

## LOYALIST COLLEGIATE AND VOCATIONAL INSTITUTE



Principal:	Ms. Anne Marie McDonald
Vice-Principal:	Ms. Jen Grasse
Vice-Principal:	Ms. Sheri Jones
Vice-Principal:	Mr. Bob Seitz
Office Manager:	Ms. Laura Varrette
Head Custodian:	Mr. Ron Pettitt
Superintendent:	Mr. Andre Labrie
Trustee:	Mr. David Jackson
School Council Chair:	Ms. Sabena Islam
Main Office:	613-546-5575
Attendance:	613-546-2050 extension 341 or Press 7
Fax:	613-546-0177
Address:	153 Van Order Drive, Kingston, Ontario K7M 1B9
E-Mail:	<a href="mailto:locvi@limestone.on.ca">locvi@limestone.on.ca</a>
Website:	lcvi.limestone.on.ca
Twitter:	@LCVI_LDSB
Board Office:	613-544-6920

Our school is one that is inclusive, celebrates diversity and our students' successes. We seek an active partnership with parents and guardians to support student learning. We are passionate about student learning; fairness and compassion ensure that we treat everyone with the highest regard. The vision at Loyalist revolves around the concept that we believe in **taking care of ourselves, each other, and our school**. We want to ensure that our school is a respectful, safe and healthy place for all students to grow emotionally, socially and academically.

### *An Invitation to all Parents and Guardians*

All School Council meetings are open to the public and we encourage you to be an active participant. At the Secondary School level, the focus of School Council is directed away from fundraising and is dedicated to providing education information relevant to your teenagers' life. We welcome any of your suggestions for presentation topics at School Council. For further information, please visit the School Council portion of our website.

**PARENT AND GUARDIAN ENGAGEMENT****How you can help your child succeed.**

Being involved is important, but of all the types of parent engagement, learning at home has the biggest impact on student achievement. Why you should be engaged in your child's learning: The success of our students is our common goal. The support of parents and guardians and the community is significant in helping to achieve that success. When parents and guardians are engaged in their child's learning, students do better in school and everyone benefits. Parents and guardians find it easier to help their child learn. Teachers and Principals are better supported and enjoy positive relationships with parents. *For more resources, please visit the Board website and click on "For Parents".*

The following pages of information are taken from the Student Agenda. They are written to the student but are a good reference for you as the parent/guardian.

<b>DAILY SCHEDULE</b>	
<b>PERIOD 1</b>	<b>8:20-9:35</b>
<b>Break</b>	<b>9:35-9:42</b>
<b>PERIOD 2</b>	<b>9:42-10:57</b>
<b>PERIOD 3</b>	<b>10:57-11:57</b>
<b>PERIOD 4</b>	<b>11:57-1:12</b>
<b>Break</b>	<b>1:12-1:19</b>
<b>PERIOD 5</b>	<b>1:19-2:34</b>

**ECCLESIA**

Ecclesia is your **student government** and its members are your representatives. Ecclesia supports in school events such as Leadership Camp, Grade 9 Orientation, spirit days, dances and other school wide events. We coordinate student fundraising initiatives for various charities, and for distribution to extracurricular clubs and events. Ecclesia meets every Tuesday at lunch and meetings are open to all students. Student Activity cards are sold by Ecclesia and provide picture identification and valuable discounts at local stores. **They are required for all students participating in extra-curricular clubs, athletics & activities at LCVI.**

**Suggested extra-curricular activities:**

Badminton	Rugby	Alpine Skiing	Curling
Track & Field	Band	Soccer	Golf
Multicultural Club	Best Buddies	Drama/Improv	Spirit Committee
School Reach	Cross Country	Volleyball	Me to We Club
Yearbook	Football	Basketball	Evening of the Arts
Academic Contests	Field Hockey	Musical/Plays	Technical Crew
Ecclesia (Students' Council)	Pancakes & Politics	Chess Club	Robotics
Swim Team	Yearbook	LCAC	GSA
Arts Council	Jazz Club	Anime	Concert Band
Chamber Strings/Choir	Social Justice Committee		United Way Garage Sale

**DAILY ATTENDANCE ROUTINE**

**ATTENDANCE**

If you are going to be absent or late arriving, your parent or guardian must contact the attendance office at 546-2050 ext 341 (or press 7) and leave a message, 24 hours a day/seven days a week. If you are over 18, contact the school yourself, prior to 8:30 a.m. Students with unexplained absences may be assigned a detention.

Your attendance will be taken each period and reported to the office. As with all classes, it is important that you are on time. If you arrive late, please do directly to your class and sign the classroom late log. If you arrive with parental approval, please sign in at the Attendance Office upon arrival.

**LATE LOGS**

When you arrive late for class you must sign the late log. Your teacher will discuss the late arrival with you after reviewing the log. After five late arrivals, students could be referred to administration and asked to serve a detention to make up for missed time. This will occur each time you are now late for the given class. Persistent lateness will result in further consequences as outlined in the Code of Behaviour. Late blitzes will be run on a random basis. On the given late blitz day, students will be automatically referred to administration if late for that class.

**SYNREVOICE**

LCVI has an automated call home system for attendance and school-wide announcements. It calls out at 5:30 p.m. It will contact your primary phone number. Parents/Guardians may change the number or ask to be notified by email by contacting the Attendance Office or by updating the student demographic sheet sent home the first week of school (unless you are over the age of 18, in which case this information can be changed by you).

The automated phone system allows you to provide an immediate response to the absence notification, as well as giving you instructions on how to follow up directly with the school if needed.

**Notes for Parents**

1. **You may request a PIN number that must be entered in order to hear the automated attendance message thus ensuring that the message is delivered to the parent/guardian.**
2. **The system will not leave a message on answering machines that require more than 3 rings before answering.**

**SIGN OUT**

When you leave the school during the school day, **you must sign out at the attendance office.** If you are under 18, the attendance secretary will contact your parent/guardian to get their permission for you to leave, to assist them in making arrangements to get you home. Students are encouraged to make appointments outside of school hours. However, if you know ahead of time that you will need to leave early (e.g. dental appointment), present a note of explanation to the attendance secretary before classes start in the morning so that she may record this for the teachers' attendance print-out. You must leave the premises at the time your sign-out goes into effect.

If you are at school, you may not sign out, or have your parent sign you out, to another part of the building or activity. You must be in your regularly assigned schedule or related, teacher-approved activity. If you are 18 years of age or older, you are to follow the same routine; you contact the attendance secretary yourself. If you fail to do so, you will be considered truant.

**EXTENDED ABSENCES**

If you know you are going to be away from school for three or more days for reasons other than medical concerns, you must have your **parents complete an Extended Absence Form.** This form will allow the school and your family to outline an educational plan for the time that you are away, and requires the signature of the principal. This form can be found in the main office. Upon your return, you may be required to meet with a member of the student success team to ensure that you have completed the educational plan outlined on the prolonged absence form. Prolonged absences of more than two weeks may require a change to your timetable, and should be avoided if at all possible.

**MISSED SUMMATIVE ASSIGNMENTS AND TESTS**

Students who are ill on the day of a scheduled summative task should be sure to have their parent/guardian call the school by 8:30 a.m.

**EXAMINATION POLICY**

Examinations are held in the last two week of a semester. Students must write examinations at the scheduled times. The only exceptions will be conflicts in the schedule, or medical reasons verified by a doctor's certificate, or a court order. **Students must not make any plans or travel reservations which conflict with the examination time period.** Student are informed at the beginning of the school year of the exact dates of the examination period. Audio aids or laptop computers are not permitted in examinations except where students are accommodated through Learning Program Support (LPS).

**GENERAL INFORMATION****BUSING**

Students who live more than 3.2 kilometres from LCVI are bused by Tri-Board Student Transportation (yellow buses). All secondary students have access to free Kingston Transit bus passes. Students travelling from the QECVI area can take routes 2 / 16 / 701. Routes 2 and 701 drop students at the Transfer Point at the Kingston Centre (650 m walk). Route 16 drops students at 125 Van Order Dr., a 110 m walk to LCVI. Take Route 702 going home.

**ACQUIRING TEXTBOOKS**

All textbooks will be issued to you during the first week of school. You are responsible for the care of all books issued to you. If you lose or damage any text or library book, payment for the replacement cost of the book(s) will be required. Textbooks will be assigned the first week of each semester by the classroom teacher. Grade 12 Students must provide a post-dated cheque dated **February 16, 2018** in order to obtain textbooks. This cheque will only be cashed (with advanced notice) in the event that the textbooks are not returned to us.

**STUDENT CARDS**

Student cards are required by all students. There is a fee of \$5.00. Student cards will be available after student photos are taken and are sold by Student Council.

**RETURNING TEXTBOOKS**

All textbooks are to be returned before or immediately following your final semester exam. Textbooks are to be returned to the Library staff only.

**LOCKS AND LOCKERS**

Lockers will be assigned by home form teachers the first week of school. Each home form will receive a bank of lockers near their classroom for students to choose from. Returning students should bring their lock from last semester to use. If a student does not have a lock they may pick one up in the main office. A deposit of \$8.00 is required. A refund is issued when the lock is returned in working condition. Only school issued locks are permitted to be used.

**SECURITY**

Students are reminded not to store valuable items or cash in lockers. While theft is not a common occurrence, it is upsetting to lose items in this fashion. Also, do not share locker combinations with other students, as sometimes this information could get passed on to additional parties.

**POSTED MATERIALS**

Posters or visual displays should not violate any aspect of our Human Rights Education Policy or be offensive to others in the school. Likewise, graffiti which is written or scratched into lockers are acts of vandalism and will be treated accordingly.

**LOST AND FOUND ARTICLES**

Articles that are found should be turned in at the Main Office or the gym area from where owners may retrieve them. If you lose an article, you are advised to consult the teacher who supervised the classroom from which the article was lost. Speak with a Vice-Principal and the Head Custodian immediately. Later, check the "Lost and Found" at least twice. If you believe that an article of yours has been stolen, inform the Vice-Principal **immediately** to improve your chances of recovering the property and to complete a report form.

**Cell Phone and Electronic Communication Devices**

Class should not be interrupted by students to make or receive communication on a personal device. It is an unnecessary distraction that detracts from the learning environment. Cell phones and similar types of communication devices are to be turned off and put away **during class time**. Students may use their cell phones in the school during break times (between classes and at lunch). Cell phone use is not permitted in the library.

Misuse of electronic communication devices could result in the confiscation of the device. The cell phone or electronic device may be given to a vice-principal and stored in the school vault for the duration of the day or may be kept for parent pick-up. Repeat offenders will be referred to a vice-principal and may result in loss of cell phone or electronic device privileges.

**BRING IT**

The Bring IT (Information Technology) initiative allows students to use many of their own technology devices in their classrooms to support and enhance their learning. Schools are now able to incorporate the use of such items as laptops, iPads, netbooks and tablets with browsing capabilities for educational purposes. Students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment and will continue to be fully supported in the instructional process. The BringIT initiative is designed to support and enhance student learning in areas like collaboration, critical thinking, engagement, independent learning and experiential learning.

**PARKING**

There are two parking lots for cars; one on the south side, and one on the north side of the school. Parking in the school lot is a privilege that will be denied or taken away if driving behaviour on school property warrants it. Sitting in your car during the school day and or **smoking in your car in the parking lot is prohibited**. The school is not responsible for loss, damage or stolen property in the parking lot.

**BICYCLES, IN-LINE SKATES AND SKATEBOARDS**

We encourage students to pursue healthy active lifestyles. Using a bicycle, skateboard, or in-line skates is healthy choice for you, and for the environment. Bicycles must be secured to the bicycle racks located at various points around the school. These racks are located in view of security cameras. Skateboards and in-line skates must be carried into the school and stored in student lockers. The school is not responsible for loss, damage or stolen property.

**MOTORCYCLES**

Motorcycles shall be parked on the south side of the school on the cement to the right of the south-west entrance.

**VISITORS TO THE SCHOOL**

Students are not permitted to have guest visitors. This is for everyone's security and safety. Parents/Guardians visiting the school should use the Main Entrance and check in with the Main Office.

**ACCIDENTS**

Any accident, no matter how minor, should be reported to the supervising teacher of a class. Each accident resulting in an injury must be reported to the Main Office immediately and an accident form completed by the teacher in charge. If you observe any unsafe conditions or hazards, report them to the Main Office immediately.

**ASSEMBLIES**

There are several assemblies for such purposes as conveying important information to students, providing educationally significant experiences, and promoting school groups and activities. Attendance is mandatory, unless previously excused, and students are expected to exhibit responsible, courteous behaviour. Failure to do so will result in a referral to the administration and a possible loss of privileges.

## ASSESSMENT, EVALUATION, AND REPORTING

### TYPES OF ASSESSMENTS

TYPES OF ASSESSMENT	HAPPENS...	IS IMPORTANT BECAUSE IT...
Diagnostic Assessment	at the beginning of a learning cycle or unit.	helps to determine what you already know to assist teachers in planning what you need to learn.
Formative Assessment	throughout a learning cycle or unit.	doesn't factor into grade determination. prepares you for summative assessment.  may not include a grade, but takes the form of specific feedback offering next steps related to the learning goal.
Summative Assessment	at the end of a learning cycle or unit.	is used to determine your grade.  provides feedback on your level of achievement of the course's overall expectations.

### REPORTING SCHEDULE

When	What	Why	Importance
After 6 or 7 weeks of term	early report	encourage goal setting about achievement and learning skills	tells you and your parents right away how things are going.
in the middle of the semester	mid-term report	let's everyone know how the overall expectations are being achieved so far	allows you to see exactly how things are going so far
end of the semester	final report card	indicates achievement of all the overall expectations if your grade is below, 50% you will receive a coded ; comments will explain the grade	communicates what your next steps should be (if you are below provincial standard, you need to think about what your next steps should be in that subject area.

**Term Work:** 70% of your grade will be based on summative assessments conducted throughout the course. It is critical that you complete summative assessment tasks to ensure that your teachers have adequate evidence of your learning for grading purposes. Teachers assign a limited number of them, so it is important that you complete all of them to demonstrate to your teacher what you have learned. Refer to your course outline for a tentative list of summative tasks in each of your subjects. Failure to complete all of the summative assessment tasks may result in the loss of the credit.

**Final Summative Assessment(s):** 30% of your grade will be based on final summative assessment(s). This will be in the form of an examination, culminating activity and/or method of assessment(s) suitable to the course content and delivery. This will usually be administered during the last two weeks of the semester. Please see **EXAMINATION POLICY** on page 5.

## ACADEMIC INTEGRITY

### ACADEMIC HONESTY

Academic honesty is a core value at LCVI. Assignments are designed to in part to practice how to be honest in presenting academic research and analyses. Your teachers will help you plan your work. If you find that you require assistance in order to complete the assignment properly, see your classroom teacher well in advance of the due date. Your teacher can help with setting a reasonable timeline to complete an assignment, strategies to do your research and write your final submission. Remember when you do research, you must cite all sources. See the information at the end of this section for citation rules and methods. In addition, your teacher, teachers in Student Success, and the Teacher Librarian (Ms Smith) can help you with your citations.

If you submit work or parts of work that is not your own, you have not shown that you can demonstrate the curriculum expectations. In the case of independent research, if you submit work without telling where you found the information, it is plagiarism. Plagiarism is academic theft and is treated with the utmost seriousness.

## SCHOOL MOTTO AND CODE OF BEHAVIOUR

The motto at LCVI is “**take care of yourself, take care of each other, and take care of this place**”. The Code of Behaviour explains the expectations of the school. These expectations exist to ensure that we follow the motto. What does the motto mean?

### **Take Care of Yourself**

We encourage each person to do his or her very best, and to act in a civil and respectful way.

### **Take Care of Each Other**

We celebrate our differences and work together to make the school a positive and welcoming place to work and learn.

### **Take Care of This Place**

We work together to ensure that the school itself is clean, safe and comfortable for all.

*We want to ensure that our school is a respectful and safe place for all students to grow emotionally, socially, and academically while pursuing a healthy lifestyle. We will help our students make appropriate choices through the use of progressive discipline. We will help you to meet the expectations. Where your actions are inappropriate, depending on the severity, and impact on the school, some cases will require a disciplinary response through LDSB policies and procedures.*

## ONLINE TOOLS, WEBSITES, AGENCY NUMBERS & ANTI-BULLYING RESOURCES

### Career Directions, Scholarships and Bursaries/College and University Programs

Ministry of Education: [www.edu.gov.on.ca](http://www.edu.gov.on.ca)

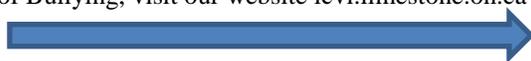
[www.myblueprint.ca](http://www.myblueprint.ca) Activation code: loyalistcvi

[www.careercruising.com](http://www.careercruising.com) username: limestone password: 20090

*For a list of helpful websites, please go to [lcvi.limestone.on.ca](http://lcvi.limestone.on.ca) under student services.*

### Anti-Bullying Resources

To report an incident of Bullying, visit our website [lcvi.limestone.on.ca](http://lcvi.limestone.on.ca) and click on this icon.



Click to Report  
An Incident of Bullying

- [www.bullyingcanada.ca](http://www.bullyingcanada.ca) This website has been created by youth from across the Country!
- [www.endbullyingtoday.com](http://www.endbullyingtoday.com) Subscribe to the free monthly newsletter.
- [www.o2.co.uk](http://www.o2.co.uk) An excellent site for parents with ideas on how to talk to kids openly about the risks of internet and cell phone use.

Other Resources:

Sexual Health Clinic	613-549-1232 x 213
Breathe Free	613-549-1232 x 333
Dial-a-Dietitian	613-549-1232 x 224
Street Health Centre	613-549-1440
Alcoholics Anonymous	613-549-9380
Al-Anon Family Groups	613-384-2134
Talk (Telephone Aid Line Kingston)	613-544-1771
Kids Help Phone	1-800-668-6868
KAIROS – Rehabilitation Program	613-542-6559
Child Abuse – Children Aid Society	613-542-7351
Sexual Assault Crisis Centre	613-544-6424
Lennox & Addington Addiction Services	1-800-420-9734
Kingston Community Counseling Centre	613-543-7850
Frontenac Community Mental Health	613-544-4229
NEDIC (National Eating Disorder Information)	613-547-3684
HARS HIV/AIDS Regional Services	1-800-565-2209
K F L & A Health Unit	613-549-1232
Pathways for Children and Youth	613-546-1422 or <a href="http://www.pathwayschildrenyouth.org">www.pathwayschildrenyouth.org</a>
Youth Addiction Assessment Service through PAL	613-531-9359
Parent Action on Drugs	<a href="http://www.parentactionondrugs.org">www.parentactionondrugs.org</a>

## WHERE TO TURN?

Consult the chart below if you have a question or a concern. See **Student Services** if your question or concern is not on this chart, and they will be pleased to help you.

QUESTION OR CONCERN	WHERE TO TURN
<input checked="" type="checkbox"/> Need general information about messages, daily announcements, handouts, lockers or appointments with the Principal or a Vice-Principal?	The Main Office, located to the left of the main entrance. Call 613-546-5575 or visit our website at <a href="http://lcvi.limestone.on.ca">http://lcvi.limestone.on.ca</a>
<input checked="" type="checkbox"/> Need to sign in or out? <input checked="" type="checkbox"/> Need to explain absences of any kind? <input checked="" type="checkbox"/> Need to get handouts if you have a first period spare?	The <b>Attendance Office</b> , located directly across from the Main Office.  613-546-2050, extension 341, 24 hours a day, 7 days a week.
<input checked="" type="checkbox"/> Need information about academic, personal and career counselling, appointments with a Public Health Nurse, referrals to outside agencies and other professionals, information about community services hours, exchanges, employment opportunities, post-secondary planning?	Student Services, located adjacent to the Main Office. Sign up for an appointment in the Student Services office or call 613-546-5575 ext. 303 for an appointment.
<input checked="" type="checkbox"/> Having difficulty in class? <input checked="" type="checkbox"/> Need some help with school work? <input checked="" type="checkbox"/> Need help with homework? Need a tutor?	You are encouraged to speak to your teacher about difficulties, or contact the Lead Student Success Teacher (Room 108), Learning Program Support (Room 110) or Student Services.
<input checked="" type="checkbox"/> Need help with research or a quiet place to study?	<b>Library Commons</b> , entrance under the stairs in the main foyer Open from 8:00 a.m. until 3:00 p.m.
<input checked="" type="checkbox"/> Need information about dates, events, school teams and clubs?	<b>Visit: <a href="http://lcvi.limestone.on.ca">lcvi.limestone.on.ca</a></b> See your home form teacher, athletic board, the announcement board or school website.
<input checked="" type="checkbox"/> Need to use a telephone?	<b>Come to the Main Office</b>
<input checked="" type="checkbox"/> Need a meal or a snack?  <input checked="" type="checkbox"/> Forgotten your lunch?	Cafeteria, open daily for breakfast/lunch and break (full lunch available for \$4 or less). Debit machine is available. Or, go to the Lancer Lair before period one for breakfast and at the <b>beginning</b> of lunch.
<input checked="" type="checkbox"/> Need information about buses? <input checked="" type="checkbox"/> Is your bus cancelled today?	Come to Student Services visit <a href="http://www.triboard.on.ca">www.triboard.on.ca</a> or follow us on Twitter

**PARENT-TEACHER INTERVIEWS - Do's and Don'ts-Tips for Parents**

Parent-teacher interviews are a valuable tool to help you and your student's teachers work together for your student's school success. Parent-teacher interviews are short face-to-face sessions arranged by the school one evening per semester.

**Before the interview:**

- ◆ Do read your student's report card.
- ◆ Do ask your student to predict what the teacher will say.
- ◆ Do determine what you need from the interview to support your student.
- ◆ Do make notes about what you want to ask the teacher or any concerns you may have about your student.

**What to bring:**

- ◆ Do bring your student with you to the interview.
- ◆ Do bring your notes.

**The Interview:**

- ◆ Do introduce yourself to your student's teacher.
- ◆ Do ask about your student's strengths.
- ◆ Do ask if there are things your student is reluctant to try right now and discuss what supports he/she needs.
- ◆ Don't ask your student's teacher to compare your student to other students in the class.
- ◆ Do share knowledge and experience about your student and ask if there are things you could do at home to help him/her get even more out of school.
- ◆ Don't hesitate to make notes while the teacher is talking so that you will remember what he or she said once you get home.
- ◆ Do ask about the best way to contact the teacher if you have additional questions.

**After the Interview:**

- ◆ Do keep in regular contact with the teacher to follow up on the mutually agreed plan.
- ◆ Do talk to your student about what was discussed and how you and the teacher will work together at improving your student's learning.
- ◆ Do schedule another appointment with your student's teacher if you have additional questions or concerns.

**Discussing Report Cards with your Student:**

- ◆ Do talk about learning skills and work habits as key factors contributing to success in school, work and life.
- ◆ Do focus on areas of strength that you see in the report card.
- ◆ Do ask your student to identify things they would like to improve and set specific goals