

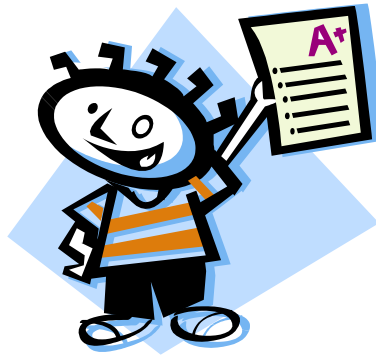
# Lake City Secondary

Student Handbook  
2016-2017



School Calendar 2016-2017

Sept.	07	School Opens (half day – 8:37 – 11:07)
	08	Regular classes begin
	15	School/ID Card Photo – Williams Lake Campus
	19	PAC Meeting (7:00pm)
	23	Professional Development Day #1
Oct	10	Thanksgiving Day Stat. Holiday
	19	Photo Retakes – Williams Lake Campus P.M.
	17-20	Early Dismissal Days (dismiss one hour early)
	21	Professional Development Day #2
Nov.	04	Remembrance Day Assembly
	7-10	District N.I.S. Days (no students in attendance)
	11	Remembrance Day Stat. Holiday
	14	Start of Term #2 Semester #1
	15	Marks due to the office/Williams Lake Campus
	23	Report Card #1 distributed to students
	24	Parent/Teacher Evening – Report Card #1 (5:00 – 7:00 p.m.)
Dec.	05	Professional Development Day #3
	16	Last Day of School before Christmas Break
	19-30	Winter Break
Jan.	02	Stat Holiday
	03	School Reopens
	16-22	Grad Photos/Scheduled by appointment
	23	Last day of regular classes for Gr. 10-12 students
	24	Government Exams begin for grades 10, 11 & 12 (Jan 24-27)
	26	Marks due to the office by 9:00am at Williams Lake Campus
	27	Last day of Government Exams/End of Semester
	30	Semester #2 begins
Feb.	03	CI Day (no students in attendance)
	08	Report Card #2 distributed to students
	13	Family Day – Statutory Holiday
	17	Professional Development Day #4
	20-21	Grad Photo Re-takes
Mar.	17	Last Day of School before Spring Break
	20-24	District NIS Day (no students in attendance)
	27-31	Spring Break
Apr.	03	First day back after spring break
	14	Good Friday – Statutory Holiday
	17	Easter Monday - Statutory Holiday
	21	End of Term #1, in Semester 2
	24	Start of Term #2 Semester #2
	25	Marks due to the office by 9:00am /Williams Lake Campus
	28	Professional Development Day #5
May	03	Report Card #3 distributed to students
	04	Parent/Teacher Evening (5:00 – 7:00 p.m.)
	22	Victoria Day Stat. Holiday
June	10	Graduation/Leaving Ceremonies & Dry Grad Night
	22	Last day of regular classes for Gr. 10-12 students
	23-28	Government Exams begin for grades 10, 11 & 12 (June 23 – 28)
	26	Marks due to the office by 9:00am/Williams Lake Campus
	29	Last Day of School before Summer Break
	30	Administrative Day



***Lake City Secondary – Williams Lake Campus Period Rotation***

<b>Times</b>	<b>Period Day 1</b>	<b>Period Day 2</b>
<b>8:37 – 9:59</b>	<b>1</b>	<b>2</b>
<b>9:59 – 10:09</b>	<b>Break</b>	<b>Break</b>
<b>10:09 – 11:31</b>	<b>2</b>	<b>1</b>
<b>11:31 – 12:19</b>	<b>Lunch</b>	<b>Lunch</b>
<b>12:19 – 1:41</b>	<b>3</b>	<b>4</b>
<b>1:41 – 1:51</b>	<b>Break</b>	<b>Break</b>
<b>1:51 – 3:13</b>	<b>4</b>	<b>3</b>

## **Welcome to Lake City Secondary**

At Lake City Secondary we are proud to offer a variety of courses and activities that will ensure all students have many opportunities to succeed and enjoy school. As a one school, two campus education facility we are very unique. Columneetza campus is mainly for grade 7 – 9 with senior students in attendance for specialized courses such as: french immersion, auto mechanics, metal work, welding, and more. The Williams Lake campus is mainly for grade 10 -12 students and offers a vast selection of courses to meet everyone's graduation requirements. No matter which grade you are in, we look forward to an exciting year and hope students take advantage of all the great things we can offer.

### **School Philosophy**

In accordance with the philosophy of public education in British Columbia, the staff of Lake City Secondary recognizes two major responsibilities of this school. The first is to foster the individual growth and development of students to their fullest potential. The second is to assist students to become active and productive citizens in our society.

### **Mission Statement**

Our Mission is to share a commitment to creating a healthy environment which encourages respect for self and others, fosters individual growth through the pursuit of excellence, and promote a sense of belonging in the school and the larger community.

### **School Code of Conduct**

Part of ensuring that our Mission can be fulfilled is tied to the conduct of students and staff. The School Code of Conduct sets the standards of behaviour expected at Lake City Secondary and provides the information from which behavioural instruction and accountability are derived.

The purpose of the Code of Conduct is to establish and maintain a safe, caring and orderly environment required for purposeful learning. The code provides appropriate balances between individual and collective rights, freedoms and responsibilities. Also, the code clarifies and publishes expectations for student behaviour while going to and from school, at school, and while attending school functions or activities at any location. Please read over the Code of Conduct, if you have any questions, please feel free to call the school.

### **School District #27 Policy on Bullying**

All incidences of bullying are treated seriously and dealt with at the time of reporting. At the discretion of the administration, the severity of consequences escalates with each subsequent offence.

**First Offence:** Parents are informed by phone and the incident recorded in the student file. The student and parent must meet with the Administration to develop an appropriate plan for the student prior to readmission to class.

**Second Offence:** Parents are informed by phone and registered letter, and the incident is recorded in the student file. Students may be suspended 3 - 5 days depending on the nature of the incident. Student, parent, counselor and Administration meet to review/amend a corrective plan before readmission.

**Third Offence:** Parents are informed by phone and registered letter, and the incident is recorded in the student file. The student is indefinitely suspended. The suspension review committee will convene to review the case and consider readmission of the student to school.

## First Day Information

### **Fees:**

In accordance with Ministry of Education policy, there are no course fees per se. However, the school does levy certain fees for goods and services available to students.

**Textbook Deposit:** The Board of Trustees has authorized a charge to secondary students of a \$50 textbook deposit. This fee is paid upon initial enrolment at Lake City Secondary School and kept in trust until the student graduates or withdraws. It is the student's responsibility to keep textbooks issued to him/her in good condition. If a student loses a book signed out to him/her or is assessed damage to a book, the cost is deducted from the textbook deposit. If the amount is in excess of \$50 the student will be charged accordingly.

**Student Activity Fee:** The Board has also approved the levy of this non-refundable fee which subsidizes various events and services (see later page in booklet for more info.).

### **These fees are payable during the first & second week of school: (collected Sep 8-14 in Period 1)**

✚ Textbook Deposit	\$50 - New Students
✚ Student Activity Fee	\$35 - (see page 10 for Activity Fee information)
✚ Lock fee	Included with Student Activity Fee
✚ Grad Fee	\$120 - <b>Not due till April or May of this school year</b>

The following fees are optional and are collected separately from the above so **DO NOT** send money for them until the time mentioned:

Hockey	\$150	
Yearbook (approx.)	\$60	- payable when advertised (usually the 2 <sup>nd</sup> or 3 <sup>rd</sup> week of Sept.) - students can order a personalized copy at this Early Bird price up to Oct. 30 <sup>st</sup> . <b><u>The price goes up after this date.</u></b>

**Other:** In those courses where students undertake project work over and above the basic course work and/or wish to use more expensive or additional material than that provided, students will be charged for the additional costs. Eg. Woodwork, Metalwork, Auto Mechanics, PE, Textiles, Home. Ec.

### **Student Parking:** Williams Lake Campus

Students wishing to park vehicles at either school campus between 7:00 a.m. and 4:00 p.m. must purchase a \$20 permit and register their name, vehicle, and license plate with the office. Parking space is limited so permits are sold on a first come, first served basis.

Permits must be affixed to the rearview mirror in the center of the windshield so that the permit number is easily visible from outside.

If a permit is lost or stolen, a replacement will have to be purchased.

Beginning in September, vehicles with no permit displayed may be towed without warning.

Students may park in the allowable areas only.

Do not park in any Staff or No Parking areas (handicap spots, student drop off area, etc.). Again, you can be towed without warning.

Students must drive in a safe manner at all times and observe all parking/traffic signs.

If no parking spots are available, extra parking is available on Carson Drive.

If rules are disobeyed, your vehicle may be towed without warning and/or your parking privileges revoked.

**SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS IN STUDENT VEHICLES.**

### **Counseling Services:**

School counselors and First Nations Support Workers are available at both campuses. Students should make appointments for interviews regarding school issues such as course changes. Counseling sessions of a personal nature can be made at any time.

### **Course Changes:**

Most classes are already full to capacity so changes will only be considered if they are essential to meet graduation requirements.

Do not miss class time to make a course change. This should be done in your free time.

No courses may be added or dropped without counselor or administrative consultation and parent/guardian consent must also be obtained before a course is dropped.

Students in grades 7, 8, 9, 10, and 11 must carry a full course load. Students in grades 12 may be allowed a prep block if parent/guardian permission is obtained and they must carry at least 3 courses per semester.

### **Lockers:**

All students are assigned a locker. It is the student's responsibility to provide a combination lock if one is not provided from the office. The combination must be given to your homeroom teacher (many students forget their combination after a holiday!). To use a locker is a privilege that may be revoked if locker rules are not followed. Lockers must be emptied at the end of the year or when a student withdraws from school during the year. The lockers are the property of the school and the administration reserves the right to access a locker at any time if deemed necessary.

- ✚ keep your locker clean and free of graffiti/stickers
- ✚ keep your locker locked at all times
- ✚ do not give your combination to other students
- ✚ do not have inappropriate pictures on your locker
- ✚ there will be regular locker checks

The school assumes no responsibility for items stolen from any locker, including the PE lockers so **DO NOT BRING VALUABLE ITEMS TO SCHOOL!!** The school is not responsible for lost or stolen items.

### **Library:**

The Library is open to students before and after school, during the lunch break, and during study periods. A Librarian and Library Assistant are available to help. There are a number of computers for student use.

### **Medical Room:**

If ill, a student can report to the office. A secretary may check the student into the medical room for a period of time or arrange to have a parent come to pick the student up. Injured students may be treated by a first aid attendant and, if necessary, transported to hospital. It is the student's responsibility to explain a "medical room" absence from class and address the issue of making up any missed assignments/tests.

### **Learning Resource Center:**

Additional help for students is available from the Learning Resource staff. Students attend either by teacher recommendation or student/parent/guardian request. Assistance may be short or long term depending upon the individual's need. Along with course work assistance, students learn valuable organizational study skills.

### **Attendance = Achievement:**

A strong relationship exists between absenteeism and a lack of success in school. Poor attendance nearly always leads to poor achievement and probably failure.

Attendance is taken in each block.

If a student has missed a class, his/her home will be contacted by the teacher. Students should ask their parent/guardian to phone the school office to report an absence.

Students are responsible for their attendance and must explain any absence.

Students are required to make up missed assignments and tests.

Please see attached Attendance Policy and Attendance Contract for more information.

### **The "DOs and DO NOTs" of Attendance:**

**Do not** make any appointments during school hours if at all possible.

**Do not** miss school for such things as a driver lesson/test, a haircut, etc.

**Do not** be late for class. If unavoidably late, sign in at the office.

**Do not** be surprised if you're asked to provide a parent/guardian note to explain late and absences.

**Do** attend all your classes and homeroom periods.

**Do** inform your teachers if you know you're going to be absent ahead of time.

**Do** make arrangements to catch up on work missed.

**Do** have your parent/guardian phone the school before 9:30 a.m. when you are away.

**Do** be prepared to face the consequences if you miss class without a valid reason.

**Students absent on the day of a school dance or other after-school activity will not be allowed to attend the dance or participate in the activity.**

### **Field and Athletic Trips**

Students who are to be absent from their regular classes as a result of school sponsored travel must receive the permission of their subject teachers and ensure that work covered in classes will be made up.

Teachers may refuse to give permission for students to travel on school sponsored activities if the student fails to meet acceptable standards of classroom work or behaviour.

**Participation in school sponsored activities is a privilege ... not a right! It should be earned, through honest effort in classes and positive attitude in the building.**

While a student is away on a school sponsored trip, he/she is subject to all policies, rules, and regulations of LCSS and School District # 27 (Cariboo-Chilcotin)

### **Extended Absences**

When required by a parent or guardian, students absent from school for an extended period of time due to illness or injury will be provided with work that can be done during their absence in order to maintain their course standing.

### **Leaving School During Class Time:**

Students leaving school during the day should inform those teachers whose classes will be missed and then **MUST** check out through the office in the "Sign In/Out" book. **Students may be asked to provide a parent/guardian note to explain an absence and the student is responsible for making up the work missed.**

### **Lateness to Class:**

Students are expected to be in class and ready to work when the bell rings. Lateness interferes with the effective delivery of lessons. If you are late, first sign in at the office "Sign In/Out" book and then go directly to class.

### **Students in Hallways:**

Students are expected to obtain books, writing implements and other necessary supplies from their lockers BEFORE class begins. If a student leaves a class, teacher permission is required and the student is expected to be quiet and considerate of classes in session as hallway noise is very disruptive. Senior students who have a study period are to work in the Library or Commons, otherwise they are to be outside school buildings. Students found loitering in hallways, doorways, or alcoves during class time may face disciplinary action.

### **Student Dress:**

The key word for Lake City Secondary's dress code is **APPROPRIATE**.

Beachwear is not permitted.

Footwear must be worn at all times.

Clothing slogans and illustrations must be in good taste (reference to alcohol, drugs or sex not permitted).

Students dressed inappropriately may be sent home to change.

### **Internet Use:**

When first enrolling at Lake City Secondary, all students and their parent/guardian sign an Internet Policy form. Therefore, students are expected to be aware of the rules regarding Internet use. If a student violates the Internet Policy, the following disciplinary actions will apply:

First Offence – The parent/guardian will be informed of their child's inappropriate Internet use and Internet privileges will be removed for one month. The infraction will be noted on the student's conduct record.

Second Offence – The student will be removed from the class and will lose Internet privileges for the remainder of the semester. The student will be suspended from Lake City Secondary for a day and the parent/guardian will have to attend a meeting with the administration before the student is allowed back to school. The infraction will be noted on the student's conduct record and the suspension letter placed in the student file.

Third Offence – The parent/guardian will be informed of the infraction and the student will be indefinitely suspended from Lake City Secondary. A registered suspension letter will be mailed home and a copy placed in the student's file.

## **Lake City Secondary “NO-NOs”!:**

### **Disciplinary Action:**

Students who do not meet the responsibilities expected of them or who are unable to conduct themselves within the parameters set by the Rights & Responsibilities of Lake City Secondary are subject to any or all of the following:

- ✚ verbal warning, including clarification of expectations and possible detention/s
- ✚ verbal warning, including parental contact by phone and/or letter
- ✚ referral to counselor and/or placement on performance contract
- ✚ parental conference at school
- ✚ in-school suspension
- ✚ suspension of up to 10 days out of school with assigned work which must be completed
- ✚ indefinite suspension, referred to School Board for review

### **Food & Beverages:**

Neither food, nor beverages (other than water) are to be consumed in classrooms without teacher permission. Students are not to leave class to obtain food or beverages

### **Cell Phones & Other Electronic Devices:**

Students are permitted use of their cell phones, within the school but not within any classroom. Music Devices (I-pod, Mp3 etc.) requiring an earphone or head-speakers may be listened to outside of class time. During class time, it will be at the discretion of the individual teacher.

Students are **NOT** to have cell phones turned on in the classroom at **any time**.

The use of cell phones is permitted in the building during lunchtime and breaks. It is recommended, even during lunchtime, that cell phones be placed on vibrate as to not disturb others in the building. Cell phones should be kept in the student’s locker during class time. The school **will not accept responsibility** for the loss or damage of any cell phones.

If a student’s cell phone should ring or vibrate during class, the teacher will request the cell phone and turn it into the administration. On **first offence** the cell phone will be held until the end of the day, upon which the student will sign a contract acknowledging that it is their cell phone and that they understand it should be turned off during class time. Upon **second offence** the cell phone will be kept for 24 hours. Upon **third offence** the student along with their parent(s) will be asked to discuss the appropriate use of cell phones with administration.

## **Teachers do have the right to request your phone until the end of class!**

### **Skateboards, Rollerblades and Bicycles:**

Due to safety issues, students are NOT to skateboard, rollerblade or ride a bicycle anywhere on school property. If students fail to observe this rule, they will not be allowed to bring these items to school.

### **Tobacco Products:**

Lake City Secondary is a “Tobacco Free” school. Students are not permitted to smoke or chew tobacco, e-vapor cigarettes anywhere on school property. Students may be sent home with a warning for a first offence. Repeated offences result in escalating periods of suspension from school.

### **Alcohol or Drugs:**

Any student in possession of, or using, or under the influence of drugs and/or alcohol at school, at any school function, or on any school trip will be suspended from school.

- ✚ A first offence suspension is a minimum of 10 days and could be indefinite.
- ✚ A second offence will result in an indefinite suspension.
- ✚ A student who participates in a school function or school trip (including sports teams) in possession of, or under the influence of drugs and/or alcohol may be banned from further school functions for up to a year.

Both campuses are in a Williams Lake Drug Free Zone and any student caught using or in possession of drugs is automatically reported to the R.C.M.P.



### **Weapons**

The possession or use of weapons at school will automatically result in an indefinite suspension. Such weapons may include but not be limited to knives, firearms, *laser pointers*, explosives, pepper spray, etc.

### **Harassment**

Harassment is an unwelcome comment or conduct that may lead to adverse or negative consequences for the victim of harassment. In a school setting it can lead to unnecessary conflicts or a student feeling unsafe or unwelcome in their classes or hallways.

Harassment, or other forms of bullying, is often excused as teasing, but harassment is enjoyed only by the harasser, it is never acceptable. The ONLY judge of whether behaviour is unwelcome is the person on the receiving end. Under all circumstances, unwelcome harassing behaviour is inappropriate. It may also be illegal. In the case of sexual harassment it may be criminal.

Harassment in any form will not be accepted ... we have a "Zero Tolerance Policy" for any form of bullying included cyber bullying and cellular bullying.

### **Appropriate Language**

Students are expected to express themselves in a positive, courteous manner. The use of coarse or abusive language is inappropriate at all times in or around the school.

The use of 'please' and 'thank you' is encouraged at all times as a matter of courtesy.

### **Behaviour on School Buses**

A large percentage of our students arrive and leave school each day on school buses. Students are expected to conduct themselves in a courteous manner, obeying all bus rules and instructions from the driver.

**UNACCEPTABLE CONDUCT IN THE BUS LOADING ZONE OR ON A SCHOOL BUS MAY RESULT IN THE LOSS OF PRIVILEGE OF RIDING THE SCHOOL BUS OR SUSPENSION FROM SCHOOL.**

### **Cheating:**

Cheating is a serious offence and will be dealt with severely. Consequences will be determined by the administration in consultation with the teacher. Cheating can be plagiarism (copying someone else's work and presenting it as your own), copying during tests, or stealing tests or test answers. All cheating will result in a score of ZERO on the test or assignment in question.

## **Miscellaneous**

### **Student Organization & Homework:**

Once students reach Grade 7, they should expect to have homework on a daily basis. Learning how to manage time is an important life skill. Students can help themselves in this area by creating a schedule and sticking to it. A "student planner" should be used to keep track of assignments. Any student who begins to fall behind in school should discuss the situation with a teacher, a counselor or an administrator.

### **Reporting Procedures:**

During the year, students receive four report cards. Teachers will provide monthly updates on student progress. Subject teachers may also contact the home if deemed necessary. Parent- Teacher evenings are held on November 26, 2015 and on May 5, 2016. Parents/guardians may telephone the school at any time to arrange a teacher meeting.

### **Assemblies:**

Assemblies occur throughout the year and provide an opportunity for students to experience various cultural activities such as drama and music, to recognize student achievement, to mark special occasions (Remembrance Day, Christmas, etc.), and to learn formal audience behaviour. Some assemblies are attended by all students while others are for selected grades or groups.

### **Clubs & Athletics:**

These activities require a commitment of time and energy but are an important and rewarding part of school life. Students are encouraged to participate.

Intramural Program possibilities include: flag football, floor hockey, indoor soccer, 3-a-side volleyball, and softball. School Team Sports include: soccer, basketball, volleyball, track & field, golf, and rugby.

School Club/Activities include: Ski Club, Grade 7/8 Ski Trip, Europe Trip(s), Counter Attack, and High School Rodeo.

Additional suggestions for clubs and activities are always welcome!

**Student Council:**

All students are welcome to become active in the Lake City Secondary Student Council. The more, the merrier! Its focus is to organize and provide worthwhile and enjoyable activities for the entire student body. Announcements are made with regard to times and dates of the meetings and the functions.

**Fire Drill & Emergency Evacuation:**

In the event of a fire drill or similar emergency, the school must be cleared quickly and effectively. The safety of individuals and safeguarding personal & public property are major considerations. Quiet, orderly conduct is essential.

**Lock Down Procedures:**

When the building needs to go into lock down, an administrator will announce lock down over the P.A. system and all staff and students must find the nearest secure classroom and wait behind locked doors until an all clear signal is given. Please ask students to avoid using cell phones.

**What does the Student Activity Fee Pay For?**

- the “Welcome to Lake City Secondary” and “Year End” student barbeques
- student prizes for positive behaviour awards
- picture ID student card which provides a 10% discount at some local businesses and a
- reduced admission to a number of events including movies, hockey games, etc.
- subsidization of school sponsored dances
- support for school teams and special events
- support for student sponsored activities eg. dress-up day (prizes), performing
- artists, educational presentations, pep rallies, prizes for seasonal contests & events, etc.
- help with student initiated improvement projects (display areas, student bulletin
- boards, fitness room, & grounds beautification, etc.)
- support for student conference costs (UBC, etc.)

**Lake City Secondary School Attendance and Late Policy**

**Attendance:**

At LCSS we feel regular attendance is a crucial component of academic performance. Students are expected to be on time and attend each and every class. If students are ill or cannot attend for other justifiable reasons, **it is up to the parent or guardian to notify the school.** All unexcused absences will be considered skipping out and students will have to deal with the consequences which could range from detentions, in school suspensions, out of school suspensions, removal from the class, or an indefinite suspension from the school.

**Absences /Punctuality:**

Regular attendance is necessary for success in school. However, we understand that things come up that cannot be helped which require a student to be away from class. When excused absences happen students are required to make up missing work but without further consequences.

Unexcused absences will not be tolerated and students will be subject to disciplinary actions if they continually miss classes without good reason.

It is expected that all students will be punctual for their classes. Occasionally, circumstances may cause a student to be late, but habitual lateness has a disrupting effect on both staff and other students and there will be classroom and/or school consequences.

**Class Consequences:**

1. Any late or absences will be discussed between the student and the teacher and missed time for unexcused absences will be discussed. For each unexcused absence the student will be required to make up ‘lost’ time either with the teacher or in the In School Support Room during lunch or before/after school.  
**- Failure to attend “make-up” time will result in an immediate administrative referral**
2. Students are responsible for figuring out what assignments or homework they have missed

3. After any unexcused late and/or absences, teachers will contact home to inform parents/guardians.

**School Consequences:**

1. If a student misses or is late for 3 or more classes they will be referred to an administrator and placed on an attendance contract.
2. If a student continues to miss classes they will continue to work through the steps outlined on the attendance contract and **could be withdrawn from the class or school.**
3. If steps outlined in the attendance contract are violated, student will be removed from the class and may be removed from the school.

Below is a chart listing the difference below excused and unexcused absences:

<b>Excused Absences</b>	<b>Unexcused Absences</b>	<b>Truancy (late to class)</b>
Student Illness	Sleeping-in	Went out for a smoke
Medical/dental appointment	Went out for lunch	Leaving class without permission
Death in the family	Transportation issues	In the school but not in class
School sponsored trips	Tired	Wandering in after the bell
Family emergency	Friend had an "issue"	Late coming back from lunch
Personal safety issues	Missed bus to other campus	Missed bus to other campus
Pre-arranged family trip	Away for any reason not considered excused	
Principal's discretion		

**Extended Absence Policy:**

Each year we are approached by parents or guardians who wish to take their child out of school for an extended period of time, usually for a family trip or family business. We do not have a procedure for granting students a leave of absence but assume that parents will make decisions in the best interests of their own child. Please be aware that if your child misses school for an extended period of time, they will be behind in their school work and marks could be affected.

There is no substitute for missed instructional time and teachers are not expected to re-teach key elements missed due to a family choice to miss school. Although teachers will do their best to help get students caught-up, they may not be able to provide make up packages and other work to satisfy all the requirements missed by the student.

If your child will be missing school for an extended period of time please provide notification to each teacher at least 2 weeks ahead of time so appropriate packages can be prepared while your child is away. In cases of long term absences, students will be required to make up missed work but not missed time.

# Lake City Secondary

## *Attendance Contract*

Williams Lake Campus - 640 Carson Drive, Williams Lake, BC V2G 1T3, Phone: (250) 392-6284 Fax (250) 392-3362  
Columneetza Campus - 1045 Western Ave., Williams Lake BC V2G 2J8 Phone: (250) 392-4158 Fax (250) 392-3952

### Lake City Secondary Attendance/Punctuality Contract

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_ Class: \_\_\_\_\_ Period: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The purpose of this contract is to help correct poor attendance choices and/or punctuality issues you have been making. It is very hard to be successful when you are not attending class on a regular basis. **If you continue to miss class and/or be late from class you will be removed from the class and possibly from the school.**

#### Class Consequences:

1. Teacher – student discussion (1<sup>st</sup>/2<sup>nd</sup> unexcused absence/late) Date: \_\_\_\_\_
2. Parent/guardian contact (continued unexcused late/absences) Date: \_\_\_\_\_
  - Teachers will be giving class consequences for students who are late or absent from class. Consequences could include detentions to make up missed time, written assignments explaining how attendance and tardiness can be improved, or “jobs” in class to atone for late/absences. Students must make up 30 minutes of time for every unexcused absence.

#### School Consequences:

1. Administrator discussion and consequences Date: \_\_\_\_\_
  - parents/guardians will be contacted
2. 1 day Suspension Date: \_\_\_\_\_
3. 2 day suspension Date: \_\_\_\_\_
4. 3 day Suspension Date: \_\_\_\_\_
  - formal meeting with parent/guardian will be scheduled
5. Indefinite Suspension or Withdrawal Date: \_\_\_\_\_

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

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

Administrator Signature: \_\_\_\_\_

## **Lake City Secondary Code of Conduct** **School Mission Vision Values**

Our Mission is to share a commitment to creating a healthy environment, which encourages respect for self and others, fosters individual growth through the pursuit of excellence, and promotes a sense of belonging in the school and the larger community.

### **A. Purpose**

Part of ensuring that our Mission can be fulfilled is tied to the conduct of students and staff. The School Code of Conduct sets the standards of behaviour expected at Lake City Secondary and provides the information from which behavioural instruction and accountability are derived.

The purpose of the Code of Conduct is to establish and maintain a safe, caring and orderly environment required for purposeful learning. The code provides appropriate balances between individual and collective rights, freedoms and responsibilities. Also, the code clarifies and publishes expectations for student behaviour while going to and from school, at school, and while attending school functions or activities at any location.

The code of conduct applies to all students. Accommodations will be made for students with disabilities who are unable to fully comply with the code of conduct.

Conduct that occurs outside of school hours and apart from school activities is not normally investigated and acted upon unless there is an impact on students at the school.

### **B. Development and Regular Review**

1. Throughout the year the school administration will work collaboratively with school staff, students, and parents to adapt and enhance our existing Code of Conduct suitable and appropriate for our ever changing learners and their needs.
2. Parents, students, staff and school administration will review the Code of Conduct annually and make revisions as needed. Ongoing review of the Code of Conduct will be carried out in parent, staff and student settings.
3. Conduct will be consistently monitored to ensure Codes reflect current and emerging situations and are contributing to school safety through formal and informal behaviour data, student, parent and staff perception, learning community leader meetings, staff meetings, and school based team meetings.

### **C. Communicating Expectations**

1. Student expectations for appropriate behaviour will be communicated regularly in classrooms, through team and class meetings, administrator visits, student handbooks, announcements, school wide assemblies. The Code of Conduct will also be posted on the school website. Students who enroll in school after the start of the year are provided with a copy in the student handbook.
2. Staff members will be provided a copy of the school's Code of Conduct in the staff handbook. Temporary staff is provided with a copy of the school's Code of Conduct in the TOC handbook.
3. The Code of Conduct is communicated to parents via the student handbook, newsletters, through PAC and on the school website.

**D. Active Teaching and Promotion of Expectations**

1. Time will be allotted in the first few weeks of school, and at regular intervals throughout the year, for teachers, administrators and counselors to meet with students, in large and small groups, to review appropriate behaviours and outline consequences.

**E. Expectations of Acceptable Conduct**

1. The following are examples of acceptable behaviour for Lake City Secondary students while at school, while going to and from school and while attending any school function or activity at any location.
  - a. respecting self, others and the school
  - b. helping to make school a safe, caring and orderly place
  - c. acting in a positive, honest and straight forward manner, being truthful
  - d. informing a 'tellable' adult, in a timely manner (in advance if possible) of incidents of bullying, harassment or intimidation. It is the responsibility of the by-stander to report and prevent incidents of harassment and bullying.
  - e. engaging in purposeful learning activities in a timely manner.
  - f. attending all classes on time
  - g. respecting authority and adheres to classroom, school, and district rules and policies.
  - h. acting in a manner that brings credit to the school
2. The District has no tolerance for weapons. Possessing or using weapons, explosives, fireworks, firecrackers or any other items capable of or intended to be used to threaten, intimidate or cause bodily harm, including fake weapons that can be perceived as real weapons will result in immediate suspension.
3. The Lake City Secondary code of conduct is aligned with district policies, administrative procedures and the BC Human Rights Code. LCSS promotes the values expressed in the BC Human Rights Code "respecting the rights of all individuals in accordance with the law - prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, sex or sexual orientation, and respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment."
4. The Board of Education will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the Code of Conduct. Any retribution or threat of retribution by a student/parent towards another student in a breach of the Code of Conduct matter will be dealt with as a highly serious matter, and the student who is being threatened will be protected from the threat with all means available to the School Board including involvement of the RCMP if necessary.
5. The school Code of Conduct applies to behaviour at school, during school-organized or sponsored activities and behaviour beyond these times that negatively impacts the safe, caring or orderly environment of the school, and /or student learning.  
Parents, coaches and involved members of the greater community must adhere to the School's Code of Conduct while acting as ambassadors of the school.

**F. Consequences for Unacceptable Conduct**

1. a. When students do not adhere to the Code the Conduct staff will follow a pattern of progressive discipline. Consequences could include, but are not limited to, warnings, mediation, counseling, phone calls and/or letters to parents, detentions, in school suspensions and suspensions. In cases of serious breaches of the Code of Conduct, the student may be referred to school district officials, police, and/or other agencies.  
Progressive discipline establishes a process of clear, timely, consistent, and documented communications with the student and their parent/guardian to reinforce an understanding of expectations; to provide opportunity to correct unacceptable behaviour, and to ensure due process.  
The goal of progressive discipline is to modify specific behaviour and to encourage acceptable behaviour. The goal is not to punish the student, but to alert the student and/or parent to the need to correct unacceptable behaviours.
- b. When administering consequences for behaviors of a discriminatory nature, the school will make every attempt to address all parties involved and develop a plan to address the school culture.
- c. When dealing with students, the administrator may adjust the consequence or disciplinary action based partially on the maturity level and/or grade level of the student. What is an appropriate consequence or disciplinary action for a senior student may not be appropriate for a junior student, or resource student.

2. As school is a place of ongoing learning, the expectations for acceptable behaviour increase for students as they become older, more mature and move through the successful grades. Therefore, students will be expected to demonstrate:
  - increasing personal responsibility and self-discipline and will receive
  - increasing consequences and restitution for inappropriate behaviour

When dealing with students, the administrator may adjust the consequence or disciplinary action based partially on the maturity level and/or the grade level of the student.

Additionally, special considerations may be provided to students who are unable to comply with these expectations due to a disability of an intellectual, physical sensory, emotional or behaviour nature.

3. Suspension will be warranted when violation of the Code of Conduct is deemed serious or other consequences have been inadequate or ineffective. For serious offences students will be brought to the office, the parent is contacted by the school and a formal letter of suspension describing the incident, the length of the suspension (1 to 10 days), and the plan of restitution and responsibilities (course work, letters of understanding or apology, etc.) will be written. A re-entry meeting will be held prior to the student returning to school after a suspension.

4. School Officials have a responsibility to advise other parents of serious breaches of the Code of Conduct.
  - Parents of student offenders(s) in every serious incident.
  - Parents of student victim(s) in every serious incident.
  - School District Officials as required by school District Policy.
  - Police and/or other agencies as required by law.
  - All parents when deemed to be important to reassure community members that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

School staff members may involve parents earlier. Parents are always encouraged to call the school if they have any concerns or questions.