

London District Christian Secondary School



STUDENT HANDBOOK 2016 – 2017

LORD, IN YOUR LIGHT,

WE SEE LIGHT.

Psalm 36: 9b



24 Braesyde Avenue London, ON N5W 1V3
T: 519.455.4360 E: office@ldcss.ca www.ldcss.ca

Welcome to London District Christian Secondary School.

We are pleased to provide you with this Student Handbook to help you understand how our school community functions, how you can benefit the most from your experience here, and how you can contribute with your gifts to those inside and outside of our community. In this handbook, you will learn about our school's policies, some of the opportunities there are for you to be involved in at LDCSS, and your responsibilities as a student and as a member of the LDCSS community.

With the Bible as our foundation, we seek to help you develop your knowledge of God, of yourself as God's creature, and of the universe as God's creation. Woven throughout our course curriculum are connections to Beauty, Justice, Relationships, and Citizenship. As we try to understand these concepts in our curriculum and in light of God's Word, we explore how they are broken because of sin and how we are all called to bring restoration and reconciliation.

Through the study of God's Word and works, we will help you discover and develop your God-given capabilities and realize your potential as image bearers of God. It is our hope and prayer that during your time here, you are equipped 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.

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.

Contents

1.	GENERAL INFORMATION	6
1.1.	Daily Schedule	6
1.2.	Daily Announcements	6
1.3.	Lunch	6
1.4.	Emergency School Closing	6
1.5.	Guests of Students	6
1.6.	Student Colour Scanner/Printer/Photocopier.....	7
1.7.	Lost and Found	7
1.8.	Fire Drills.....	7
1.9.	First Aid Treatment.....	7
1.10.	Transportation Insurance	7
1.11.	Student Accident Insurance	7
1.12.	Access to Lockers (after school)	7
2.	STUDENT SERVICES.....	8
3.	ACADEMIC AFFAIRS	8
3.1.	Courses of Study.....	8
3.2.	Homework	9
3.3.	Academic Assistance	9
3.4.	Reporting	9
3.5.	Field Trips	9
3.6.	Exams.....	9
3.7.	Graduation/Commencement	9
4.	STUDENT AFFAIRS.....	10
4.1.	Students' Council.....	10
4.2.	Athletics.....	10
4.3.	Participation in Extra-Curricular Activities	10
5.	STUDENT RESPONSIBILITIES AND BEHAVIOUR.....	10
5.1.	Student–Student Relationships	10
5.2.	Student–Teacher Relationship	11
5.3.	Restorative Discipline	11
5.4.	Attendance	11
5.5.	Lateness.....	11
5.6.	Absences.....	12
5.7.	Unexcused Absences	12
5.8.	Missed Work.....	12

5.9. Late Work 12

5.10. Cheating on Homework, Tests, Quizzes and Exams: 12

5.11. Grade 9 Students on School Property 13

5.12. Scheduled Study Period..... 13

5.13. Lockers..... 13

5.14. Textbooks 13

5.15. Library..... 13

5.16. Language..... 13

5.17. Dress and Appearance..... 14

5.18. Harassment and Bullying..... 14

5.19. Respect for Property 14

5.20. Classroom Behaviour 15

5.21. Electronic Devices..... 15

5.22. Tobacco and Related Products (Use/Possession/Distribution)..... 15

5.23. Alcohol and Illegal Drugs: 16

5.24. Fighting and Weapons..... 16

5.25. Suspensions and Expulsions: 16

5.26. Plagiarism 17

5.27. Use of Gym & P.E. Equipment 18

5.28. Network and Internet Access 18

5.29. Busing and Transportation 18

5.30. Use of Scented Products..... 18

1. GENERAL INFORMATION

1.1. Daily Schedule

The school has a four-period day for four days a week and an additional advisory block on Wednesdays during which students are involved in a variety of activities, clubs, leadership teams, choir etc. Note that on Tuesdays and Thursdays, the order of the afternoon periods switches.

Four Period Days (Monday, Tuesday, Thursday, Friday)		
Block 1 8:55 - 10:14	Homeroom/Period 1	
Block 2 10:19 – 11:38	Period 2	
11:38 – 12:12	Lunch	
	Mon/Fri	Tues/Thurs
Block 3 12:17 – 1:36	Period 4	Period 5
Block 4 1:41 – 3:00	Period 5	Period 4

Advisory Day (Wednesday)	
Block 1 8:55 – 9:58	Homeroom/Period 1
Block 2 10:03 – 11:06	Period 2
Advisory 11:11 – 12:11	Advisory Activities
12:11 – 12:44	Lunch
Block 3 12:49 – 1:52	Period 4
Block 4 1:57 – 3:00	Period 5

1.2. Daily Announcements

The announcements inform students of the day's happenings at school. Announcements are read at the beginning of period one and are posted on Edsby. Students must submit their announcements to a supervising staff member in advance.

1.3. Lunch

During the lunch break, students are permitted to eat lunch in non-carpeted classrooms, the atrium, the courtyard, and outside. Food is not permitted 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 several London and area radio stations by 7:00 a.m. and posted on our school homepage (www.ldcss.ca). Check Edsby and 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.

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

1.6. Student Colour Scanner/Printer/Photocopier

Students should use the colour photocopier in the Library. Each student must pay the librarian in advance for copies/ printing they need to make (10¢/B&W, 30¢/colour). The librarian can assist in printing, copying, or scanning documents.

1.7. Lost and Found

If an item has been misplaced, it may be in the Lost and Found box. Valuables are normally brought to and held in the office.

1.8. 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.
- Use the exit that is posted in the classroom.
- Listen to or look for the teacher's instructions.
- 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 may be subject to a fine levied by the Fire Department, a suspension from school or other possible consequences.

1.9. 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 office. Students who have an epi-pen should also inform the office so that we can keep one on hand in the case of an emergency.

1.10. 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.

1.11. 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 and submit a copy to the school office so that it is kept on file.

1.12. 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.

2. STUDENT SERVICES

Trust in the Lord with all your heart;
do not depend on your own understanding.
Seek His will in all you do,
and He will show you which path to take.
Proverbs 3:5,6

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.

Parents are invited to call or email Mrs. Weverink (519-455-4360 ext. 224; eweverink@ldcss.ca) or Mr. Buma (519-455-4360 ext. 225; pbuma@ldcss.ca) at any time with questions or concerns.

3. ACADEMIC AFFAIRS

3.1. Courses of Study

Choosing Courses:

The 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. Many teachers post homework and assignments on Edsby.

3.3. Academic Assistance

Students are encouraged to make arrangements with their subject teachers when academic assistance is required.

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 in the Learning Commons or with their guidance counsellor.

3.4. Reporting

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

Overall average grades are periodically shared on Edsby with students and parents during the semester.

3.5. 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.

3.6. 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.

3.7. Graduation/Commencement

The graduation ceremony takes place at the end of June each school year. More information is provided to graduating students and families throughout second semester.

4. STUDENT AFFAIRS

4.1. Students' Council

The Students' Council executive is elected in May of each year. Two staff members serve as liaison and advisors to student council.

Student Activity Fees that help fund Students' Council events are included with tuition. These and other funds raised by Students' Council are intended for activities and projects involving students.

4.2. Athletics

London District Christian Secondary School offers a full range of athletic opportunities. We have junior and senior teams for both boys and girls basketball and volleyball, and a varsity boys and girls soccer program. We also have a Co-ed Badminton program for juniors and seniors, as well as midget, junior and senior Cross Country and Track and Field and Swim teams.

We play in the London District Conference of the Thames Valley Region Athletics. Our schedules can be found on our website and the TVRA website. 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. 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.

5. 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.

5.1. 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.

5.2. 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.

5.3. 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.

5.4. 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 on or after this point.

Attendance at school assemblies is mandatory.

5.5. 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. Students who are late for class (arrive after the second bell) without a late slip will be sent to the office to receive a late slip and appropriate consequences.

If students arrive at school part way through the school day or return from an appointment, they must first report to the office.

5.6. Absences

If students are absent for part or all of the day, their parent(s)/guardian(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 need to leave the school during regular classes for any reason other than illness, they must bring a note from their parent/guardian to the office, or have a parent/guardian phone the office.

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.

5.7. Unexcused Absences

Students do not skip classes at LDCSS. Because attendance is taken at the beginning of each class period, if a student is missing for whatever reason, a full scale search will commence to try to find that student. If the student is not found after an extensive search of the building and grounds, a phone call to parents will be made to make sure the student has not simply left for an appointment without signing out. If the student did not simply forget to sign out, the parent will often contact the student and ask them to return to class. At this point either Mr. Sumner or Mrs. Dieleman will step in to follow up directly with that student and to decide next steps and consequences for their actions.

5.8. Missed Work

Students are responsible for any work missed during an absence. Tests and quizzes which are missed for legitimate one or two day absences will be written on the first day back to school unless other arrangements have been made with the subject teacher. The teacher will arrange a make-up test in the case of an extended absence. Tests, quizzes or major presentations missed during an unexcused absence (without having notified the teacher) may be given a zero.

If students expect to be absent (including field trip, 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. On the following day, the same is expected of missing students as of those who were physically present in the class.

5.9. 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. Failure to meet due dates may result in a deduction of marks up to and including a zero for the assignment. Individual teachers will communicate their expectations regarding due dates and consequences for late work in writing in the course syllabus distributed at the beginning of each course.

5.10. Cheating on Homework, Tests, Quizzes and Exams:

It is expected that students will conduct themselves with honesty and integrity when submitting class work and writing tests, quizzes and exams. Students found cheating will receive a mark of 'zero' and may face further school discipline. Students will be reminded often that they need to guard their work and their reputation by the way they conduct themselves during tests. Use of electronic devices that are not sanctioned by the supervising teacher during a test or exam will be treated as a case of cheating.

5.11. Grade 9 Students on School Property

In an effort to build community and encourage our new students to be involved in and even to help develop school activities during lunch break, grade 9 students are expected to remain on school property for the duration of the school day. In the unlikely event that a grade 9 student leaves school property during the school day, they will be forfeiting their lunch privileges for the following three lunch periods under the supervision of LDCSS staff.

5.12. Scheduled Study Period

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 may be there during the period 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).

Students with a scheduled study period will not do the following:

- a) Wander or hang out in the hallways
- b) Make regular trips to their lockers
- c) Make social visits to friends who are in class or distract classes that are in session

5.13. 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.

5.14. 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.

5.15. Library

The school library is a welcoming environment where students can collaborate or work independently. The library emphasizes literacy and learning by providing access to a variety of resources supporting curricular needs and/or engaging student interest. Qualified library staff are available to assist students and to encourage the development of literacy and research skills for lifelong learning.

5.16. 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. Any use of language or communication in any form that offends or hurts others will be identified and dealt with as needed. Depending on the situation and the severity of the case, a variety of consequences or next steps will be considered with the student(s).

5.17. Dress and Appearance

As a Christian school community it is our goal to honour God and give Him glory in all facets of our lives; our choice of clothing and appearance each day is no exception. The clothes we wear and how we present ourselves are one way of expressing God's gift of creativity and individuality to us! The purpose of our dress code guidelines is to provide guidance to students in determining appropriate clothing choices for both our school and the broader social context.

LDCSS is an institution of learning and requires a certain degree of professionalism of both staff and students. We often welcome visitors to our building, and our staff and students are often out in the community as ambassadors of our school. Therefore, students are expected to ensure their dress and appearance are appropriate to their duties and responsibilities while learning and are neat, tidy, and reflective of pride for LDCSS and God's purpose for this school.

Administration at LDCSS is purposely avoiding a prescriptive set of rules governing dress code expectations. While these seem to make enforcement easier, we recognize that they easily become discriminatory, judgemental, provocative and actually make the conversation around dress code more difficult. We are relying on students to be responsible and intentional in their clothing choices, to reflect LDCSS expectations outlined above.

A lack of prescriptive rules does not mean that students will always meet dress code. Violations of LDCSS expectations of appropriate choices will be addressed by Administration through discussion, conversation, progressive discipline and parental involvement as necessary.

5.18. 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 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.

5.19. 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.

5.20. Classroom Behaviour

If the classroom teacher deems it necessary, a student may be sent for a 'break' from class to Mrs. Dieleman or Mr. Sumner to discuss solutions and/or consequences based on the circumstances that led up to the teacher's decision. Often at this point, parents are involved in the discussion or informed of the situation and actions being taken.

5.21. Electronic Devices

While there is the potential for electronic devices to be helpful in the learning process, these devices can also be very distracting and detrimental to both the user and the rest of the class. Responsible use of electronic devices is important for our students to learn and practice but takes maturity and self-control.

Teachers may require all students to keep their devices out of sight or may ask students (individually or as a whole class) to put their devices in a designated place (ex. drawer or "basket"). Students are expected to respect the teacher's request promptly and without complaint. Students may choose not to bring electronic devices to class at all.

Any use of electronic devices in class must be done "in the open" and with the teacher's permission. All personal uses of electronic devices (calling home, texting friends, etc.) must be done outside of class time. If there is an emergency, students must make arrangements with their teacher.

Repeated disregard for these and the teacher's expectations or if a student is unwilling to respect a request made by a teacher, the student will be sent to the vice-principal where the device will be confiscated and kept indefinitely. The device will be returned only by the request of a parent or guardian even if the student "needs" the device.

Note:

- Video or audio recording or photographs are not to be taken without the knowledge and consent of the teacher and every person involved. Use of cameras and recording devices in washrooms or change rooms is strictly prohibited.

5.22. Tobacco and Related Products (Use/Possession/Distribution)

London District Christian Secondary School is a tobacco and nicotine free environment. Use of any tobacco related product, including electronic cigarettes or vaporizers are prohibited during the school day and at any school-related activity. The 'school day' is generally defined as starting the moment a student boards a bus or arrives on school property if driving/walking and ends when the student disembarks from the bus or leaves school property if driving/walking.

This policy is in place to acknowledge that the use of tobacco and related products is detrimental to health, that under the Making Healthier Choices Act (2015), the sale of tobacco products and electronic cigarettes/vaporizers to persons under the age of 19 is illegal, that under the Smoke Free Ontario Act and Electronic Cigarettes Act (2015), smoking or use of electronic cigarettes/vaporizers is prohibited on any school property (including private schools) and in a vehicle carrying persons under the age of 16, and that smoking is offensive to many in the Christian community who view the human body as a temple of the Holy Spirit.

Anyone using a tobacco product or electronic cigarette/vaporizer on school property or on a school bus will receive an indefinite suspension. If anyone is caught using a tobacco product off school property during school hours, parents will be notified and a plan will be put in place to work with the student to quit. Under the Smoke Free Ontario Act and Electronic Cigarette Act (2015), if anyone is caught smoking on the property, a tobacco enforcement officer may be notified and a maximum fine of \$5,000.00 could be given in addition to other possible consequences including but not limited to a suspension and confiscation of any smoking related paraphernalia.

Distribution or Sale

Providing or selling tobacco products to persons under the age of 19 is illegal. Students engaged in this illegal activity will receive an indefinite suspension. A subsequent offence could result in an expulsion and/or police or tobacco control involvement.

5.23. Alcohol and Illegal Drugs:

Use or Possession

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/her designate has the right and authority to detain students, smell their breath, 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 and his or her parent(s)/guardian(s) will be required to meet with the administration of the school 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.

Distribution or Sale

A student will be immediately expelled 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.

5.24. 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.

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.

5.25. 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. This may be an in-school or out-of-school suspension. Depending on the circumstances that led up to the suspension, certain privileges of being a student may also be revoked including but not limited to the following: 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.

5.26. 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 (taking and using as one's own) of words, ideas, images, expressions, designs, nor inventions will be tolerated. All written assignments must be properly documented if they contain other people's words or ideas. This documentation includes information downloaded from the Internet.

Specific Examples of Plagiarism

We encourage students to read the ideas of others and to integrate those thoughts into their work; however, credit must be given where credit is due. The following list includes examples of what can be considered plagiarism, but is not intended to be exhaustive:

- Copying a text verbatim from a book, without using quotation marks and the proper documentation of the source.
- 'Cutting and pasting' information from an electronic text (Internet, etc...) without giving appropriate citation of the source.
- Changing a few words from the original text does not make it your own. Even a paraphrase with substantial editing should be cited from its original author.
- Submitting a copy of work done by another student as your own.
- Failing to give credit to an author for an idea given in interpretation of a text or idea, even if not quoted verbatim.
- Re-submitting an assignment from one course in another course, without significant re-working and the permission of the teacher.
- Failing to properly document statistics, images, or charts created by another person.

Responses to Plagiarism

When a first offence of plagiarism is suspected or confirmed, the teacher should emphasize relationship with the student and approach the offender directly. At this point, there is an opportunity to clarify the definition of plagiarism and question the student on the sources of the material.

In all instances, administration (vice-principal/guidance counsellor) will be made aware of the event in writing before any further steps are taken. They, in turn, can advise the teacher of any extenuating circumstances in the student's life and watch for any pattern of plagiarism with a particular student.

Should the student deny the plagiarism, a third party from administration and a department chair or colleague will be included in the discussion to reach a conclusion.

For a first offence in grades 9 and 10 courses, at the discretion of the teacher and administration (vice-principal/guidance counsellor), students may be given an opportunity to resubmit the assignment for evaluation. For a second offence in grade 9 and 10 courses or for all offences by students taking classes at a senior level (grade 11 and 12 classes) students must resubmit an original (non-plagiarised) assignment to obtain course credit, but will not have an opportunity to redeem the zero grade for that assignment. In the event of recurring offences within the same course, the student may be removed from the course and the credit in the course may be lost.

Parents/guardians will also be contacted to make them aware of the matter.

5.27. 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.

P.E. students are advised to keep a pair of indoor gym shoes at school.

5.28. 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 the agreed guidelines will result in the loss of network/Internet privileges.

5.29. 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. A student may or may not be able to ride on another bus because of liability and the rules/requirements of the transportation provider. Prior permission must be obtained by the parent/guardian from the transportation committee/company. Since LDCSS cannot grant permission, it would be wise not to leave it until the day of to make arrangements.

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.

5.30. 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.