

# 2023/24 School Life Guide





# School Life Guide

This School Life Guide is intended to serve as a guide to help you understand what is expected of you as a student studying and living at Lakefield College School, and includes information about LCS expectations, rules and policies. Students and parents (or guardians) should understand that the rules, policies and procedures outlined in this guide apply under “normal” circumstances. However, no set of rules or guidelines can cover every conceivable set of circumstances that may actually arise at a school. From time to time, there are situations that may require immediate or nonstandard responses. In such circumstances, the school reserves the right to take actions deemed to be in the best interest of the school, its faculty, its students and/or the greater school community and its members and to deal with individual circumstances as they occur and deemed necessary by the school. The School Life Guide does not limit the authority of the school to alter its rules and procedures to suit any unusual or changed circumstances, or as deemed necessary by the school. In addition, these guidebook provisions may be revised even during the school year.

## **Mission**

To challenge and enable students to reach their individual potential in mind, body and spirit.

## **Statement of Values**

Lakefield College School is a co-educational community that offers boarding and day programs. We engage our students in enriched academic and co-curricular programs in a natural environment.

These programs enable our students to acquire the skills necessary for success in university and to develop a passion for lifelong learning. Our progressive and caring community is committed to a process of learning and growth in an environment that embraces and instils the following eight core values: Development of the Whole Person, Individuality, Learning, Joy, Inclusive, Caring Community, Trust, Service, Environmental Responsibility.

# Core Values

## **Development of the Whole Person**

We commit to strengthening the behaviours and practises needed to thrive and lead a healthy, meaningful and fulfilling life.

## **Inclusive, Caring Community**

We believe in the dignity and worth of all individuals. We embrace diversity, practise equity and foster connection. We lead with empathy to create a sense of belonging for all.

## **Environmental Responsibility**

We believe teaching respect for the Earth and respect for people go hand-in-hand. Our campus ecosystems and programs inspire us to be committed to environmental responsibility.

## **Service**

We believe that leaders serve others. We have a responsibility to our local, national and global communities

## **Trust**

We believe in the moral strength, character and reliability of each member of our community, resulting in feelings of mutual confidence and mutual respect.

## **Individuality**

We value each individual's unique gifts and strengths, and we support and celebrate them in becoming their authentic selves.

## **Learning**

We believe in creating learning experiences that cultivate curiosity, build resilience, foster a global perspective and instil a passion for lifelong learning.

## **Joy**

We believe in the power of joy. We intentionally craft opportunities that promote vitality and deep contentment

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# Daily Schedule

Monday, Tuesday, Thursday, Friday			
7:00 - 8:20 a.m.	Breakfast	8:45 - 9:45 p.m.	Free Time or Open House
8:15 a.m.	Day Bus Arrives	9:45 p.m.	Boarding Students House Curfew Day Students Depart Campus School Block closes
8:30 - 10:05 a.m.	Period 1		
10:10 - 10:50 a.m.	Community Time	10:00 p.m.	Grade 9 / 10 Network Shut-Down, Tech. turn in
10:55 a.m. - 12:30 p.m.	Period 2		
12:30 - 2:00 p.m.	Lunch / Grove Time	10:15 p.m.	Grade 9 / 10 Bedtime Prep
2:00 - 3:35 p.m.	Period 3	10:30 p.m.	Grade 9 / 10 Lights Out Grade 11 Network Shut-Down
3:35 - 4:00 p.m.	WIN (What I Need)		
4:00 - 5:30 p.m.	Co-curriculars	10:45 p.m.	Grade 11 / 12 Bedtime Prep
5:45 - 7:00 p.m.	Dinner	11:00 p.m.	Grade 11 Lights Out Grade 12 In Room, Quiet
5:45 p.m.	Day Bus Departs		
7:00 - 8:45 p.m.	Study	11:30 p.m.	Grade 12 Network Shut-Down

Wednesday			
8:30 - 9:25 a.m.	Breakfast	9:45 p.m.	Boarding Students House Curfew Day Students Depart Campus School Block closes
9:15 a.m.	Day Bus Arrives		
9:40 - 11:00 a.m.	Period 1	10:00 p.m.	Grade 9/10 Network Shut-Down, Technology turn in
11:10 a.m. - 12:30 p.m.	Period 2		
12:30 - 2:00 p.m.	Lunch	10:30 p.m.	Grade 9/10 Lights Out, Grade 11 Network Shut-Down
2:00 - 3:30 p.m.	Co-curriculars		
5:45 - 7:00 p.m.	Dinner	11:00 p.m.	Grade 11 Lights Out Grade 12 In Room, Quiet
5:45 p.m.	Day Bus Departs		
7:00 - 8:45 p.m.	Study	11:30 p.m.	Grade 12 Network Shut-Down

Saturday			
8:30 - 9:25 a.m.	Breakfast	10:00 p.m.	Grade 9 / 10 Check-In and Campus Curfew, students must remain on campus. School Block closes.
9:15 a.m.	Day Bus Arrives		
9:40 - 11:15 a.m.	Period 1		
11:30 a.m. - 12:30 p.m.	Co-curricular Programs / Grade Time / WIN	11:00 p.m.	Day Students Depart Campus Grades 9 / 10 / 11 House Curfew <i>(students must remain in their houses for the remainder of the evening).</i>
12:30 - 2:00 p.m.	Lunch		
1:30 p.m.	Day Bus Departs	12:00 a.m.	Grade 12 House Curfew <i>(students must remain in their respective houses for the remainder of the evening);</i> Grades 9 / 10 / 11 Lights Out; House Quiet
5:45 - 7:00 p.m.	Dinner		
7:00 - 10:45 p.m.	Free Time or Open House		

**Note:** Please see Saturday evening leave regulations for more information.

Sunday			
8:00 - 10:30 a.m.	Cold Breakfast	10:15 p.m.	Grade 9 /10 Bedtime Prep
11:30 a.m. - 1:00 p.m.	Brunch	10:30 p.m.	Grade 9 /10 Lights Out, Grade 11 Network Shut-Down
5:45 - 7:00 p.m.	Dinner		
8:00 p.m.	Boarding Students House Curfew	10:45 p.m.	Grade 11 / 12 Bedtime Prep
	Day Students Depart Campus Academic Block Closed	11:00 p.m.	Grade 11 Lights Out Grade 12 in Room, Quiet
10:00 p.m.	Grade 9 /10 Network Shut Down, Tech. turn in	11:30 p.m.	Grade 12 Network Shut-Down

Weekend Check-Ins (Face to Face)	
Saturday	Breakfast, 1:00 p.m., 5:30 p.m.
Sunday	By 1:00 p.m., 5:30 p.m., 8:00 p.m. (Leave may begin as of 12 p.m. after check-in)

# Academic & Program Life

## Student Achievement

Lakefield College School has high expectations of its students. The school's commitment to a rigorous academic program is strongly endorsed by LCS graduates, who report themselves to be well prepared for their post-secondary studies.

Attendance in classes is compulsory for all students in all grades. Students are expected to take responsibility for their academic work and to strive for excellence. Lakefield is committed to providing equal educational opportunities and challenges to all students.

## Excused Absences/Attendance

If a day student is to be away from school for part or all of the day due to illness or a medical appointment, the parent/guardian must telephone the Health Centre to report the absence.

If a day student is to be away from school for part or all of the day due to a reason other than illness, the parent/ guardian must contact the Attendance Administrator at least two days in advance.

Lakefield College School discourages students from missing academic, co-curricular and other important program time (Intersession days, guest speakers, etc.) However, there may be exceptional circumstances when a student is required to be excused during program time. In order for a student to be granted permission to be excused from school program time, they must follow the process outlined below:

1. Parents must contact the Head of House to request leave.
2. If the leave is necessary, the Head of House will confirm departure and return times with the parents.
3. The Head of House will email the Attendance Administrator and note the absence as a "Planned Absence" in Edsby.
4. Students who miss class are responsible for all of the work they have missed.
5. Parents who are requesting that their child miss more than 3 program days will be contacted by the Assistant Head, Learning (or designate) in order to determine the necessity of the leave.

## Academic Absences

### Definition of an Unexcused Absence from Class Time

An unexcused absence is when a student misses a class for no permitted (excused) reason or arrives at class with 15 minutes (or less) time remaining in the class.

Teachers must take attendance within the first 10 minutes of every class. Students may only be excused when ill, when involved in a school co-curricular activity or when special permission is granted by their Head of House (Boarder) or parent (Day Student).

## Accountability for Unexcused Absences for Class

The Advisor and student are informed of each unexcused absence as it occurs. The student is given twenty-four hours to contact the Advisor if the unexcused absence is taken in error. If the student fails to make this contact, the unexcused absence will stand.

- **First Offence:** The Advisor will review the attendance policy with the student. It is the student's responsibility to ask the Advisor to resolve any inappropriately determined unexcused absences. Parents are contacted by the Advisor.
- **Second Offence:** Student and Advisor are notified, as above. Advisor and student meet with the Director, School Life. An Official Warning for missing classes is issued. An action plan is agreed upon and implemented. The Head of House and Parents are contacted by the Advisor.
- **Third Offence:** Student and Advisor are notified, as above. Advisor and student meet with the Director, School Life. The student is placed on Directed Probation for Violation of the Academic Attendance Policy and the student is required to attend Saturday Study. The Head of House and Parents are contacted by the Advisor.
- **Fourth Offence:** Student and Advisor are notified, as above. Advisor and student meet with the Director, School Life. The student is placed on General Probation. The Head of House and Parents are contacted by the Advisor. The student may be sent home to reaffirm their commitment to the school (suspended) or other accountability as deemed appropriate. A revised action plan may be agreed upon and implemented.
- **Subsequent Offences:** In consultation with parents, Head of House, Advisor and Director, School Life and Head of School, a student may be required to leave the school.

## Late for Class

The goal of this policy is to address chronic lateness, and to reinforce with all students the need for punctuality so that all students can benefit from productive use of class time.

### Definition of "Late for Class"

A student is considered late if they arrive at class after attendance has been taken and instruction has begun. Attendance will be taken within the first 10 minutes of class. A student who has been marked absent must go to the Attendance Administrator to have the absence changed to a late for class.

Students will not be held accountable for being late during the first full week of classes to give new students time to learn the layout of the academic block.

Students who arrive to class with 15 minutes or less remaining in the class will be held accountable for unexcused absence.

### **Accountability for being Late for Class**

- **First Offence:** Occurs when a student acquires 5 lates recorded in the attendance system. A notification is sent to the Advisor. When an Advisor receives a notification for the first time, the Advisor will have a conversation with the student and send an email home to the parents (copied to Head of House)
- **Second Offence:** Occurs when the student accumulates 5 more lates (10 total) recorded in the attendance system. A second notification is sent to the Advisor. The student meets with the Director, School Life and is placed on Official Warning Status. The Advisor speaks with the Head of House to see whether there are other concerns and will speak with the student and create a plan to address the issue. An email is sent home to the parents (copied to Head of House). The student is placed in Saturday Study or equivalent accountability as deemed appropriate by the Advisor.
- **Third Offence:** Occurs when the student accumulates another 5 more lates (15 total) recorded in the attendance system. A third notification is sent to the Advisor, Head of House, and the Director, School Life. Parents are contacted by phone and the student is placed on Directed Probation for Violation of the Academic Attendance Policy. The student is placed in Saturday Study or an equivalent accountability and the action plan is revised to achieve better success.
- **Fourth Offence:** Occurs when the student accumulates 5 more lates (20 total) as recorded in the attendance system. A fourth notification is sent to the Advisor, Head of House, and the Director, School Life. Parents are contacted by the Director, School Life and the student is placed on General Probation. The student is gated for one week or equivalent accountability and the action plan is once again revised.
- **Subsequent Offences:** A student is liable to be required to reaffirm their commitment to the school (suspended) or to leave the school (expelled).

### **Academic Honesty Policy**

Plagiarism is a serious offense. Students are expected to display honesty and integrity in all of their academic work at Lakefield College School. All students are taught appropriate techniques for crediting sources and are required to use these at all grade levels. Competition for post-secondary acceptance is intense in North America, and Lakefield College School students consistently rise to the challenge of this competition. They do so on the basis of their abilities and hard work, under the watchful and caring guidance of their teachers. No other route to post-secondary entrance, or to success in life, is acceptable at Lakefield College School.

- Students who use the words or ideas of another on a project, test or examination, without identifying the source of those words or ideas will receive a grade of “0” on the work.
- Students who seek to improve their performance on a project, test or examination by copying the work of others or by using non-permitted aids or notes will receive a grade of “0” on the project, test or examination.
- Students who share their work with others so it can be copied will also be considered for disciplinary action, including a grade of ‘0’, warnings and probation.

For a second incident of Academic Dishonesty, during students’ time at Lakefield College School, they will again receive a grade of “0” on the project, test or examination, and will also be placed on “Directed Probation”. A further offense will require students to reaffirm their commitment to the school and they will be placed on General Probation. The record of Academic Honesty is maintained throughout the student’s career at Lakefield College School.

### **Procedure for Adjudicating a Case of Academic Dishonesty**

When a teacher identifies a case of academic dishonesty (e.g. using disallowed references on a test, copying another student’s work, using the words of another without citation on an assignment, sharing their work so others can copy it) the procedure shall be:

1. The teacher notifies the Program Area Leader
2. The Program Area Leader reviews the facts presented by the teacher and checks the student’s record for other incidents of academic dishonesty.
3. Through discussion it is determined that the issue does not warrant formal accountability, in which case the issue can be resolved by means of a discussion between the teacher and the student,
4. If it is determined that the issue falls under the Academic Honesty Policy, the following steps will be taken:

#### **First Offence:**

- The Program Area Leader and the teacher meet with the student and the student’s Advisor to outline the infraction and the consequences under the school’s Academic Honesty policy.
- The Advisor notifies the student’s parents and the student’s teachers of the results of the meeting in (i).
- The Program Area Leader notes the incident in the student’s school record. (This note shall not be included in the student’s permanent record.)

**Second Offence:**

- The Program Area Leader and the teacher meet with the student and the student's Advisor to outline the infraction and the consequences under the school's Academic Honesty policy.
- The Advisor and the student will meet with the Associate Head - Program who will explain that a further incident will lead to placement on directed probation: academic dishonesty.
- The Advisor notifies the student's parents and the student's teachers of the results of the meeting in (i).
- The Program Area Leader notes the incident in the student's school record.

**Third Offence:**

- The Program Area Leader and the teacher meet with the student and the student's Advisor to outline the infraction and the consequences under the school's Academic Honesty policy.
- The Advisor and the student will meet with the Associate Head - Program who will place the student on directed probation: academic dishonesty. This will also include notification that any further incidents of academic dishonesty will result in a meeting with the Standards Committee and the possibility of a need to reaffirm their commitment to the school.
- A letter outlining the situation will be sent to the parents from the Associate Head - Program.
- The Program Area Leader notes the incident in the student's school record.

**Fourth Offence:**

- The Program Area Leader and the teacher meet with the student and the student's Advisor to outline the infraction and the consequences under the school's Academic Honesty policy.
- The student and Advisor will meet with the Director, School Life and the Associate Head - Program. The student will be asked to reaffirm their commitment to the school.

The student and/or his/her parent(s) shall have the right to appeal the decision in (i). If they wish to do so, the Advisor shall notify the Program Area Leader, who will call a meeting of the Appeals Committee. The Appeals Committee shall be composed of the Associate Head - Program (Chair), the Director of Student Success, and the Assistant Head: Community. The Appeals Committee shall confirm or reject the decision made in (i). The decision of the Appeals Committee shall be final.

If the Appeals Committee rejects the decision in (i), the issue will be resolved by means of a discussion between the student and the Associate Head - Program. The student's parents will be notified and all records of the incident will be deleted.

If the Appeals Committee confirms the decision in (i), the student and parent(s) shall be notified by the Appeals Committee.

## Co-Curricular Absences

Coaches, directors and facilitators will take attendance on every student contact day (i.e. practise/rehearsal/meeting/game/performance). Students are responsible for informing their coaches/Advisor/Head of House when they need to be excused PRIOR to the absence. Students may only be excused when ill, when involved in another school co-curricular activity or when special permission is granted by their Head of House, Advisor, or Coach/ Director/Facilitator.

### Accountability for Unexcused Absences from Co-Curricular Programs

The Student, Advisor and Head of House are informed of each unexcused absence as it occurs.

- **First Offence:** It is the student's responsibility to resolve any inappropriately determined unexcused absences by responding to the attendance email with an explanation. The Advisor will review the attendance policy with the student if the absence is valid.
- **Second Offence:** Student, Advisor and Head of House are notified, as above. Parents are contacted by the Advisor.
- **Third Offence:** Student, Advisor and Head of House are notified, as above. The Coach/Director/Facilitator arranges a meeting with Student and Advisor to discuss, agree upon and implement an action plan. Parents are contacted by the Advisor.
- **Fourth Offence:** Student, Advisor and Head of House are notified, as above. The Advisor arranges a meeting between the student, Advisor with the Director of Arts or Athletics. A revised action plan may be agreed upon and implemented. An Official Warning for missing co-curriculars is issued. Parents are contacted by the Advisor.
- **Fifth Offence:** Student, Advisor and Head of House are notified, as above. The Advisor arranges a meeting between the student, Advisor and the Director, School Life. The student is placed on Directed Probation for Persistent Inability to Abide by the Expectations of the School. A revised action plan may be agreed upon and implemented.
- **Subsequent Offences:** A student may be required to attend a meeting with the Standards Committee for Persistent Inability to Abide by the Expectations of the School. The student may be placed on General Probation and will be liable to be required to reaffirm their commitment to the school (suspended). Continued absences will result in the Standards' progressive discipline process with the possibility of being required to leave the school.

# **Athletics Gender Policy**

(in accordance with CISAA and OFSAA Gender Policy)

## **Policy Rationale**

We are keen to develop all of our programming, inclusive of athletics, in such a way as to ensure each person in our community is supported in a positive and caring environment.

This policy exists in order to clarify how Lakefield meets the requirements of existing human rights laws.

For competitive programs where tryouts are required to be selected, all students must demonstrate sufficient skills and ability regardless of their sex assignment and/or gender identity.

## **Communication of the Policy**

At the beginning of each season, this policy, together with any others that are essential to successfully conducting a season of athletics, will be shared with each coach. This policy will also be communicated to all students during our annual school orientation when the opportunities and responsibilities students have in our co-curricular program are provided. Each year, prior to the commencement of an athletic season, when coaches are provided with guidance on coaching and managing their teams, this policy will be reviewed with them. As part of understanding this policy, it is also important that coaches ensure that all students who try out for a team in accordance with this policy receive a warm and positive welcome. Coaches are responsible for ensuring equal opportunities for participation and play for all students who qualify for a team.

## **Athletics Gender Policy**

1. LCS supports student-athlete participation for all students on a team of their lived gender, as well as supports non-binary students. We encourage non-binary and otherwise gender-expansive students to participate on the team with which they feel most comfortable regardless of their sex assignment.
2. Students who identify as a girl are eligible and allowed to try out for a spot on a boys' team.
3. Students who identify as a boy may not play on girls' teams.
4. Students who identify as a boy and non-binary and otherwise gender-expansive students are eligible to act as assistant coaches for the girls' team if approved by the Athletics Director. Students who identify as a girl and non-binary and otherwise gender-expansive students are eligible to act as assistant coaches for boys' teams if approved by the Athletics Director.
5. Should a student decide not to try out for a team but still wish to train with the team, they must seek approval from the Athletic Director.
6. Students may only play on one team in the same sport during a school year.

7. In general, LCS students may not be members of more than one competitive team in the same season. Exceptions may be brought forward to the Athletics Director and/or the Arts Director.

## Process for Complaint

Should a student-athlete have a concern relating to equal treatment in athletics, this is to be:

1. reported to their advisor or coach;
2. if the concern is with their coach, the report goes to the advisor;
3. the advisor then shares the concern with the Athletics Director;
4. the Athletics Director will immediately investigate the concern and consult with the Assistant Head – Community.
5. The DEI advocate will determine how to conduct the investigation fully and what resolution might be appropriate.

**Note:** In this process of investigation, claimants are not to be asked to meet one on one with respondents – there should always be a third party present, and preferably an equality advocate. Advocates should be members of the non-dominant norm.

## Return to Learn / Return to Sport Protocol

Increased cognitive activity and low-risk physical activity is recommended as soon as tolerated while staying below their symptom-exacerbation thresholds. In healthy children most uncomplicated concussions will resolve within 2-4 weeks.

Step 1 should last a maximum of 2 days, then proceed to Step 2. Move from steps 2 to 4 as long as symptoms are tolerated. A minimum of 24 hours is required at each step. It is expected that some symptoms may still be present.

Steps 5 & 6 of physical activity require medical clearance from a doctor or nurse practitioner; returning too early to high-risk physical activities increases the risk of another injury and may slow recovery. Medical clearance is not required to progress through return to school steps.

**Note:** Medical Documentation and clearance by a physician or nurse practitioner is required at Step 1 to confirm diagnosis and Step 5 (clearance for FULL CONTACT), as indicated by \*\*.

### **Step One: Assessment Followed by Rest (1-2 days max)\*\***

- Concussion is suspected - student is medically assessed by a physician or nurse practitioner who provides documentation with a diagnosis of concussion to the Health Centre

- Goal is to rest with minimal mental activities
- Student may play board games, talk on the phone, or do crafts. Avoid screened devices, reading, school work. Begin developing return to school plan
- Student is “off sports” - light walking as long as it does not increase the heart rate; may do calm and quiet activities around the home or residence that do not worsen symptoms
- No attendance at school; day students remain at home. Boarders return home, if possible, or are in the Health Centre for cognitive rest. While in the Health Centre the student is not to attend the dining hall for meals or attend chapel.
- NAs are to be given on missed assignments and tests as of the date of diagnosis

**Step Two: Light Cognitive/Physical Activity (15-30 minutes at a time of reading/screen time)**

- Students at home remain at home. Boarders on campus remain in the Health Centre from approx. 8:00 a.m. - 7:30 p.m. (Monday to Friday), 9:00 a.m. - 4:30 p.m. (Saturday), 11:00 a.m. - 4:30 p.m. (Sunday) under observation. Attendance in the dining hall is at the discretion of the Health Centre staff, but not permitted if symptoms flare.
- Light activities and social interactions at school
- Reading, some screened devices (if tolerated), other activities that do not make symptoms worse for 15-30 minutes at a time.
- Return to in-person school for 1-2 hours a day to connect socially (i.e. Chapel, Grove Time, one class)
- Student remains “off sports”
- Goal is to increase heart rate
- May complete light physical activity. Walking, jogging, or cycling on a stationary bike. Symptoms may slightly increase. Aim for 20-30 minutes at a time, but stop if moderate or severe symptoms increase. No resistance training. No gym class or sports.
- NAs on missed assignments and tests as of the date of diagnosis.
- No in loco parentis transfer of students permitted; if the student is at home, no LCS students to be hosted on weekend leave
- Devices (cell phones, computers) may need to be removed from the student’s possession in order to limit screen time.

### **Step Three: ½ Day of School/Work (with accommodations)**

- Day students, and boarding students who have returned home, remain at home unless they live close enough to school that they are able to attend classes for part of the day, and then return home for the remainder of the day. Boarding students who are at home should complete a 2 ½ hour session of academic work (mimicking a half day of school) in consultation with the Health Centre staff and/or Return to Learn Coordinator.
- Boarders and day students who are able to attend a ½ day of school are to check in with the Health Centre at 8:30 a.m. (Wednesdays and Saturdays 9:30 a.m.; Sundays 11:00 a.m.). Plan for a ½ day of academic work during school days in consultation with the Health Centre staff and/or Return to Learn Coordinator.
- Students are now permitted to eat meals in the dining hall
- Student is to be in Health Centre for the remaining academic day for rest and monitoring (3:30 -7:30 p.m.) except for Wednesdays (2:00 - 7:30 p.m.), Saturdays (1:00 - 4:30 p.m.) and Sundays (11:00 a.m. - 4:30 p.m.)
- NAs on missed assignments, tests and homework
- Goal is to increase time and intensity of activity
- Sport-specific physical activity: low-risk sport specific drills and light resistance weight training. No drills or activities that have head impact, risk of collision or falls. May participate in low-risk gym class activities.
- Limited recreational screen time (no more than 2 hours/day as per the Canadian 24-Hour Movement Guidelines).
- No in loco parentis transfer of students permitted; if the student is at home, no LCS students to be hosted on weekend leave

### **Step Four: Full Day of School (with some academic restrictions)**

*Non-contact drills and full aerobic activities*

- Students may return to a full-day in-person school with accommodations tailored to the current symptom
- Light homework or low cognitive burden work, and extra time for tasks
- Boarders are to be in Health Centre after school and during evenings to rest (Monday, Tuesday, Thursday, Friday: 3:30 - 7:30 p.m., Wednesday: 2:00 - 7:30 p.m., Saturday: 1:00 - 4:30 p.m. and Sunday: 11:00 a.m. -4:30 p.m.). Students may be permitted to work in the library if granted permission by Health Centre staff.

- NAs on tests and assignments
- Leave is not to be granted (town or weekend)
- Goal is to increase aerobic activities to full exertion without body contact
- Student may participate in non-contact drills and full aerobic activities that do not worsen existing symptoms. Student may expand gym class/co-curricular activities that are non-contact. Student may increase resistance training if tolerated.
- Student is to check in with Health Centre staff after each practice to assess for any symptoms
- Health Centre to liaise with coaches regarding the progression in intensity, resistance training, and more team-based drills, provided they do not involve the risk of contact
- If symptoms recur, the student should remove themselves from the activity and inform their teacher or coach, as well as the Health Centre staff. If symptoms subside, the student may continue to participate in these activities as tolerated.
- If the student is not experiencing increased symptoms, documentation regarding progression of activity is to be provided to physician or nurse practitioner in order to obtain medical clearance to move to full contact practice \*\*

**Step Five: Full Return to Academic Assessment/Full Contact practice (no games)\*\***

- Student may return to full school activities (full academic load)
- Full days at school, no concussion-related accommodations required. Full activities including regular homework and testing
- Return to Learn Coordinator to determine when students can begin writing tests/assignments on an individual basis.
- Town leave may be granted; no weekend leave
- Once the student is medically cleared by a physician or nurse practitioner they may participate in full contact practices - no competition
- Goal is to adjust to full contact game play
- This step is only permitted if a person has completed Step 5 of the Return to School plan and has medical clearance from a doctor or nurse practitioner
- Student may participate in scrimmages, game play in practices, cycling outdoors, and higher risk activities. Student is to check in with Health Centre staff after each practice to assess for any symptoms. Health Centre to liaise with coaches regarding the progression.

### Step Six: Full Contact Gameplay (without restrictions)

- If symptoms do not recur with two full contact practices the student may resume full contact games
  - Goal is to resume full activities and competitions
  - Full participation in all sport activities including competition.
  - This step is only permitted if a person has completed Step 5 of Return to School plan and has medical clearance from a doctor or nurse practitioner

**Note:** If a student sustains a head injury and is not medically assessed by a physician or nurse practitioner the Health Centre staff may require the student to complete Steps 4 - 6 with respect to sports/activities



## School Closure

In the unlikely event of a school closure:

- Every effort will be made to continue to offer school services as normally as possible.
- LCS will provide students and parents/guardians with timely communication regarding the school's plans and expectations for continued instruction.
- Course work and assignments may be facilitated through technology. In such a case, the school will follow the Online Learning Protocol to ensure students are fully supported in their learning.
- The normal functioning of co-curricular programs will cease until such time as the school reopened.
- Decisions on day-to-day instructional matters will be the responsibility of the Head of School in consultation with the Leadership Team and, in the event of a pandemic, the Health Centre.
- Decisions to extend the academic year, revise exam schedules or alter the academic schedule will be made by the Head of School in consultation with the Leadership Team and the School Board.
- LCS will provide parents with as much lead time as possible, explaining the reasons for the closure and if possible, an estimate of the duration of the closure.

### Students' Responsibilities to LCS

If a closure of the school has been announced, students will be expected to do the following:

- Remain away from the school during the closure.

- Keep up with academic responsibilities as directed by their teachers by following our Online Learning Protocol.
- Monitor the LCS website for timely updates.
- Once a re-opening of the school has been announced, students will be expected to do the following:
  - Report to class on the identified date and follow the specified day of the cycle as laid out in the school calendar.

## Dress

Living and learning through relationships is a cornerstone of our community. Students and staff worked together to create a dress standard that minimizes negative interactions, promotes healthy and positive relationships and enables students to feel comfortable and confident in their learning environment. Lakefield College School prides itself on a dress standard that is gender-inclusive and provides its students with comfortable, flexible clothing in order to embrace our strategic directions of Outdoors Every Day, Authentic Learning, and Community First.

Staff are expected to adhere to the same standard of dress as students. Should a student have questions, concerns or ideas about the school dress standard they are encouraged to engage in dialogue with any staff member to have their voice heard.

This dress standard outlines the clothing needed at Lakefield College School for all program activities. Students must be in standard or formal dress in the school block during the academic day (from 7:30 a.m. to 3:30 p.m.).

In keeping with its environmental value, Lakefield seeks corporate partners for dress that manufacture clothing in Canada or that make a strong commitment to sustainability in their business practices, or both. Many of our clothing pieces are manufactured by Top Marks, and students may also purchase pieces of Standard Dress from School Stores and preferred supplier Mountain Equipment Company.

To further reduce our environmental impact, the school encourages students to donate gently used Standard Dress and Formal Dress items that are no longer needed. The Replay Shop is located in School Stores, where these gently used items can be purchased at a reduced price. Students may bring donation items to School Stores throughout the school year. All items will be cleaned and sold as they become available. Proceeds from the Replay Shop support projects that directly benefit the students. For further information please contact School Stores.

All clothing must be clean and in good repair.



## **Formal Dress**

Top Marks is currently the exclusive supplier of our Formal Dress. Formal Dress is worn at least once a week, on special occasions, and for some designated school trips.

### **Tops:**

Green blazer (Grades 9-11) or Navy blazer (Grade 12) with crest, white oxford cloth button-down shirt, and school tie

### **Bottoms:**

Grey flannel pants with black or brown belt and black, brown or navy socks

Pleated skirt in Mackenzie tartan (with modesty shorts) and navy knee socks or tights. Modesty shorts must be worn under skirts.

### **Footwear:**

Black or brown dress shoes. No athletic/running shoes or sandals.



**Standard Dress**

Our standard dress allows students to be dressed appropriately for the wide range of learning activities they might experience in a day, from physical activity in the outdoors, including Outdoor Education class, to dance and drama to science experiments and formal class presentations. Students are expected to choose from among the pieces of standard dress available to them so that they may engage confidently and freely in whatever learning the day brings.

Standard Dress is worn during the academic day in the school block, except for the assigned Formal Dress or Clean Casual days (7:30 a.m. - 3:30 p.m.). Formal Dress items may be worn for Standard Dress, provided they are appropriate for the learning activities of the day. Standard Dress consists of the following:

**Tops:**

Standard Dress tops are available for purchase only from Top Marks or School Stores. Families may order tops from School Stores in advance through our website, and can pick these items up on arrival at the school.

- Top Marks white oxford cloth shirt (long or short-sleeved)
- Top Marks white or navy polo shirt (long or short-sleeved)
- Top Marks navy pullover v-neck sweater (a classroom dress shirt must be worn underneath)
- Top Marks navy heavy-weight polar fleece pull-over
- School Stores-supplied LCS quarter-zip sweatshirt in red, green, navy, or white

- School Stores-supplied LCS crewneck sweatshirt in red, green, and navy. Must be worn with a collared LCS shirt underneath.
- School Stores-supplied LCS hoodies in red, green, and navy. Must be worn with a collared LCS shirt underneath. At no time should the hood be worn over the head during class, in the dining hall, Chapel or during community time.
- School Stores-supplied LCS rugby shirt
- School Stores-supplied active-wear quarter zip in red, green, or navy

A wicking layer t-shirt (e.g., UnderArmour; not cotton) may be worn under sweatshirts/fleece for outdoor education, physical education, drama, or dance classes.

### **Bottoms:**

The Standard Dress for bottoms is black pants that allow for freedom of movement and meets the standard noted above in practicality of purpose and appropriate in appearance. Students may choose black pants, shorts, skirts or skorts that best meet their needs and fit. Our preferred suppliers are Top Marks and MEC. Black bottoms appropriate for Standard Dress from other suppliers must be:

- Solid black with no additional colour or transparency
- Have no excessive branding
- Made from an 'active wear' fabric that has stretch and is synthetic (not cotton) for quick-drying and ease of movement
- Please note that black denim and corduroy pants are not acceptable as Standard Dress

Please note that MEC frequently changes styles, brands and colours available. LCS works with MEC to keep some black bottom samples in School Stores for student fittings; families can order directly from Mountain Equipment Company and have their order delivered to LCS. Please view [this video](#) to see what bottoms are/are not acceptable for Standard Dress.

### **Saturdays:**

Students may wear LCS 'Spirit Wear' tops on Saturdays. Spirit Wear is defined as Paper House, House, Club or Sports team shirts, sweaters and hoodies.

**Note:** On Saturdays students must wear Standard Dress bottoms.

### **Footwear:**

- Athletic/Running shoes
- Seasonally appropriate hard-soled shoes or boots
- Hard-soled sandals (e.g. Birkenstocks)
- Dress shoes

- Flip Flops, slippers, crocs or slides are not acceptable
- Socks must be worn from Thanksgiving to Easter

## **Clean Casuals**

Students may change into Clean Casuals after classes end each day.. On Clean Casual academic days, students may make a donation to a school-selected charity in return for the privilege of wearing clean casual dress.

Clean casual clothing must also be clean and in good repair.

All students are expected to be dressed in an appropriate manner at all times. Clothing that contravenes the school's standards and values will have to be changed and may be confiscated depending upon the severity of the offence. Examples of inappropriate clothing would include but are not limited to clothing with racist, profane, homophobic or hate speech messages, or clothing that promotes alcohol or drug consumption.

Bathing suits may only be worn at the waterfront. Out of respect for all members of our community, clothing that looks like underwear must not be visible.. As always, when in Clean Casual dress, hats, toques and hoods are not to be worn in the School Block.

## **Headwear and Scarves**

When indoors, hats, toques and scarves are not considered acceptable dress. Exceptions to the school's headwear and scarves standards will be made in accordance with religious beliefs.

## **Dress in the Dining Hall**

For safety and hygienic reasons, the following standards must be followed for dress in the Dining Hall:

- Footwear must be worn. No cleats allowed.
- A student must change after a sports practise before they enter

## **Jewellery, Piercings and Tattoos**

Jewellery, piercings and tattoos are expected to align with the standards and values of our school community. Students may be asked to remove or cover any piece that contravenes the school's values. Jewellery should be tasteful and moderate and appropriate for the learning activities of the day.

For safety and hygienic reasons, students are not permitted to have any piercing or tattoo work done while they are in the care of the school. If a student wishes to have a tattoo or piercing, they must have this work done over a break that is longer than seven days in order to ensure parental awareness, appropriate hygienic care and healing of the wound. A student who receives a piercing while under the care of the school will be asked to remove it immediately and parents will be contacted. Any piercing that is a continuous wound (i.e. tongue, nipple, etc.) is not permitted.

## Hair and Body

Student hair should be regularly washed, kept clean and brushed or combed at all times. Students are to maintain proper facial hygiene by keeping their beards shaven or well washed and trimmed.

## Scent-Free School

The school upholds a scent-free policy, all hair and body spray products must be in keeping with the scent-free standard. Students may be immediately asked to address any issues that may compromise this standard.

## Dress Accountability Process

A student who is not appropriately dressed according to these standards will be immediately asked to correct the issue. Students who are unable to immediately do so will meet with a program Assistant Head, to discuss the issue with the student according to the following protocol:

- **First Offence:** Meeting with the Director, School Life or a Program Assistant Head—warning issued, Head of House contacted to follow up with student and parents.
- **Second Offence:** The student will be required to meet with an Assistant Head every morning before Chapel, properly wearing Formal Dress for one week. Parents will be contacted.
- **Third Offence:** Meeting with the Director, School Life and Head of House to discuss the student's persistent inability to abide by the expectations of the school. Official Warning Status will be issued, at a minimum.
- **Subsequent Offences:** The student will require a meeting of the Standards Committee for persistent inability to abide by the expectations of the school.

# Student Life “Living in Community”

## Definitions of Lakefield College School Terminology

Lakefield College School is a long-standing community that has adopted its own terms of reference and vernacular. Below is a definition of terms to assist in better understanding LCS terminology as you continue to read through this Guide.

**AWOL:** Absent without leave – a student who leaves campus without permission. (*see page 48 for more*)

**Dawn to Dusk** (7:30 a.m. to 7:00 p.m.): Confined to campus for the day, 7:30 a.m. breakfast sign-in, wearing classroom dress, not permitted to return to their house until end of school day, confined to room at 7:00 p.m., no visitor privileges. If on a Saturday, sign in to the dining hall at 9:00 a.m., Saturday Study and confined to their house for the remainder of the day. If on a Sunday, sign in to the dining hall at 11:30 a.m. and confined to their house for the remainder of the day.

**Education/Counselling:** A student may be referred to a counsellor. The counsellor will interview a student, provide accurate and up-to-date education, counsel as necessary and determine if additional support i.e. longer-term therapy, is recommended. The counsellor will act as an information resource on substance use/abuse, assist in the implementation of the preventive education program, provide support to any student and particularly to students identified “at risk”, and liaise with community agencies.

**Gating:** Confined to campus, confined to room at 7:00 p.m., no visitation privileges. Smartphones, PEDs, etc. may be confiscated where and when appropriate as discerned by house staff. If a student is gated on a weekend, they are required to serve Saturday Study (library detention from 2:00 - 4:00 p.m.)

**Host Parent:** A responsible adult at least 21 years of age who assumes the care of and responsibility for the student(s) staying in their home.

**In loco parentis:** Is defined as “in place of a parent.” With the exception of school holidays (including long weekends and breaks when the school dissolves in loco parentis) and parent-authorized overnight leaves, the students are considered to be under the care and authority of the school. A student is considered in loco parentis when they are in the care of the school; on school trips and school contracted transportation.

**Off-Campus:** A student is considered off-campus when they are on leave to the Village of Lakefield or Peterborough while the school is still in loco parentis.

**On-Campus:** A student is considered ‘on campus’ at all times when they are physically on school property, on a school-sanctioned and supervised trip and when using school-contracted transportation.

***On-Campus Discipline:*** This may include Gatings (see definition below), regular check-ins with the Head of House, 7:30 a.m. breakfast sign-in and 7:00 p.m. confinement to the house for a specified amount of time and/or other accountability as discerned by house staff.

- 7:30 a.m.: Breakfast sign-in, wearing Standard Dress (Formal Dress if on a Monday), not permitted to return to their house.
- 7:00 p.m.: In their house at 7:00 p.m. for the duration of the evening, confined to room, no visitor privileges.

***Official Warning\*:*** A student may be issued an ‘official warning’ for behaviour that contravenes the school’s values, standards and expectations but is not deemed severe enough to require a meeting of the Standards Committee.

- A. A student who contravenes the official warning status will be required to attend a meeting of the Standards Committee.
- B. A student who receives more than two (2) Official Warnings will be placed on Directed Probation for Persistent Inability to Abide by the Expectations of the School.

***Parley:*** A conversation that discloses a health and safety concern and/or a potential breach of school standards with the understanding that there will not be any disciplinary action taken. A parley can be requested by a student who wishes to have a supportive conversation for themselves or a friend who may be in need of help or behavioural guidance. A parley will be granted to any student who has not yet been caught contravening a school policy and most commonly refers to those instances which involve the use of tobacco, tobacco-like products, ENDS, alcohol, cannabis or other drugs, but is not limited to substance use. All behaviours which contravene the school’s values may be parleyed. In all instances when a parley is requested, confidentiality will be upheld and sanctuary from discipline will be invoked. A supportive care plan will be created and required to be followed. If the terms of a parley are breached the student will be held accountable through the school’s standards process. A parley may be anonymous if requested and is legally applicable.

***Directed Probation\*:*** A student is on probation or warning status for a specific behaviour or offence. Should a student on Directed Probation be involved in a similar offence they will be placed on General Probation.

- A. A student with more than two (2) Directed Probations is automatically placed on General Probation b. A student who receives two (2) Directed Probations is sent home to reaffirm their commitment to the school.

***General Probation\*:*** A student on General Probation is liable for expulsion should they be involved in any incident that would necessitate a Standards Committee meeting. This is considered Final Warning Status.

Any student placed on General Probation during the school year will be reviewed by the faculty at the June promotion meeting in order to discern whether or not the student should be invited to return. The Head of

School will notify the parents on or before June 30 to confirm the student's enrollment status for the next school year.

- A. A student with more than two (2) Directed Probations is automatically placed on General Probation and is sent home to reaffirm their commitment to the school.
- B. Directed or General Probation status is in effect for the school year and may be carried over into the first term of the following year or for the remainder of the student's LCS career.

***\* Warning and Probationary statuses which are issued in the spring term will necessarily carry over into the next school year. If no subsequent infractions occur, the probationary status will be removed at the end of the calendar year, December 31.***

***Reaffirmation of Commitment (Suspension):*** A student is required to go home to reaffirm their commitment to the values of the school. While at home, a student should revisit their understanding of the Grove Commitment and discern whether or not they can abide by the values, standards and expectations of the school community. The length of time the student is at home is established at the discretion of the Standards Committee. Normally, periods of reaffirmation range from three (3) to five (5) school days. In some cases, a student may be officially suspended from the school. In these circumstances, the suspension will be recorded in the student's Ontario Student Record.

***Required to Leave the School (Expelled):*** A student is required to leave the school and is unable to partake in any school event or activity for at least the remainder of the school year and most often the following school year. In these cases, the student's status as an alum will be reviewed. In some cases, when a student is required to leave near the end of a course, module or school year, in order to not cause undue harm, the school may support the student to complete their credits.

***Standards Committee:*** The Standards Committee is composed of any member of the following: Director, School Life, Head of House, Co-Head Students, Grade Representatives, Student Head of House, Student's Advisor, Seniors-In-Charge of Standards and Seniors-In-Charge of School Life. The Committee meets to act upon serious breaches of school standards and expectations.

***Zero Tolerance Policy:*** (in relation to smoking in or adjacent to a house or building, creating an open flame in or adjacent [in accordance with Smoke-Free Ontario Act, within 9-metre radius] to a house or building and the trafficking of illegal drugs) Zero Tolerance is a policy that requires a student's immediate expulsion from the school.

## Identities

At LCS, we embrace the pluralism of identity and recognize the importance of creating inclusive spaces in which a person's name and their pronouns align with their identities.

We are guided by our eight school values in all that we do at LCS. The value of Inclusive Caring Community speaks most explicitly to the pluralism of identity: "We believe in the dignity and worth of all individuals. We

embrace diversity, practice, equity and foster connection. We lead with empathy to create a sense of belonging for all". To "belong" is to know and feel that there is space for every person to belong. To belong is to ensure that during our interactions with one another that we honour the names and pronouns of one another.

## Name and/or Pronoun Changes

We support each student's choice to be called by the name and pronouns that they feel affirmed by at Lakefield.

To request a name and/or pronoun change, please speak directly to the Director of Houses so that they can facilitate this process.

This will initiate steps that may include adjusting school databases and records; some of these steps may require proof in the form of legal documentation of the name change.

We are committed to supporting students in their journeys with their names and pronouns and to working with families who need support and/or resources in navigating these processes.

## Gender Inclusivity

Gender is complex and unique to each of us. Lakefield College School affirms youth of all gender identities—cisgender, transgender, non-binary, gender fluid, agender and any other held gender identity.

### Names and Pronouns

All members of our community have the right to be addressed by a name, pronouns, and other terms that correspond to their gender identity. This foundational respect should not rely on whether a student has access to a legal name change or gender marker change on official documents. Faculty, staff, and peers are expected to use the pronoun and name with which a student identifies or requests.

A student's gender should not be listed on school ID cards, permission forms, program application forms, or other forms, publications, or documents except where necessary due to provincial or federal law, regulation, or other requirements.

When requested by the student and their parent/guardian, a transgender or nonbinary student's name will be changed in Edsby to reflect their requested name (see above "Name and/or Pronoun Changes for information about the process).

If a student has not disclosed their gender identity to a parent/guardian, and as a result the Edsby information cannot be changed, their affirmed name shall be noted as a "preferred name" in the system. This affirmed name should be used by faculty, staff and peers, according to the transgender or nonbinary student's wishes.

Students may, upon request, have a diploma and course records reissued with a name change after graduation.

## School Facilities

Students shall have access to facilities (washrooms, locker rooms and changing facilities) that correspond to their gender identity. Transgender and nonbinary students should determine which facilities they feel safest and feel most comfortable using.

## Chapel

The Chapel program is a time-honoured tradition since the very first days of LCS. Chapel continues to be the heart and soul of the school. The Chapel program complements and enhances the understanding of and appreciation for the relevance of our school's mission and values. When LCS was founded, the Chapel was entirely Anglican in its orientation. LCS maintains its Anglican affiliation in recognizing Christian celebrations such as Christmas and Easter and other feast days. The Chapel program, however, is very much inter-faith and religiously inclusive. We intentionally create time to reflect upon current events and encourage students to come forward and engage in conversations about the ways in which we are living our values. The Chapel program is facilitated by the student Seniors-in-Charge of Chapel and all members of the Community and Connect Class. Chapel attendance is mandatory for all students. Students are encouraged to talk with members of the Community and Connect Class, the Director of Student Leadership and DEI Leaders about chapel programming choices as well as about ensuring that the observance of their wisdom traditions are being honoured at LCS.

## The School Prayer

*O most merciful Father, we earnestly beseech Thee to bless this school and every member of the same, both present and absent. Knit together all our hearts in one in Thee. Bestow upon its rulers wisdom and prudence, upon its scholars obedience and zeal and grant that true religion, useful learning and faithful diligence may here forever flourish and abound to the honour of Thy Holy Name, the good of the church and the salvation of our souls. Through Jesus Christ Our Lord. Amen.*

## Student Leadership

One of Lakefield College School's defining characteristics is its long-held commitment to developing leadership and character in students.

The school's focus on leadership is formalized in its Leadership, Character, Values Program (LCV) which encompasses all grade levels. The LCV program focuses on four pillars of development at each grade level: The Confident Self (Grade 9), Stewardship (Grade 10), Citizenship (Grade 11) and Leadership (Grade 12).

Lakefield College School believes that the complexities of leadership are best learned through experience. A primary goal of the educational experience at LCS is to give each student, in their graduating year, the opportunity to influence the quality of student life at the school through their Senior-in-Charge roles. Each

member of the graduating class is given the opportunity to offer leadership to a specific area of School Life. Students are guided by a faculty mentor and reports on their leadership in these areas are included in their report cards.

## **Paper Houses**

Every student in the school is assigned to one of four paper houses named after previous school masters: Sheldrake, Mackenzie, Pullen, or Lefevre. Throughout the year, students compete in different games, accumulating points for the house and themselves. Personal points can be gained through sports, community service, activities and academics. Intramural basketball, beach volleyball, baseball and ultimate frisbee are especially popular, as are K-Rod, Regatta and other special days, . At the end of the year, the points are tallied to determine the winning Paper House.

## **Grove Senior Status (GSS)**

Grove Senior Status applies to all students currently in their Grade 11 year at LCS. It provides senior students with an opportunity to experience more senior privileges as a result of demonstrated positive behaviours and attitudes. Grove Senior Status privileges are a reinforcement and acknowledgement of the following values, behaviours and attitudes: self-discipline, self-control, student's willingness to follow House/LCS routines and expectations and demonstration of good citizenship within the school community.

The process of reviewing Grove Senior Status begins after discussions at parent-teacher interviews and upon a student's return from December Break. Grove Senior Status for students can be reviewed at any time thereafter. The Head of House may grant or revoke GSS at any time thereafter based upon the following criteria:

### **Criteria to Earn Grove Senior Status**

- meeting the promotional standards for a Gr. 11 student to enter Gr. 12
- regular (and on time) attendance at Chapel, co-curricular activities, and breakfast
- on time for study, curfew, and bed
- follow house expectations, positive participation in house and LCS program

### **Grove Senior Status Privileges**

#### **Boarders:**

- an extended curfew of 11:30 p.m. on Saturday nights
- able to request to walk into Lakefield during a spare
- permitted a sleep-in once per month

- permitted dinner leave once per month
- assume Senior-In-Charge responsibilities

#### **Day Students:**

- able to request to walk into Lakefield during a spare
- permitted a sleep-in once per month
- assume Senior-In-Charge responsibilities

## **Study**

All students on-campus at 7:00 p.m. are required to check-in with their house staff on duty before settling into Study. Students should be prepared to complete their homework and work quietly for the entirety of Study. All students may request permission to study in the library but must display proper citizenship and self-control to earn this privilege. Students who study in the library should be in good academic standing and use the time to work productively. Students not completing work or distracting others will be asked to return to their house and may not be permitted to spend Study in the library for a length of time determined by their Head of House.

## **Saturday Study**

Students may be placed into Saturday Study (supervised study from 2:00 p.m. to 4:00 p.m.) by a student's Head of House, Advisor, or an Assistant Head of School for academic concerns or behaviours which persistently compromise community standards and expectations, including but not limited to, continued lateness, repeatedly missing Chapel, etc. Students who are gated (*see Gating definition on page 31*) over a weekend are required to serve Saturday Study.

## **Open House**

Open House refers to the time of day when students may visit their friends in campus houses. Houses are the boarding students' homes during the school year and the day students' home base during the school day. During Open House, students may bring guests into their home for socializing. Students participating in Open House must check in with the house staff on duty and introduce their guests. Doors must be open to allow a clear line of sight whenever a student is visiting. Appropriate and respectable behaviour is expected at all times to maintain the dignity, health, safety and wellbeing of all students. Visitors to houses are considered guests and should at all times be accompanied by a host student in the house.

Lakefield College School endeavours to respect the privacy and personal space of all students. Guests are only permitted in the house outside of Open House hours with the permission of the Head of House or Associate Faculty.

**Note:** If a student is in a house without permission outside of Open House hours they will be held accountable for a Closed House Violation (*see Closed House Violations on page 70*).

A Head of House may close their house or limit visitation to their common rooms at any time.

## **Weekend Activities**

### **Social Activities**

Throughout the year, there are many social events which are scheduled in the school's calendar. There is at least one dance every term, a semi-formal event in December and a formal event in the spring term. There are also events scheduled every weekend. On Friday evenings from 8:00 - 9:00 p.m., there is a community spirit event arranged by the School Life Class. Throughout the year, we enjoy special days such as Ted Pope Day when the entire school goes skiing and Regatta Day and other special days when paper houses compete in spirited challenges. On Fall Fair and Regatta Day, parents and alumni are invited to the school to enjoy a day on campus. On special and very rare occasions, the Head of School may grant the entire school a half-day off or a sleep-in.

### **Spirit Events**

There are a number of Spirit Weekends throughout the school year when all students are expected to remain on-campus and participate in spirit events. Therefore, Saturday evening leave will not be granted on these weekends. Saturday overnight leave may only be granted after the completion of the spirit event.

### **Weekend Programming**

Every Friday and Saturday evening the school offers a weekend program. On Quiet Weekends (the few Saturdays throughout the year when there are no classes), excursions and other trips to a variety of locations such as ski trips, shopping or sports trips to Toronto, visits to U.S. cities and Canada's capital city of Ottawa are often available to students. It is the school's experience that students prefer to have down time on Sundays to sleep-in, rest and study. On Sundays, optional programs are also offered such as intramural sports, cooking classes, rock climbing, service learning and Northcote opportunities, etc.

## **Mandatory Special Events**

Throughout the year some special events are mandatory for all students and some take place in the evening. As these events are an important part of the school culture and community, day students must attend these events. If in a rare instance their attendance is not possible, the parent/guardian must notify their Head of House, in advance, regarding the absence.

# Dining Hall

The Dining Hall may be open for student and staff use during the day and evening.

During meal time hours (see below), the Dining Hall is a 'tech-free' area, which means that smartphones, hand-held devices, computers and tablets, etc. are not permitted.

The food service operation is managed by Aramark Campus Services. The Seniors-in-Charge (SICs) of Dining Hall chair a committee of students from all grades. This committee meets with the Dining Hall staff regularly to discuss all aspects of the meals and any concerns that may have been brought to their attention by peers.

Dietary questions or concerns can also be addressed to [dietitian@aramark.ca](mailto:dietitian@aramark.ca).

## Dining Hall meal hours are as follows:

	<b>Mon, Tues, Thurs, Fri</b>	<b>Wed, Sat</b>	<b>Sun</b>
<b>Breakfast</b>	7:30 a.m. - 8:20 a.m.	8:30 a.m. - 9:25 a.m.	8:00 a.m. - 10:30 a.m.
<b>Lunch</b>	12:00 p.m. - 2:00 p.m.	12:00 p.m. - 2:00 p.m.	11:30 a.m. - 1:00 p.m.
<b>Dinner</b>	5:45 p.m. - 7:00 p.m.	5:45 p.m. - 7:00 p.m.	5:45 p.m. - 7:00 p.m.

## Breakfast Check-In

Students must sign in before the following times:

### **Monday, Tuesday, Thursday, Friday**

Grades 9 and 10 — before 8:00 a.m.

Grade 11 and Grade 12 — before 8:25 a.m.

### **Wednesdays & Saturdays**

Grades 9 and 10 — before 9:00 a.m.

Grades 11 and 12 — before 9:25 a.m.

## Breakfast Accountability

LCS believes in the importance of eating a good breakfast at the beginning of each day and Breakfast check-in is an important safety requirement for all students, for these reasons the following accountability applies to students who are late or miss breakfast entirely:

- **First Offence:** Restricted to house at 7 p.m.
- **Second Offence:** (within same week) Loss of leave privileges for one full week from date of offence
- **Third Offence:** (within same week) Meeting with Director, School Life, Official Warning issued for Persistent Inability to Abide by the Expectations of the School, parents contacted.

## Off-Campus Food Ordering

Lakefield College School generally discourages the ordering of food from off-campus venues. However, on occasion students are able to order pizza, etc. after asking and receiving permission and only according to the following schedule:

### Sunday to Friday

- Food deliveries are not permitted during Study
- All food orders have to be delivered between 8:45 p.m. - 10:00 p.m.
- The campus is closed to student deliveries after 10:00 p.m.

### Saturday

- All food orders have to be placed before 10:30 p.m. and only with the permission of house staff on duty.
- All food orders have to be delivered before 11:00 p.m.
- The campus is closed to student deliveries after 11:00 p.m.

## School Stores

School Stores is open from 8:30 a.m. to 4:00 p.m., Monday to Friday with the exception of Wednesday when it closes at 2:00 p.m. School Stores closes for the summer and reopens in late August. All textbooks, school supplies, toiletries, team uniforms are available at School Stores. Purchases may be billed to parent accounts.

## Lockers

Each student at Lakefield College School has the option of using a book locker. The locker is spacious enough for a book bag (including laptop computer) and a winter jacket/coat. Students who choose to use a locker are expected to keep it secure and locked at all times. Laptops left in the hallways or around the school will be moved to a secure location. Clothing and other items left about the school will be placed in the Lost and Found. It is each student's responsibility to ensure that their valuables (including laptops) are kept secure and locked at all times.

## Lost and Found

The school is not responsible for lost belongings; however, staff are instructed to move all found items to the designated Lost and Found box. Valuables such as wallets, watches, keys, etc. are taken to Reception. Items not

claimed by the year's end are given to charity, except Formal and Standard Dress items which are donated to the Replay Shop for resale.

Because of the residential nature of the school, it is very important to label belongings with the student's name. When a student notices an item is missing, we ask them to: a) post the details of the lost item on the Edsby 'Lost and Found' group; b) check with friends to see if it was borrowed; and c) check the Lost and Found box. Families are reminded to make sure that their children's belongings are insured and that they record serial numbers for bicycles, laptops, tablets, etc. The school strongly encourages all students to lock their bicycles at all times.

## **Use of Personal Electronic Devices (PED) and Evening Routine**

Students who choose to bring Personal Electronic Devices (i.e. smartphones, laptop computers, tablets, bluetooth appliances, etc.) to school do so at their own risk. Students are encouraged to record the serial numbers of the devices and to ensure that their devices are inscribed with their name. Students are expected to use their Personal Electronic Devices respectfully and only at appropriate times during the day and evening.

Students who breach the Responsible Use Agreement will have their PED confiscated for an indefinite period of time as determined by their Head of House. Repeat offences may require a student to attend a meeting of the Standards Committee for Persistent Inability to Abide by the Expectations of the School. The school cannot be held responsible for ensuring the safety of confiscated devices. Students who bring unauthorized devices or use their technology inappropriately, do so at their own risk.

At all times, student use of PEDs is subject to the terms, conditions and accountabilities outlined in the Lakefield College School Responsible Use Agreement, which was signed by the student at registration.

The school understands the fundamental importance of healthy sleep. To encourage healthy sleeping habits, all junior students (Grades 9 and 10) will turn in their technology to the house staff on duty prior to curfew on Sunday to Friday evenings. Students should be in the habit of handing in fully charged technology devices. Senior students may be required to hand in their technology if they are not able to manage their own healthy sleeping habits. All technology will be returned to the owner before breakfast the following morning.

## **Tech-free Spaces: Expectations & Accountability**

Cell phones, Air Pods, laptops, and other electronic devices should not be used in the Dining Hall, Chapel, or Theatre.

If a student or staff member is seen using technology this should be addressed immediately in a positive and caring manner.

### **Students' Inappropriate Use of Technology in a Tech-Free Space (7:30 a.m. - 3:30 p.m.)**

1. Students will be reminded that they are in a Tech-free Space and must hand over their phone
2. Phones can be picked up between 3:30 - 4:00 p.m. (WIN time) by speaking to Mr. Van Doleweerd, Ms. Greenshields, Ms. Boomgaardt, Ms. Frickey, or Ms. Stapley.
3. If the student presents any reason why this creates a significant issue for them, students should be directed to speak with their Head of House, Associate Faculty, or Advisor
4. If they express concern about lack of communication with parents they will be allowed to send a short text to a parent(s) stating that they had their phone confiscated for inappropriate use and that they will be unavailable until 3:30 p.m.
5. Parents can contact their students Head of House, Advisor, or main reception in case of an emergency

### **Students' Inappropriate Use of Technology in a Tech-free Space (5:30 p.m. - 7:00 p.m.)**

1. Students will be reminded that they are in a Tech-free Space and must hand over their phone
2. Phones can be picked up between 8:45 - 9:15 p.m. by speaking to the TOD, or evening library staff
3. If the student presents any reason why this creates a significant issue for them, students should be directed to speak with their Head of House or Associate Faculty
4. If they express concern about lack of communication with parents they will be allowed to send a short text to a parent(s) stating that they had their phone confiscated for inappropriate use and that they will be unavailable until the end of Study at 8:45 p.m.
5. Parents can contact Head of House or Associate Faculty

### **Storage of Confiscated Phones**

#### **Breakfast & Lunch - Weekdays & Saturday Breakfast**

1. Associate Faculty or TOD record the students' names on a sticky note in the pink bucket
2. The pink bucket will be brought to the hallway outside of Janice Greenshields' office / York Lower Copier (Staunton Hallway)
3. Phones will then be placed in the pocket organiser on the wall
4. Student's information will be added to a tracking document

### **Dinner - Weekdays**

1. Associate Faculty or TOD record the student's names on a sticky note in the pink bucket
2. The pink bucket will be brought to the staff supervising the Library
3. Phones will be kept securely behind the desk until the end of Study
4. Day students may pick up their phones when they are leaving campus for the night

### **Weekend Meals - Saturday lunch & dinner, Sunday brunch & dinner**

1. Associate Faculty or TOD record the student's names on a sticky note in the pink bucket
2. The pink bucket will be brought to Adam M. in the Library
3. Phones will be kept securely behind the desk until:
  - a. Saturday lunch - 1:50 p.m.
  - b. Sunday brunch - 12:50 p.m.
  - c. Sunday dinner - 6:50 p.m.

### **Returning Student Phones**

1. Students will select their phone from the pocket organiser or locked box
2. Student must open and unlock their phone to show proof of ownership
3. Student's Head of House will be notified for accountability follow up

### **Accountability**

- **First Offence:** Warning, Head of House notified
- **Second Offence:** Head of House notifies Parents
- **Third Offence:** Meeting with Head of House and Director, School Life, Official Warning for Persistent Inability to Abide by the Expectation of the School
- **Subsequent Offences:** Require a student to attend a meeting with the Standards Committee with escalating probationary status in accordance with the Standards process and the school's code of conduct.

## **Information Technology Responsible Use Agreement**

Lakefield College School makes its campus-wide network, including its connection to the Internet, available to all students and staff for the express purpose of furthering the educational mission of the school. In order that network users understand how best to abide by this purpose, it is expected that all students, staff and parents read the official Responsible Use Agreement (RUA) online at [www.olc.lcs.on.ca/rua](http://www.olc.lcs.on.ca/rua). Use of the network

constitutes agreement to the terms of the RUA. Repeated or more serious violations of the RUA may result in more serious accountability, and may necessitate meeting with the Standards Committee to determine appropriate accountability.

In brief, but without limiting the official RUA, the following are expected:

- That digital activities that impact members of the LCS community are subject to the RUA.
- That students understand that their digital activities are subject to school policies such as the Harassment Policy and the Academic Honesty Policy.
- That students are bound by the copyright laws of Canada and the Province of Ontario and as such can only store images, music, video and software that they have purchased.
- That software licensed to the school will need to be removed when the student leaves the school.
- That all students are to keep private information (such as phone numbers and addresses) about themselves and other students, private.
- That students will keep their usernames and passwords confidential.
- That students will only use their own credentials when accessing digital resources.
- That students will not seek out or store sexually explicit images.
- That students can't use school resources or school-provided resources for financial gain.

## Leaving Campus

There are many different times in the week when students may request permission to leave campus. In all instances, students must have permission from their house staff. This also applies to day students if they are leaving during the programming day or will return to the care of the school. If a day student is leaving to return home for the evening, they do not need to request permission.

### Leaving Campus During the School Day

All students are expected to be on-campus throughout the school day (Weekdays 8:30 a.m. – 5:30 p.m., Saturdays and Wednesdays, 9:30 a.m. – 12:30 p.m.). If a day student needs to leave campus for any reason during the day, they must seek the permission of their Head of House. Students who violate this standard will be considered Absent Without Leave\* (*see Leave Violations/Absent Without Leave on page 48*).

Day Students are not required to request permission from their Head of House to depart from campus to go home unless they are planning to return to campus later that same day or evening. .

Grade 11 students with Grove Senior Status and Grade 12 students may request Daytime Leave to the Village of Lakefield during a spare period. Daytime Leave cannot be granted over the lunch period. If a student must

leave campus during the day for a specific and necessary reason, they must have permission from their Head of House or, in the case of a medical necessity, from the Health Centre. Program-related activities such as field trips and sports fixtures are considered school-sanctioned events and students are not required to ask permission from their Head of House to leave campus for such excursions.

### **After the Academic Day**

Students may go into the Village of Lakefield on Mondays, Tuesdays, Wednesday, Thursdays and Fridays between 3:30 p.m. and 5:30 p.m. if it does not conflict with their co-curricular commitments. Students must always request permission when they leave campus for any reason.

### **Weekday Dinner Leave**

Grade 12 students may request one evening dinner leave per week and students with Grove Senior Status may request one evening dinner leave per month. They must check back in with the Head of House or Associate Faculty in person as soon as they return to campus and not later than 10:00 p.m. On special (and very rare) occasions, Grade 9 to 11 students may request dinner leave from their Head of House. They must check back in with the Head of House or Associate Faculty in person as soon as they return to campus and not later than 8:00 p.m.

### **Weekday Overnight Leave**

Overnight weekday leave is not permitted unless there are extenuating circumstances and the student will be with their parent(s) or guardian. Such permission must be cleared with the Head of House, in consultation with the Director, School Life.

### **Weekend Daytime Leave to Lakefield and Peterborough**

After 12:00 p.m. on Saturday and Sunday afternoons, students may request to go to Lakefield or Peterborough provided that they have no academic, or co-curricular commitments and that they are not gated to campus. Saturday mornings are considered academic times and, as such, students are not permitted to have leave until classes end. Students are required to return to campus for check-in after their daytime leave by 5:30 p.m. or earlier, as directed by their Head of House or Associate Faculty.

**Note:** Students are always required to request permission from their Head of House or Associate Faculty for Daytime Leave.

### **Saturday—Evening Leave**

Saturday evening leave is granted at the discretion of the Head of House or Associate Faculty on duty. The student must be demonstrating academic and social responsibility to receive permission for leave. Requests for evening leave must be made in person with the Head of House or Associate Faculty before leaving campus. Saturday evening leave assumes that a student is leaving campus around the dinner hour (5:30 - 6:00 p.m.).

Students in Grades 9 and 10 may NOT have evening leave until AFTER the Thanksgiving Weekend. Students must be back on-campus and check in with their Head of House or Associate Faculty in the house by their curfews (Gr 9 and 10 students at 10:00 p.m., Gr 11 students at 11:00 p.m., and Gr 12 students at 12:00 a.m.). Students who have had leave and returned to campus prior to their curfew. must check in with their house staff on duty immediately upon their return to campus.

### **Saturday Evening—Overnight Leave**

Overnight leave begins at the end of Saturday's academic and athletic program schedule and may extend until 8:00 p.m. on Sunday. The earliest students are permitted to return to campus is 8:00 a.m. on Sunday morning.

Students must check in directly with the Head of House or Associate Faculty on duty in their house upon their return. Students who are expecting to return to school on Sunday evening after 8:00 p.m. must have received permission in advance from their Head of House.

If a student wishes to take Saturday overnight leave, the parents of the student must contact the Head of House by 10 p.m. Thursday night of that same week. If a student is going to be a guest at another student's home, the host parents must also contact the Head of House by the Thursday night of that same week\*. Leave can only be granted if the host parent is available to the student and accepts responsibility for the care of that student.

*\*A host parent is defined as a responsible adult at least 21 years of age who assumes the care of and responsibility for the student(s) staying in their home.*

### **Extended Weekend Leave**

Lakefield College School discourages students from missing Saturday morning classes and afternoon co-curricular commitments. However, there may be exceptional circumstances when a student requires an 'extended' weekend leave. In order for a student to be granted permission to miss Saturday classes and/or Saturday co-curricular programming, they must follow the process outlined below:

1. Students must ask their Head of House for weekend leave before 10:00 p.m. Thursday before the weekend they intend to leave (Associate Faculty are not able to grant permission for weekend leave). The student will do this by email, cc'ing their parents, the intended hosts and their Head of House.
2. The Head of House will contact the student's parents on or before the Friday of the weekend leave and discourage missing class time. If the leave is necessary, the Head of House will confirm departure and return times with the parents.
3. The Head of House will put a planned absence into the student's attendance record.
4. Students who miss class are responsible for any of the work they have missed and are expected to return to campus between 8:00 a.m. and 8:00 p.m. on Sunday.

## **Special Events Leave**

Special Events Leave refers to certain leave opportunities for students who, with Head of House and parental permission, wish to attend a special event that would require them to miss their usual weekday curfew time. Special Events Leaves (limited to three (3) per year) can only be granted by a Head of House in consultation with a student's parent(s). A student will only be granted permission to remain off-campus overnight if safety considerations make this exception necessary.

## **Hotel Leave**

Students may only stay in a hotel, Airbnb, or other temporary accommodation with their own parent, a host parent (a responsible adult 21 years of age or older, who the school regards as capable of accepting the responsibility of assuming in loco parentis). In these cases, all transfers of care must be approved by the Director, School Life, the student's parents and the host parent.

## **Leave Violations/Absent Without Leave (AWOL)**

Leaving the school's campus without permission and leaving the Village of Lakefield without permission compromises a student's safety and the highly regarded value of trust in our school community. All requests to leave campus must be made in advance with the Head of House or Associate Faculty. Students who do not follow proper procedures for leave are considered to be 'absent without leave' (AWOL).

At no time are students permitted to be in the homes of day students or other local residents without the express permission of their Head of House. In every instance, the Head of House will contact students' parents and the parent of the day student or friend. This permission is granted only under exceptional circumstances. Students who breach this policy will be considered 'absent without leave' (AWOL).

Depending on the seriousness of the case, accountability may range from being gated to campus (two (2) or more days) by the Head of House, to a meeting of the Standards Committee. More serious incidents and repeat offences will be dealt with through the Standards Committee with the recommendation that the student be sent home to reaffirm their commitment to the school. The student(s) will be placed on Directed Probation and parents will be contacted.

## **Long Weekend Breaks and School Closing**

The school has some long weekend and mid-term breaks within the academic year that require the school and all programming to cease. During these breaks (Thanksgiving, November Mid-term, December Winter February, March Mid-Term, April, May Mid-term) the school closes and dissolves "in loco parentis." In these instances, the school is not obligated to transfer care to a host parent as students return to the care and responsibility of their own parent/guardian and must find accommodation off-campus. A local and immediately available adult (21 years of age or older) must be readily available to your child in the event of an emergency in order for LCS to approve this leave. The school always provides supervised programming for those who may request to remain in the care of the school. The school will also do its utmost to provide transportation and assist in arranging appropriate accommodations during these breaks should this be requested.

## **Travelling to and from Lakefield College School**

The school will arrange for all necessary bus and train travel plans including all ground transportation to and from the airport. Parents are responsible for air travel arrangements and reservations. Students must complete a travel form (at [lcs.on.ca/travelform](http://lcs.on.ca/travelform)) and pick up tickets from the Coordinator of International Students and Travel. All ground travel costs are billed to the student's account. Please plan ahead for additional student expenses.

During school breaks, chartered buses deliver students to Toronto and, if numbers warrant, to other cities that have bus terminals. Additional bus and train connections are made from these centres. The cost of LCS arranged buses to the above destinations is dependent on the number of students who take the bus, hence charges may vary. A minimum number of students is necessary to charter a bus. Students must sign up for the bus in order to have seats reserved for them. A 48-hour advance notice cancellation policy (no charge) applies.

## **Taxis**

For personal use, taxis must be paid for directly by the student. The high cost of taxis in the Lakefield area usually prompts students to share cabs into Peterborough. For medical appointments, the nursing staff will distribute taxi charging slips. Taxi slips will also be given to students for other school-sanctioned events or co-curricular functions.

## **Day Student Life**

### **Houses**

Day students are full participating members of their House and as such are granted open access to their house's common rooms, bathrooms and any other shared space in their house without requesting permission between the hours of 8:00 a.m. – 5:30 p.m. Monday to Friday. Day students are not to be in boarding student rooms without the expressed permission and presence of the boarding student who resides in the room. In the event that a student is in another student's room without permission, they may be held accountable for trespassing (*see Out of Bounds Areas and Trespassing on page 72*).

After 5:30 p.m. on weekdays, 1:00 p.m. on Saturdays and at all times on Sundays, day students who come to campus must inform and check-in with their house staff on duty in order to be in their house or on campus.

### **Evenings On-Campus**

Day students are welcome to be on-campus in the evenings and weekends. During this time, it is expected that they observe the schedules and rules of the school and of the houses. After 5:30 p.m. on weekdays, 1:00 p.m. on Saturdays and at all times on Sundays, day students must inform their house staff on duty in order to be on campus. If on-campus during study, day students must use this time for completing school work in their house study room or the library with permission of house staff. If it is essential for a day student to participate in

group study in a house, permission must be obtained from both the teacher and the house staff on duty. Day students must arrange to leave campus by 9:45 p.m. Monday through Saturday and by 8:00 p.m. on Sundays.

## **Day Student Sleepover Policy**

Lakefield College School periodically welcomes the opportunity for day students to sleep over on campus commencing after the Thanksgiving Break. We believe that these experiences foster community and provide day students with the opportunity to experience 'residential life' as they prepare for their post-secondary career. We also provide opportunities within the school program (ie. orientation days, Intersession days, etc.) for students to sleep on campus. However, it is also important to note that there must be parameters around these experiences to ensure opportunities for all students, safety, appropriate staff ratios for supervision and capacity of space. Also note that the intention of day student sleepovers is to foster 'residential life'. LCS is not able to accommodate overnight 'hoteling', daycare, or other in loco parentis transfers.

For these reasons, the following guidelines are in place:

### **One-Night Sleepover:**

1. Day students are permitted a maximum of 1 sleepover per month (starting after Thanksgiving Break).
2. Day students are permitted a maximum of 10 sleepovers per year (approx. 1 per month).
3. A maximum of 3 day students are permitted to sleepover in a residence at one time.
4. The parent of the student requesting the sleepover must notify their Head of House of at least 3 days (72 hours) in advance of the sleepover.
5. There will be no cost associated with a one-night sleepover.

**Note:** Special consideration may be given to extenuating circumstances that require more than 1 stay per month. In these circumstances a charge will apply. In these instances all requests must be made to the Director, School Life.

### **Short-Term Stays:**

Parents may request a longer term stay for their child that includes multiple evenings (2 or more). These requests must be made to the Director, Student Life at least 2 weeks (14 days) in advance of the stay. The following will be taken into consideration by the school for approval:

- Culture and well-being of the house community (ie. health, behaviour, etc.)
- Citizenship and character of the student requesting the stay
- Staffing (ie. if coverage is required during the time of the request)

There is a per day charge for students who request a short-term stay (defined as more than one consecutive evening on campus).

**Note:** The school reserves the right to decline requests for necessary reasons such as illness, staffing issues, etc.

## **Day Student Transportation, Busing and Taxi Service**

The day student bus schedule is created over the summer according to requests received and will be provided to families in September. Day students and day student parents will be regularly emailed a bus schedule. Since Lakefield College School is unable to provide a bus monitor for the Day Student buses that drive to and from the school each day, we require all students using the Day Student Bus to abide by the following Code of Conduct at all times.

- Harassment of other students in any form will not be tolerated.
- The bus is simply an extension of the school. Behaviour that would not be tolerated in the classroom or in the halls at LCS is not permitted on the bus.
- If, in the opinion of the driver, there is behaviour that distracts the driver from their job and compromises the safe operation of the bus, the driver will immediately warn the student(s). The incident will be documented and any similar incidents, whether immediately following the one in question or at any time in the future, with any driver, will seriously jeopardise the student's bus riding privileges.
- Abuse of bus property or the property of other students will not be tolerated.
- The bus is considered a "Nut Free Area." No food items containing nuts or nut products are allowed on the bus.
- Garbage should be removed from the bus or deposited in the appropriate receptacle at the front of the bus.
- Everyone is to remain seated while the bus is in motion.
- Students are to keep their feet out of the aisle. No equipment or personal belongings are to be in the aisle while the bus is in motion.
- Potentially dangerous sports equipment, such as skates or skis, must be enclosed in a proper equipment bag.
- Priority goes to filling seats with students, to a maximum of two people per seat. If room permits, students will be able to bring large equipment bags which must be placed on seats at the front of the bus.
- Personal bags are to remain on the lap of each student or at their feet.
- Seating is a "first-come, first-served" system. There is no implicit or explicit seating order or hierarchy on the bus at any time. Students are not expected to move from the seat they occupy.

Students riding the bus to LCS or home from LCS must abide by the Code of Conduct presented here. If a student is unable to control their actions and shows by their actions that they cannot follow this Code of

Conduct, they will not be permitted to ride the bus. Depending on the degree of the infraction, a student's eligibility to use the busing service may be suspended for a brief period of time, or could be removed entirely. Students may also be liable to attend a meeting of the Standards Committee for serious behavioural infractions that occur while using the bus.

## Vehicles on Campus

Day students must register their cars (make and licence number) with the Director, School Life, at which point they will be given a parking tag to hang off of their car's rear-view mirror. For security reasons, this tag must be present and visible at all times. If the tag is not visible, the school reserves the right to tow the vehicle at the owner's expense. The following guidelines must also be adhered to:

- Day students who drive to school must park their cars in the lot by the maintenance buildings or bus-turnaround.
- Cars are NOT to be used for any purpose other than coming to school and departing from school at the end of the day. Cars may not be used during the school day unless specific permission is granted by their residential staff on duty each time a student wishes to use their vehicle. Parents must also grant permission each time the student wishes to use their car during the day.
- Cars may not be driven to the waterfront at any time, for any reason.
- Cars are not to be used to go to school-sanctioned events (including sports) where bus transportation has been organised unless the student is going directly home after the event. In such instances, the student may not transport other students in their car.
- Day students must ask permission from their residential staff on duty before transporting any other student in their car. Passengers must have pre-approved car permission and parental permission on every individual occasion. The only exception are other day students noted as car-poolers at the bottom of the car policy form (located on the eRegistration system). These students may only be driven home at the end of the academic day.
- Students must adhere to the 15 km/h speed limit on-campus and must practise safe and responsible driving behaviour at all times.
- The car policy form must be completed and filed with the assigned Director, School Life.
- Students are to return the parking tag at the end of the school year. Students who lose their parking tag will be charged a replacement fee of \$5.00.

## Contravention of the Car Policy

Day students who contravene the car policy will be held accountable in the following manner:

- **First Offence:** 1-week suspension of car privileges (car not permitted on-campus for 7 days)
- **Second Offence:** 1-month suspension of car privileges (car not permitted on-campus for 30 days)

- **Subsequent Offences:** The student will be required to attend a meeting of the Standards Committee for Persistent Inability to Abide by the Expectations of the School. Student will have their car privileges revoked for an indefinite period of time greater than 30 days and will be placed on Directed Probation for Persistent Inability to Abide by the Expectations of the School. Students will be liable for suspension from the school.

## Boarding Student Life

### Rooms

A student's room should be neat and presentable at all times. Sunday evenings are reserved for cleaning rooms and preparing for the week ahead. For fire safety and health reasons, all students must follow basic guidelines and expectations to ensure their safety and remain in accordance with fire and safety codes. Houses and rooms are checked regularly by the housekeeping staff, Heads of House, Associate Faculty and the Director of Facilities. Students are asked to take responsibility for their wellbeing by following the health and safety guidelines listed below.

### Furniture

The arrangement of furniture in all dorm rooms must meet Health and Safety and Fire Code standards (*see Health and Safety: Fire Code Standards on page 56*). Furniture or student belongings must not block the exit or entrance into rooms. It is of critical importance that students are able to exit their rooms quickly and safely in case of an emergency. We strongly discourage students from bringing extra furniture into their dorm rooms. Many of the house rooms are designed to accommodate only the existing furniture and most rooms are not big enough to safely contain more furniture than is provided by the school.

### Decoration

Students often wish to decorate their rooms with posters. The subject matter of posters must be tasteful in content and appearance, support the values of the school and uphold basic human dignity and respect. Beer, liquor and wine bottles are not considered suitable decorations in rooms.

### Appliances, Gaming Computers and Other Electronics

Cooking and heating appliances, televisions, DVD players, monitors, gaming systems, which includes but is not limited to gaming computers, monitors, handheld devices, consoles, projectors, kettles and irons are not permitted in house rooms. All electrical appliances, including fridges, must be CSA- approved.

## **Pets**

Due to Health and Safety standards, boarding students are not permitted to have any form of pet, including fish, in their rooms.

## **Laundry and Dry-Cleaning Service**

Laundry service (through Aramark Campus Services) is provided on-site; the cost is included in the school fees. The laundry is picked up weekly, labelled, washed, dried and folded before being returned within two days. Students are asked to ensure that all their items are labelled.

Student laundry is done at their own risk. Expensive and special care clothing should be sent to a local dry cleaning service as Lakefield College School cannot be held responsible for loss or damage. There is a dry-cleaner within walking distance from the campus. Coin-operated washers and dryers are available in the houses and students are able to use the school's laundromat in the classroom block at no charge.

## **Mail**

Boarding student mail is sorted by the school receptionist and delivered to them by their house staff members. For larger packages, students will receive an email from the school receptionist informing them that they have received a package and it is at reception for retrieval.

## **Student Banking**

Students are encouraged to responsibly handle their own finances and each student should have their own bank account in the Village of Lakefield. A weekly allowance of up to \$40.00 should be sufficient and students are advised to give large sums of money to their Heads of House for safe-keeping. In addition to the banks in the village, the School Stores also has a bank debit machine where students can receive a small amount of cash for a nominal service charge of \$1.00. The two local banks are:

The Royal Bank, 705.652.6713

The Canadian Imperial Bank of Commerce, 705.652.3311

## **Vehicles on-campus**

Boarding students are not permitted to have vehicles (other than bicycles) on campus. Under this policy vehicles include, but are not limited to; cars, motorcycles, electric bicycles, gas-powered bicycles, etc. Unauthorized vehicles will be towed off-campus or stored in an onsite facility if possible until they can be returned home. Cars will be taken to a compound in the local area. The cost of the tow and impound will be borne by the parents. For safety reasons, the school strongly discourages boarding students from keeping cars in the Lakefield area.

# Safety and Security

## Health and Safety: Fire Code Standards

There must be clear and unobstructed access (both physically and visually) into and out of each dorm room. Within each dorm room, there must be a reasonable amount of open and clear space to allow for proper cleaning and easy movement within the room. The floor area should be clear of clutter (clothes, loose extension cords, etc.). All electrical appliances and adaptors, including lamps, must be CSA-approved. Halogen lights are not permitted. Light bulbs must comply with the manufacturer's specifications and must never exceed the recommended wattage. We recommend energy-efficient non-heat-producing bulbs for safety and energy efficiency. Only one extension cord and power bar per electric receptacle are permitted. Multiple extension cord and power cord connections compromise safety and are not permitted.

In order to hear alarms, noise-cancelling headphones and other noise-cancelling devices are not permitted.

Ceiling coverings/decorations (posters, flags, other fabric hangings) are not permitted. Decorations and coverings must not block the line of sight into a room or to the occupants' beds in order that a quick visual scan can determine the presence or absence of a student.

## Fire Safety

In each house, there is a Fire Plan and approved fire extinguishers. Students are made aware of their house's emergency meeting area in the case of fire. Students are also made aware of the location of fire extinguishers and emergency procedures. Exits must be kept clear at all times and students should proceed out the exits calmly but quickly. School and House fire alarm drills will take place throughout the school year. Once a house is evacuated, student and staff attendance will be completed.

Misuse of fire alarms, detectors and any fire equipment are a very serious offence. Matches, lighters, candles, incense and any open flame are strictly forbidden. Students who intentionally set off the fire alarm may be required to reimburse the school for all expenses incurred from the response of the Fire Department.

## Accountability for Violation of Fire Safety Policies

Fire extinguishers must not be removed from their location unless it is for use in control of a fire. The use of matches, lighters, candles, incense and any other form of open flame or heating element are strictly forbidden for fire/safety purposes. Behaviour that compromises the safety of a house and its occupants will be addressed by the Standards Committee.

Students are not permitted to bring fuel or other incendiary devices to campus. All items that are deemed to be fire hazards will be confiscated.

Behaviour that compromises the safety of members of the community will be addressed by the Head of School and/or Standards Committee.

Any situation that causes there to be an “open flame” in or adjacent to any school building is an expellable offence, in accordance with the school’s Zero Tolerance Policy (*see Zero Tolerance Policy definition on page 33*).

## **Visitors to Campus**

Visitors are welcome on-campus at specified times throughout the day; however, they must respect the property, standards, values and rules of the school.

All visitors must check-in at reception when visiting Monday - Friday between the hours of 8:30 a.m. to 4:00 p.m. to register and receive a visitor’s badge. Parents and family are encouraged to visit whenever possible and must check-in with their respective Heads of House or Associate Faculty upon arrival.

All unaccompanied visitors must wear a visitors badge when walking on the campus.

Day visitors from outside the LCS community are asked to leave the campus by 6:00 p.m. each evening and should only be in houses with the knowledge and consent of the Head of House or Associate Faculty. Returning alumni are not permitted to stay overnight in houses.

## **Strangers on Lakefield College School Campus**

Should a student see anyone on the campus who appears suspicious, please advise a staff member immediately.

## **Security Guard, Access Cards and Safety Cameras**

A security guard patrols the school grounds in the evenings/overnight and on weekends.

During the day (weekdays from 8:30 a.m. - 4:30 p.m. and Saturday from 9:00 a.m. - 12:00 p.m.), visitors are asked to report to the school’s receptionist. After hours and on Sundays, visitors are asked to meet their hosts at the red doors or entrance to their host’s respective house.

The doors to the academic block and houses are locked at all times. Many of the academic block doors are on a carded access and video safety system. All new staff and students are issued an access card at the beginning of the school year. Students and staff who lose their access card will be charged a replacement fee of \$10.00 per card replaced. Parents will need to approve their child’s charge before a new card will be issued. Cards are not to be shared with others at any time for any reason. Students and staff who lose their card will be charged a

replacement fee of \$10.00. In the event of repeated losses and charges, parents may be required to approve the replacement charge in advance of issuing a new card. Cards are not to be shared with others at any time, for any reason.

The school reserves the right to view video footage and access card data in order to investigate concerns of safety and security.

## **Contract/Service Workers in Houses**

Wherever possible, all contract/service staff will be escorted to houses by an LCS staff person (usually from the Facilities Department). Heads of House will be notified, by voice message or email, in advance of any contract workers coming into the house. The Facilities Department will determine a schedule with outside services that will be communicated to Heads of Houses so that they may plan accordingly with the students in the house.

## **House Security**

Important documents such as passports should be left with the Head of House. All valuables including large sums of money should be given to and kept by, the Head of House. Each house has a storage area for student use during the school year. The school does not offer secure storage during the summer months. Houses are permanently locked by a card access system. The school recommends that students purchase a personal lock box prior to their arrival at the school.

## **Firearms, Weapons and Hunting Equipment**

Pistols, guns, knives, hunting equipment and other weaponry (or toys as replicas that could be mistaken for weaponry) are NOT permitted on campus. Such equipment is potentially dangerous to both the individual and others in the community. Any equipment found will be confiscated and disposed of by staff. Serious weapon offences will be addressed by the Head of School with the liability of expulsion or through the Standards Committee and may involve the police in accordance with provincial and federal law.

## **Bicycle Safety**

The Lakefield College School campus is located adjacent to a very busy highway. CSA approved bicycle helmets must be worn by all students when riding a bicycle on or off-campus.

## **Rollerblade, Longboard and Skateboard Safety**

For reasons of safety, rollerblading, longboarding and skateboarding are not permitted on the north roadway (Rashleigh Hill). Students must wear a helmet at all times while rollerblading, skateboarding or longboarding on and off-campus. Failure to abide by this school policy or the law will result in the confiscation of the blades or boards, parents will be contacted.

## **Unpiloted Aerial Vehicles (UAVs), Remote Control Vehicles (RCVs)**

Vehicles that require combustible fuel are strictly prohibited. UAVs include but are not limited to; Drones, Remote Controlled (RC) planes and helicopters, cars, etc. Due to the potential for loss or damage, the school strongly discourages students from bringing UAVs and RCVs to campus. Should students, with parental permission, wish to bring their vehicle to campus, they must always ask their Head of House for permission to use the vehicle on or off-campus. At all times the student must abide by the rules and legislation set forth by [Transport Canada and the Province of Ontario](#).

# Health and Wellbeing Services

## Prescription Medication Policy

Prescription medications must be kept in the Health Centre and administered and monitored by the school's physician and nurses. Students, in consultation with the Health Centre nurses and with parent approval, may sign a medication contract and are responsible for their own medication. In these cases, students will be given a weekly dosage to be refilled on an assigned day. Failure to meet with the nurse for the weekly refill or to take the medication as prescribed will result in cancellation of the medication contract. At that point, all medication will be administered through the Health Centre. Common sense dictates that some medication (i.e. inhalers for the treatment of asthma, etc.) do not fall into this category.

These measures have been put in place to ensure that:

- All medications are kept secure in the interests of the general wellbeing of all members of the community;
- The school provides the best possible care in order to foster the wellbeing of each student taking medication.

If there are any concerns or questions on this issue, they should be referred to the Health Centre. The final decision relating to whether or not a prescription medication is kept, administered and monitored by the HealthCentre staff will rest with the Director of Health and Wellbeing.

The following outlines the procedures to be followed for infractions of this policy:

- If a student does not report to the Health Centre for medication, or refuses to bring prescription medications to the Health Centre, the nurse on duty will contact the Director, School Life to request that the student come immediately to the Health Centre. Documentation of missed medication will be kept by the Health Centre.
- Should missed medication appear to be a pattern of non-compliant behaviour or abuse of medication, the Director of Health and Wellbeing will inform the Director, School Life. The Director of School Life will contact the Head of House and the Advisor. The parent(s) of the student will be contacted by the Director of Health and Wellbeing to explain our policy and concerns. Should the student miss subsequent medications, the school may require the student to go home on a medical leave of absence as the school can no longer be responsible for the wellbeing of the student. The Director of Health and Wellbeing will communicate the above to the parents with copies to the Head of House and the Health Centre.
- If necessary, the Director, School Life will arrange a meeting with the parents, the student, the Director of Health and Wellbeing, the Head of House and other relevant staff. Any option or strategy that strays

from school policy and is agreeable to all parties must be written and signed by the parents, the student and the school, with copies given to the parents, the student, the Head of House and the Health Centre.

- Subsequent non-compliance or breach of contract will require the student to go home on a medical leave of absence.

## Medical Leave of Absence

All medical leaves must be approved and arranged through the Director of Health and Wellbeing and the Head of School or Director, School Life (or their designate).

If a student is unable to participate fully in the school program due to medical (physical or psychological) reasons, the student may be required by the school to take a medical leave of absence. All situations, which are determined by the Health Centre to require medical leave of absence, will be communicated to the Director of Health and Wellbeing. The Director of Health and Wellbeing will communicate any approved medical leaves via email to the Assistant Heads of the School, the student's Head of House, the student's advisor, grade team leader and teachers. Parents and students will be required to sign a contract accepting the conditions of medical leave, as outlined below. The Director of Health and Wellbeing will maintain communication with the parents and the medical professionals involved with the student's care regarding the student's medical concerns.

During a medical leave, students will be expected to keep up with only as much school work as they are able to complete. Students will be able to keep track of activities in their classes by using the online learning management tool, Edsby. Students will not be required to complete tests and assignments due during their absence on medical leave.

Prior to a student's return to school, the physician or health care professional caring for the student must complete a medical summary (including ongoing treatment plan and/or restrictions to the student's physical or cognitive activities as a result of the illness/injury). The physician or health care professional will confer with the Director of Health and Wellbeing who, in consultation with relevant faculty and the Assistant Heads of School, will determine whether a student is ready to resume full responsibilities.

If, in the professional opinion of the medical specialist/family or school physician deems that a student is not capable of writing final exams, that physician will provide written notification to the Director of Health and Wellbeing, to be forwarded to the Guidance Office. Such notification will be recorded in the student's Ontario Student Record (OSR) for future reference. In such instances, a student would be required to be at home in the care of their parents until the Friday of Closing events. Their final grades would be calculated using their cumulative term mark for the year. In extenuating circumstances and in the absence of the Director of Health

and Wellbeing, the Head of School or Assistant Heads of School may require a student to leave campus for medical or health-related reasons.

## **Supportive Care Plan (SCP)**

Supportive Care Plans are agreed upon treatment plans for a student. SCPs are required to be put in place for all students who return to school following a Medical Leave of Absence. SCPs are a changeable document as a student's treatment plan changes with their evolving health needs. SCPs are established by the Director of Health and Wellbeing Services following medical directives, therapeutic consultation and school and family collaboration. Students who do not abide by the SCP may be required to go on a Medical Leave of Absence or in some circumstances, may be required to leave the school.

## **Compassionate Leave of Absence**

Compassionate Leaves of Absence refer to emergency situations when a student is required to go home for personal family emergencies or crises (such as a death of a family member, close friend, critical medical emergencies to families, etc.). All Compassionate Leaves of Absence must be approved and arranged through the Health Centre or the Director, School Life's office. The Director, School Life or the Director of Health and Wellbeing will communicate the details of the compassionate leave to the student's advisor, teachers, Head of House and others as required.

During a compassionate leave, students will be expected to keep up with only as much school work as they are able to complete. Students will be able to keep track of activities in their classes by using Edsby. Students will not be required to complete tests and assignments that are due during their Compassionate Leave of Absence.

## **Mental Health Care**

The school has a counsellor and psychiatrist on staff and offers mental health and guidance support in a variety of ways. The wellbeing Counsellor role is to support immediate and emergent student needs and to help students by providing short-term, intermittent support. The school counsellor does not provide long term consistent therapeutic sessions. In cases where students need this level of counselling the wellbeing counsellor and/or psychiatrist will refer the student to an outside therapeutic practitioner. The wellbeing Counsellor also facilitates small group and peer support sessions.

Social Workers, Counsellors, Doctors and Therapists, are available to the school and appointments are made by referral through the Health Centre. The school is also able to assist students who wish to see their own counsellor or therapist through communication technology (Zoom, Skype, Facetime, etc.). In all cases, appointments, private space and travel arrangements can be facilitated through the Health Centre.

## Medical Jurisdiction

The resolution of any and all disputes arising between a student, parent and school physician or health care worker are governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada. The Courts of the Province of Ontario shall have exclusive and preferential jurisdiction to entertain any complaint, demand, claim, proceeding or cause of action, whatsoever arising out of any and all treatment provided by the school's medical staff, including but not limited to; contracted physicians, staff nurses, counsellors, and psychiatrists, or any other agent, delegate or staff employee involved in the care of the student.

## Confidentiality of Medical Information

Lakefield College School's medical staff, including but not limited to; Nurses, Counsellors, Physicians, Psychiatrists, work in accordance with Ontario's and Canada's health regulations, [Personal Health Information Privacy and Protection Act](#) (PHIPA) ensuring a student's private medical information is properly maintained at all times. The Director of Health Services and the LCS Wellbeing Counsellors are the sole custodians of this information and are not permitted to share a student's personal and private medical information with 'the School' (including but not limited to; teachers, residential staff, school administrators, Head of School, etc.) without informed and written consent by the student.

In certain emergent situations, and in accordance with PHIPA, medical information may be shared without consent in order to ensure the safety of a student and/or others.

# Values, Standards and Expectations

## The Grove Commitment

*“Mens Sana In Corpore Sano” — A Sound Mind in a Sound Body*

Lakefield College School is a community guided by the principles of trust, respect, spirit and participation. In order for the school to achieve its vision to inspire teenagers to be leaders who care, connect and contribute, each student must strive to fulfil these fundamental ideals by accepting and exemplifying, in attitude and action, the values of the community.

Trust and respect require that each student possesses a caring attitude for fellow students and staff as well as for the school and its traditions. Appreciating the rights and dignity of all of the people who are members of this community is an essential part of the growth of a Lakefield College School student.

Students should make every effort to display spirit and pride for the school. This is accomplished by enthusiastically supporting the endeavours of peers and making a personal commitment to the pursuit of excellence. Academic honesty, character in athletic competition and adherence to school standards fosters pride in individual and school accomplishments.

In order to receive the most from a Lakefield College School education, students must demonstrate a commitment to immerse themselves fully in the community by participating in the myriad of activities offered here. Participation also includes fulfilment of the school motto to promote wellness in each student, in mind, body and spirit.

The Grove is and will only be, as strong as the students who make up the community. Therefore, it is essential that each individual student be willing to make the following commitment to the values of Lakefield: I support the principles of trust, respect, inclusivity, spirit and participation. I will do my best to leave Lakefield College School a better place than when I arrived.

Acknowledgements: Tim Syrett, Heather Patterson, Andrew Johnston — Class of '95

## Expectations of a Grove Student

The school expects its students to uphold its values and expectations, to abide by its behavioural policies and to understand that any conduct bringing disrespect to the school or involving the student with the law, including serious instances occurring out of term time, may cause the student to be liable for school suspension or expulsion.

The school expects parents/guardians to be supportive of the school's policies and encourages parental involvement at all levels.

Continued refusal to uphold school policies will jeopardise the student's future at the school.

## **The Standards Committee**

In order to provide a safe and healthy community and a residential setting that allows students to concentrate effectively on academic, co-curricular and individual pursuits, rules and guidelines must be set for both the individual and common good. The purpose of disciplinary action is to help students become aware of the consequences of their behaviour and to deter them from misbehaviour. Disciplinary action is intended to deal fairly, compassionately and effectively with those violations which do occur, while protecting the welfare of all students and the integrity of the school as a whole.

In serious situations, where the school's values have been compromised, an Ad-Hoc Standards Committee convenes to review the specific details of the situation and to make recommendations for appropriate accountability. The committee comprises a combination of the following individuals:

- Seniors-in-Charge of Standards (Chair)
- Director, School Life
- Co-Head Students
- Seniors-in-Charge of School Life
- Seniors-in-Charge of House
- Grade Representatives
- Staff Head of House
- Others may attend as deemed appropriate by the committee

Information is gathered and recommendations are forwarded to the Head of School after discussions have ended. The Standards Committee is committed to due process, consistency and fairness for all students. Students are held accountable for their actions. While it is not always popular to do so, the Senior students must be diligent about maintaining expected standards. Attitudes of the Seniors toward discipline often reflect the effectiveness of the graduating class as a whole in the eyes of the other students and of the staff.

The Standards process is designed to allow the student to gain an awareness of their behaviour and to take responsibility for their actions.

## **The Standards Committee Process**

Prior to meeting the student, the student's Head of House will have reported the infraction/ violation to the Director, School Life. The student meets with, or provides a report to, the Director, School Life in order for the school to receive more information and to prepare the student for the potential meeting of a Standards Committee. The Director, School Life may call an "advisory" meeting of a variety of staff and students to help in a discussion on whether or not a standards meeting is required.

At any time throughout the process the student may request the support of the Health Centre, or counselling staff.

The following steps outline the Standards Committee process at Lakefield College School:

1. The student meets with the Director, School Life (in the presence of at least one other staff member or student, normally the Head of House) in order to learn about the process and to further clarify the situation. The Director, School Life will be entitled to ask questions of the student. At this point in the process it is important to understand that the degree of honesty and forthrightness shown by the student(s) is taken into consideration in determining the accountability. The student may be held accountable for any deceit or dishonesty throughout the process.
2. During the meeting, the student may ask any question of the Director, School Life; this may help to clarify the student's understanding of the severity of the situation. The meeting is intended to be a dialogue.
3. The student will be invited to refer to the School Life Guide in order to discern the potential accountability for their actions. At this point, the student will be asked if they have any questions, concerns, or needs.
4. Prior to the adjournment of the meeting, the student will be asked to confirm that their parents have been fully apprised of the situation and reminded that they may seek support from the Health Centre or counselling staff at any time.
5. The Director, School Life may convene a pre-standards inquiry with the Co-Head Students and the Seniors-in-Charge of Standards. Please note:
  - In the event that a Standards Committee meeting is not necessary, accountability will be administered at the discretion of the Head of House and the Director, School Life;
  - Expellable offences are dealt with by the Director, School Life, the Head of School, the student and their parents. The Standards Committee is not involved in deciding whether or not a student should be expelled from the school. In the event of an expulsion, the Head of School may inform the school community in a Chapel announcement or by email.
  - In the event that a police investigation is required, the school will refrain from any internal investigation until such time as the police investigation is completed.
6. If a Standards meeting is required:
  - a. The Head of House will inform the student involved and will confirm the date, time and location of the Standards meeting,
  - b. The parents will be notified informing them of the violation and the date, time and location of the Standards meeting. Parents are welcome to be present on-campus (or via Zoom) to support their child through the experience.

At all times throughout the Standards process the integrity and wellbeing of the student is taken into consideration. The student is invited and able to request counselling support at any time throughout the process. The school believes that a meeting of the Standards Committee is intended for the safety of each student and their education on core values. The school requests that each student be held accountable for their own actions in a manner which upholds the values of trust and respect for the community in which they live and learn.

## **The Standards Committee Meeting**

As noted above, parents will be notified informing them of the violation and the date, time and location of the Standards meeting. The parents are welcome to be present on-campus (or via Zoom) to support their child through the experience. After which, the following protocol will be followed:

1. The Standards Committee is chaired by a Senior in Charge of Standards. The Standards Committee will meet with each student (if more than one) to hear their account of the situation, and to confirm or clarify any details regarding the incident in question;
2. The student will then be excused and the Standards Committee will deliberate and make recommendations for accountability and any other appropriate follow-through;
3. The degree of honesty and forthrightness of the student will be taken into consideration in determining the action to be taken;
4. All recommendations from the Standards Committee will be made to the Director, School Life. The Director, School Life may confer with the Head of School, who has the final decision in the discipline of any student at the school;
5. The student will be informed of their accountability and any other sanctions by the Director, School Life;
6. The Director, School Life will inform the parents, verbally and/or in writing, of the accountability and educational and support measures to be taken for the student(s) involved in the Standards Meeting;
7. For boarding students, the Head of House will notify the Associate Faculty and Advisor of the decision and may hold a house meeting to inform and support students;
8. The Seniors-in-Charge of Standards or the Director, School Life may inform the school community of the incident and the accountability in a brief statement in Chapel;
9. All disciplinary action will be recorded in the student's personal file and kept in the Head of School's office. Serious offences that usually involve the police and expulsions may be required to be recorded in the student's Ontario Student Record (OSR) and may influence admission to university.

## **Required to Leave the School (Expulsion)**

If a student has been asked to leave the school, they are not permitted to attend or participate in any school-sanctioned events for the duration of the school year. School-sanctioned events include all dances (including Formal), community events sponsored by LCS, Regatta Day, Closing Ceremonies and the Closing Reception. If a student chooses to attend any of these functions, the school reserves the right to notify the police of the trespassing and withhold the student's exams, report cards and transcript.

## **Parley Policy**

One of the school's primary responsibilities is to foster a community that allows for open and honest communication between all of its members. In order to do this the school embraces a "Parley Policy" which allows students to come forward voluntarily or to report their concern for another student who may need help. When a Parley is requested a student can rightly assume that no disciplinary measures will be invoked. The school, through the Health Centre and other counselling support as required, will provide non-judgmental and unbiased support to the student in need. The Health Centre staff will initiate an individualized support plan of action focusing specifically on the student's immediate and long-term health needs. Services may include counselling within the school or referral to appropriate outside services. Intervention and counselling procedures may include the following:

- intervention support strategies at the school level and local community level;
- short-term counselling procedures; and
- referral procedures.

## **How to Request a Parley**

A student requests a Parley with a trusted adult staff member. The adult staff member is required to inform one of the following staff members; Director, School Life, or any Health Centre staff, who will arrange to meet with the student and ensure that a supportive care plan is created.

All staff members who have engaged in a Parley are required to inform at least one of the supportive care team in order to ensure the student has the appropriate care and support to best address the issue of concern.

It is important to note that although the Parley policy most often refers to issues of substance use, Parleys may be used in any situation when one is concerned for the health and wellbeing of another, including but not limited to; harassment and bullying, sexual misconduct, AWOL, mental health issues, etc.

# Behavioural Policies - Code of Conduct

## Persistent Inability to Abide by the Expectations of the School

The school reserves the right to hold a student accountable through the standards process for actions and attitudes that persistently contravene the values of the school. These may include, but are not limited to defiance, deceit, chronic lateness, unexcused absences, disrespect to staff members, etc. The Standards Committee may hold a student accountable by a range of sanctions from on-campus discipline to suspension. Subsequent offences of Persistent Inability to Abide by the Expectations of the School may be addressed by the Head of School with a student being liable for expulsion.

## Closed House Violations

If a student is in a house outside of Open House hours at any time without permission, they will be held accountable for a “Closed House Violation” as follows:

- **First Offence:** gated for 1 week, parents contacted.
- **Second Offences:** meeting with the Director of School Life, Official Warning issued for Open House Violation, and loss of Open House privileges for one month.
- **Subsequent Offences:** required to attend a meeting with the Standards Committee for Persistent Inability to Abide by the Expectations of the School.

Any student who persistently violates Closed House expectations will be required to attend a meeting of the Standards Committee. A Head of House may close their house at any time in order to address certain issues in the house.

## Open House Violation

An Open House violation applies to any situation when a student behaves inappropriately in a residence during Open House, including but not limited to; going into students' rooms without permission, behaving in a disruptive or inappropriate manner that compromises the Open House experience for others, etc.

- **First Offence:** Gated for 3 days, loss of Open House privileges for one week, parents contacted.
- **Second Offence:** Meeting with the Director of School Life, Official Warning issued for Open House Violation, and loss of Open House privileges for one month.
- **Subsequent Offences:** Required to attend a meeting with the Standards Committee for Persistent Inability to Abide by the Expectations of the School.

Any student who persistently violates Open House expectations will be required to attend a meeting of the Standards Committee and may lose Open House privileges for the entirety of a school year.

## Dorm Violations

All houses are closed to visitors except during specified Open House hours. All visitation must be respectful and appropriate at all times. Inappropriate visitation is termed a “Dorm Violation” and the accountability is as follows:

- **First Offence:** Official Warning, students are Gated\* for 1 week. Parents are contacted.
- **Second Offence:** At the discretion of the Head of House and the Director, School Life, a Standards Committee meeting may be arranged with a recommendation for the student to go home to reaffirm their commitment to the school. The students will be placed on Directed Probation\* and will be gated to campus for two weeks. Parents are contacted.
- **Subsequent Offences:** The students will be required to attend a meeting of the Standards Committee for contravention of their Directed Probation status\*. Parents are contacted.

## Inappropriate Visitation in Common/Public Areas

Students are expected to interact with one another in an appropriate and respectful manner at all times. Inappropriate public displays of affection compromise the sense of comfort of others who share the school’s public space.

- **First Offence:** Official Warning. The Heads of House are informed and parents are contacted.
- **Second Offence:** At the discretion of the Head of House and the Director, School Life, students may be required to attend a meeting of the Standards Committee. Parents are contacted.
- **Subsequent Offences:** The students will be required to attend a meeting of the Standards Committee. Parents are contacted.

# Curfew Violations

## Evening Curfews

All students are expected to be on time for all curfews. Students who are late for their curfew (either weekday or weekend) will be subject to the following sanctions:

- **5 minutes late:** 1-day gating\* (*see Gating definition on page 31*)
- **6-15 minutes late:** 3 days gating
- **16-30 minutes late:** 1-week gating

Beyond 30 minutes late and at the discretion of the Head of House and the Director, School Life, a Standards Committee meeting may be arranged.

## Leaving the House Between Curfew and 7:00 a.m.

Leaving the house without permission between curfew and 7:00 a.m. is considered a very serious offence. Such actions compromise the safety of the student and the value of trust upheld by Lakefield College School. Violations of this nature will be dealt with by the Standards Committee.

Possible sanctions could range from an extended period of being gated to campus (five (5) or more days) to being sent home to reaffirm one's commitment to the school. For violations of this nature parents will always be contacted and students involved will be placed on Directed Probation.

## **Out of Bounds Areas and Trespassing**

At any time, the school may deem an area out of bounds for health and safety reasons. Should a student trespass onto areas that are deemed out of bounds or private, including but not limited to those noted below, they will be held accountable (if not specifically noted in the subsection) by being confined to their house for a time mutually agreed upon by the Head of House and the Director, School Life.

### **The Classroom Block**

The classroom block is out of bounds after 9:45 p.m. on weekdays (Monday to Friday), and after 5 p.m. on Saturday and Sunday. Students who need to enter this area must have permission and may be accompanied by an LCS staff member.

### **Woods and Waterfront**

For health and safety reasons, students are not permitted to go into the woods or to be at the waterfront when it is dark. The woods and waterfront are out of bounds from dusk to dawn. At no time are students to be in (swimming) or on the water (including the Boathouse Steps, docks and all watercraft) when the waterfront is closed. A minimum of two qualified lifeguards must be on duty in order for the waterfront to be open for students to be in or on the water.

As the waterfront is an important part of much of our school programming, all students are required to complete a swim assessment at the beginning of each school year in order for the school to discern a student's swimming ability and level.

### **Ropes Course**

The ropes course and climbing tower area are out of bounds at all times to all students unless a qualified staff member is present and has accepted responsibility for the students to be on the course.

### **Village of Lakefield's Waterfront, Isabel Morris Park, Skateboard Park, Pavilion and Marina**

Students are not permitted to go in or on the water at any place in the Village of Lakefield. It is illegal to smoke or vape in public parks. Students who are caught smoking/vaping, loitering or behaving inappropriately in these areas will be banned from visiting these areas for the remainder of the year on their first offence.

Students may be required to attend a meeting of the Standards Committee for breaching Out of Bounds/Trespassing standards for subsequent offences.

### **Trespassing on Neighbourhood Property**

Out of respect for our neighbours in the Lakefield community, students must not trespass on private property such as Tate Lane, Casement Lane, the woods behind Winfield Shores, or across the highway from the school.

Any student trespassing in these or other private properties will receive three days gating. Subsequent offences will result in increased accountability including the possibility of a meeting of the Standards Committee.

## **Trespassing on Staff/Student Property**

As stated in The Grove Commitment, trust and respect require that each student possess a caring attitude for fellow students and staff as well as for the school and its traditions.

Appreciating the rights and dignity of all of the people who are members of this community is an essential part of the growth of an LCS student.

A person's right to privacy and safe possessions is fundamental to the values of our community. Therefore, students are not to enter the rooms or private spaces of the school, or other students or staff, without permission. Students who enter into another student's room or any private space, including but not limited to journals, smartphones, diaries, etc. without permission is an invasion of privacy and will be considered to be trespassing.

Accountability: After meeting with their Head of House and the Director, School Life, a student may be required to attend a meeting of the Standards Committee for Trespassing. Accountability may range from having restricted access to their house to being confined to one's house or room to being sent home to reaffirm one's commitment to the school's values.

## **Theft**

Students are not to take any item, including food or drink, clothing, money, bicycles, etc. without permission from the owner. Students who take something without permission are stealing.

Accountability: After meeting with the Head of House and the Director, School Life, a student may be required to attend a meeting of the Standards Committee for Theft. A student who goes to Standards for Theft will be liable for either suspension or expulsion.

## **Possession/Harboursing Stolen Property**

Students are not to be in the possession of stolen property. Students who accept property that was stolen and without obvious permission from the owner of that property will be held accountable for possession/harboursing of stolen property.

Accountability: Students who are found to be in possession or harboursing stolen property may be required to attend a meeting of the Standards Committee for Possession of Stolen Property. A student in possession of stolen property will be liable for suspension or expulsion.

## **Gambling**

LCS believes that gambling compromises the high quality of relationships within our community. Therefore, gambling in any form is not permitted by students. Students taking advantage of other students by gambling, or attempting to coerce other students into gambling, will be considered in violation of the school's harassment policy and subject to any sanctions listed in that policy.

## **Damage to Property**

The Lakefield College School policy on damage to property is outlined below:

1. Once damage to a house has occurred, students will report the damage to their Head of House, or the Head of House will discern who damaged the property.
2. The students will be charged a fee for damage repair.
3. Parents will be contacted and informed of the nature of the damage and explain that a charge has been applied to their account.
4. A subsequent offence may see the charge increase, parents will be contacted outlining the damage and explaining the charge to their account. The student will be issued an Official Warning (at a minimum) Parents will be made aware that, if another incident of damage occurs, students may be requested to attend a meeting of the Standards Committee to be held accountable for their actions.
5. If a third incident of damage occurs, the charge may again increase and the students may be required to attend a meeting of the Standards Committee to determine their accountability.
6. A phone call will be made to parents explaining the damage, the charge and to inform them if their son/ daughter is required to meet with the Standards Committee. Please note that at any time the damage to property is both severe and intentional, students may immediately be requested to attend a meeting of the Standards Committee in order to be held accountable for their actions.

Please note that at any time the damage to property is both severe and intentional, students may immediately be requested to attend a meeting of the Standards Committee in order to be held accountable for their actions.

## **Harassment, Sexual Misconduct and Assault**

### **Statement of Commitment**

The inherent right of all individuals to be treated with dignity and respect is central to the values and beliefs of Lakefield College School. We are fully committed to respecting and protecting the personal dignity and human rights of our students and employees. Harassment, bullying, and sexual misconduct, in any form or social

medium, is against everything for which we stand as an educational institution and it will not be tolerated. Students, employees and volunteers have a right to work, study and live in an atmosphere that is free of any form of harassment, intimidation or assault, and we all share a responsibility for ensuring that a safe, positive and healthy environment exists at all times.

Harassment in any form is prohibited at Lakefield College School. In keeping with its values and legal responsibilities, Lakefield College School will treat any complaint of harassment as a serious matter.

Further, LCS will provide support to address the needs of staff and students who have experienced harassment or other harmful behaviour.

The quality of an individual's everyday environment impacts their sense of dignity and self-worth. Harassment poisons the working and learning environment for the whole community and may cause long-lasting effects. It negatively affects morale, motivation and learning. It may result in lowered self-esteem, increased absenteeism and poor school performance.

Lakefield College School is committed to providing a living and learning environment that promotes ethical behaviour. LCS requires all persons to exercise behaviour that facilitates the creation of a supportive, harassment-free environment that is conducive to the achievement of excellence and the development of one's potential in mind, body and spirit.

## **Purpose of the Policy**

The purpose of this policy is to maintain a living, learning and teaching environment free from acts of harassment, including sexual misconduct. This policy is a clear statement of LCS's commitment and determination to act promptly against any incident of harassment and to create an environment where such conduct will not be tolerated. The objectives of the policy are:

- To focus the attention of students, staff, volunteers and parents/guardians on the importance of dealing with harassment promptly and effectively.
- To enhance the knowledge of students, staff, volunteers and parents/guardians with regard to all forms of harassment.
- To articulate formal and informal complaint procedures to students and to provide confidential, impartial and effective procedures to resolve complaints in ways that respect all parties.
- To provide appropriate consequences and responses for the maintenance of a harassment-free living, learning and working environment.
- To define the roles and responsibilities of students and Lakefield College School personnel with regard to harassment.

## What is Harassment?

Harassment is defined in the Ontario Human Rights Code as follows:

Harassment means engaging in a course of vexatious comment or objectionable conduct, including sexual misconduct, that is known or ought reasonably to be known to be unwelcome.

Harassment implies systematic persecution by besetting with comments or conduct which are abusive, annoying, demanding, or threatening. Harassment includes words, acts, or gestures of a vexatious or contemptuous nature with regard to a person or group of persons on the basis of any of the following grounds, including but not limited to:

- Academic ability
- Race
- Language
- Age
- Political convictions
- Sexual innuendo
- Colour
- Religion
- Pregnancy
- Physical appearance
- Hazing
- Gender
- Civil status
- Sexual orientation
- Ethnic or national origin
- Disability/handicap

## What is Bullying?

Bullying is defined as aggressive and typically repeated behaviour by a student where,

(a) the behaviour is intended by the student to have the effect of, or the student ought to know that the behaviour would be likely to have the effect of, (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or (ii) creating a negative environment at a school for another individual, and

(b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

Bullying behaviour can include physical, verbal, electronic (cyber-bullying), written or other means.

**Cyberbullying** is bullying by electronic means. Bullying by electronic means (commonly known as cyber-bullying), including,

(a) creating a web page or a blog in which the creator assumes the identity of another person; (b) impersonating another person as the author of content or messages posted on the internet; and

(c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Aggressive behaviour may be intentional or unintentional, direct or indirect. It can take many forms, including physical, verbal and social. If aggressive behaviour is physical, it may include hitting, pushing, slapping and tripping. If it is verbal, it may include name-calling, mocking, insults, threats, and sexist, racist, homophobic, or transphobic comments. If it is social, or relational, aggression, it is more subtle and may involve such behaviours as gossiping, spreading rumours, excluding others from a group, humiliating others with public gestures or graffiti, and shunning or ignoring. Social aggression may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, websites, social networking, or other technology).

## **What is a Poisoned Environment?**

The concept of a poisoned environment as a form of harassment, bullying or discrimination is based on the impact of the comments or conduct toward an individual, rather than the number of times the behaviour occurs. A poisoned environment can be created by the comments or actions of any person, regardless of their position of authority or status in a given environment. For example, comments or actions made by a staff member, student, or guest speaker in Chapel or Assembly may be included in this category. Examples of events that contribute to a poisoned environment may include, but are not limited to, presentations expressing the belief that certain individuals or groups, are not suitable to be members of the LCS community, a poster or community-wide email which promotes hatred or contains sexist or racist material, or any other events which compromise the dignity and integrity of a person or group of people. Lakefield College School will not support nor permit acts or events which contribute to a poisoned environment.

## **Sexual Misconduct**

LCS believes in respect for all individuals and is committed to maintaining a safe and healthy living and learning environment. LCS also seeks to foster healthy attitudes and behaviours towards sexuality.

Sexual misconduct is a severe violation of the right to be treated with dignity and respect.

‘Sexual misconduct’ is an umbrella term which includes but is not limited to: sexual harassment, stalking, sexual assault and relationship violence (emotional or physical abuse in the context of a relationship).

All forms of sexual misconduct are unacceptable.

## **What is Sexual Harassment?**

Sexual harassment includes vexatious comments or conduct based on sex by a person who knows or ought reasonably to know that such behaviour is unwelcome.

Sexual harassment may be unwanted or uninvited sexual attention. It may involve remarks, gestures or actions of a sexual nature that make a person feel unsafe or uncomfortable. It may create an intimidating, hostile, or offensive learning environment. Sexual harassment is illegal. It may include but is not limited to:

- Unwanted sexual advances which may include leering, intentional touching and/or patting, kissing, or pinching.
- Persistent requests for a date, a proposition, or demands for sexual favours.
- Inappropriate sexually-oriented remarks or behaviour.
- Reprisal or threat of reprisal for the rejection of a sexual advance or a request for sexual favours.
- Expressions of bias on the basis of sex or sexual orientation in any form.
- Sexually suggestive remarks or innuendoes.
- Sexist jokes that are offensive or embarrassing.
- Displaying pornographic or other offensive pictures, cartoons or graffiti in the school or on LCS premises, or on clothing.
- Letters, phone calls, emails, text messages, or other communications, or visits of a sexually harassing nature.

Sexual harassment can occur between individuals of the same or different status. People of any gender and any sexual identity can be the subject of sexual harassment.

#### **What is not Sexual Harassment?**

- An occasional compliment.
- A hug between friends.
- Mutual flirtation or banter.

#### **What is Stalking?**

Stalking is a form of criminal harassment prohibited by the Criminal Code of Canada, and involves repeated behaviour that instils fear in the victim or threatens the victim's safety and mental health. This behaviour may include:

- Non-consensual communications (face to face, phone, text, social media);
- Threatening or obscene gestures;
- Surveillance or pursuit;
- Cyber-stalking.

#### **What is Sexual Assault?**

Sexual assault is prohibited by the Criminal Code of Canada. Sexual assault is sexual touching of another person with any object or body part that is without consent, or by force.

Any sexual activity without consent is sexual assault and a criminal offence.

## **What is Consent?**

No person under the age of 18 can legally consent to sexual activity with any person in a position of trust or authority, such as a teacher, coach or staff member. Such activity is sexual assault and is a criminal offence. Sexual activity between a student, regardless of age, and any person employed or placed in a position of trust or authority by LCS is strictly prohibited and will be treated by the school as the most serious form of sexual misconduct.

Consent to legal sexual activity must be a voluntary agreement that includes an exchange of affirmative words indicating willingness to participate in mutually agreed upon specific sexual activity.

### **Consent:**

- Is not silence or the absence of “no”;
- Is never assumed or implied;
- Cannot be given by someone who is incapacitated by alcohol, or drugs, or who is unconscious;
- Cannot be obtained by someone who abuses a position or trust or authority;
- Cannot be obtained through threats, coercion or pressure tactics;
- Can be revoked at any time, regardless of what sexual activities have taken place.

## **Reporting Bullying, Cyberbullying and Harassment**

It is imperative that all instances of Bullying, Cyberbullying and Harassment are reported to an adult immediately. The following process should be followed for bullying, cyberbullying and harassment (for reporting of sexual misconduct, see next section):

- Student reports the incident to an LCS staff member.
- LCS staff member informs the Director, School Life.
- Director, School Life and Head of House meet with student(s) involved and parents are contacted. Accountability may range from the issuance of an Official Warning to being required to attend a meeting of the Standards Committee. Further serious incidents may result in being required to leave the school (expulsion).

Any student who experiences bullying, cyberbullying or harassment may, in consultation with their parents(s) choose to report the incident to the police. LCS understands that the victims may wish to control how their experiences will be dealt with by LCS or the police. LCS reserves the right, however, to inform the police, Children’s Aid Society (CAS), or other appropriate legal bodies, of the incident, even without the consent of the student or parents, if the school believes that the safety of any member of the LCS community is at risk. In some instances the school has a legal duty to report incidents to the police or Children’s Aid Society.

*Serious first offence incidents of bullying, cyberbullying, harassment or assault may result in a student being immediately suspended and/or liable for expulsion from the school. In these instances the school reserves the right to contact the police.*

## **Reporting Sexual Misconduct**

The reporting of sexual misconduct will follow the process above, although the student may wish to inform the Director, School Life directly. The Director, School Life will then meet with the student(s) involved and contact the parents. The Director, School Life will investigate the allegations of sexual misconduct and report to the Head of School.

*Serious incidents of sexual misconduct may result in a student being immediately suspended and/or liable for expulsion from the school. In these instances the school reserves the right (and may have a duty) to contact the police.*

Any student who experiences sexual misconduct may, in consultation with their parents(s) choose to report the incident to the police. LCS understands that the victims of sexual misconduct may wish to control how their experiences will be dealt with by LCS or the police. LCS reserves the right, however, to inform the police of the incident, even without the consent of the student or parents, if the school believes that the safety of any member of the LCS community is at risk.

## **Support**

LCS is committed to aiding victims of sexual misconduct with counselling and emotional support through either the Health Centre or external sources.

Students should feel safe sharing their experiences. Students who disclose allegations of sexual misconduct to staff members will be met with compassion and respect. Staff members have a responsibility to listen, without judgement, and to maintain confidentiality, reporting only to the Director of Health and Wellbeing and/or the Director, School Life. Staff members must also consult with the Director of Health and Wellbeing and/or the Director, School Life in regard to academic accommodation and counselling services.

## **Confidentiality**

When sexual misconduct is disclosed, the confidentiality of all parties must be protected. Victims must know that their right to privacy will be respected. In addition, the rights of the accused person must be protected. The public accusation of sexual misconduct prior to appropriate adjudication is a violation of privacy and of LCS community standards. LCS will not release names of those involved in any incident of sexual misconduct except as required to conduct the investigation or by law.

Confidentiality cannot be assured, however, if an individual is at risk of self-harm, or of harming another. In such circumstances, information will only be shared as necessary to prevent harm.

## **What is Parental Harassment?**

Parental harassment is harassment by a parent directed toward a staff member. In a school context, it is defined as the use by parents of confrontational tactics which attack a teacher or other school employee which have the consequences of reducing a teacher's or other school employee's ability to conduct themselves effectively within the school and which harm their sense of wellbeing or professional reputation. The types of behaviour which constitute parental harassment include, but are not limited to:

- unwanted comments;
- any form of intimidation or aggressive behaviour;
- verbal or emotional abuse;
- vexatious communication or behaviour;
- the application of force or physical or sexual unwelcome contact;
- "bullying" which is an attempt to undermine an individual through cruel or humiliating behaviour;
- "mobbing" which involves a collective effort to psychologically harass a person.

## **Reporting Parental Harassment**

A staff member who feels harassed by a parent should document the incident and report it to their direct report or Head of School (or designate).

The Head of School (or designate) communicates the school's concern to the parent and requires them to immediately cease communication between the parent and the alleging staff member. If necessary, the Head of School (or designate) will investigate the allegations to determine the severity of the situation and to inform the appropriate consequences.

Subsequent incidents may result in the parent's child being required to leave the school.

Serious incidents of parental harassment may result in that parent's child being immediately required to leave the school.

## **Restorative Justice Practise**

Restorative Justice is defined as "a system of criminal justice which focuses on the rehabilitation of offenders through reconciliation with victims and the community at large."

In some instances of harassment and bullying (ie. roommate issues, low-level conflict, consensual fighting) students may request a restorative justice practise as a means to resolution. A student may request this process in consultation with their parents and the Director, School Life. If all parties are in agreement the restorative practices will be facilitated by the Director, School Life and/or designate who is duly prepared or trained in the practise.

Seniors in Charge of Standards will be required to attend the restorative practise as representatives of the school community.

Upon completion of the restorative practise, the perpetrator may not be held accountable through the standards process for the offence. However, subsequent offences will be held to strict account through the standards process and likely to a higher standard of accountability.

## **Substance Use Policy**

### **(Tobacco, Vaping, Nicotine Products, Alcohol, Cannabis & Other Drugs)**

#### **Introduction**

In order for Lakefield College School to fulfill its mission and to foster an environment that enables its students to develop to their full potential, the school, justifiably, takes an active interest in the overall wellbeing of its students.

Lakefield College School believes that student use of tobacco, tobacco-like products, electronic nicotine delivery systems (ENDS), alcohol, cannabis or any other drugs, either on school property or at school events, seriously interferes with the health, academic and co-curricular interests of that student, other students and the community in general.

The school acknowledges that the use of these and other drugs is prevalent in today's society and that students are most likely to experiment with them during their adolescent years, a great deal of which will be spent at school. LCS also recognizes the negative influence of drug and alcohol use on a student's ability to achieve and to meet the objectives of the school, necessitating the school's responsibility to provide clear policy statements and strategies for the school community.

With the creation of these policies and procedures for dealing with alcohol, tobacco, tobacco-like products, ENDS, cannabis and other drugs, the school wishes to establish and maintain a caring, supportive and disciplined approach, with the understanding that certain offences cannot be tolerated.

#### **Response and Support Strategy**

The school is committed to providing regular education and training to faculty, Health Centre staff, students and parents.

Students and parents will be fully informed at the beginning of the school year of the school's policy and position on tobacco, tobacco-like products, ENDS, alcohol, cannabis and other drugs. In addition, the school will work with our local Public Health Unit and O.P.P. Liaison Officer for support and to ensure the school has accurate up-to-date information. Students will be engaged in a comprehensive health and education program through curriculum and related activities at all levels of the school. The aims of this program are to:

1. increase student awareness;
2. provide students with the tools needed to make educated and informed decisions; and
3. encourage prevention through education.

## **Disciplinary Action**

In order to provide a safe and healthy residential setting that allows students to concentrate effectively on academic, co-curricular and individual pursuits, rules and guidelines must be set for both the individual and common good. In the absence of a Parley the purpose of disciplinary action is to deter students from unsafe behaviour and to deal effectively and fairly with those violations which do occur, protecting the welfare of the student as much as possible and the integrity of the school community.

Students who are caught contravening the substance use policy will be offered support in addition to being held accountable in accordance with the policies cited below.

Continued refusal to uphold school policies on substance use will jeopardize the student's future at the school.

Nicotine, Tobacco Products and Electronic Nicotine Delivery Systems (ENDS, i.e. Vaporizers, E-cigarettes, etc.) In the Province of Ontario, it is illegal for anyone under the age of 19 to purchase tobacco or nicotine-based products and for anyone under the age of 16 to use tobacco or nicotine-based products (chewing & cigarettes).

The school strives to establish a tobacco/smoke-free environment and promotes wellness (physical, mental and social) by encouraging students to make healthy choices for themselves now and throughout their lives.

The possession and use of any tobacco or tobacco-like products (including cigarettes, chewing tobacco, snuff, flakes, ENDS, vaporizers and e-cigarettes\*) by a student while on school property or while under the care of the school is strictly prohibited. School property includes the woods, fields, waterfront and all properties owned by the school.

Electronic Nicotine Delivery Systems (ENDS) which include but are not limited to e-cigarettes and vaporizers, are illegal for minors under the age of 19 to possess and to use in the province of Ontario. Students in possession of these products will have them confiscated, parents will be contacted and protocols in accordance with the school's Substance Use Policy will be followed. The school reserves the right to contact the local Tobacco Enforcement Officials for support and/or to levy fines and/or other charges at any time.

## **Accountability for On-Campus Possession/Use**

A student may not be in possession of, smoke or use tobacco or ENDS products while on school property.

- **First Offence:** Official Warning Status for Contravention of the School's Substance Use Policy; meeting with Director, School Life, parents are contacted, nicotine cessation program strongly recommended, gated to campus for three (3) days.

- **Second Offense:** Directed Probation Status for Contravention of the School's Substance Use Policy; parents are contacted, student is sent home to reaffirm commitment to school for three (3) days, nicotine cessation program is required.
- **Subsequent Offences:** General Probation Status: Students are liable for expulsion if there is a risk to the community by the student's actions; parents are contacted and informed that, although the student may not be expelled, they may not be invited back to LCS the following September due to persistent inability to abide by the values of the school.

### Accountability for Off-Campus Possession/Use — Not of Age

A student who is caught in the possession of, illegally smoking or using tobacco or ENDS products off-campus and while under the care of the school will be held to the following accountability:

- **First Offense:** Warning Status for Contravention of the School's Substance Use Policy; meeting with the Director, School Life, parents are contacted, tobacco cessation program strongly recommended, gated to campus for three (3) days.
- **Second Offense:** Directed Probation Status for Contravention of the School's Substance Use Policy; parents are contacted; student is sent home to reaffirm commitment to school for three (3) days, tobacco cessation program is required.
- **Subsequent Offences:** General Probation Status: Meeting with the Director, School Life; parents are contacted and informed that the student may not be invited back to LCS the following September due to persistent inability to abide by the values of the school.

### Accountability for Off-Campus Use — Legal Age

Although strongly discouraged, a student who is of legal age may exercise their legal right to use tobacco or ENDS products discreetly off-campus, and only in legally approved areas. This means that a student is not to smoke while wearing school dress and/or when in proximity to, or visible to, staff or younger students. If a student of legal age is caught smoking or using tobacco or ENDS products, the student's Head of House will contact their parents to inform them of our health concerns. A nicotine cessation program will be strongly recommended.

A student who is of legal age and is seen smoking/vaping or is with a junior student will be gated to campus for a minimum of three (3) days.

### Accountability for Distribution of Tobacco/ENDS Products to Underage Students

Students may not supply tobacco or ENDS products to any student who is not of legal age.

- **First Offense:** Warning Status for Contravention of the School's Substance Use Policy; meeting with the Director, School Life, parents are contacted; nicotine cessation program highly recommended, gated to campus for three (3) days.

- **Second Offence:** Directed Probation Status for Contravention of the School's Substance Use Policy; parents are contacted, students are sent home to reaffirm commitment to school for three (3) days, nicotine cessation program is required.
- **Subsequent Offences:** General Probation Status: Meeting with the Director, School Life; parents are contacted and informed that the student may not be invited back to LCS the following September due to persistent inability to abide by the values of the school. Further offences may result in the student being required to leave the school (expelled).

**Note:** The goal of this policy and accountability system is to keep younger students from being exposed and potentially addicted to nicotine products. It is also intended to enable nicotine-addicted students to overcome their addiction.

### **Accountability for Smoking Adjacent to or In a Building**

This is a serious offence due to the obvious fire hazards and the increased risks to the safety and wellbeing of others. This is a Zero Tolerance Policy\* (*see Zero Tolerance Policy definition on page 33*). Students will be expelled for smoking adjacent to (within 9 metres radius of a building in accordance with the Smoke-Free Ontario Act) or in a building.

### **Alcohol**

In Ontario, it is illegal for anyone under 19 years of age to purchase, possess, or use alcohol, except in a private residence and only if the alcohol has been provided by that youth's parents. This permits parents to serve alcohol to their own children only. The abuse of alcohol, whether on one occasion or consistently, constitutes a threat to the user, as well as those around them.

### **Policy Statement**

The use, possession, or being under the influence of alcohol by a student while on school property and at events sanctioned by the school is prohibited. This includes all times when a student is under the care of the school acting "in loco parentis\*," including field trips, athletic trips, dances, school-sponsored activities, or leaves.

Students who are 19 years of age may, while on leave, exercise their legal right to drink in legally approved areas. However, they are to drink responsibly, are not to drink with students who are under age and are not to return to the school under the influence of alcohol.

*\*In loco parentis: With the exception of school holidays (including long weekends) and authorized overnight leaves, students are considered to be under the care and authority of the school.*

### **Accountability for Off-Campus Possession/Use**

Meeting with the Standards Committee who will determine the following:

- **First Offence:** “On-campus” discipline, loss of privileges and Directed Probation Status. Parents will be contacted.
- **Second Offence:** Suspension; a student is required to go home and reaffirm their commitment to the school, loss of privileges and General Probation Status. Students may also be required to seek counselling from a professional in the field of alcohol/substance use/abuse. Parents will be contacted.
- **Third Offence:** The student is liable for expulsion from the school.

### **Accountability for Possession/Use of Alcohol on School Property**

This offence is considered to be very serious. Violators will be required to attend a meeting of the Standards Committee and will be placed on directed probation, required to go home to reaffirm their commitment to the school (suspended). Students may be held to further accountability based upon the situation and as discerned by the Standards Committee.

Subsequent offences may require a student to leave the school (expelled). Such actions allow for increased accessibility and applies peer pressure upon others to experiment with alcohol.

### **Accountability for Distribution of Alcohol to Other Students**

This offence is considered to be very serious. Violators will be liable for either suspension or expulsion.

### **Illegal Use of Medication (including over-the-counter, non-controlled substances)**

The non-medical use of these drugs is considered a serious health hazard and is proven to be a gateway to (harder) drug use later in students’ lives, for this reason such use is strictly forbidden and the school takes this behaviour very seriously. Students who contravene this policy will be required to attend a meeting of the standards committee and will be liable for suspension from the school. Students who traffic over-the-counter non-controlled substances may be liable for expulsion from the school.

### **Cannabis**

In Ontario, it is illegal for any person under 19 years of age to purchase, possess, or use cannabis. Persons of 19 years of age or older are not permitted to use cannabis in any public place.

#### **Policy Statement**

The use, possession, or being under the influence of cannabis by a student while on school property and at events sanctioned by the school is prohibited. This includes all times when a student is under the care of the school acting “in loco parentis\*,” including field trips, athletic trips, dances, school-sponsored activities, or leaves.

Students who are 19 years of age may, while on leave, exercise their legal right to use cannabis in legally approved private places. However, they must be responsible, are not to use cannabis with students who are under age and are not to return to the school under the influence of cannabis.

*\*In loco parentis: With the exception of school holidays (including long weekends) and authorized overnight leaves, students are considered to be under the care and authority of the school.*

### **Accountability for On-Campus Possession/Use**

Meeting with the Standards Committee

- **First Offence:** The student will be required to participate in an education/ counselling program. Random drug testing (urine screening) at parental expense will also be required.\* Parents will be contacted. The student will be required to go home to reaffirm their commitment to the school (suspended) for a period of time as discerned by the Standards Committee. Loss of privileges and another house accountability may be required. The student will be placed on General Probation Status for Contravention of the School's Substance Use Policy.
- **Subsequent Offences:** The student will be required to leave the school (expelled).

### **Accountability for Off-Campus Possession/Use**

Meeting with the Standards Committee who will determine the following:

- **First Offence:** "On-campus" discipline, loss of privileges and Directed Probation Status. Parents will be contacted. A supportive care plan which includes counselling will be recommended.
- **Second Offence:** The student will be required to participate in an education/ counselling program. Random drug testing (urine screening) at parental expense will also be required.\* Parents will be contacted. The student will be required to go home to reaffirm their commitment to the school (suspended) for a period of time as discerned by the Standards Committee. Loss of privileges and another house accountability may be required. The student will move to General Probation Status for Contravention of the School's Substance Use Policy.
- **Third Offence:** The student will be required to leave the school (expelled).

*\*Non-compliance to the supportive care plan, including required counselling or a positive urinalysis for THC or other drugs will result in the student being required to leave the school (expelled).*

### **Accountability for Distribution of Cannabis to Other Students**

This offence is considered to be very serious and is a Zero Tolerance Policy\* (see Zero Tolerance Policy on page 33). Violators who traffic cannabis to other students will be required to leave the school (expelled).

### **Other Illegal Drugs**

The non-medical use of narcotics and other drugs is illegal in Canada. Simple possession or use of illegal drugs is a serious criminal offence. In addition, anyone who gives or sells drugs may be guilty of the more serious offence of "trafficking."

### **Accountability for Possession/Consumption of Illegal Drugs on School Property**

The school maintains a Zero Tolerance Policy\* (*see Zero Tolerance Policy definition on page 33*) in relation to the use of illegal drugs. This offence is considered to be very serious because such actions allow for increased accessibility to drugs and pressure to experiment with drugs. Violators will be expelled from the school.

### **Trafficking and Distribution of Illegal Drugs**

Trafficking in narcotics includes any sharing or distribution of drugs to LCS students (by LCS day or boarding students whether at or returning to the campus). Trafficking in or providing illegal drugs to any LCS student will result in immediate expulsion\* from the school (*see Required to Leave the School [Expelled] definition on page 33*) and may involve the criminal law process.

Lakefield College School prides itself on being a community built on trust, mutual respect and honesty. The foundation of this unique community is seriously jeopardized by actions such as trafficking or using drugs as they breach the school's fundamental values.

### **Searches**

Lakefield College School reserves the right to search any locker, room, car, or other personal belonging, with reasonable cause. In such instances, the school will endeavour, whenever possible, to have the student present during any search. Searches will always be conducted by a staff member and one other witness.

Canine units of the local O.P.P. or Peterborough City Police may be randomly used throughout the year, with reasonable cause and whenever requested by the school.

### **Prescription Drugs**

The sharing or unauthorized use of prescription drugs is strictly prohibited and illegal in the province of Ontario. Anyone found unlawfully using or distributing prescription drugs will be held accountable in accordance with the same policy as "other illegal drug" use and distribution.'

### **Drug Testing**

The school reserves the right to test any student for drugs who has previously been involved with illegal substances. Should the school determine that drug testing is required, any such testing will be random and will be processed through the Health Centre. Parents will be responsible for any additional charges and both the student in question and the parents will be informed of all results.

### **Incidents with the Law**

Students who at any time during their enrollment at Lakefield College School, become involved in a serious instance with the law, or, at the discretion of the Head of School are seen to pose a potential risk to themselves or others in terms of health, safety and harassment, will be liable for school suspension or expulsion.

# Getting “The Grove” – Frequently Asked Questions

## Why is the school called The Grove?

Lakefield College School’s nickname, “The Grove”, derives from the beautiful grove of trees located outside of the Head of School’s residence.

The Grove is a caring and compassionate community that believes every one of its members can make a positive difference in the world. It is a place of hope, support, joy and pride.

## Does the school have a cheer?

Yes. “G-R-O-V-E” is chanted and repeated three times, getting louder each time, concluding with a loud “GROVE!” at the end.

## How can I become part of this community as quickly as possible?

It may take a while for new students to figure out the school and all of its idiosyncrasies, but once a student gets “in The Grove” it never leaves your system. New students are encouraged to get involved, take risks and extend themselves to try new things and meet new people.

## Who can grant leave?

A Head of House grants overnight leave only after the proper leave process has been followed by the student. A student may be declined the opportunity to have leave if they have not earned this privilege (i.e., room not clean, academic or social concerns, etc.).

## Whom do day students contact to invite boarders to my house?

It is always appreciated when boarders are invited to day students’ homes. Please contact the boarding student’s Head of House to begin this process on the Thursday evening prior to the weekend of the sleep over. Boarding students are not permitted overnight leave on the weeknights.

## How do I contact my child? What time is appropriate?

In the event of an emergency, parents can call the school number at any time to contact their child(ren).

Parents should not call their child(ren) on their cell phones during the school day (8:30 a.m. - 5:30 p.m.), during study (7:00 - 8:45 p.m.) or after their child’s curfew (*see Daily Schedule on page 7*).

## **When can students return to campus after breaks?**

House staff resume duty at 6:00 p.m. on the day of a return from break. Boarding students should not return to campus until this time and should be back on-campus by 9:00 p.m. The Dining Hall is not open on the evening of a return from break.

Students whose unique travel arrangements dictate the need for an alternative return time should reach out to the LCS travel coordinator ([travelrequest@lcs.on.ca](mailto:travelrequest@lcs.on.ca)).

## **Who do I contact to find out information about student travel for breaks?**

Student travel information is located in the school's Quick Reference Guide, which is posted on the school's website (under Quick Links). Further travel information can be requested through the travel form online at [www.lcs.on.ca/travelform](http://www.lcs.on.ca/travelform) or to [travelrequest@lcs.on.ca](mailto:travelrequest@lcs.on.ca).

## **Who can I turn to in my time of need?**

There are many staff and students who are willing and able to help a student get "in The Grove." Here are some ideas of who to contact if you need support or assistance:

- If you have a question, ask your Head of House, Advisor or Associate Faculty. If you need medical support, speak to the Health Centre staff.
- If you need academic support, contact your Advisor.
- If you need to speak to someone confidentially, reach out to our Health Centre staff or another member of our counselling team.
- If you need help with your academic subjects, go to extra help Grove Time and talk to your teachers. If you want to learn some tricks for survival at LCS, speak to senior students.
- If you want to figure out how the school operates, ask your Director, School Life or Head of School.
- If you want to make a friend, be a friend to others.

***You will soon realize that being a member of Lakefield College School is to be a part of a close and caring family. Make the most of your time at the school. Before you know it, you will be graduating and bidding farewell to your Grove.***

