

Blenheim District High School



STUDENT HANDBOOK

2011-2012

163 Chatham Street South
Blenheim, ON NOP 1A0

www.southkent.net/~bdhs/

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____

Picture of School Map will be inserted here.

BLenheim DISTRICT HIGH SCHOOL

WELCOME TO THE HOME OF THE BOBCATS

Welcome to both new and returning Bobcats, and their families.

The school year 2011-2012 is a reality and BDHS stands primed and ready to meet your needs. All students have a great opportunity to learn by participating this coming year. As you master your timetable selections and work your way through this handbook planner, you will realize we have a wide variety of clubs, teams, and outside events that you can participate in.

My best advice to you is to **get involved**. It's the best way to meet new people and get a different perspective on life.

This edition of the BDHS Student Planner contains a large amount of important information about the school. We encourage students, parents and guardians to become familiar with, and follow the contents of the planner. The use of this booklet will help to develop successful patterns of organization for school life and beyond.

Everyone at the school is geared up to help make your 2011-2012 school year a success. Work hard, study hard, play hard and enjoy all that B.D.H.S. has to offer.

Mark Sherman
Principal

Murray Hunt
Vice-Principal

A TRIBES LEARNING COMMUNITY

Tribes is a community building process which motivates students, improves academic achievement, supports classroom management, enhances student behaviour, and provides students with a safe, risk-free environment. The **Tribes Learning Community** concept not only benefits the student, the teacher, and the school, but it will also have a profoundly positive impact on the community as a whole.

It is not a new curriculum. Rather, it is a vehicle for teaching curriculum in a way that is meaningful and hands-on for the student. Tribes provides a philosophy and framework for school restructuring. Teachers endeavour to address all aspects of adolescent development in their lesson planning, strategies and evaluation.

The **Tribes** process uses the following **FOUR AGREEMENTS** that are essential to building a safe and caring community for learning.

Community members agree to:

Mutual Respect

- Affirm the value and uniqueness of each person
- Recognize and appreciate individual and cultural differences
- Offer feedback that encourages growth

Attentive Listening

- Pay close attention to one another's expression of ideas, opinions and feelings
- Check for understanding
- Let others know they have been heard

Participation & the Right to Pass

- Actively participate in all activities
- Have the right to choose when and to what extent you will participate in any activities other than curricular (meaning: community members may prefer not to share personal information or feelings, or to actively participate in the group at the moment)
- Observe quietly if not actively participating
- Choose whether to offer observations later to the group

Appreciation & No Put-downs

- Treat others kindly
- State appreciation
- Avoid negative remarks, name calling, hateful gestures or behaviours

Mutual Respect

**Attentive
Listening**

The Mission
of Tribes is to
assure the **healthy
development of every
child** so that each has the
knowledge, skills and resiliency to
be successful in a rapidly changing world.

The goal for a Tribes school is engage all
students, teachers, administrators, and
families in **working together** as a
learning community dedicated to:

- caring and support
- active participation
- positive expectations

**Appreciations
No Put-downs**

Right to Pass

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STAFF LIST

TEACHING STAFF	EDUCATION ASSISTANTS
Sherman, M. S. Principal Hunt, M. – Vice-Principal	O'Brien, P.
Carder, V. Cameron, D. Daigneault, M. C. L. DeNure, C. C. L. DeNure, H. Dyck, P. Hendrie, A. Jackson, P. Jobin, H. C. L. Johnston, E. Johnston, J. C.L. Kistulinec, P. C.L. Lambert, G. Lansens, K. Maerz, T. McConnell, T. McDowell, P. McPeake, L. Peet, J. Pennell, C. Pugh, B. Richmond, S. Sabourin, L. C.L. Scott, S. Simpson, M. Smith. L. C. L. Stuebing, S. C.L. Sullivan, K. VanHorn, D.	<p>OFFICE STAFF Benn, A. Lobbestael, B.</p> <p>STUDY ROOM SUPERVISOR Lavoie, L.</p> <p>LIBRARY CLERK Molengraaf, K.</p> <p>CUSTODIAL STAFF (Day) Dodman, M.</p> <p>(Night) Allison, R. Benn, R. Richmond, M. Want, D. Young, L.</p>

SCHOOL COUNCIL

The School Council is an advisory panel consisting of parents, students, community representatives and school staff. Nominations for the representatives to BDHS's school council will be received during the first week of September. All nominees are invited to attend the September 16, 2010 meeting, where the 2010-2011 Council will be formed. The meeting will take place in room 10 at 7:00 p.m.

STUDENT COUNCIL AND SAA EXECUTIVE

Student Council Members

Jodie Ball
Kate Clendenning
Megan Fleming
Sarah Howell
Lawren Maris
Jeff Patterson

Melanie Boylan
Raina DeBrouwer
Nikkole Guttridge
Melissa Langis
Erin Massender
Anna Richards-Velinou

Jessica Chiasson
Steven DeLaet
Lauren Hinch
Kendra Lee
Rachel Nauta
Emily Van Raay

Advisors: K. Lansens, S. Johnson

SAA Executive

Co-Presidents

Alana Vandersluis
Jade Aitken

Staff Advisors:

A. Hendrie, P. Kistulinec

United Way Ambassadors

Rachel Vandehogen

Kaitlyn Morrison

DAILY SCHEDULE

Classrooms Open	7:50
Warning Bell	8:00, 8:02
PERIOD 1	8:05 – 9:25
Opening Exercises	8:05 – 8:10
Break	9:25 – 9:33
PERIOD 2	9:33 – 10:48
L U N C H	10:48 – 11:32
Warning Bell	11:27, 11:29
PERIOD 3	11:32 – 12:47
Break	12:47 – 12:55
PERIOD 4	12:55 – 2:10
DETENTION (ROOM 50)	10:50 – 11:15



BUS DELAY DAY SCHEDULE

Classrooms Open	7:50
Remedial Period	8:05 – 9:25
PERIOD 1	9:30 – 10:25
Break	10:25 – 10:30
PERIOD 2	10:30 – 11:25
L U N C H	11:25 – 12:10
PERIOD 3	12:10 – 1:10
Break	1:10 – 1:15
PERIOD 4	1:15 – 2:10

IMPORTANT DATES

SEMESTER ONE		SEMESTER TWO	
September		February	
5	Labour Day	1-2	Exams
6	First day of school	1	OCAS – application deadline
10	Niner's Day	3	P. D. Day
16	Picture Day	6	First day of semester 2
21	Spirit Night	6 - 9	Grad Photos
26	P. D. Day	15	Final 1 st semester grades to OUAC
		20	Family Day Holiday
October		March	
10	<i>Thanksgiving</i>	09	Interim Reports Mailed
13	Picture Retakes – a.m.	12-16	<i>March Break</i>
14	Interim Reports Mailed	27	Parent Teacher Night
14 – 16	Ontario University Fair	29	OSSLT – Grade 10's
21	P. A. Day		
26	Parent Teacher Night		
November		April	
2	Take Our Kids To Work	06	<i>Good Friday</i>
10	1 st day for part 2 of .5 credit	09	<i>Easter Monday</i>
11	Remembrance Day Assembly	18	1 st day for part 2 of .5 credit
28	Full Disclosure	23	Mid-term reports out
		28	OUAC – Mid-term marks due
December		May	
23	Last day of classes	4	Full Disclosure
23	Christmas Assembly	7 – 11	Education Week
24-31	<i>Christmas Holidays</i>	21	<i>Victoria Day</i>
		25	Grade 8 Orientation
		25	Staff/Student Softball
January		June	
1	<i>New Year's Day</i>	2-17	EQAO Math Test – Grade 9
1-8	<i>Christmas Holidays</i>	7	Undergrad Awards
9	Return to School	21	Last day of classes
11	Open House	22-28	Exams
12	OUAC - application deadline	29	P.A. Day
6 - 21	EQAO Math Test – Grade 9	29	Commencement
26	Last day of classes		
27-31	Exams		

TEAMS AND CLUBS

ACTIVITY	S	O	N	D	J	F	M	A	M	J
Badminton – Senior/ Junior										
Basketball – Senior/Junior/Girls										
Basketball – Senior/Junior/Boys										
Cross Country										
Curling										
Football – Senior Boys										
Football – Junior Boys										
Golf										
Musical										
Rugby - Girls										
Sears Drama Festival										
Red Feather Activities										
Student Athletic Association										
Student Council										
Tennis										
Track & Field										
Volleyball – Senior/Junior/Girls										
Volleyball – Senior/Junior/Boys										
Yearbook – sales in Aug. & Sept.										

EMERGENCY SITUATIONS

Fire

When the alarm rings, ALL students and staff must vacate the building immediately, according to the evacuation plan. The re-entry signal is three short bells

Tornado

A tornado warning to take cover will be given over the PA. All student and staff must proceed to the lower level of the building and gather in the designated areas. An “*all clear*” signal is three short bells.

Emergency Codes

Three colour codes will be used to identify specific emergency situations. Students and staff are to follow the action specified below:

Code	Action	Purpose
Green	Emergency Response Team (ERT) report to...(announced location)	<ul style="list-style-type: none"> • Accident • Injury • Fight • Intruder/Trespass
Yellow	<ul style="list-style-type: none"> ▪ All student & unassigned staff to closest classroom until directed otherwise ▪ ERT Report to office ▪ Closest staff to check that washrooms are clear 	<ul style="list-style-type: none"> • Chemical spill • Gas leak • Bomb threat • Evacuation • Police Search
Red “Shelter in Place” “Take Cover”	<ul style="list-style-type: none"> ▪ All staff & students immediately go to nearest classroom ▪ Closest staff check washrooms are clear ▪ Lock doors ▪ Draw curtains closed ▪ Take cover on floor of room ▪ Cover window of door from inside ▪ Complete chart posted in room and put chart into outside window for rescuers to read (NOT ON HALL WINDOW) 	<ul style="list-style-type: none"> • Armed intruder • Weapons

GENERAL INFORMATION

Accidents & Accident Insurance

Students who are injured during the school day or while participating in a school activity must report the accident to the supervising teacher. The supervising teacher will be responsible for making sure the injury is addressed, according to Board procedures. Specifically, an *Incident Report* form (available in the main office) must be completed and reported to the Principal within 24 hours. The *Student Insurance Plan* (distributed on opening day) is designed to provide supplemental coverage to Health coverage and is recommended for all students, especially those who participate in competitive sports. All claims must be sent by the student directly to the insurance company (copy to Principal).

Adult Status

A student 18 years of age or older, may assume certain responsibilities accorded an adult. **Adult students assume full responsibility for their schooling. This includes calling the school to report any absence, on the day of the absence. Adult students must report to the office before leaving or after arriving to school.**

Announcements & Opening Exercises

Classrooms will be opened at 7:50 a.m. Students are expected to be in their homerooms prior to the 8:05 a.m. bell. School will begin each morning with opening exercises in accordance with the Education Act. Students are expected to stand quietly in all areas of the school until announcements are over.

Any student wishing to make an announcement about a school related activity, must complete an announcement form and have the message pre-approved by an administrator or staff advisor.

Assemblies

School assemblies are meant to be informative and/or entertaining and must be approved by administration.

Automated Phone Service

The automated phone service provides the community 24 hour contact with the school. It is possible to leave voice messages after school hours for custodians, Student Services and staff, or for your child's attendance:

General Mailbox 519-676-5485

Bicycles, Skateboards, Roller Blades

Bicycles should be locked at the back of the school. Roller blades must be removed before entering the school, and should not be used for performing stunts on school property. Skateboards may not be used on school property at any time day or night. Skateboarders are invited to use the skateboard park, located across from the school.

Cafeteria

Cafeteria service is available during regular school days. Students may eat in the cafeteria. All food purchased in the cafeteria must be eaten there or taken outside through the front doors. Due to health and safety reasons, food and drinks are not to be consumed, open or unpackaged in the hallways. Students who do so may have the items confiscated and disposed of by any staff member. Any food bought outside of the school, must not be consumed in the halls and must be taken directly to the cafeteria.

Dance Policy

School dances are a co-curricular activity organized for the pleasure of BDHS students and their guests. All tickets are sold in advance. There will be no ticket sales at the door. A dance may be cancelled if there are insufficient ticket sales. **Students who have been truant, missed a detention or are under suspension will not be admitted to the dance.** In order to maintain high calibre dances, the following regulations are in effect:

- Guest passes are available if space permits. Guests must be currently attending a high school.
- Students are permitted to bring one guest and must accompany guest on arrival; guests must be pre-registered at least 2 days in advance of the dance.
- Entry to the dance is by admission ticket and Student Activity Card. Guests are required to show a Student Card from their school.
- The student is responsible for the guest's behaviour.
- All coats, jackets, and purses must be left in the coat check. Students are not permitted to go to their lockers.
- The school cannot accept responsibility for lost or misplaced property.
- A student leaving the school building during a dance will not be readmitted.
- Inappropriate behaviour will be dealt with according to the seriousness of the incident. No alcoholic beverages or drugs will be allowed on school property. Suspension from school and police involvement may result if a student is found in possession or under the influence of alcohol or drugs.
- A student under the influence of alcohol or drugs will not be permitted on the school premises.

Electronic Equipment

Pagers, digital cameras, MP3 players, Ipods, CD players, etc. are not to be used during class time and/or scheduled school activities without permission of the classroom supervisor and are not to be used in the building (e.g. hallways) at BDHS. These devices must be turned OFF while in attendance of all school related activities. Improper use of these devices may result in disciplinary action. Students who bring **cell phones** to school must keep these devices **turned off and out of sight** while in the school (until 3:00 p.m. each day).

Emergency contact for students is available through the Main Office. If a family situation requires the use of a pager, or other communication device, the student must see a Vice Principal for approval.

Full-Time Student Policy & Minimum Course Load

Grade 9 8 credits

Grade 10 8 credits

Grade 11 8 credits

Grade 12 Students are eligible for a “study period” only when they have completed 23 credits.

Part-time programs are not conducive to appropriate preparation for post-secondary education and the work world. All BDHS students are expected to be enrolled full-time, with a minimum of three (3) courses per semester.

Fundraising

Fundraising must be approved by the Principal through a Staff Advisor.

Guest Passes (Student Shadowing)

All student guests must have written parental permission, and a home school administrator’s permission before coming onto the school site. BDHS students must also get the approval of their individual teachers, in advance of the guest’s attendance.

Locks & Lockers

Lockers are the property of the school and school issued locks must be used. For your own protection, do not disclose your lock combination to anyone else. Students are expected to observe the following guidelines for use of lockers:

- Lockers are provided for the use of books and clothing.
- Students should not switch or share lockers.
- The school does not assume any responsibility for alleged loss of articles from lockers. Students should not bring large sums of money or expensive jewellery/equipment to school. If this is occasionally unavoidable, please request these items be kept in the vault in the main office, and never in your locker or the physical education change room.
- The student to whom the use of a locker has been granted must assume responsibility for any damage to the locker.
- The administration of the school reserves the right to examine (in the presence of the student, whenever possible) any locker, at any time it is deemed necessary.
- In order to maintain a quiet atmosphere in the classroom areas of the school, students should use their lockers only when classes are *not* in session.
- Locks are provided and remain school property and are not to be removed from the property. A fee will be charged for missing or damaged locks.

Lost and Found

All lost and found articles should be turned in to the Main Office, with the exception of gym equipment that is turned in to the physical education office. A container is located in the Main Office - Please check here if you have lost anything. The school will not assume responsibility for lost or stolen items. Items will be given to a charity at the end of each semester.

Lost Student Card

Replacement cards are available in the main office. Students will only receive one replacement card and will be assessed a \$2.00 replacement charge.

Parking

Staff parking is on the asphalt lot behind the school and to the north side of the building by the technical wing.

Student parking is a privilege not a right. **All students are to park in the student parking lot beside the technical wing.**

All students are expected to "Park It, Lock It, Leave It" when using the parking lot. Loitering in the parking area is not permitted at any time of the day. Theft and/or damages will not be the responsibility of the school.

Release of Student Photographs

During the school year, your child(ren) will be involved in a variety of school related activities consistent with the purpose of educating students in accordance with the Education Act.

Examples may include but are not limited to:

- School Yearbook
- Field Days/Athletic Functions
- School/Board memorabilia
- School Plays
- Annual Report of the Director
- school flyers/brochures

In addition, public media organizations, upon notification, may be present to cover these events by photographing, audiotaping or videotaping students involved in the above-mentioned routine in-school activities.

If you wish your child to be excluded from photographing, audiotaping, or videotaping as part of activities such as outlined above, please notify the Principal of the school in writing as soon as possible. Otherwise the school will assume your consent.

A Special Event Student Release Form is required for the imaging or audio recording of specific programs or activities of the School or Board which are not considered part of routine activities and which may be shared outside of the jurisdiction of the School or Board.

Special Event Student Release forms will be sent home for students participating in these events of out-of-school / special Board-sponsored activities, or special projects, as they occur.

A signed release is also required for images or audio recordings to be included on School or Board websites. Consent will be obtained each year on student profile sheets for elementary students and through the grade 8 to 9 and subsequent years' option sheet process for secondary students.

These procedures are designed to ensure the privacy of students in the school and for students within the jurisdiction of the Lambton Kent District School Board, and are in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Adult students (over 18 years of age) are also requested to inform the Principal, in writing if they do not wish to be photographed, audiotaped or videotaped during the school year.

School Buses & Cancellation of Service

While travelling on a bus provided by the school board, students are governed by all regulations of the school. (Reg. 298, Sec. 23) Misconduct and/or failure to co-operate with the driver may result in a student's riding privileges being withdrawn for an indefinite period of time.

The decision to cancel and/or delay any or all bus runs is the responsibility of the Director of Transportation Services. The transportation office shall arrange for radio announcements stating which buses have been cancelled. If buses are cancelled on an exam day, ***all exams will shift to the next day of the exam schedule.***

B.D.H.S. is located in Bus Zone 7.

Smoking

Provincial legislation prohibits smoking by anybody on school property at any time. Students who smoke or hold lighted tobacco products on school property may be suspended in accordance with Board Policy and can be charged under the Tobacco Control Act. Tobacco products may be confiscated from a person under the age of sixteen (16).

Student Costs & Student Identification Card

All students are required to pay \$41.00 during registration. **This is non-refundable.**

\$20.00 for registration
\$10.00 for computer services
\$ 5.00 for field trip funding
\$ 6.00 for locker

In addition, the following amounts may apply:

\$45.00 for a 2011 – 2012 yearbook (If purchased before Sept. 30/2011)
\$30.00 for a Phys. Ed. uniform (includes shorts and shirt)
\$20.00 for graduation costs

There may be a minimal cost for recommended supplies to cover the cost of consumable items in some credit courses. A list describing the specific items is available from administration upon request. The cost of field trips will vary, but the field trip fund helps to defray transportation costs for all students.

Student Progress Conference

Student/parent/teacher conferences may be arranged at the request of either the parents or school administration.

Study Periods

Senior students with study periods must be in the library, the cafeteria or away from the school grounds. Students may NOT be in the halls or stairways during class time. Students must be in their chosen area when the bell rings at the start of the study period and must remain in that area until the bell rings to end the period. A study period is a privilege and can be removed if it is abused. Study Hall is an extension of the classroom.

Study Room

When announced, classes may be asked to report to the Study Room. Students are expected to arrive with their books and class materials ready to work. Coats and backpacks are not to be brought to the cafeteria during study room classes. Seating assignments will be directed by the study room supervisor.

Synervoice

In order to improve communication between BDHS and parents, the Office will be utilizing the automated call home system called Synervoice. This computerized system will inform parents of a student's absences and lates during the school day. **Parents are requested to call the school on the day of the absence or send a note, explaining the absence.** Periodically, BDHS will use Synervoice to announce upcoming special events being held at the school.

Telephone Calls

The office will accept telephone messages for students from parents and employers only. We ask parents to limit their messages to emergency situations.

Textbooks & Library Books

Each student is responsible for the prompt return, in good condition, of library books and textbooks. Textbooks are the property of the school and are on loan to the students, for their use.

Textbooks MUST BE RETURNED to the subject teacher:

- at the end of each semester
- when a student drops a course
- when a student retires from school.

It is the responsibility of the student to sign the "*Textbook Return*" sheet to ensure that he/she has proof of return. **Students will pay for books damaged or not returned.** The cost will be the **current replacement value** of the textbook. Students will not be issued report cards, transcripts, or diplomas until all outstanding book accounts are honoured.

Trespassing

During the school day, the school grounds and building are out of bounds to all, except BDHS students, their parents or guardians, and Board of Education employees or persons having business with the administration or staff. **All visitors must register at the Main Office.**

Students are reminded that visitors are not permitted in the school on a casual basis.

Websites

BDHS's website is www.southkent.net/~bdhs/

The school bus website is <http://www.schoolbusinfo.com/>

The LKDSB website is <http://www.lkdsb.net/>

SERVICES FOR STUDENTS

Computer Services

Computer hardware, software and technological support devices (e.g., digital cameras) are provided throughout the school, for use by teachers and students. This technology presents exciting opportunities for both teachers and students, but also creates new challenges for sharing of facilities and resources. Students should be aware of the expectations of them as users of technology.

Acceptable Use of Technology for Students

Personal Safety

- When using the Internet, students must never give out their or anyone else's personal information such as first and last name, home address, and phone number.
- Students must NEVER agree to meet with keypals unless supervised by a teacher.
- Students must report to a teacher or school administrator any message they receive that requests personal information, is inappropriate, or makes them feel uncomfortable.

Illegal Activities

- Students are responsible for respecting and adhering to the LKDSB code of behaviour, and all local, provincial, federal, and international laws. The onus is on the user to know and to comply with these laws and regulations.
- It is unacceptable for any student to attempt to gain unauthorized access to a computer network or resource databank.

System Security

- Students must respect the integrity of the computers and networks in the schools, by not altering any hardware, software or wiring configurations.
- Students must not develop, or activate programs that harass others, or attempt to infiltrate a computer system or alter the software components of a computer or a computer system. These include, but are not limited to viruses, forging e-mail, hacking, and attempting to use administrative commands.
- Students must not change or delete computer files or directories that do not belong to them.
- Students who identify a breach of security should report it immediately to the supervising teacher or site administrator.
- All diskettes, USB keys and any other media brought from home must be scanned for viruses before use. Currently all supported workstations within the LKDSB are automatically scanned for viruses.

- Students will only use the network account assigned to them. Assigned passwords must be protected, not shared and should be changed on a regular basis.
- Any student who loses their password, or feels that an unauthorized person has accessed their account, must report it to a teacher or school administrator immediately.

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Inappropriate Behaviour

- Students must not violate the rules that govern the general use of technology and Internet etiquette as outlined in your school handbook (including but not limited to cell phones, digital cameras, PDA's). This might include the following topics: harassment, profanity and threats. Teachers will review these rules including copyright infringement with students on an annual basis.
- Students should be supervised at all times when using the LKDSB network.
- No electronic devices will be connected in any way (wired or wireless) for any reason to the LKDSB network without the written permission of the Information Technology Department of the Lambton Kent District School Board.

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Privacy

- Students must respect the privacy of other network users and should not attempt to access or alter the data or e-mail of any other user.
- Students will not post private information about another person.

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Resource Limits

- Network and Internet accounts are granted to students to further their academic goals. Curricular use will take precedence over other activities.
- Students must not use the network for financial gain, for commercial activity, or for any illegal purpose.
- Students must respect the rights of other users by avoiding the waste of limited resources such as paper, printer supplies, hard drive space, bandwidth, and time.

Copyright Infringement

- Students must be aware of software copyright laws
- Students must not download, use, or transmit copyrighted material without written consent of the copyright holder.
- Students are responsible for knowing the definition of plagiarism and respecting copyright laws when using electronic resources such as CD-ROMs and Internet on-line databases.

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Accessing Inappropriate Material

- Students must back out of any site that is transmitting unacceptable information or graphic material. Students should immediately report the accidental visit to the teacher or school administrator. This will protect students against allegations that they have intentionally violated the Acceptable Use Guidelines.
- Students must not encourage the use of controlled substances, such as illegal drugs, alcohol, or tobacco. Accessing sites promoting such products is considered an inappropriate use of technology.
- Students must not promote or distribute material that advocates prejudice or hatred directed at any ethnic, religious, or minority group.
- Students must not promote, access, or distribute information that is inconsistent with the philosophy of the Lambton Kent District School Board and the Provincial and Federal laws.
- Downloading, storing, accessing, distributing, or printing files, graphics, or messages that are profane, obscene or that use language that is harassing, offends, or degrades others is prohibited.

Consequences for Inappropriate Use

Students who break any of these rules will be subjected to school disciplinary policies, including:

- restricted computer access
- loss of computer access
- other disciplinary action as decided by the school administration

Library

The Library has a broadly based collection of materials, to support the school's curriculum and encourage student literacy. The collection caters to all ability and interest levels. All students should be comfortable using the Library as an integral part of their school experience.

The Library materials include: a variety of computer programs (including internet, word processing and encyclopedias), books, videotapes, newspapers and a variety of magazines, as well as subscriptions to an online database of almost 600 magazines and newspapers (EBSCO) and a subscription to AccessScience, a science reference database.

During regular school hours, the library is reserved for classes with their teachers who have planned research assignments with the Teacher-Librarian. Students with a free period may use the Library if there is space. The Library is open to all students before and after school and during the lunch hour.

Borrowing Period:

- | | |
|-----------------------|---------------------|
| • General Collection | 21 days |
| • Blue Dot Books | Overnight |
| • Reference Materials | In-Library use only |

Library Rules:

- Any number of books may be borrowed by one student, with a maximum of three books per subject
- Borrowed materials may be renewed unless the item has been requested by another student, or if the student is delinquent
- Students should present their student card in order to sign out materials from the library
- Books are to be returned to the book drop at the circulation desk. Do not re-shelve books or vertical files
- NO FOOD OR DRINK is allowed in the library
- Backpacks and book bags are not permitted in the library
- Games, chat lines and e-mails are not allowed while on the computers

Learning Centre

The Learning Centre is a resource centre designed for assisting identified students to cope with the academic demands of the regular classroom. These students will have been referred by the Board's Identification Placement Review Committee (IPRC).

The Learning Resource Teacher will assist these students by:

- a) exploring the nature of their learning differences
- b) planning a support program incorporating teaching strategies and coping techniques
- c) counselling and recommending alternatives
- d) acting as a liaison between parents, staff and other students and by providing a positive learning environment and assistive technology

School Health Services

There is a public health nurse available to each school in Chatham-Kent. Your Public Health Nurse acts as a link to all Public Health Unit programs and resources. Public Health services aim to promote healthy Living amongst the student population. The role of the Public Health Nurse at BDHS is to provide counselling, resources, consultation and referrals in regards to the following health topics:

- Sexual health information and counselling
- Smoking cessation – quit smoking programs
- Immunizations
- Birth control and pregnancy testing
- Healthy eating and physical activity promotion
- Eating disorders / anorexia /bulimia

These services are available to students and staff at BDHS every other week throughout the school year. Students are welcome to arrange confidential and private appointments with the Public Health Nurse at school as needed.

The Public health Nurse is also responsible for ensuring that all students are up to date with their vaccinations. Yearly immunization clinics are held at the school. Students not returning requested immunization information to the nurse or not updating their vaccinations as required will be suspended from school under the *Immunization of School Pupils Act, 1990*.

The Nurse also offers presentation to all Grade 9 Phys. Ed. Classes a part of their mandatory education in the area of sexual health. Your Public Health Nurse can be reached at:

Chatham-Kent Health Unit	519-355-1071 – ext. 5487
Fax	519-355-0848
E-mail:	lindae@chatham-kent.ca

Why does Public Health take a hard line on Immunizations?

There is no kidding around when it comes to diseases like Polio, Tetanus and measles. These preventable diseases are serious and often fatal. That's why Public Health Units are legally required to obtain up to date immunization records on all day-care and school age children and youth.

Every year, Public health Nurses send out notices to parents of the students that have incomplete immunization records. This could possibly mean that the child has either not had the vaccine or that the health Unit has not been notified of the name and date that the shot was received. Doctors do not report vaccines to Public Health. It is the responsibility of the parent.

If you received a School Suspension notice, please contact Public Health at 519-355-1071 to provide the missing immunization information. If this information is not received, Public Health is required to issue a School Suspension until the immunization record is updated. Once the information is received the School Suspension is rescinded. Let's all work to keep our families safe from vaccine preventable diseases.

Student Services

Counsellors in Student Services offer a wide range of academic and personal counselling services. Students may request an interview with a counsellor at any time, by making an appointment in the Guidance Office. In most cases, an appointment can be scheduled that day. Parents are invited to phone the counsellors, during school hours, at 676-5485.

All discussions between a counsellor and a student are held in strict confidence. Your counsellors are available and qualified to assist you in resolving personal and academic concerns.

- **In-School Information** such as course selection, educational goals, study methods and optimum achievement, record of credits and transcripts.
- **Vocational Choices** including both information about careers and understanding of oneself in relation to career possibilities (e.g., computerized interest test – Jackson Vocational - JVIS).
- **Educational Opportunities and Requirements** for post-secondary education, including apprenticeships, community college and university, scholarships and financial aid.
- **Interpersonal Relationships:** While 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. In some cases, outside community agencies may be asked to assist with personal counselling issues.

ACADEMIC PERFORMANCE INFORMATION

Academic Honesty & Plagiarism

Academic dishonesty is the act of gaining an unfair advantage. Each student is expected to do his/her own work and receive a fair appraisal for the effort. The same work cannot be submitted for separate evaluation in two different courses. Any student, who engages in academic dishonesty will most likely receive a mark of zero on the assignment or test..

Plagiarism is the act of using someone else's words or ideas, as though they were one's own. A student who plagiarizes takes the product of another person's mind (either deliberately or accidentally) and presents it as his/her own. It is imperative that credit be given to the source (or author) of those words/ideas.

Achievement Level Categories

An achievement chart for each discipline is included in the curriculum policy document for that discipline. Each chart is organized into four broad categories (KICA). Further, the course outline for all courses at BDHS will identify the percentage breakdown for each of the four learning categories, as they relate to that course.

- Knowledge/Understanding
- Thinking/Inquiry
- Communication
- Application

Assessment & Evaluation

The primary purpose of assessment and evaluation is to improve student learning.

- **Assessment** is the process of gathering information from a variety of sources (including assignments, demonstrations, projects, performances and tests) to provide students with feedback that guides their efforts toward improvement.
- **Evaluation** refers to the process of judging the quality of work on the basis of established criteria and assigning a value to represent that quality.

Learning Skills

Although learning skills have a significant impact on student achievement, Ministry policy requires that the evaluation of learning skills **not** be included in the determination of the student's percentage grade. The specific learning skills, as identified on the provincial report card, are:

Works Independently Teamwork Organization Work Habits/Homework Initiative

Term Work

Term work will make up 70% of the final percentage for Grade 9 – 12 courses. Term work will be a combination of assignments, demonstrations, projects, performances and tests that are either levelled or graded numerically. Each course will have a minimum of two performance tasks that will be levelled.

A student who misses or is late handing in a piece of work to be evaluated because of a documented illness, or because of a family emergency (i.e. death in the family) will be given an additional opportunity to complete the task. **There may not be a make-up opportunity for unexcused absences/lates.**

When a student misses an evaluation procedure because of a school sponsored absence, such as a field trip or an athletic event, alternate arrangements shall be made for that assessment and feedback. **It is the responsibility of the student to make arrangements with the teacher ahead of time.**

Compulsory units of work must be clearly noted on the evaluation outline. Culminating Activities are compulsory units of work. Failure to complete a Culminating Activity will most likely result in failure of the course due to too few course expectations being met.

Type of Homework

Homework is defined as those learning activities that are assigned to students by teachers to complete during non-classroom hours. Homework is seen as an integral part of a department's course of study, specifically planned and designed to enhance student learning. Homework is instrumental in building lifelong learning skills. Generally there are four purposes for homework, namely:

1. **Practice Homework:** This provides students with the needed review and reinforcement opportunities about materials or skills presented in a previous lesson. Research illustrates that practice homework is effective when it is spaced over time and interspersed with previously learned material.
2. **Preparation Homework:** This is given to students to gain maximum benefit from subsequent lessons. To be useful, this type of homework must be followed up and extended in class. This type of homework allows for more class time to be devoted to class participation and discussion.
3. **Extension Homework:** This gives students an opportunity to expand or transfer a familiar set of skills or concepts to a new situation.
4. **Creative Homework:** This goes one step beyond extension homework and requires the student to integrate many skills and concepts in the process of producing a response that is inventive and resourceful. It includes analysis, synthesis and evaluation, where students use resources to investigate their own ideas.

Amount of Homework Guidelines

Because students vary in their needs, abilities, interests, involvements, and family priorities, the amount of time a student can be expected to spend on the completion of class work, homework, and home study will also vary. The following provides a rough guideline for the amount of daily homework:

Gr. 9	approximate maximum of 75 minutes daily
Gr. 10	75 – 90 minutes
Gr. 11 & 12	2 hours (varies with program)

Once in high school, students are responsible for ensuring that they understand what work has been assigned and when it is due, as well as asking for help when they experience difficulty. All students are presented with a daily planner to assist them with time management and the organization of homework, tests and assignments.

Student Role: The student will be aware of the extent to which homework is a component of each course and will do his or her best to complete the homework on time and satisfactorily.

Parent Role: The parent(s) should be familiar with the homework policy of the school, as well as the expectations of each of the teachers involved in teaching their child. Parents should encourage their child to do their homework by helping them find a suitable workplace and setting aside sufficient time for them to do their homework.

Examinations/Final Evaluations

A number of days will be allotted for the scheduling of formal examinations at the end of each semester. The instructors will note exceptions. The exam schedule will be made available and posted about the school and on our website, prior to the exams beginning.

The exams will be conducted according to the policies and procedures of *Education Statutes and Regulations of Ontario, O.S.I.S., O.S.S. 1999 and the Policies of the Lambton Kent District School Board. Growing Success - Grades K – 12 has been released and will be implemented in the Fall of 2010.*

Absent From An Exam

It is expected that every student will write examinations during the scheduled exam period. Exceptions go through the vice-principal in charge of the examinations. **Valid exceptions are not of a discretionary nature (ie. family vacations)** Failure to write an exam may result in the failure of the course, regardless of his/her previous standing in the course.

Any student who is absent from an exam because of illness or other unavoidable circumstances should have a parent/guardian contact the school prior to the exam, or within 24 hours of the exam. A doctor's note may be required.

An appeal of a final evaluation must be made in writing, stating all particulars, to the Principal within 10 days of receipt of the final evaluation.

Evaluation Reports

- | | |
|---------------------------|------------------------------|
| 1. Mid Semester Report | 9 weeks into semester |
| 2. End of Semester Report | exam + term mark combination |
| 3. Discretionary Report | at any time by the teacher |

Parents/guardians may contact the school during regular business hours to make an appointment with administration, student services, or the individual teacher(s), should concerns arise regarding the progress of their son/daughter.

Withdrawing from a Course

Students who desire to withdraw from a course will make an appointment with a Student Services counsellor. Students are expected to continue in attendance in all timetabled courses until the consultation interviews and approvals are obtained. **Students are considered truant if they fail to attend all assigned classes.** Students under 18 years of age must have parental and administrative permission to withdraw from a course. Students who are requesting a change to part-time status (less than 3 courses per semester) must get permission from the Principal. Part-time status will affect a student's athletic eligibility.

Full Disclosure

The mark achieved by Grades 11 and 12 students, who drop a course after **5 school days following the Provincial Midterm Report**, will be recorded on the student's transcript. This mark will reflect the student's achievement as of that date.

STUDENT BEHAVIOUR

Code of Conduct

A student shall:

- be diligent in attempting to master such studies as are part of the program in which the student is enrolled;
- exercise self-discipline;
- accept such discipline as would be exercised by a kind, firm and judicious parent;
- attend classes punctually and regularly;
- be courteous to fellow pupils and obedient and courteous to teachers;
- be clean in person and habits;
- take such tests and examinations as are required by, or under the Education Act, or as may be directed by the Minister of Education; and
- show respect for school property

A student must be responsible to the principal of the school for his/her conduct, when:

- on the school premises;
- on out-of-school activities that are part of the school program ;
- while travelling on a school bus that is under contract to the Board;
- on premises near the school;
- in an arena and/or commercial property.

Any damage to the building, equipment, books, etc. must be paid for by the student to continue his/her education at BDHS.

Antiracism & Ethnocultural Equity

Everyone has the right to an education. Education shall be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedoms. It shall promote understanding, tolerance and friendship among all nations, racial or religious groups. Parents have a prior right to choose the kind of education that shall be given their children (Article 26 Declaration of Human Rights).

Every individual is equal before and under the law and has the right to the general protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability. (Canadian Charter of Rights and Freedoms, 1982).

It is a public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination that is contrary to law, and having as its aim the creation of a climate of understanding and mutual respect for the dignity and worth of each person so that each person feels a part of the community and able to contribute fully to the development and well-being of the community and the Province (Human Rights Code, Ontario 1982).

The student will follow the Code of Human Rights. It is not just a statement of principles and goals, it is the **law** in the Province of Ontario. Discrimination is against the law. Slurs, jokes, name-calling, graffiti, insults, threats, humiliation, intimidation and written or physical abuse including fighting and any other form of harassment are a form of discrimination.

Harassment

It is the policy of this school to foster and maintain a safe environment for its students and staff. Students are expected to be courteous and considerate in dealing with each other. Harassment will not be tolerated and disciplinary actions will result. (According to the Human Rights Code, Statutes of Ontario, Chapter 53, Section 9 - ***“Harassment means engaging in a course of vexatious comment or conduct that is known or ought to be known to be unwelcome.”***) Any expression of bias or discrimination based on race, ethnic background, religion or gender will not be condoned. Incidents such as name-calling, insults, jokes or threats should be reported immediately to a staff member. Verbal or physical threats or abuse will not be tolerated. Students who fight on school property will be suspended, or removed from classes.

Bullying

The Ministry definition of bullying will form the basis of reference for this document and all Lambton Kent District School Board related documents:

“Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and / or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.”

Attendance Policy and Consequences

Students are expected to stay in the classroom if the teacher does not arrive due to an emergency or unforeseen circumstance. A representative from the class is expected to report the situation to the office.

The Ministry of Education and Training states that 110 hours of classroom instruction is required for a single credit course. There are no partial credits granted for high absenteeism.

Students must make every effort to attend school punctually and regularly. Students should not miss class to do homework, avoid tests, or report for part time work. The only valid reasons for absence are:

- personal illness
- bereavement, family emergency
- important appointments or family commitments certified by the parent and approved by administration
- approved school activity (field trip, athletic contest, college and university visits)

Students who are 18 years of age or older may sign their own notes. They may sign out only for the same valid reasons applying to students younger than 18.

Attendance Procedures

Sign In or Sign Out: Students **must** sign in at the main office when arriving at school if they have missed any classes. Students **must** sign out at the main office before leaving the school for any reason.

Sick at School: If you become ill at school, **DO NOT LEAVE SCHOOL without first reporting to the Main Office.** (eg. Sign Out) Any student who stays at home after lunch **must** have a parent/guardian phone the school the same afternoon (519-676-5321).

During the Day Planned Absences: If you are to be excused for a part of the day (e.g., doctor/dentist appointment) bring an authorized note to the Office, prior to 7:45 a.m. and obtain an *“Excused Slip”*. If/when you return to school on the same day, report to the Main Office to **Sign In**, and receive an *“Admit Slip”*.

Unplanned Absences: If a student is absent all, or any part of a day, a parent/guardian is to phone (676-5485) the school that day, or else the student is to bring a note:

- to the **Main Office**
- **on the day of his/her return to school**

All notes from home must:

- indicate the date(s) of the absence
- the reason for the absence
- signature of the parent/guardian

Consequences for Attendance

a) **Detentions will be assigned for:**

- Failure to **Sign In** or **Sign Out**
- Truancy and unexplained absence (e.g. no call in from parent; or 18 years old student - no note; sleeping in or missing the bus)
- Failure of co-op students to call in to report their absence if not attending school, co-op or both.

b) **Suspensions may be assigned for:**

- Persistent truanancies
- Forged notes or misrepresentation in reporting absences

c) **Interviews, Communication Home and Student Contracts may result for:**

- excessive absences
- 10 days absence - Contact home
- 12 days absence - Letter home to parent or 18 year old student
- **15 days** absence - Represents a 17% absentee rate based on 110 hr. course requirement – **Student at risk of losing his/her credit(s).**
Supplemental Work Program comes into effect.

Extended Leave

All requests for extended leave from school (such as family vacation) must be made in writing to school administration, on the appropriate form, **at least two weeks prior to the planned absence.** The approval process includes notification to the teachers and parents.

Lates

1. Students are to be on time to class, which means in their seats and prepared for work.
2. Teachers are responsible for assigning initial consequences for lates. Repeated lates will be dealt with as follows:

- **If less than 5 minutes** late, go directly to class and teacher will mark you late.
- **If more than 5 minutes late**, report to the main office for a “late slip”.

1- 2 lates	Teacher discusses punctuality with student and assigns appropriate consequences (kept after class)
3 -4 lates	Teacher notifies parents/guardians
5 or more lates	Referral to administration and disciplinary action

Detentions

Detentions may be assigned as a consequence for unacceptable behaviour, and late policy infractions, or attendance policy infractions. Regular detentions are 25 minutes in length and will be served:

- in room 50
- during the lunch hour (10:50 – 11:15)

Students must bring school work to the detention room. They are not permitted walkmans, CD's, etc. or any food or drink during this time.

Students must serve their detentions each lunch hour until all detentions have been served. Arrangements to serve additional detentions, before or after school must be made through the Vice-Principal.

Dress Code

Positive clothing projects a positive image. Students must appear at school or school functions as neatly and cleanly dressed as possible and attire should not be so distracting that it interferes with the educational process. The decision of what to wear is a learning experience, however the final decision on matters of taste rests with the principal. Inappropriate attire includes, but is not limited to:

- clothing that depicts vulgarity, sexism, racism, profanity, illegal drugs, alcohol and/or violence;
- suggestive and revealing clothing, including sleeveless or mesh shirts for boys and spaghetti straps, off the shoulder and backless clothing for girls, and shorts and blouses that expose the midriff;
- shorts shorter than mid-thigh, or clothing that shows underwear, see-through tops, holed or torn clothing
- slips, bras, boxer shorts, etc. worn as outerwear; pyjamas; (exception: “Pyjama Day”)
- head gear – i.e. hoods, hats, caps, scarves, headbands or bandanas;
- jackets and other outdoor gear (backpacks) in the classroom;
- choke collars, spiked wristbands and chains.

Head coverings are to be left in lockers. The “no hat” policy is in effect from 7:00 a.m. until 3:00 p.m. each day. Footwear is essential at all times. A strict dress code exists when working in technology classes, for safety reasons.

Drugs & Alcohol

There is no room in a learning situation for alcohol, non-prescribed or illegal drugs. This policy applies to all students, regardless of age, and is in effect at **all** school activities (i.e. dances, school trips). Any concerns, depending on the circumstances and severity of the issue, will involve one or more of the following steps:

- a. Referral to school administration
- b. Parental contact
- c. Confiscation of items
- d. Detentions
- e. Suspension – out of school
- f. Suspension from:
 - school events
 - school field trips
 - co-op opportunities
 - co-curricular activities
- g. Referral to police

Students possessing and/or under the influence of illegal drugs and/or alcohol during school hours, on school property and/or during school activities or school sponsored activities will be subject to suspension from school and liable to further legal action.

Under the Education Act, Section 309, any student involved in the selling of drugs, while he/she is at school or is engaged in a school related activity, **will be subjected to an expulsion investigation.**

Prohibited Items

The list of prohibited items is based on LKDSB policy and includes, but is not limited to:

- any weapons or mock weapons, including knives
- any explosive materials, including fireworks
- prohibited drugs and alcohol
- laser pointers
- any other items deemed unsafe, at the discretion of the principal

Safe Learning Environment

Every member of our school community has the right to a safe learning environment. Any of the following serious violent incidents infringe upon that right.

- Possession of weapons
- Trafficking in drugs or weapons
- Use of a weapon to cause bodily harm, or to threaten serious harm
- Threats of serious physical injury
- Physical assaults causing bodily harm
- Sexual assault
- Robbery or extortion
- Any hate motivated violence (incidents involving racism, homophobia)
- Vandalism
- Providing alcohol to minors
-

The consequences of the above serious violent incidents will include police involvement, a suspension for up to 20 days and may result in an expulsion inquiry.

Suspensions

The infractions for which a suspension may be imposed by the principal include:

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol, illegal and/or restricted drugs;
3. Being under the influence of alcohol;
4. Swearing at a teacher or at another person in a position of authority;
5. Committing an act of vandalism that causes damage to school or board property or to property located on the premises of the pupil's school;
6. Bullying;
7. Any act considered by the principal to be injurious to the moral tone of the school;
8. Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community; or
9. Any act considered by the principal to be contrary to the Board or school Code of Conduct.

A pupil may be suspended only once for any incident of an infraction and may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days.

Alternative Learning Assignment: Administration may remove a student from a specific class (or classes) and place that student in a supervised study area, inside the school for a set period of time.

Out-Of-School Suspension: Student is suspended from his/her school. Students are **not** to be on school property during the suspension. **Students are not eligible to participate in school activities while on suspension.**

ATHLETICS

Eligibility

Full time students (3 or more credit courses per semester) are allowed to participate a maximum of five (5) consecutive years of high school sport.

Students, who are changing high schools, are automatically ineligible to play all school sports, but have a right to appeal their eligibility. There is no guarantee that the appeal will be successful. All transfer students must apply for eligibility to the Board of Reference. (See the Physical Education Program Leader for further information)

Code of Behaviour for Student Athletes

1. Open tryouts are held for every varsity sport, and student athletes are selected on the basis of ability, dedication and reliability. Co-curricular teams are formed on the basis of "signing up" and the students' willingness to participate.
2. Students who play on varsity, or co-curricular teams have the responsibility to attend every practice and/or game. Students who have a valid reason for not attending must notify the coach/teacher in charge.

3. Students who participate in co-curricular activities MUST fulfil the following requirements:
 - a. NUMBER ONE PRIORITY is the student's scheduled classes. The student's schoolwork must not suffer due to the participation in any school co-curricular program.
 - b. Every student must cooperate in all aspects of school life and be a worthy representative of BDHS at all times.
 - c. The time given to co-curricular activities from scheduled classes for any activity must be honoured. Do not ask your teacher for extra time away from class. It is your responsibility to catch up on lessons and assignments missed due to co-curricular participations.
 - d. Student athletes who do not attend school on "practice/game" day may not participate in the practice or game scheduled for that day or evening.
4. Be proud of your school and display the qualities of good sportsmanship and excellence.

USER COSTS

Due to the rapidly rising costs of athletics BDHS will be levying a user cost for all sports. The cost is \$40.00 per major sport and \$30.00 per minor sport. If a player is unable to afford this cost, they may volunteer time towards an SAA sports or fundraising event. This option requires Curriculum Leader support and administration approval.

Major Sports	Basketball, Football, Soccer, Volleyball, Rugby
Minor Sports	Badminton, Cross Country, Curling, Golf, Tennis Track & Field and Dance

Players must take care of all costs prior to their first game.

DOCUMENTING YOUR SOURCES: Guidelines

The formats for documenting your sources are based on both the **MLA** and the **APA** styles of documentation, depending on the course/subject for which you're writing. Use the appropriate style for your subject, as per the following lists:

MLA:

Languages
Arts
History

APA:

Social Sciences
(Geography, Family Studies)
Sciences
Business
Technology

Title for documentation page:

Works Cited

References

FOR UP-TO-DATE EXAMPLES AND INFORMATION GO ONLINE TO:

(MLA) <http://owl.english.purdue.edu/owl/resource/747/01>

(APA) <http://owl.english.purdue.edu/owl/resource/560/01/>

OR

THE FOLLOWING WEBSITE WILL FORMAT THE INFORMATION FOR YOU, BUT BE SURE TO HAVE ALL THE AUTHOR, TITLE, PLACE OF PUBLICATION, PUBLISHER, and DATE INFORMATION READY:

www.easybib.com

BASIC RULES FOR WRITING BIBLIOGRAPHIES:

- ❑ The first line begins at the left-hand margin, with **all subsequent lines for that entry indented (5 spaces for MLA, 10 spaces for APA)**.
- ❑ **Alphabetize entries** by the author's last name or the first main word (ignore A, An, The).
- ❑ **Double space** within and between entries, as well as in the body of your text.
- ❑ **Italicize** the titles of books, periodicals, and films.
- ❑ The three main divisions of author, title and publishing data are separated by periods.
- ❑ Do not number entries, but alphabetize them.

- ❑ If there is no author, start with the next part of the entry (title). If there is no date use **n.d.**

- **MLA** no longer requires a separate TITLE PAGE for essays. See the above Purdue site for information on how to set up the first page of your essay.

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<p>Shoppers Drug Mart</p> <p>www.shopperdrugmart.ca</p> <p>21 Chatham St. N. Blenheim, ON 519-676-8164</p>	<p>Ron's No Frills</p> <p>286 Chatham Street North</p> <p>Blenheim, ON 519-676-0350</p>
<p>St. Mary's Parish</p> <p>Capuchin Friars</p> <p>519-676-2025 Saturday – 5:00pm Sunday – 9:00am and 11:00am</p>	<p>Blenheim United Church</p> <p>“Care and compassion for all”</p> <p>Mary God bless your future endeavors</p>
<p>Royal Canadian Legion</p> <p>“Pride in Our Past – Faith in Our Future”</p> <p>Corporal Harry Miner V.C. Ontario Branch 185 34 Catherine St. Blenheim</p>	<p>McKinlay</p> <p>Funeral Homes</p> <p>141 Park Street Blenheim, ON 519-676-3451</p>
<p>CHANCES ARE THERE'S AN H&R BLOCK NEAR YOU</p> <p>254 Talbot St. West Blenheim, ON 519-676-4006</p>	<p>Delhaven Orchards Ltd.</p> <p>The Apple Place</p> <p>8182 Talbot Trail Blenheim, ON 519-676-4475</p>

<p>HANDY BROS.</p> <p>CLIMATE CARE INC. We Care About Your Comfort 20226 Communications Rd. 519-676-5825</p>	<p>THOMPSONS</p> <p>2 Hyland Drive, Blenheim, ON</p> <p>Serving the Agricultural Community Since 1924 519-676-5411</p>
<p>Wayne's Pizza & Subs Inc.</p> <p>163 Chatham Street South Blenheim, ON 519-676-8151</p>	<p>We Start Out Wildcats... And Grow Up To Be Bobcats!</p> <p>Harwich Raleigh Public School 213 Chatham, Street South 519-676-5481</p>
<p>Pat Hoy, MPP</p> <p>Chatham-Kent Essex 111 Heritage Road, Suite 100 Chatham, ON 519-351-0510</p>	<p>Liberate Your Banking!</p> <p>LIBRO Financial Group</p> <p>11 Talbot Street West www.libro.ca 519-676-8104</p>

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<p>BLENHEIM ELECTRIC</p> <p>104 Talbot Street West Blenheim, ON 519-676-2040</p>	<p>Blenheim Community Village</p> <p>ORCA – Revera Long Term</p> <p>10 Mary Ave Blenheim, ON 519-676-8119</p>
<p>Dr. Susan DeWitte</p> <p>Optometrist</p> <p>45G James Street Blenheim, ON 519-676-1785</p>	<p>Pearson Buses Inc.</p> <p>157 Queen Street North Tilbury, ON 519-682-2500</p>
<p>Town and Country</p> <p>Lumber Limited</p> <p>Blenheim, ON 519-676-5426</p>	<p>Blenheim Bus Lines</p> <p>“Safety is No. 1”</p> <p>100 Little Street South Blenheim, ON 519-676-5837</p>

<p>McLauchlin Wellness Clinic</p> <p>110 Talbot Street West Blenheim, ON 519-676-3311</p>	<p>Clement Optical</p> <p>519-676-9651</p> <p>57A Talbot Street West, Blenheim, ON Al Clement – Optician Shelley Seney - Optical Associate</p>
<p>Blenheim Youth Centre</p> <p>BYC</p> <p>78 Marborough Street South Blenheim, ON 519-676-0207</p>	<p>CANADIAN TIRE</p> <p>20215 Chatham St. Blenheim, ON</p> <p>519-6756-8181</p>
<p>Lasting Memories Flowers</p> <p>101 Ellen Street Blenheim, ON</p> <p>519-676-0530</p>	<p>BDHS – BOBCATS</p> <p>We support our Community</p> <p>Thank you for supporting us!</p>