value of each individual within our diverse society. It's about showing high regard for authority, treating others as we would want to be treated and understanding that all people have value as human beings. It's about letting moral values guide choices and putting service to others before self. In Rainbow Schools and at Lockerby Composite School, character education is a positive and proactive approach to moral development - the very core of a caring school community.



#### QUALITY SCHOOLS WHERE CHARACTER COUNTS

-  **HONESTY | L'HONNÉTETÉ | CWEKWAADZIWIN**
-  **RESPECT | LE RESPECT | MNAADEDINIWIN**
-  **EMPATHY | L'EMPATHIE | NANAACDOWENDIWIN**
-  **RESPONSIBILITY | LA RESPONSABILITÉ | PENMONDAAKZIWIN**
-  **INTEGRITY | L'INTÉGRITÉ | WEWENIZHICHICEWIN**
-  **COURTESY | LA COURTOISIE | MINOCINOODIWIN**
-  **RESILIENCE | LA RÉSILIENCE | GSHKI-EZIWIN**
-  **ACCEPTANCE | L'ACCEPTATION | MINODAAPINICEWIN**
-  **COURAGE | LE COURAGE | ZOONCODE-I-WIN**
-  **CO-OPERATION | LA COOPÉRATION | WIIDOKAACEWIN**

#### WHAT IS NOT ALLOWED IN SCHOOL:

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol, cannabis, illegal drugs, or restricted drugs;
- consumption of cannabis on school property;
- being under the influence of alcohol or drugs and/or cannabis;
- sharing cannabis on school property;
- swearing at a teacher or at another person in a position of authority;
- committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- bullying;
- use of profane or improper language;
- smoking/vaping or otherwise on school property;
- academic dishonesty;
- inappropriate use of technology;
- any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community; and
- any act considered by the Principal to be contrary to the Board or school Code of Conduct;

**The Principal and/or Vice-Principal may suspend, consistent with procedures, any student engaging in these offences. In the most extreme cases, students may be expelled.**

## **SCHOOL RULES AND PROCEDURES**

### **EXPECTATIONS OF STUDENTS:**

Lockerby Composite School students are expected to exhibit an active commitment to learning. A comfortable, safe environment is fostered. Physical, verbal, sexual, or psychological abuse, bullying or discrimination is unacceptable. Every student has a right to an education without disruption, along with the equally important responsibility not to deny this right to any other student. A firm, fair, and consistent application of this policy shall prevail.

All students are expected to attend all classes regularly and on time. All absences must be verified (letter or phone call from parents/guardians, Doctor note, etc.). All absences not signed out through the office **PRIOR TO** leaving, and not validated by parent/guardians, are considered truancies.

Students who are absent from school for more than 10 days will be referred to the School Attendance Counselor. Students who have more than 10 unverified absent days of school place their credit eligibility in jeopardy.

### **THE SCHOOL DAY:**

The school is open from 7:00am to 4:00pm daily. The Main Office is open from 7:30am to 3:30pm. Classes begin with homeroom and students are considered late if they arrive in homeroom after the 8:20am.

Students are placed in homerooms according to their Period 1 schedule. Homerooms are reassigned in second semester. The homeroom period is essential for the distribution of information to students. Various appointment slips are distributed at that time.

### **ACADEMIC HONESTY AND INTEGRITY:**

Academic dishonesty is a serious offense. Students caught plagiarizing or cheating risk a zero on the first offense and a zero in the course for the second offense. Further details regarding the Academic Honesty and Integrity Policy may be found on the school website: <https://lockerby.rainbowschools.ca> and can also be located in this document's (Student Handbook) Appendices.

### **APPOINTMENT SLIPS:**

A student may receive various notice slips for such reasons as discipline visits to the Principal or Vice-Principal's Offices, Library Overdue notices, Guidance appointments, or Student Success appointments. It is mandatory that students report to the designated area at the time indicated on the slip. Failure to do so may result in detentions or suspension.

### **ATTENDANCE POLICY**

**Students are expected to attend all classes, and to be on time. Students' credits will be in jeopardy if they have more than 10 unverified absences. Attendance is important for success.**

Attendance is a significant part of the assessment and evaluation process. The *Ministry of Education Act, Regulation 298* requires: "students to attend classes punctually on a regular basis and take such tests and examinations as may be required." A credit is granted upon the completion of 110-120 hours of classroom instruction. It is the responsibility of the guardian to communicate reasons for all absences with the Main Office (including missing scheduled assessments/evaluations). Please refer to Lockerby Composite School's Assessment and Evaluation Policy (found on our website: <https://lockerby.rainbowschools.ca> and attached to this document's Appendices) for more information regarding parent/guardian responsibilities for notifying the Main Office of absences the day of a scheduled test/evaluation.

Excused absences include such absences as bereavement (a death in the family), illness (serious enough to require treatment from a Doctor), field trips, and our elite athlete status. Doctor's notes/slips/certificates must be submitted upon return to school or they may not be accepted.

Regular Doctor and Dentist appointments, minor illnesses, Driver Education appointments, family vacations, or otherwise will not be considered excused absences. These appointments/situations should occur outside of school hours.

Students who must leave during the school day must bring a parent/guardian note to the Main Office before 8:20 am. An excused slip will be issued and the departure time recorded (to then be given to their classroom teacher). Students returning from the appointment **must** check-in at the Main Office before being given an admit slip and admitted to class by their teacher.

If a student becomes ill during the school day, they must report to the Main Office. If it is determined that the student can no longer remain in school, a call will be made home so arrangements can be made for the student to leave.

Students may leave the premises only under conditions mutually agreed upon by the Main Office and the parent/guardian **prior** to student departure from school. Students must sign-out from school at the Main Office upon confirmation of permission from the Principal, Vice-Principal, and/or parent/guardian.

Unacceptable requests to sign-out include but are not limited to: studying for tests, completing work for other classes, missing assessments/evaluations or submission of evaluated materials because of lack of preparation, and/or avoidance of Study Hall and detentions.

Students returning from a full-day(s) absence are required to submit a note signed by a parent/guardian, or have their parent/guardian call the Attendance Secretary. Notes should be submitted to the Main Office before 8:20 am on the day of the student's return to school. Students absent for the morning are to bring their note (signed by a parent/guardian) to the Main Office before afternoon classes. Any unexcused absence will result in a phone call home for each day or each period(s) absent from class(es). Parents/guardians may also wish to phone the Main Office to verify a student's absence (a message can be left at any time). Students failing to submit a parent/guardian note or failing to have a parent/guardian phone the Main Office will be required to see and/or meet with the Vice-Principal or Principal.

Grade 12 students (with at least 24 credits) may be permitted to sign-in before Period 2, only if they do not have a scheduled Period 1 class. The application for late sign-in privileges is available from the Vice-Principal. Late sign-in students are still subject to the same expectations and responsibilities of all other students with respect to verification of absences.

#### **LATES:**

Students are expected to be on time for all classes. Teachers will monitor students arriving late to class and conference with the student to promote improvement. If there is no improvement, the teacher will contact the parent/guardian for support. If there is still no improvement, the teacher will refer the student to administration. Administration will work with the student and parent/guardian, with additional supports as necessary, and will use a progressive discipline approach, that may include detentions, parent/guardian meetings, and/or suspension.

#### **DETENTION:**

##### **Truant from Class or Improper Sign-out**

- Truancy may result in a 20-minute detention. Detentions are served from 11:00am to 11:20am, as assigned by the Vice-Principal or Principal, or may be completed under the supervision of a teacher during those times (with approval).
- Missed detentions will result in further, more severe disciplinary action.

##### **Lates**

- Students are expected to be on time for all classes.
- Frequent lates may result in detentions, or other disciplinary consequences.

If a student 'skips' or misses an assigned detention without parent/guardian verification, the parent/guardian will be notified, and further disciplinary action will result. This may include further detentions, parent/guardian meetings, send homes, and/or suspensions.

#### **BACKPACKS:**

Backpacks are a necessary item to transport large amounts of equipment, supplies and/or laptop to and from school. However, these same items present a safety hazard (i.e. trip and fall in the classroom). Students must leave their backpacks in their lockers during the school day. Slim line laptop bags are permitted. Maximum size: 50cm long, 40cm high, 20cm thick

#### **CAFETERIA:**

When students leave the Cafeteria it is their responsibility to clean the area around them. Consumption of food and beverage is not permitted in the 3<sup>rd</sup> floor hallway.

#### **COMPUTERS:**

The Rainbow District School Board and Lockerby Composite School offers students the opportunity to enhance their education through the use of computers and other electronic devices. Desktop computers and network access for laptop users are provided to students for the purposes school related research and use.

The Rainbow District School Board offers electronic and wireless network access to students and staff and each user must understand that the control of the content of the information available on the Internet occurs to limit or block materials considered controversial or offensive. Each student must read and complete the "Acceptable Use Policy for Computers and Networks" (AUP) before being allowed access to the network or use of any computers. The entire AUP can be found and downloaded from the school website: <https://lockerby.rainbowschools.ca> and can also be located in this document's (Student Handbook) Appendices. Lockerby Composite School reserves the right to make necessary revisions to the AUP throughout the year. Updates will be posted on the school website.

Computer gaming is **NOT** permitted during school hours. Students caught playing computer games during class time may risk removal of access to the network and be subjected to other discipline.

At appropriate times, Internet Chat and Instant Messaging program use is prohibited during school hours, as is the use of proxy servers. All students are prohibited from using Peer-to-Peer programs due to the very high risk of computer virus infection. Students who violate this above-noted policy risk confiscation of their electronic device for reformatting of the hard drive, which may lead to suspension.

Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, video clips, pictures, instant messaging, defamatory personal websites, and defamatory online personal polling websites/social media, to support deliberate, repeated, and hostile behaviour by an individual or group, that is intended to harm others. Students who engage in cyberbullying risk removal of electronic device privileges and will face other discipline measures that may include suspension and/or police intervention.

#### **CO-CURRICULAR PARTICIPATION:**

All school related activities and services are an extension of the classroom and students are reminded of their 'ambassador' role. Appropriate conduct is expected of students on these occasions. The same school rules of conduct apply.

Students are expected to maintain passing grades to be eligible for involvement in co-curricular activities. Removal from activities for behavioural or academic reasons will be at the discretion of the Principal or Vice-Principal. Students **MUST** attend school on field trip/competition days to be eligible to attend/play. Also, students on 'send home' and/or suspension are not permitted to participate in or be present at any school activity.

#### **COMMUNICATION:**

Parents/guardians and students can communicate directly with all teachers via e-mail by using the first 6 letters of their last name and their first initial followed by @rainbowschools.ca or @rscloud.ca. Teachers names are found on our website. For example:

Mr. Ryan Lafraniere: lafranr@rscloud.ca

#### **CELL PHONES:**

The inappropriate use of electronic devices or communication equipment is disruptive to the learning process. In addition, cell phones ringing are disruptive to the school environment and cell phones equipped with cameras, when used in inappropriate environments, (example: physical education change rooms), are an invasion of personal privacy. Cell phones may be used in public areas during free time for phone calls or texting (not photographs). Students must always keep cell phones on silence to avoid disrupting the school environment. Cell phone use will generally not be allowed in classrooms, however teachers may determine their own individual class rules regarding cell phone use. Cell phones may be temporarily confiscated and stored in the office if there is a non-compliance with these policies. Parents/guardians who need to contact their son/daughter are encouraged to call the school and the office will contact the student.

#### **DANCES:**

Students must show their Lockerby Composite School student card to gain entry to a school dance. All school rules apply. A Lockerby Composite School student may sponsor a guest who attends another secondary school provided they sign the guest list prior to the dance. Tickets are pre-sold and are not available at the door. Students must present the ticket that they purchased at the dance. Tickets are non-transferrable between students. To protect the finish of the gym floor all shoes and boots must be checked with coats, jackets, purses, etc. Students are not permitted to leave and return once they have been admitted to the dance.

**DRESS CODE:**

Lockerby Composite School is a place of work. All staff and students should thus present themselves in an appropriate manner for this work environment. All workplaces do have Dress Codes and Lockerby Composite School is no exception.

- Clothing should conceal all undergarments at all times (including such things as bra straps, boxer shorts, etc.).
- Hats, bandanas, headbands, and any headgear are to be removed when entering the school and are not to be worn in school. Students who wear hats in school will have the hat confiscated for a period of time.
- Coats, jackets, backpacks, and hats are to be left in lockers.
- Revealing clothing or beach attire of any type is unacceptable.
- Tank tops with spaghetti straps or T-backs, muscle shirts, tube-tops, and bare midriffs are not permitted.
- All straps must be 3 fingers wide and hide all undergarments.
- No pajama pants or other sleepwear will be permitted.
- Torn or ripped clothing exposing bare areas of skin (between mid-thigh and upper torso) are not permitted.
- Skirts and shorts must not be shorter than mid-thigh when standing.
- A student's clothing, jewelry, accessories, and exposed skin must be free from language, depictions, or symbols that are inappropriate for the learning environment.
- All facial/ear piercings and jewelry are to be removed in technology, science laboratories, healthy active living classes, as well as for certain class activities where they may pose a health and safety risk.
- For safety reasons, long pants and closed shoes must be worn in the wood, electrical and auto shops, as well as science laboratories. Sandals are not permitted and long hair must be tied back.

Students who dress inappropriately will be required to change. This may require that a student receive an in-school suspension until appropriate attire can be found, be sent home, or in extreme and persistent cases require suspension from school for a period of time.

**ASSESSMENT AND EVALUATION:**

Each student will receive a written course outline at the beginning of each of their courses. The entire Assessment and Evaluation Policy may be downloaded from the school website: <https://lockerby.rainbowschools.ca> and can also be located in this document's (Student Handbook) Appendices.

**EMERGENCY DRILLS – FIRE, LOCK-DOWN, EVACUATION:**

Students must follow emergency procedures as instructed by any staff member as quickly and quietly as possible. They must proceed to the area designated by their teacher, or a supervising staff member. Since these drills are an extension of the classroom students should not be smoking outside the school. Maliciously setting off a fire alarm will automatically result in suspension and possible criminal charges.

**ELECTRONIC DEVICES:**

Electronic, and cellular devices may be used in the hallways and Cafeteria. Use in classroom will depend upon the discretion of the teacher. Please review cell phone policies as previously noted.

**Important Rainbow Schools message about the use of the Internet and electronic devices (as previously noted above):**

The Internet and electronic devices have changed our world, offering unparalleled resources and associated challenges. As the technology has expanded, so have the implications related to the safety and privacy of students and staff.

Rainbow Schools remind students and parents/guardians that cell phones, digital cameras, personal digital and other electronic devices can be disruptive and must not be activated in class or during examinations and or assessments/evaluations without the permission of school staff.

Electronic devices must not be used in a manner that violates the privacy or dignity of others. This includes the use of cell phones with cameras (and similar devices) in washrooms, change rooms and any other areas where privacy prevails; taking photographs of a person or persons on school property and/or at school events without the permission of the person or persons being photographed; and posting photographs on the Internet and/or electronically transmitting photographs of a person or persons taken on school property and/or at school events without the permission of the person or persons in the photograph. Using the Internet and electronic devices with care will ensure that the safety and privacy of students and staff remain first and foremost.

**EXAMINATIONS AND FINAL EVALUATIONS:**

**The school year includes the examination/final evaluation period and students must be present for each of their scheduled examinations/final evaluations.** The examination /final evaluation period is taken very seriously and is of very high priority at Lockerby Composite School. Please refer to our Assessment of Evaluation Policy (found on our website at <https://lockerby.rainbowschools.ca> and in this document's Appendices) for more information about examination/final evaluations. Textbooks and other material not previously collected by the teacher will be collected at

the beginning of the examination. All notes, textbooks, electronic equipment are not permitted in the examination room unless prior arrangements have been made with your teacher. Students are not permitted in the hallways during examination/final evaluation periods. A reminder that the dress code and behaviour policies are in effect during the examination/final evaluation period. Buses arrive and depart at the regular time. It is the responsibility of each student to read their examination/final evaluation schedule carefully and be present and on time for each examination/final evaluation.

#### **FAIR PLAY POLICY:**

Lockerby Composite School students are expected to abide by the posted OFSAA Code of Conduct for Spectators (and Lockerby Composite School reserves the right to remove any individual from the premises who does not comply) in addition to the following:

- remember that a student spectator represents the school as does the athlete;
- recognize the good name of the school is more valuable than any game won by unfair play;
- respond with enthusiasm to the calls of cheerleaders for yells in support of the team;
- accept the decisions of officials without question;
- recognize and applaud an exhibition of fine play or good sportsmanship on the part of the visiting team;
- insist on the courteous treatment of the visiting team, as they visit our school building and extend the members every possible courtesy;
- be considerate of any injured player on the visiting team;
- acquaint the adults of the community and the elementary school students with the ideals of sportsmanship that are acceptable to Lockerby Composite School;
- impress upon the community its responsibility for the exercise of self-control and fair play at all athletic contests;
- be friendly and polite to all visitor spectators.

#### **FEES:**

##### **Student Activity Fees**

Student activity fees are voluntary amounts that are used to supplement a student's school experience through materials and activities. Lockerby Composite School's voluntary activity fee is \$30. This fee can be paid via School Cash Online and it supplements the costs of:

- Locks
- Locker maintenance
- Co-curricular field trips
- Student Council spirit activities
- Student recognition activities
- Guest speakers

##### **Student Athletic Fees**

Student athletic fees are amounts that are used to supplement a student's co-curricular SDSSAA experiences. Lockerby Composite School's fee is \$50. This fee can be paid via School Cash Online and it does not include the costs of tournaments, specialized equipment, and facility rental charges that can be associated with each individual sport, or otherwise.

#### **ENHANCED PROGRAMMING AND MATERIALS**

Enhanced programming and materials are voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course. For example, in some performance and production courses (for example: music, woodworking, etc.), students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost of the upgrade. Where students choose not to access these enhanced programs or materials, alternatives must be available as essential course materials required to meet the learning expectations of the course or grade and are to be provided at no cost. Students/parents/guardians requiring financial assistance are encouraged to contact the school's Guidance Department or school administration. Some examples of courses at Lockerby Composite where enhanced programming will apply: Food and Nutrition, Outdoor Education, and Visual Arts.

#### **SCHOOL MATERIALS**

A fee shall not be collected for the use of textbooks, workbooks and/or course materials. However, students/parents/guardians are required to pay for failing to return school materials entrusted to their care.

#### **FIELD TRIPS:**

All field trips for which there is a cost to the student are optional to the course. Students choosing not to participate will have alternate assignments provided in order for the student to meet the course expectations.

Specific field trip forms and medical forms must be completed, signed by the parent/guardians and returned before students are permitted to participate in any school sanctioned field trip or excursion. Phone calls for authorization will not be permitted. There is a no refund policy once a commitment to attend the field trip has been made. All field trips can be paid via School Cash Online.

#### **FOOD:**

Food and drink are not permitted in the gymnasium, Library, e-laboratories, computer laboratories and science laboratories. Food is not permitted on the 3<sup>rd</sup> floor. Students are also cautioned against bringing and consuming nuts or nut products at school. Student cooperation is appreciated for the health and safety of some students who may have allergic reactions to nuts or nut products. Nut-free areas at lunch are room 152 and the Auditorium.

#### **GOOD NEIGHBOUR POLICY:**

Lockerby Composite School maintains close cooperation with local residents of the school community. In this regard, students must respect the property and privacy of all our neighbours. This means that students must not trespass upon or litter the property of those who share this community with the school. The apartment and townhouse parking areas adjacent to the school is private property and posted as no trespassing areas. In addition, homeowners along Regent Street, Walford Road, and Ramsey View Court deserve respect and privacy. Please obey all traffic signals at intersections.

#### **HALLWAYS:**

Students are not permitted to be in the hallways during class time. If a student needs to leave class they must request permission to use the hall pass from their classroom teacher and sign out on the hall pass clipboard. Failure to use a hall pass may result in a detention being issued. Students are not permitted on the 3<sup>rd</sup> floor during the lunch break.

#### **HAZING AND INITIATIONS:**

The practice of hazing (forcing rookies/new students/returning students to do unpleasant tasks or to bully or harass) is strictly forbidden. Students involved in these practices will be removed from the school team, activity, club in which the incident took place and may face school suspension or expulsion and possibly be subject to police charges.

#### **HOMEWORK:**

Homework and assignments are important ingredients to success in school at all grade levels and in all courses. Subject teachers will assign homework and it is the student's responsibility to complete it on schedule. Successful students attend classes prepared by completing studies daily and by maintaining organized notes. Homework includes assignments given by the subject teacher, but it also involves reviewing class work, doing additional reading, and studying for future tests and examinations, for example. Students are expected to keep their work up-to-date. The term homework includes not only current assignments but also day-to-day study and review.

#### **IDENTIFICATION:**

Students must, upon request, provide promptly and politely his/her full name to any teacher, support staff or administrator. All students are required to have their photo taken for school records.

#### **INTERRUPTIONS:**

Students must not interrupt any class to talk to another student. If you have an emergency, please go to the office to ask the Vice-Principal or Principal for assistance. Parents/guardians are encouraged to not call the school and request that a student be called from class. In an emergency, students may be called to the office to receive pertinent information.

#### **LATE ASSIGNMENT POLICY:**

Lockerby Composite School values its tradition of academic excellence. To support this standard of excellence, Lockerby Composite has an Assessment and Evaluation Policy, which includes information on late assignments. This policy will be handed out and discussed in the first period of each class at the beginning of the semester. The policy may be downloaded from the school website at: <https://lockerby.rainbowschools.ca> and it can also be located in this document's (Student Handbook) Appendices.

#### **LAPTOPS/ELECTRONIC DEVICES:**

Students are reminded that they must take full responsibility for the care and security of their laptops/electronic devices. Do not leave your laptop/electronic devices unattended at any time, do not share your locker combination with anyone else, do not lend your computer to others, do not leave your laptop in change rooms or unlocked classrooms, and always carry your laptop in a suitable slim line laptop bag.

#### **LOCKERS:**

Lockers are loaned to students for the storage of clothing, books and other items. Locks will be provided by the school and any other lock is not permitted and will be cut from the locker. Locks are to be returned at the end of the school year. **Lockers are not to be shared.** Lockers belong to the school. The school reserves the right to enter and search any locker at any time as well as to reveal the contents to the administration or police.

**LOANED EQUIPMENT:**

Students who are loaned textbooks, workbooks, team uniforms and equipment, and in some cases laptops/electronic devices, are expected to return these loaned items in good condition. Students who destroy or lose loaned items will be expected to pay the full replacement cost of the loaned item.

**LIBRARY SERVICES:**

Access to computers, books, photocopier, quiet study, magazines are available to students. Students must abide by the Library supervisor and posted rules.

**MEDICAL CONCERNs:**

Students are advised to have medicals before participating in strenuous intramural and co-curricular activities. Public Health regulations prohibit the dispensing of medications of any kind. However, if a student requires the administration of certain prescribed medication to enable that student to attend school, then the parent/guardian must contact the Principal. It is important that parents/guardians and/or students inform the school office in writing at the beginning of each school year if a student may require epinephrine treatment, or if a student is susceptible to anaphylactic reactions or of any special medical conditions (i.e. diabetes, Crohn's, etc.). Lockerby Composite School and Rainbow Schools do have a Concussion Protocol Policy. Parents/guardians and students **MUST** report any and all concussions to the school. Please contact the Main Office for more information about reporting a concussion and the procedures for 'Return to Learn' and 'Return to Physical Activity' within the school setting.

**NATIONAL ANTHEM / ANNOUNCEMENTS:**

Students in classes and in the hallways are expected to stand quietly and in place for the national anthem, and remain standing and in place for the morning announcements.

**MAIN OFFICE:**

When a student is sent to the office they must report directly to the Secretary in the Main Office. Students may be required to complete a blue Incident Report Form and submit it to the secretary. Students **MUST** remain in the Main Office until they visit with the Principal or Vice-Principal. They are not to leave the office area.

**PARKING:**

Students may park their cars in the parking lots at the front of the school and to the side of the school. Cars illegally parked will be towed away. Reckless and/or careless driving will not be tolerated and students who abuse the traffic laws risk losing all parking privileges. Bus Routes and Fire Marshall lane entry/exits must **NOT** be blocked.

**POSTERS:**

Students who wish to put up any posters, signs, banners etc. must obtain prior approval in writing from the Principal or Vice-Principal.

**SALES:**

Students are not permitted to sell any item or promote any non-school sanctioned event on school grounds (other than school approved fundraisers).

**SMOKING/VAPING:**

Provincial law, city by-law, and Rainbow District School Board policy prohibit smoking and vaping on school property. Further to these rules, a ticket from the Sudbury and District Health Unit may be issued to any student smoking or vaping on school property. For more information please visit <http://www.mhp.gov.on.ca/en/smoke-free/legislation/default.asp> A suspension may be assigned to students who smoke/vape on school property or who leave class/are late to class in order to smoke/vape.

**SCHOOL VISITORS:**

Visitors to the school must report to the Main Office where they will receive assistance. They will be required to sign-in and wear a Visitors Pass. Visitors are not allowed to attend classes without the prior approval of the Principal or Vice-Principal.

**SKATEBOARDS/ROLLERBLADES/ROLLER SHOES:**

Skateboards, rollerblades or roller skates are not permitted on school property.

**STUDY HALL:**

Occasionally teachers may be absent and classes are sent to the Cafeteria. If a Study Hall Notice will be posted on the classroom door, and students are to follow the direction on the Study Hall Notice. If students are directed to the Cafeteria, they must report there directly, check their attendance with the supervising teacher or monitor, and pick-up the assigned work (if there is no work provided as a hardcopy, students must check their Google Classroom for the posted work). Students must remain in the Cafeteria for the duration of the period and complete the assigned work.

**Parents/guardians are asked to not sign their child out of Study Halls where work completion, remediation and studying can, and should occur.** Grade 12 students will generally sign-in and pick-up their work in the Main Office. They may then work in the Cafeteria, Library, or leave the school.

**TEXTBOOKS:**

Textbooks are loaned to students for the duration of the semester. Each loaned textbook should be covered, cared for and returned in good condition. Students will not be issued textbooks for the new semester if they have outstanding textbooks, Library books, fees or school equipment. Students will be assessed the cost of repair or replacement if either is required. Report cards and/or new textbooks and timetables may be withheld until all textbooks or otherwise are either returned or paid for.

**TRANSFERRING TO ANOTHER SCHOOL:**

Students who are withdrawing from school or leaving Lockerby Composite to enroll in another school must first visit Guidance Offices. This will provide an opportunity to discuss future plans with a counselor as well as the completion of a transfer/retirement form.

**VALUABLES:**

Please do not bring items of value to school. If it is necessary to bring sums of money leave it in the Main Office for safe keeping. Do not leave money or other valuables in your locker or the gymnasium changerooms. The school shall not be responsible for lost or stolen property.

**STUDENT ACTIVITIES:**

Lockerby Composite School is committed to the education of the whole student, and encourages every student to become active members of our school community through membership in a club and/or team. An extensive range of club and team activities is available. These activities can be an asset to the complete development of an individual's total educational experience. For an updated list, please visit our website: <https://lockerby.rainbowschools.ca/programs/>

Clubs/Organizations that invite your participation:

Student Council	NaNoWriMo
Breakfast Club	Cancer Drive Committee
Woodworking Club	Students for Students Club
Auto Club	Adopt-A-Family
French Contests	Edgar Burton Food Drive
Math Contests	Athletic Association
Science Contests	Mock Trial
Computing Competitions	Music Council
Me-to-We Club	Reach For the Top
Cheerleading	Robotics Club
Gay-Straight-Alliance	Photography Club
Environmental Council	Anime Club
Board Game Club	Junior Band
Skills Ontario Competitions	Jazz Band
Young Writer's Club	Senior Band

Athletic teams that invite your participation:

Flag Football
Golf
Basketball
Volleyball
Badminton
Alpine Skiing and Snowboarding
Nordic Skiing
Cross-Country Running
Hockey
Soccer
Swimming
Track and Field
Softball
Curling
Gymnastics
Tennis



## **GRADUATION REQUIREMENTS:**

Students must earn the following compulsory credits to obtain the Ontario Secondary School Diploma:

- 4 credits in English (1 credit per grade)\*
- 3 credits in mathematics (1 credit in Grade 11 or 12)
- 2 credits in science
- 1 credit in Canadian history
- 1 credit in Canadian geography
- 1 credit in the arts
- 1 credit in health and physical education
- 1 credit in French as a second language
- 0.5 credit in career studies
- 0.5 credit in civics
- **1 additional credit** (group 1): additional credit in English, **or French as a second language,\*\* or a Native language, or a classical or an international language**, or social sciences and the humanities, or Canadian and world studies, **or guidance and career education, or cooperative education\*\*\***
- **1 additional credit** (group 2): additional credit in health and physical education, or the arts, or business studies, **or French as a second language,\*\* or cooperative education\*\*\***
- **1 additional credit** (group 3): additional credit in science (Grade 11 or 12), or technological education, **or French as a second language,\*\* or computer studies, or cooperative education\*\*\***
- **12 optional credits** including up to 4 credits earned through approved dual credit and;
- **40 hours of community involvement activities; and**
- **the provincial literacy requirement**

## **STUDENT SERVICES:**

Guidance Counselors are available to all students to assist with their current school program, future career or academic plans, and/or personal concerns. Appointments may be requested by signing the clipboard in the Guidance Office. Routine interviews are scheduled throughout the year. Students in grades 9, 10, and 11 must have, and maintain, a course load of 8 subjects (4 per semester). Students entering grade 12 with at least 24 credits may carry a minimum of 6 courses; three per semester. Students must ensure they have met the requirements for their post secondary destination. Part-time students must have the approval of the Principal to carry a reduced load of classes.

## **SPECIAL PROGRAMS:**

In addition to STEP and our AP Capstone Program, Lockerby Composite offers the following additional programs for students:

### **SPECIALIST HIGH SKILL MAJORS (SHSMs):**

A SHSM is a ministry-approved specialized program that allows students to focus their learning on a specific economic sector while meeting the requirements to graduate from secondary school. It also assists in students' transitions after graduation to university, college, apprenticeship training, or the workplace.

### **FRENCH IMMERSION:**

Interested students may complete required courses in French Immersion. Successful students who complete the required 10 courses in French Immersion will receive a Rainbow District School Board French Immersion certificate.

### **RESOURCE:**

Identified students receive individual instruction support on a withdrawal basis. Assistance is provided to address specific learning difficulties.

### **SPECIAL STATUS:**

Regional, provincial and national level athletes and performers may require a unique timetable to accommodate a training/performance program. Application should be made with Guidance.

### **VIKING SCHOLARS:**

Students with an average of 80% or more on 8 credits in one year, may be designated as Viking Scholars and be recognized at an awards ceremony in late October or early November.

# **APPENDICES**

*ACADEMIC HONESTY AND INTEGRITY POLICY*

*ACCEPTABLE USE POLICY FOR COMPUTERS AND NETWORKS*

*ASSESSMENT AND EVALUATION POLICY*



# LOCKERY COMPOSITE SCHOOL

## ACADEMIC HONESTY AND INTEGRITY POLICY

2020 – 2021

Academic honesty is central to creating an environment of trust upon which an academic community relies. Academic *dishonesty* undermines that environment. Students are thus expected to make ethical choices. Neither cheating nor plagiarism will be tolerated. This policy is intended to protect our students and to protect the integrity of our academic community.

**“Academic Dishonesty** includes plagiarism as well as any deliberate attempt to gain an unfair advantage academically for oneself or others.”<sup>1</sup> A student who cheats on tests/assessments/evaluations, fabricates data, ‘passes on’ work done by them, or presents work done by others as if it were their own is being academically dishonest.

**Plagiarism**, the submission of ideas or work from others as if they were your own, is a frequently used form of dishonesty. Plagiarism is most commonly encountered in essays, extended response answers, open ended ‘projects,’ presentations, or webpage (website) development. A plagiarized assignment/assessment/evaluation can be one in which there is extensive quoting from another source, copying another student’s work, sound files, video clips, pictures or other graphics, all without acknowledgement. Other forms of dishonesty include students who will want to copy laboratories from each other, use ‘cooked’ data or fabricated data, or buy assignments online. **To avoid plagiarism**, students should submit preliminary drafts of their work, discuss the work with their teacher, and document their work or data carefully. This means that formal, written acknowledgement (footnoting or end noting, in-text citations, referencing, or otherwise) **must** be present and part of any assignment/assessment/evaluation.

**Cheating** is the use of assistance that is not permitted in an assignment or test/assessment/evaluation. Cheating is most commonly used on tests/assessment/evaluations, problem assignments, and examinations. **To avoid cheating**, students must know exactly what forms and kinds of assistances are allowed on a test/assessment/evaluation or in an assignment.

Academic dishonesty, which includes both plagiarism and cheating, can include, but is not limited to:

- submitting someone else’s work as their own;
- buying essays or assignments from Internet websites or from individuals, and presenting these products as their own work;
- quoting directly or indirectly (using others’ ideas) from sources without proper citation. These sources include not only books, but radio, audio, film, Internet websites, interviews, journal articles, computer programs, etc. Students must cite anything which is not their original work;
- self-plagiarism: submitting an assignment/assessment/evaluation in a course which has already been used for credit another course;
- writing an assignment/assessment/evaluation for someone else or allowing someone else to copy the assignment/assessment/evaluation for credit in a course;
- copying from another student’s test/assessment/evaluation or examination, or allowing another student to copy during a test/assessment/evaluation or examination;
- using materials which are not permitted during a test/assessment/evaluation or examination;
- giving test/assessment/evaluation questions or answers to a member of any class, or receiving them from anyone;
- unauthorized collaboration;
- fabrication of data or sources;
- posting or sharing test/assessment/evaluation or examination questions online to a website or through social media.



# LOCKERY COMPOSITE SCHOOL ACADEMIC HONESTY AND INTEGRITY POLICY

2020 – 2021

## SOME EXAMPLES OF ACADEMIC DISHONESTY

**Ex.#1** Sam buys an essay for his ancient history class from the Internet. He buys an essay that will give him an 80% mark on “The Rise and Fall of the Ottoman Empire.” The essay is confiscated and Sam receives zero.

**Ex.#2** Joanne ‘loans’ her presentation (powerpoint and/or otherwise) to Sally. Sally makes one or two small changes and then presents the presentation as her own. The presentation is confiscated. Sally receives zero and Joanne receives zero.

**Ex.#3** Piero works on an equal basis with Justin in a joint physics project, gathering data and submitting a joint report. There is no dishonesty.

**Ex.#4** Piero works with Justin on a joint science fair project but Piero does all the work. As determined by the rubric, their marks will reflect the work each does. There is no dishonesty in this case.

**Ex.#5** Tom has a paper with equations on it in his pencil case. During the test he opens the case and reads the paper. This is cheating. Tom receives zero on the test, and the ‘cheat paper’ and the test is confiscated.

**Ex.#6** Amanda’s eyes stray to her friend’s test and she starts to copy her friend’s answers on her own test. This is cheating. Amanda receives zero on the test and both her friend’s test and Amanda’s is confiscated.

**Consequences of Academic Dishonesty:** The assignment, test/assessment/evaluation or examination, along with any other evidence will be confiscated, and the student will receive zero. An incident report will be filed with the Vice-Principal or Principal. If a second incident report is filed then the student will lose the credit for the course. In addition, depending on the severity of the student’s actions, the student may be suspended,<sup>2</sup> which may result in a zero in the course.

## References:

1. Queen’s University Faculty of Arts and Science Calendar, 2001-2002, p.465
2. Discipline Policy for Elementary and Secondary Schools, Rainbow District School Board, p.5

## SCHOOL COMMUNITY RESPONSIBILITIES

**Students** are expected to produce work, which reflects their best efforts. They will be expected to adhere to the policy on both inside and outside the classroom.

**Parents/Guardians** are expected to support the spirit and intent of this policy by reviewing the policy and encouraging academically ethical behaviour.

**Teachers** are expected to promote academic honesty by making students aware of the policy and are expected to enforce the principles of the policy, and to model the principles of the policy.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



# LOCKERBY COMPOSITE SCHOOL

## ACCEPTABLE USE POLICY FOR COMPUTERS AND NETWORKS

2020 – 2021

By using computers, other technological devices, and the Internet, students can access current information worldwide. Student users and parents must understand that Lockerby Composite School cannot control the content of this information, some of which is controversial and/or offensive. For these reasons, Lockerby Composite continues to take reasonable precautions in student computer use through the Lockerby Composite School Acceptable Use Policy for Computers and Networks.

- I **Unacceptable Computer and Network Use:** Computers (including laptops, chromebooks, iPads, and any other personal devices including cell phones), which connect to the school network, are to be used in a responsible, efficient, ethical, and legal manner. They support the educational objectives and student behaviour guidelines of Lockerby Composite School, and the Rainbow District School Board. Unacceptable uses of computers and network include, but are not limited to the following actions:

- violating copyright or trademark laws;
- logging-on to the network as a member of Rainbow Schools staff;
- installing an operating system that does not comply with the school's specifications;
- using file-sharing applications which may/may not share viruses, mp3s, or other illegal materials via the school network;
- forwarding personal communications or messages without the author's consent;
- distributing material protected by trade secret, utilizing the network for commercial purposes, sending chain letters, or soliciting money for any reason, or providing political or campaign information;
- sending or soliciting sexually oriented messages, images, sounds, music or video;
- capturing, sharing, or publishing a still or video image of an individual without his or her consent;
- engaging in electronic chats, messaging, social media, or gaming during class, or otherwise, except as authorized;
- vandalizing school networks;
- interfering with a network administrator's or teacher's right to monitor network activity;
- attempting to login to a network by impersonating or sharing the password of another user;
- disabling anti-malware software or otherwise, which would facilitate the transfer of viruses to the school network;
- attempting to threaten, harass, or bully others through the sharing of chat logs, messages, pictures, video, or other electronic means. This includes, but is not limited to using offensive or harassing statements, such as disparaging others based on race, appearance, national origin, sex, sexual orientation, age, disability, religious, or political beliefs;
- installing peer to peer (p2p) software of any kind, keyloggers, or bypassing the school's configuration/security process;
- carrying the laptop in a bag that does not comply with the school's health and safety standards and Student Handbook Guidelines.

- II **Net Etiquette:** Below are rules of appropriate behaviour on computers and network etiquette at Lockerby Composite School:

- acknowledge explicitly any audio, video, sound, or text web sources;
- follow Lockerby Composite School's Academic Honest and Integrity Policy;
- use polite and appropriate language (do not swear, use vulgarities, or other abusive and offensive language);
- do not reveal personal information such as your address, phone number, credit card, bank account, social insurance number, or the personal information of others;
- do not reveal the personal information of others including use of photos of others, use of messages of others, their personal identification, or video of others, through such devices as web cams or downloaded cell phone data;
- do not disrupt the use of the network;
- do not attempt to gain unauthorized access to system programs or computer equipment.



## LOCKERBY COMPOSITE SCHOOL ACCEPTABLE USE POLICY FOR COMPUTERS AND NETWORKS

2020 – 2021

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- III Disclaimer:** Lockerby Composite School and the Rainbow District School Board are not responsible for computer related damages, including loss of data, the presence of viruses, or inaccurate information on permanently installed computers, laptops, and/or other devices. Students accept personal responsibility for any information obtained or delivered via the network including the sharing of personal information.
- IV Privacy:** Students (including laptop students) may be assigned individual accounts (such as Gmail, other @rscloud domain accounts, and/or otherwise). Teachers and administrators may monitor all student work and email including material saved on laptop and/or other device hard/cloud drives. Users should NOT assume that files stored on network servers or hard/cloud drives of individual computers will be private.

**Student Agreement:** I understand and will abide by this Acceptable Use Policy. I understand that any violation can result in the loss of access privileges and in further school disciplinary action.

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Student Name (please print)

Student Signature

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Date

**Parent/Guardian Agreement:** I have read this Acceptable Use Policy and understand that computer access is for educational purposes. I recognize that it is impossible to restrict access to all inappropriate materials. I accept responsibility for my child's/student's compliance with this Acceptable Use Policy and give permission for my child/student to use Lockerby Composite School computers (including laptops, chromebooks, iPads, and any other personal devices including cell phones), and networks.

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Parent/Guardian Name (please print)

Parent/Guardian Signature

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Date



# LOCKERBY COMPOSITE SCHOOL ASSESSMENT AND EVALUATION POLICY

2020 – 2021

The primary purpose of assessment is to improve student learning. The goal of this policy is to provide consistent and transparent guidelines for staff, students, and parents/guardians. Specifically, this policy is meant to provide clarity with regards to responsibilities and procedures in three main areas:

## 1) Assignment Policy

Student Issue/Question	Action
What if I hand in my assignment after the due date range?	The mark deduction will be: <ul style="list-style-type: none"><li>• 10% if handed in one day after the range;</li><li>• 25% if handed in two days after the range;</li><li>• 50% if handed in three days after the range;</li><li>• On the fourth day after the range, a mark of zero will be assigned.</li></ul>
What if I know I will be absent (e.g. appointment, sports, field trips, etc.) on the last day of the due date range?	Assignments will be accepted after the due date range. They will be considered late and consequences applied, as per the previous issue/question. In order to avoid any consequences, a student should hand-in their assignment prior to their planned absence.
What if I have an unplanned absence (e.g. sick) on the last day of the due date range?	A reason for the absence will be given to the main office by a phone call on the day of the absence. The student must provide a doctor's note within 48 hours, if they fail to call the office to inform them of their absence.
What if I skip class on the last day of the due date range?	The assignment will not be accepted and a grade of zero will be assigned.

## 2) Test/Evaluation Policy

Students are expected to be present for **all** test/evaluation dates. If a student knows prior to the test/evaluation date that he/she will be absent (i.e. school related activity, vacation, etc.), the student is required to notify the teacher as soon as possible and arrangements will be made for an alternate test/evaluation date at the teacher's discretion. Otherwise, the student will be required to write an alternative test/evaluation on the day he/she returns to school. If the student is truant for the test/evaluation, he/she will be awarded a mark of zero and will be referred to administration. In the event of an illness, it is the guardian's responsibility to notify the Main Office **and** the teacher regarding the illness the morning of the test/evaluation. If prior communication does not occur, a doctor's note **must** be provided within 48 hours of the scheduled test/evaluation, or the student will receive a mark of zero.

In the event that a student habitually misses tests/evaluations on their scheduled dates, he/she will be referred to administration. In a case where absences are deemed to be invalid or excessive, a test/evaluation mark of zero may be assigned.

## 3) Examination/Final Evaluation Policy

In the event that a student misses a examination/final evaluation due to illness (doctor's note required), bereavement, or other circumstances approved by administration, he/she **must** write the examination/final evaluation at another pre-arranged time. Should the student be unable to write the examination/final evaluation, the examination/final evaluation mark will be an estimated mark. In order to maintain fairness and equity to all students, this estimated mark will be determined based on the average examination/final evaluation mark of students at the same achievement level (i.e. students within 5% of his/her mark). Under no circumstances will students be awarded their term mark in place of their examination/final evaluation mark.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date