



# London District Christian Secondary School



## STUDENT HANDBOOK 2011 – 2012

519-455-4360

[office@ldcss.ca](mailto:office@ldcss.ca)

[www.ldcss.ca](http://www.ldcss.ca)

*Welcome to London District Christian Secondary School.*

*We are pleased to provide you with this Student Handbook to inform you about the school's policies, your responsibilities as a student, and to help you organize your work.*

*With the Bible as our basis, we seek to help you develop your knowledge of God, of yourself as God's creature, and of the universe as God's creation.*

*Through the study of God's Word and works, we will help you develop your God-given capabilities and realize your potential as image bearers of God. It is our hope and prayer to equip you to become a faithful servant of God, serving in His kingdom.*

*May you experience God's blessing in your life over the course of this school year.*

*Mr. D. Bulthuis,  
Principal*

## **PURPOSE STATEMENT**

**LONDON DISTRICT CHRISTIAN SECONDARY SCHOOL  
provides students with a secondary education that integrates  
Christian Faith, Learning, and Living, for a life of service.**

## **GOALS**

### **CHRISTIAN FAITH**

*LDCSS strives to:*

- a) open students to the reality of God's claim on them as His own;
- b) challenge students to develop their relationship to Jesus Christ in reliance on the Holy Spirit and the Bible;
- c) lead students to respond in faith and love to God and neighbours.

### **LEARNING**

*LDCSS strives to:*

- a) reveal to students the wonders, intricacies, and patterns of God's creation, in both nature and society;
- b) encourage students to explore and evaluate the diversity of human knowledge and experience in science, the arts, literature, language, social sciences, applied technologies and physical activity;
- c) enable students to develop both creativity and discipline in full utilization of their gifts.

### **LIVING**

*LDCSS strives to:*

- a) point students towards a life of Christian discipleship;
- b) stimulate students to develop a desire for service;
- c) prepare students to live out their Christian commitment in all areas of life, as participants in God's redemptive work.

## **GENERAL INFORMATION**

### **1.1 Daily Schedule**

The school has a four-period day for three days a week and a five period day for the two days in which choir and other courses are scheduled. The periods will be 78 minutes in length on the four period days, and 67 minutes in length on five period days. Period 3 on five period days will be 46 minutes in length. Hence, the daily schedules are as follows:

<b>Four Period Days (Monday, Wednesday, Friday)</b>	
8:52	Warning Bell
8:57 - 10:15	Period 1 (begins with devotions)
10:15 – 10:20	Break
10:20 – 11:38	Period 2 (class ends with prayer)
11:38 – 12:20	Lunch
12:20	Warning Bell
12:25 - 1:43	Period 4
1:43 - 1:48	Break
1:48 - 3:06	Period 5 (class ends with prayer)

<b>Five Period Days (Tuesday, Thursday)</b>	
8:52	Warning Bell
8:57 - 10:04	Period 1 (begins with devotions)
10:04 - 10:09	Break
10:09 - 10:55	Period 2 (Choir Block)
10:55 - 11:00	Break
11:00 - 12:07	Period 3 (class ends with prayer)
12:07 - 12:42	Lunch
12:42	Warning Bell
12:47 - 1:54	Period 4
1:54 - 1:59	Break
1:59 - 3:06	Period 5 (class ends with prayer)

### **1.2 Daily Announcements**

The announcements inform students of the day's happenings at school. It is read at the beginning of period one. Announcements for the bulletin should be given to the school secretary by 8:30 a.m. each day. Students must submit their announcements to a supervising staff member in advance.

### **1.3 Lunch**

The eating of lunch is permitted in classrooms, the atrium, the courtyard and outside. The eating of lunch is not permitted in carpeted rooms or in the gym. Please help keep our school clean by putting lunch-related garbage into the appropriate container(s).

### **1.4 Emergency School Closing**

If the school is to be closed because of inclement weather, this will be announced on London radio stations by 7:00 a.m. and posted on the website ([www.ldcss.ca](http://www.ldcss.ca)). Check your school email on days the school is closed for any special instructions regarding activities / work you can do at home.

### **1.5 Guests of Students**

The school welcomes guest students who are interested in finding out more about Christian secondary education and who are contemplating enrolling at LDCSS. If students wish to bring such a guest to school, they must ask the principal at least one day in advance. If the classroom teachers have no objections, permission may be given. When guests come to school, the host student should introduce the guest to the principal or vice-principal, and to each teacher whose class is being visited at the beginning of the class.

Social activities organized by the Students' Council are for LDCSS students only except with the expressed permission of the principal.

### **1.6 Student Photocopier**

Students should use the photocopy machine in the Library. Each student will be given a copy code and will pay in advance for copies / printing they need to make. This machine is leased by the Students' Council.

### **1.7 Lost and Found**

If an item has been misplaced, it may be in the Lost and Found box located in the health room.

### **1.8 Telephone**

Students may use the telephone in the office or the pay phone located in the atrium for their phone calls.

### **1.9 Fire Drills**

Fire drills will be held during the course of the year. When the fire alarm sounds, these instructions must be followed:

- ◆ Stand up, leave everything, and walk to the door in single file.
- ◆ Listen to or look for the teacher's instructions.
- ◆ Use the exit that is posted in the classroom.
- ◆ After exiting the school, move at least 20 metres away from the doors and remain with the class.

- ◆ When the fire alarm stops and there is a signal that it is safe, re-enter the school and return to class in an orderly fashion.

Setting off a false alarm is a criminal act. Any student who willfully activates the fire alarm will be subject to a fine levied by the Fire Department. In addition, the next student council activity may be cancelled unless the person responsible for the false alarm comes forward.

### **1.10 First Aid Treatment**

Students who require "first aid" treatment due to injury should contact the nearest staff member.

The school will not dispense any medication to students without written authorization from a parent. Students on prescription medication during school hours for an extended period of time should inform the principal.

### **1.11 Transportation Insurance**

In the event that students drive for a school event with or without passengers, the following apply:

- ◆ The insurance of the car owner provides primary coverage up to the limit carried by the owner. The student driver must be included in the car owner's insurance policy.
- ◆ The insurance carried by LDCSS is secondary. It goes into effect after the car owner's insurance is depleted.

### **1.12 Student Accident Insurance**

At the beginning of each school year, parents are given the option of purchasing a student accident insurance policy. It is recommended that students who participate in intramural and extra-curricular sports and our co-operative education program take out this insurance protection.

### **1.13 Access to Lockers (after school)**

For reasons of security and to facilitate the work of the janitors, doors to the classroom wings will be locked at 4:00 p.m. daily. Exterior doors to the building will be locked at 5:00 p.m.

## **STUDENT SERVICES**

***We are not here to see through each other, but to see each other through.***

The Student Services Department is committed to offering individual assistance to students in a wide variety of areas. The school's guidance counsellors

are Mr. P. Buma (grade 11 and 12) and Mrs. E. Weverink (grade 9 and 10).

The counsellors and other teachers are available to help students find answers concerning the following:

- ◆ Course selection and education goals, study methods and optimum achievement
- ◆ Vocational choices including both information about careers and an understanding of oneself in relation to career possibilities
- ◆ Educational opportunities and requirements for post-secondary education (university, community college, apprenticeship)
- ◆ Inter-personal relationships
- ◆ Personal concerns
- ◆ Other education, vocation and/or personal problems presented by a student or a parent.

While the school counsellors attempt to see all students once a year, they depend on student requests to enable them to be of assistance when they are most needed.

Students may request an appointment with the counsellors or any teacher of their choice.

Parent(s) are invited to phone Mrs. Weverink (519-455-4360 ext. 224) or Mr. Buma at (519-455-4360 ext. 225) at any time with questions or concerns.

## **ACADEMIC AFFAIRS**

### **3.1 Courses of Study**

***Choosing Courses:*** Students will normally choose course options and course types in the winter of the previous school year with the advice of parent(s) and a guidance counselor.

***Switching Courses:*** Students may switch courses, if class size allows, only up to the end of the 2nd week of the semester after consultation with teachers, parent(s), and a guidance counselor. The student will be expected to catch up on all assignments and work missed for the new courses.

***Course Type Changes:*** Students may change course types in any course up to the time of the Interim Report Card. Any change will be done in consultation with the parent(s), the teacher, and the guidance counsellor.

***Dropping a Course:*** To drop an optional course during the semester the procedure is as follows:

- ◆ Regular contact with the subject teacher for extra help for at least two weeks.
- ◆ The teacher will have had contact with parent(s) to discuss the possibility of dropping the course.

- ◆ Discussion with Student Services to determine the consequence of dropping the course as to how it affects graduation requirements and entrance into post-secondary programs.
- ◆ If the student has complied with the preceding 3 steps and both teacher and parent(s) agree that to continue in the course is not advisable then the student should meet with Student Services.
- ◆ Student Services will record the deleted course, assign the student to another course or supervised study, and inform the teachers involved.
- ◆ All of the above must occur 6 weeks before the end of the course and does not apply to mandatory courses.

### 3.2 Homework

The number of hours that individual students may spend doing homework will vary, depending upon the type of course that the students are taking. Students will require more study time as they progress from grade to grade. Grade 9 students should schedule approximately 45-60 minutes each week night for home study, and increase that schedule up to 2-2.5 hours in Grade 12.

### 3.3 Academic Assistance

Subject teachers will be available to provide additional assistance to students after school from 3:15 - 4:30 p.m. on Wednesday. This time is set aside to provide assistance with course work to those students who request it or require it. If students require assistance with study skills, organizational skills, getting started on a project, etc., they should make an appointment with the learning support teacher or a guidance counsellor.

### 3.4 Incomplete or Overdue Homework and Assignments

Individual teachers will inform students and parents of the consequences of late or unfinished course work. Students may be signed up for Academic Assistance.

### 3.5 Report Cards

Students are evaluated at regular intervals and report cards are issued four times a year. Parent-teacher interviews are scheduled after each of the mid-semester reports. The final student reports in June are mailed. Grades are expressed in percentage form.

### 3.6 Field Trips

Field trips are designed to be an educational experience to complement classroom studies. Since they are a part of the course, students are required to go along. If students are unable to attend, they are asked to notify the teacher well in advance of the date of the trip. Since field trips are a school activity, school rules apply.

### 3.7 Exams

Exams are written for most courses at the end of each semester. Exams are scheduled for the morning and afternoon. Exam schedules and obligations will be posted at least one week prior to exams. Before exams may be written, all outstanding fines and fees must be paid.

### 3.8 Graduation/Commencement

Students require a minimum number of credits to participate in the ceremony.

## STUDENT AFFAIRS

Co-Presidents:	Stephen Boersma Chantelle Zwart
Social Convener:	Eric Goforth
Secretary:	Jared MacLellan
Treasurer:	Dammy Ogunmodede

### 4.1 Students' Council

The Students' Council executive is elected in May of each year. This year's executive consists of:

Homeroom class representatives are chosen at the beginning of each semester. Two staff members serve as liaison and advisors to student council.

At the beginning of the school year all students are required to pay a student activity fee of \$50.00 which is managed by Students' Council. Funds raised by Students' Council are intended for activities and projects involving students. These include sports, social and recreational activities, student workshops, and the subsidization of yearbook and other student committees.

Students who do not pay their student activity fee will not be permitted to participate in Students' Council activities. The fee must be paid before the student may write their first semester exams. Students' Council is responsible to disburse the money that it receives in the best interest of the student body and the school community. Financial

assistance for student activities must be requested from Students' Council in September.

## **4.2 Athletics**

A variety of activities are organized by the Phys Ed Department and the Athletic Association. The Athletic Association organizes the intramural sports program and helps to organize tournaments hosted by the school. The Physical Education Department organizes school teams in volleyball, basketball, badminton, soccer and track and field.

According to the OFSAA Transfer Policy for Student Athletes, if a student changes schools, the student is ineligible for one year for sports in which he or she has participated at the previous school.

## **4.3 Clubs and Activities**

Various clubs, committees and activities are available at LDCSS: Yearbook, Drama, Intramurals, Assembly Committee, Banquet Committee, Graduation Committee, Physics Club, Service Club, Art Club, Book Club, etc. Students are encouraged to get involved in order to maximize the enjoyment of their high school experience.

## **4.4 Participation in Extra-Curricular Activities**

Students have many opportunities to become involved in extra-curricular activities at LDCSS. However, students should realize that these activities require a great deal of time and effort in addition to that required for daily school work. Students should carefully assess the time and effort required before committing themselves to an extra-curricular activity.

## **4.5 Driver Education**

This is a Provincial Government Program which is endorsed by the Ministry of Education/Transportation and the Insurance Bureau of Canada. Students must be 16 prior to the beginning of a course to enrol in the program. The courses are offered at different times throughout the school year. Applications are available from the Driver Education Office at 519-452-2895.

# **SCHOOL POLICIES**

## **5.1 Basis**

In the school, as in any other community, teachers and students bear the responsibility of living

together in a Christian manner. The two great commandments are to love God above all, and to love our neighbour as we love ourselves. The school's policies should help to keep those two commandments in the daily tasks of teaching and learning. These policies are a starting point and open to change. What follows is a framework for living as a Christian community.

## **5.2 Student–Student Relationships**

The relationship between students must reflect the Biblical command to "love your neighbour as yourself" and the knowledge that each person is made in God's image. Loving one's neighbour and imaging God should be the basis for student relationships at LDCSS. Thus, words and deeds should always be those that give encouragement; demonstrate sensitivity, respect, and love; and promote a sense of community.

## **5.3 Student–Teacher Relationship**

The relationship between students and teachers must reflect the Biblical command of mutual respect. Each must respect the other while fulfilling their individual roles and responsibilities.

Students are called to learn as well as they can under the guidance and authority of the teachers and to help others to learn as well. This responsibility can be fulfilled by respecting the teachers, by co-operating with them, and by sharing knowledge with other students in appropriate ways.

The teachers are responsible to teach the students with respect for individuality, for each person is made in God's image. To carry out these responsibilities, the teachers must exercise authority in the school. The teacher, in the office of teacher, is a servant of God who exercises authority in the school as educator of the child.

## **5.4 Restorative Discipline**

For an offending student, punishment tends to become a passive experience demanding little or no participation. The student does not think about the real victims of the offence nor of others who may have been adversely affected by the actions. Doing things to an offending student merely alienates.

Restorative discipline engages the offender and seeks to build positive relationships between the student and those affected by the behaviour. This is done by maintaining accountability by confronting

and disapproving of wrongdoing while supporting and valuing the intrinsic worth of the student who has committed the wrong as well as those who have been affected by the actions. The victims, the family, friends and community who have been affected by the offender's behaviour are invited to conference together to discuss how the harm may be repaired and the offender may be restored to the community.

The restorative justice approach may be used at the discretion of the principal or vice-principal and may be requested by the student.

## **STUDENT RESPONSIBILITIES AND BEHAVIOUR**

It is the calling of all Christians to conduct themselves in thought, word, and deed, in such a way that their behaviour shows that they are trying to live according to the standards of our Christian faith, and in a way that is appropriate to their age. Students represent both Christ as Lord and Saviour, and this school of which they are a part.

To work out this responsibility in an orderly and meaningful way, definite guidelines or rules are necessary. In general, rules are needed:

- ◆ to let all concerned know their privileges and responsibilities.
- ◆ to share time, space, and resources.
- ◆ to provide a safe, pleasant school environment for everyone.
- ◆ to protect the rights of others to do the school's task efficiently.

Not all the school policies described here are not intended as a rigid set of rules; rather, they are intended to guide students in making positive choices.

### **6.1 Attendance**

Attending classes is a privilege and a responsibility. Attendance at classes is important and crucial for success in a course. The classroom experience cannot be duplicated.

At the beginning of their courses, the subject teachers will inform the students about individual policies regarding absences for a test or project due date.

Students are considered to be absent if they are not present for a scheduled class and not excused for a school related activity (field trip, school sporting events, etc.). If more than 15 classes are missed in a course, the credit for that class may be in

jeopardy. Students and parents can expect to be notified by either the subject teachers or the vice-principal after 10 and 15 absences.

Attendance at school assemblies is mandatory.

### **6.2 Lateness**

Students must arrive at school on time for the daily activities, and must be in class on time. At the sound of the warning bell, students should go to their classrooms and prepare for class to begin.

If students arrive at school part way through the school day, they must first report to the office.

### **6.3 Absences**

If students are absent for part or all of the day, their parent(s) should contact the school before 9:00 a.m. No student who is ill or injured should leave school without the knowledge or permission of the office staff.

If students become ill during the school day, they may go and lie down in the health room after notifying the office staff; however, it is their responsibility to inform their subject teacher in person before the beginning of the class that they are unable to attend class. Only one student is permitted to be in the health room at a time.

If students need to leave the school during regular classes for any reason other than illness, they must bring a parental note to the office, or have a parent phone the office.

Students eighteen years of age or older may sign themselves out of classes or study periods provided that the student has been given parental permission to do so. There must be a letter on file in the office stating that the parent(s) give permission for the student to sign out.

If students plan to be gone for one or more days, they should have a parent contact the office in advance of the absence and make arrangements with the classroom teachers to keep up with missed work.

If students are ill during examination week, a parent must contact the school before the examination that will be missed and make arrangements as to when that exam will be written.

### **6.4 Unexcused Absences**

Students who miss (skip) a class or an assembly without being excused by a parent or the school will serve noon hour detentions equivalent to

double the time missed and parents will be informed. For the second offence the student may serve a one-day suspension.

## **6.5 Missed Work**

Students are responsible for any work missed during an absence. Tests and quizzes which are missed will be written on the first day back to school unless other arrangements have been made with the subject teacher. If students expect to be absent (including drama, club, or sports activities), it is their responsibility to find out in advance from the subject teacher the assignments the class will be receiving and to have these completed for the next class or the assigned due date.

## **6.6 Late Work**

Our goal is to encourage students to be accountable and take responsibility for their work. Students are expected to complete assignments by the due date. Individual teachers will communicate their expectations regarding due dates and consequences for late work in writing in the course outline distributed at the beginning of each course. Students may be required to come in for academic assistance in order to get caught up.

## **6.7 Study Period Regular**

Students with a scheduled study period (spare) are free to do the following:

- a) Work in the library for serious study, reading, research and possibly writing a test.
- b) Go to an assigned room for quiet work. A teacher will be there as a 'presence' during the period (not to take attendance or keep students in seats, etc.), only to make sure work is appropriate and help out where needed.
- c) Sit in the atrium or courtyard.
- d) Leave school and/or school grounds (after notifying the office).

## **Choir Block (on Tuesdays and Thursdays)**

Study periods are regular classes and are to be used for school work. Unexcused absences from study periods will be considered a "skip".

Guidelines for study periods:

- ◆ Students must arrive on time.
- ◆ Students should be in the assigned room working quietly.
- ◆ Students may be excused from study period once every two weeks, if a parent has completed the appropriate form.

If excused from study period, the key rule is that classes are not disturbed. Excused students must be out and away from the building and cars. They are to stay away from the windows, keep out of the hallways and gym. If academic assistance is required or assigned, this privilege may be revoked.

## **6.9 Lockers**

Lockers are assigned by the school. Students should keep all of their books, clothing, gym bags, etc. tidily inside their locker.

Any decoration to the interior of the lockers must observe the normal boundaries of Christian propriety and must not permanently deface the locker in any way.

It is strongly suggested that lockers are kept locked, or that valuables are not stored in them. Valuables or large sums of money should be given to a teacher or stored in the office for safekeeping.

## **6.10 Textbooks**

Since textbooks are the property of the school, the student has the privilege of borrowing them. In order to keep track of textbooks, students must return all texts prior to the writing of exams each semester. If a book is lost or damaged, replacement cost must be paid. Students who do not return textbooks nor pay for lost or damaged books will not be permitted to write exams unless prior arrangements have been made.

## **6.11 Library**

The library is an important part of the school. For this reason, everyone's full co-operation is needed to help keep it a helpful study centre for the entire community of students and teachers.

Library etiquette is expected. Proper behaviour is outlined on posters in the library.

## **6.12 Dress and Appearance**

Our clothing should be consistent with our goal to honour God with our bodies, as we are temples of the Holy Spirit (1 Cor. 6:19&20). This still allows for creativity and individuality, but also requires modesty and an awareness of the impact our dress has on others in our community.

- All tops must have sleeves.
- Skirts must come down to just above knee.
- Shorts must have an inseam longer than 5".
- Tank tops, halter tops, muscle shirts, bare feet, bare shoulders, bare midriffs, low necklines, and excessively tight clothing are not permitted.
- No undergarments should be visible.

- Clothing with objectionable logos or suggestive slogans is not permitted.
- Wearing a hat, hood or toque is not permitted in the school building (except on designated hat days).

Students dressed inappropriately will be asked to change (substitute clothing will be available to wear for the day), or will contact home to make arrangements to get suitable clothing for the remainder of the day. Parents will also be notified.

### **6.13 Language**

Students are expected to demonstrate care and respect in the way they address and/or make reference to others. Any expression of disrespect to another student or a staff member by way of spoken words, print media or electronic media will not be tolerated. Racial or ethnic slurs or any other expression of disrespect against an identifiable group will not be tolerated. The use of vulgar language and curses in the classrooms, hallways or outside during any school function is unacceptable. Students who use language that is inappropriate, disrespectful and/or injurious to another person will serve detentions or may be subject to a suspension.

### **6.14 Harassment and Bullying**

Students are expected to be courteous and considerate in their interactions with each other and staff. As creatures of the Lord we should all be treated with dignity and respect. Any overt or subtle sign of harassment or bullying that causes pain and/or anger will not be tolerated. Any activity that degrades and humiliates another person or invades another person's privacy can be considered harassment or bullying. These activities include the following: written or verbal messages; on-line bullying; taking photos, making video or audio recordings and sharing them with others without the permission of the person(s) involved; practical jokes; and inappropriate physical activity. Any such activity that intimidates or threatens another student, that subjects another student to stress, embarrassment, or shame, or that adversely affects the mental health or dignity of another student can result in parents being contacted, suspension, expulsion, and involvement of the London Police Department.

### **6.15 Respect for Property**

Students are expected to show care and respect to all property (as they would expect others to do for their own) by not using or handling the belongings of others without permission.

The school building and the custodial staff are also to be shown respect by keeping the school building and property neat and clean.

If damage occurs, students are asked to report it at once to a staff member. Replacement or repair fees for wilful damage or loss or any accidental damage caused by rough behaviour or negligence (at school, on school buses, on field trips, etc.) will be charged to the student.

Technology other than the student computers may not be used or handled by students without staff permission.

### **6.16 Classroom Behaviour**

If it is necessary for a teacher to send a student out of the classroom for misbehaviour, then the student must report to the vice principal.

### **6.17 Detentions**

Detentions may be given for the following offences:

- ◆ lateness for class
- ◆ vulgar language or curses in the hallways or outside, during any school function.
- ◆ skipping (the equivalent of double the time missed)
- ◆ punishment for inappropriate behaviour.

Detentions are to be served in the assigned room or may be served in the form of a work detail at the discretion of the teacher or vice principal.

Teachers who supervise detentions expect an orderly room in which students are quiet and constructively busy.

The number of detentions a student receives is monitored by the vice principal.

### **6.18 Electronic Communication Devices**

The use of electronic communication devices such as cell phones, ipods, psp's, blackberries, PDA's, mp3 players, etc. during class distracts from the educational purposes of the classroom. They are not to be used in the classroom. They will be confiscated by the teacher if used in any way during class. The teacher will inform the vice principal and give him the device. The student will be able to retrieve the device from the vice principal at the end of the day and parents will be notified. Further offences will result in devices being retained indefinitely.

## **6.19 Smoking (Use or Possession)**

London District Christian Secondary School is a smoke free environment. Smoking or holding of a lighted tobacco product is prohibited at any school-related activity. During the school day smoking or the holding of a lighted tobacco product is prohibited on school property and anywhere within the vicinity of the school. This includes the inside and outside of the building and in vehicles on the school property, and the following streets and adjoining properties: Braesyde Avenue, Selkirk Street, Dengate Street, Gore Road, Hamilton Road, River Run Terrace, Classic Crescent, Danielle Crescent, and the park behind the school.

This policy is in place to acknowledge that smoking is detrimental to health, that under the Tobacco Control Act 1994 the sale of tobacco products to persons under the age of 19 is illegal, that under the Smoke Free Ontario Act of 2005 smoking is prohibited on any school property (including private schools), and that smoking is offensive to many in the Christian community who view the human body as a temple of the Holy Spirit.

Under the Smoke Free Ontario Act 205 anyone caught smoking on the property could be subject to a maximum fine of \$5,000.00.

Students are not permitted to be in possession of tobacco products or other smoking paraphernalia such as cigarette lighters during the school day or at any school-related activity. Any such items will be confiscated.

Providing or selling tobacco products to persons under the age of 19 is illegal.

Students engaged in this illegal activity will be subject to the following penalties:

1<sup>st</sup> offence – five day suspension

2<sup>nd</sup> offence – expulsion for the remainder of the school year.

## **6.20 Alcohol & Illegal Drugs**

The use or possession of alcohol and illegal drugs during the school day or at school related functions is prohibited. If the principal has a reasonable suspicion that a student has violated the law and/or the school's alcohol and drug policies, then the principal or his designate has the right and authority to detain students, smell their breaths, conduct a search of their persons, and conduct a search of their book bag, desk, locker, etc. The police will be involved as required.

A student will be suspended indefinitely for the following infractions:

- ◆ being under the influence of alcohol or illegal drugs (in the opinion of the principal or his/her designate and a second staff member);
- ◆ being in possession of alcohol or illegal drugs.

The student will be required to meet with the executive of the school board prior to being re-admitted to school.

Any subsequent violation will result in expulsion for the remainder of the school year and would involve the loss of any potential credits.

A student will be immediately suspended and proceed to an expulsion hearing by the executive of the school board for the distribution or sale of alcohol or illegal drugs during the school day or at school-related functions. Expulsion would be for the remainder of the school year and would involve the loss of any potential credits.

## **6.21 Fighting and Weapons**

Fighting at school or on school buses is not permitted. "No touching except to help" is the rule to be followed. Any student who purposely starts a fight can expect to be suspended for one week.

Weapons (anything that can be used to harm/injure another person – guns, knives, brass knuckles, etc.) or toy replicas are not permitted on or off school property or on school buses. Possession of a weapon is illegal.

Any student who threatens another student with a weapon can expect to be suspended indefinitely and the police will be notified.

## **6.22 Suspensions and Expulsions**

Attending LDCSS is a privilege. The board upon the recommendation of the staff may deny that privilege for the following reasons:

- ◆ student conduct does not conform to acceptable Christian behaviour.
- ◆ student actions and/or attitudes undermine the purpose of LDCSS.

The principal/vice-principal has the right to suspend a student. During the period of suspension, the privileges of being a student are revoked; thus, the suspended student may not ride on the school bus, be on school property, write quizzes or tests, or submit assignments (essays, projects, research papers) which are due during the period of suspension.

## 6.23 Plagiarism

The Scriptures constantly encourage Christians to be people of integrity, that is, people who are honest, show ownership for the gifts they have, and develop personal accountability for what they do. In this connection, students are accountable for work that they hand in when it really is not their own. Therefore neither the theft of words or ideas will be tolerated. All written assignments must be properly documented if they contain other people's words or ideas. This includes information downloaded from the internet. Failure to do so will result in a zero and the assignment must be rewritten before credit for the course can be obtained. All cases of plagiarism will be reported in writing to the office and will be kept on file.

## 6.24 Use of Gym & P.E. Equipment

Access to the gymnasium will be monitored by the P.E. Staff. Except for class time the gym is off limits without permission from a P.E. staff member / or coach. Use of equipment must be approved by a P.E. staff member or coach.

Students are requested to wear clear or white-soled running shoes in the gym or shoes whose soles do not scuff or mark up the floor. P.E. students are advised to keep a pair of indoor gym shoes at school.

## 6.25 Network and Internet Access

Students who wish to access the Internet at school must first sign a statement stating that they will comply with the LDCSS Acceptable Use Policy. A parent signature is also required. Failure to comply with agreed guidelines will result in the loss of network/Internet privileges.

## 6.26 Busing and Transportation

Buses are provided for the students' convenience. To ride a school bus is a privilege, not a right. If this privilege is abused, the right to ride the bus will be withdrawn. Students wishing to ride on a school bus other than their own need to bring in a parental note and obtain a bus permission form from the office prior to the end of noon break on the day of the request.

Students are expected to adhere to the code of conduct posted in each of the buses. Students who misbehave on a school bus shall be reported by the driver to the vice-principal.

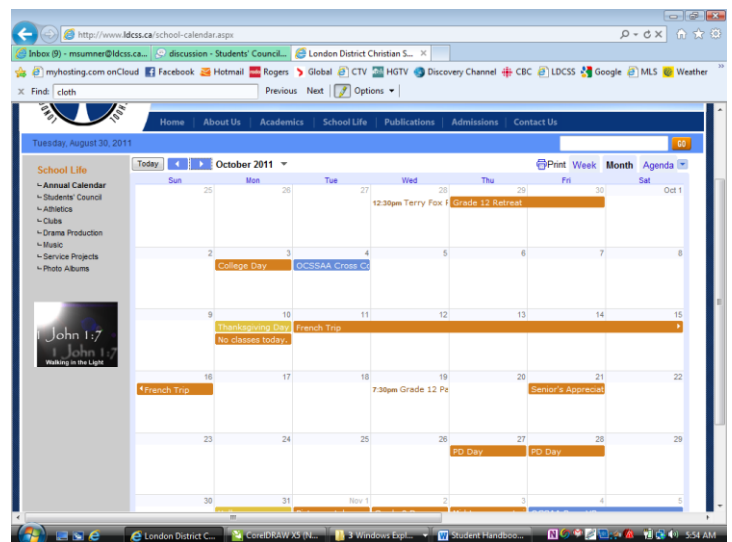
Students who are driven to school-related events by student drivers must have prior written permission from a parent-guardian.

## 6.27 Use of Scented Products

An increasing number of people in our society are developing fragrance allergies; students are reminded that they must not spray or use perfumes or any scented products inside the school building. Allergic reactions to the chemicals in these products can cause shortness of breath, headaches, nausea, and fatigue.

## SCHOOL YEAR CALENDAR

For more detail and up-to-date information, events and dates visit [www.ldcss.ca/school-calendar.aspx](http://www.ldcss.ca/school-calendar.aspx) or select *School Life* - > *Annual Calendar* from the school website.



**LORD, IN YOUR LIGHT,  
WE SEE LIGHT.  
Psalm 36: 9b**