

# Lake City Secondary

Student Handbook  
2024 - 2025



*Information in the LCSS School Handbook may be subject to change at any time.*

## School Calendar 2024 - 2025

- Sept. 02 Labour Day Stat Holiday (School Closed)  
03 Planning /Administration Day (Students do not attend) / Staff Meeting  
04 First Day of School (Shortened by 2.5 hours; 8:45 -11:15)/ Staff Meeting  
05 Regular classes begin  
11 School Photos  
16 PAC Meeting – 6pm LCSS Library  
17 Staff meeting, 3:30-4:30pm  
23 Non-Instructional Day (Pro D Day #1, Students do not attend)  
30 National Day of Truth and Reconciliation (School Closed)
- Oct 03 Student photo retakes  
08 Staff Meeting, 3:30-4:30 pm  
14 Thanksgiving Day Stat. Holiday (School Closed)  
23 Parent-Teacher Night, 5-7 pm  
25 Non-Instructional Day (Pro D Day #2, Students do not attend)  
28-31 Provincial Assessments
- Nov 01-05 Provincial Assessments  
08 Remembrance Day Assembly  
08 Term 1 Ends (43 days)  
11 Remembrance Day Stat Holiday (School Closed)  
12 Term 2 Begins  
12 Staff Meeting, 3:30-4:30 pm  
13-14 Early Dismissal Days (2:16 dismissal)  
15 Report Card Marks Due to the Office  
21 Report Cards Home (Report Card #1)  
25 Non-Instructional Day (Pro D #3, Students do not attend)
- Dec. 10 Staff Meeting WL Campus, 3:30-4:30 pm  
20 Last Day of School before Christmas Break  
23-31 Winter Break (School Closed)
- Jan. 1-3 Winter Break (School Closed)  
06 School Re-opens  
06-12 Grad Photos  
13-24 Provincial Assessments  
14 Staff Meeting, 3:30-4:30 pm  
31 Semester #1 Ends (91.5 days)/ Term #2 ends (48 days)

Feb	03	Semester #2 Begins / Term #3 Begins
	07	Report Card Marks due to the office
	10-11	Grad Photo Re-takes
	11	Staff Meeting, 3:30-4:30 pm
	13	Report Cards Home (Report Card #2)
	14	Non-Instructional Day (Pro D Day #4, Students do not attend)
	17	Family Day Stat Holiday (School Closed)
Mar	11	Staff Meeting, 3:30-4:30 pm
	12	Parent-Teacher Night, 5-7 pm
	14	Last Day of School before Spring Break
	17-28	Spring Break (School Closed)
	31	Classes resume after Spring Break
Apr	07-10	Provincial Assessments
	08	Staff Meeting, 3:30-4:30 pm
	11	Non-Instructional day (Pro D Day #5, Students do not attend)
	18	Good Friday (School Closed)
	21	Easter Monday (School Closed)
	23-24	Early Dismissal Days (2:16 dismissal)
	25	Term 3 Ends (46 days)
	28	Term 4 Begins
May	08	Report Cards sent home (Report Card #3)
	13	Staff Meeting WL Campus, 3:30-4:30 pm
	19	Victoria Day Stat Holiday (School Closed)
June	02-13	Provincial Assessments
	10	Staff Meeting, 3:30-4:30 pm
	13	Graduation Ceremony 2025
	14	Dry Grad Events
	23	Report Card Marks due to the Office
	24	Year End Awards Ceremony
	26	Term 4 Ends (43 days) /Semester 2 Ends (89 days)
	26	Last Day of School before Summer Break / Report Cards Home
	27	Planning/Administration Day



# 2024-2025

## Lake City Secondary Planning Calendar

September '24						
S	M	T	W	T	F	S
1	STAT	Admin	1/2 Day	5	6	7
8	9	10	Photos	12	13	14
15	16	17	18	19	20	21
22	Pro D	23	24	25	26	27
28	29	STAT	30			
						16.5

October '24						
S	M	T	W	T	F	S
		1	2	Retakes	4	5
6	7	8	9	10	11	12
13	STAT	14	15	16	17	18
19	20	21	22	5-7pm	Pro D	25
26	27	28	29	30	31	
						21

November '24						
S	M	T	W	T	F	S
					Prov. A.	2
3	4	5	6	7	8	9
10	STAT	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
						19

December '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						15

January '25						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						20

February '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
						18

March '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					11

April '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						19

May '25						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31
						21

June '25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						19

- Early dismissal by 1 hour
- Staff Mtgs
- RCM - Marks Due to Office
- Provincial Asse
- Statutory Holidays/Vacation
- Term/Sem Ends
- Picture Days
- Parent-Teacher Night 5-7pm
- Professional Development/NIS

# Lake City Secondary Daily Schedule

<b>Times</b>	<b>Block Rotation</b>
<b>8:45 – 10:05</b>	<b>A</b>
<b>10:05 -10:15</b>	<b>BREAK</b>
<b>10:15 – 11:35</b>	<b>B</b>
<b>11:35 – 12:25</b>	<b>LUNCH</b>
<b>12:25 – 1:45</b>	<b>C</b>
<b>1:45 – 1:55</b>	<b>BREAK</b>
<b>1:55 – 3:16</b>	<b>D</b>

## **Lake City Secondary Early Dismissal Schedule (November 13, 14 & April 23, 24 only)**

<b>Times</b>	<b>Block Rotation</b>
<b>8:45 – 9:50</b>	<b>A</b>
<b>9:50 – 10:00</b>	<b>BREAK</b>
<b>10:00 – 11:05</b>	<b>B</b>
<b>11:05 – 11:55</b>	<b>LUNCH</b>
<b>11:55 – 1:00</b>	<b>C</b>
<b>1:00 – 1:10</b>	<b>BREAK</b>
<b>1:10 – 2:16</b>	<b>D</b>



## **Welcome to Lake City Secondary**

At Lake City Secondary we are proud to offer a variety of courses and activities that will ensure all students have many opportunities to succeed and enjoy school. We are a Grade 10-12 school and offer a wide array of courses to meet all student's graduation requirements. Please note, that some electives take place at Columneetza Junior Secondary including French Immersion, Auto Mechanics, Metal Work, Power Mechanics, Drafting, Coding and Robotics and some Art. We look forward to an exciting year and hope students take advantage of all the great things we can offer.

## **School Philosophy**

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

## **Mission Statement**

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

## **School Code of Conduct**

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

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

## General Information

### **Fees:**

In accordance with Ministry of Education policy, there are no course fees per se. However, the school does levy certain fees for goods and services available to students. If payment of any fees causes financial hardship, please contact the school.

### **These fees should be payable by cash or cheque to Lake City Secondary School:**

Please pay all fees once advised to do so. Fees must be paid to attend events and/or get credit for courses.

Grad Fee -- \$140 (\$60 for ceremony fee; \$80 for Dry Grad fee)

### ***Optional***

Yearbook	\$50 – for students who wish to purchase a yearbook
Locks	\$5 - the school sells locks, at cost, for lockers or students can bring their own
Hockey	\$200 – for any students taking Hockey 11 or Hockey 12
EMR Responder) 12	\$150 – for any students taking EMR (Emergency Medical

### **Student Activity Fee:**

There is no student activity fee.

### **Other Fees or Costs:**

In those courses where students undertake project work over and above the basic course work and/or wish to use more expensive or additional material than that provided, students will be charged for the additional costs. (Ex: Woodwork, Metalwork, Auto Mechanics, Textiles, Baking and Cooking).

### **Student Parking:**

Students must drive in a safe manner at all times and observe all signs. Parking privileges may be revoked for unsafe driving or inappropriate conduct in the parking lot. Do not park in the student drop off, or the staff area. ***Students must fill out a student parking form to park in the parking lot. Forms are available in the office.***

### **Counseling Services:**

School counselors, First Nations Support Workers and a Youth Engagement Worker are available to help support students. Students should make appointments for interviews regarding school issues such as course changes or academic advice. Counseling sessions of a personal nature can be made at any time.



### **Student Learning Support:**

Additional help for students is available from the Learning Support staff. Students may be considered for Learning Support either by teacher recommendation or by student/parent/guardian request. Assistance may be short or long-term depending upon the individual's need.

### **Course Changes:**

Most classes are generally full or very near full so changes will only be considered if they are essential to address graduation requirements or specific educational needs. No courses may be added or dropped without counselor consultation, parent/guardian consent and administrative approval. Students in grades 10 and 11 must carry a full course load. Students in grades 12 may be allowed a 'spare' block if they are meeting all graduation requirements and have parent/guardian permission.

### **Lockers**

All students will have access to a locker if wanted. It is the student's responsibility to provide a combination lock with the combination given to your homeroom teacher. Lockers must be emptied at the end of the year or when a student withdraws from school during the year. The lockers are the property of the school, and the administration reserves the right to access a locker at any time if deemed necessary. Please keep your locker locked, clean and free of graffiti/stickers. Do not give your combination to other students. Do not move lockers without approval from administration. The school will not assume responsibility for lost or stolen items.

### **Library:**

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

### **Medical Room:**

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

### **Student Dress:**

The key word for Lake City Secondary's dress code is **APPROPRIATE**. Beachwear is not permitted, and footwear must be worn at all times. Students dressed inappropriately or wearing clothing citing any reference to alcohol, drugs, derogatory comments, or sex will be asked to change. Open toe shoes are not permitted in shop classes.

### **Internet Use:**

All students and their parent/guardian sign a Computer/Privacy Consent form. If a student violates the Computer/Privacy Consent parents/guardians will be informed of their child's inappropriate Internet use and internet privileges may be temporarily or permanently suspended. The infraction will be noted on the student's conduct record.

### **Field and Athletic Trips**

Students who are to be absent from their regular classes because of school sponsored travel must receive permission from their subject teachers and ensure that work covered in classes will be made up. Teachers may refuse to give permission for students to travel on school sponsored activities if the student's performance or attendance is a concern. Participation in school sponsored activities is a privilege. While a student is away on a school sponsored trip, he/she is subject to all policies, rules, and regulations of LCSS and School District # 27.

### **Attendance:**

At LCSS we feel regular attendance is a crucial component of academic performance. Students are expected to be on time and attend each and every class. If students are ill or cannot attend for other justifiable reasons, **it is up to the parent or guardian to notify the School**

**Messenger system** at 1 (833) 582-6944, using the phone app or by using the website login (<https://go.schoolmessenger.com>). All undocumented absences will be considered unexcused and may result in consequences. If students miss approximately 20 classes in any one course, their file will be reviewed by administration which could result in their withdrawal from the class.

### **Absences /Punctuality:**

Regular attendance is necessary for success in school. However, we understand that things come up that cannot be helped which require a student to be away from class. When excused absences happen, students are required to work with teachers to make up missing work. Teachers and administration will work with students to solve attendance issues; however, unexcused absences may lead to disciplinary actions if students continually miss classes or are continually late without reason.

Students who are boarding in town that miss classes excessively may have their file reviewed for potential loss of boarding allowances.

The following is a chart listing the difference between excused and unexcused absences:

<b>Excused Absences</b>	<b>Unexcused Absences</b>
Student Illness	Sleeping-in
Medical/dental appointment	Went out for lunch
Death in the family	Transportation issues
School sponsored trips	Tired
Family emergency	Friend had an "issue"
Personal safety issues	Missed bus to other campus
Pre-arranged family trip	Away for any reason not considered excused

### **Extended Absence Policy:**

If your child will be missing school for an extended period of time due to trips, illness or injury please provide notification to each teacher as soon as possible so an appropriate course of action can be developed to support your child while they are away.

### **The “Dos” of Attendance:**

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

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

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

**Do** have your parent/guardian phone the school before 9:00 a.m. when you are away.

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

**Do** make appointments after school hours if at all possible (driver’s test, haircuts, etc).

**Do** be on time for class. If unavoidably late, sign in at the office.

*You may be asked to provide a parent/guardian note to explain absences and lates.*

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

**Hallway “Occupation”:** Students are expected to obtain their class supplies from their lockers before class begins and not during class time. If a student leaves a class, teacher permission is required and they must take a hall pass with them, students are reminded to be quiet and considerate of other classes in session, and to be as quick as possible. Senior students who have a study period are to work in the Library or off site – no hanging out in the parking lot or wandering halls. If found loitering, students will be asked to move to the aforementioned areas. Persistent disruptiveness will result in disciplinary action.

**Washroom Use:** Washrooms are not for ‘hanging out’ in. Students are expected to use the washrooms for the intended purpose only and not for visiting, eating lunch, vaping or just hanging with friends.

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

Lake City Secondary is an Open Campus. This means students may leave campus at lunch time. If a student is leaving the school at any other time during the day, they are to sign in/out at the office and inform the secretary upon departure and arrival back at school.

### **Cell Phones and other Devices**

Ideally, students will not bring cell phones or other electronic devices to school at all but students are permitted use of their cell phones before and after school and during breaks. Cell phones are not permitted to be used in class and need to be turned off and out of site. Inappropriate cell phone use will be dealt with first by the teacher and subsequent misuse may be referred to the office. Most classrooms have ‘cell phone lockers’ where students can store their phone in a safe location.

### **Tobacco Products:**

Lake City Secondary is a "Tobacco Free" school. Students are not permitted to smoke, vape or chew tobacco on school property. **All smoking products, including vapes, will be confiscated and disposed of if found in violation of school policy.** Repeated offences will result in escalating discipline from the school.

Vaping in school washrooms has become an issue recently. Students who are vaping in washrooms will have their vape confiscated and will be suspended from school.

### **Alcohol or Drugs:**

Any student caught under the influence or in possession of drugs and/or alcohol at school or at any school function will face disciplinary action.

### **Weapons:**

The possession or use of weapons at school will result in disciplinary action. Such weapons may include but not be limited to knives, firearms, laser pointers, explosives and pepper spray. For students who work ranches and mistakenly brought their working knife to school are asked to contact administration immediately.

### **Harassment and/or bullying:**

Harassment and bullying will not be tolerated at school and could lead to adverse or negative consequences for the victim of harassment or bullying. Under all circumstances, harassing and bullying behaviour is inappropriate and unacceptable and students will be disciplined accordingly. Often the RCMP will often be involved.

### **Appropriate Language:**

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

### **Behaviour on School Buses**

Students are expected to conduct themselves in a courteous manner, obeying all bus rules and instructions from the driver. Bussing is a privilege not a right. **UNACCEPTABLE CONDUCT IN THE BUS LOADING ZONE OR ON A SCHOOL BUS MAY RESULT IN THE LOSS OF BUS RIDING PRIVILEGES OR OTHER DISCIPLINARY ACTION FROM THE SCHOOL.**

### **Cheating:**

Cheating is a serious offence and will be dealt with by the teacher or the administration for repeated offences.

Plagiarism (copying someone else's work and presenting it as your own) or the copying of others' work during tests, assignments, projects or homework is cheating. Using programs such as Chat GPT is also considered plagiarism and will not be tolerated.

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

Once students reach Grade 10, they can expect to have homework on a daily basis. Learning how to manage time is an important life skill. Any student who begins to fall behind in school should discuss the situation with a teacher or counselor.

### **Reporting Procedures:**

During the year, students receive 4 report cards. Teachers will provide monthly updates on student progress or contact home if necessary. Parent- Teacher evenings are held in October and March of each year, specific dates are on attached school calendar. Parents/guardians may telephone the school at any time to arrange a teacher meeting.

### **Assemblies:**

Assemblies occur throughout the year and provide an opportunity for students to experience various cultural activities, to recognize student achievement, or to mark special occasions i.e. Remembrance Day. Some assemblies are attended by all while others are for selected grades or groups.

### **Clubs & Athletics:**

These activities require a commitment of time and energy but are a rewarding part of school life, students are encouraged to participate. Please listen to announcements for the various activities available to students. School teams include: soccer, basketball, volleyball, track & field, rugby, badminton, and more. School clubs include leadership, tech, gaming, fitness and more.

### **Student Voice:**

All students are welcome to become active in the Lake City Secondary Student Voice program. Its focus is to organize and provide worthwhile and enjoyable activities for the entire student body. Announcements are made regarding times and dates of the meetings and functions.

### **Fire Drill & Emergency Evacuation:**

In the event of a fire drill or similar emergency, the school must be cleared quickly and effectively. The safety of individuals and safeguarding personal & public property are major considerations. Quiet, orderly conduct is essential. Go with your class to your Emergency Station area (field or basketball court). Please stay with your class, proper attendance during emergencies is crucial. Six (6) fire drills will be conducted each school year.

### **Lock Down Procedures:**

When the building needs to go into lock down, an administrator will announce lock down over the P.A. system and all staff and students must find the nearest secure classroom and wait behind locked doors until an all clear signal is given. Students must avoid using cell phones. Two (2) lock down drills will be conducted each school year.

# Lake City Secondary Student Code of Conduct

## **School Mission Vision Values**

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

## **Purpose**

Part of ensuring that our Mission can be fulfilled is tied to the conduct of students and staff. The School Code of Conduct sets the standards of behavior expected at Lake City Secondary and provides the information for the basis of behavioral instruction and accountability.

The purpose of the Code of Conduct is to establish and maintain a safe, caring and orderly environment required for purposeful learning. The code provides appropriate balances between individual and collective rights, freedoms, and responsibilities. Also, the Code clarifies and publishes expectations for student behaviour while going to and from school, at school, and while attending school functions or activities at any location. Parents, coaches and involved members of the greater community must adhere to and promote the School's Code of Conduct while acting as ambassadors of the school.

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

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

## **Development and Regular Review**

Annually, the school administration will work collaboratively with school staff, students, and parents to review, adapt, and enhance our existing Code of Conduct to be suitable and appropriate for our ever-changing learners and their needs. Our goal is to reflect current and emerging situations that contribute to school safety.

Our Code of Conduct will be shared and reviewed with schools within the district to ensure consistency across grade levels and with current district policies.

Conduct will be consistently monitored to ensure that the Code of Conduct reflects current and emerging situations and are contributing to school safety through formal and informal behavior data, student, parent, and staff perception, learning community leader meetings, staff meetings, and school-based team meetings.

## **Communicating Expectations**

Student expectations for appropriate behavior will be communicated regularly in classrooms, athletic programs, school clubs, administrator visits, student handbooks, announcements, and

school wide assemblies. The Code of Conduct will be posted in the school, on the school website, emailed to parents and guardians, and highlighted in school newsletters and PAC meetings. Student Handbooks are available at the office and posted on the school website.

Staff members will be provided a copy of the school's Code of Conduct in the Staff Handbook. Temporary staff are provided with a copy of the school's Code of Conduct in the TTOC Handbook.

### **Active Teaching and Promotion of Expectations**

Time will be allotted in the first few weeks of school, and at regular intervals throughout the year, for teachers and administrators to teach and promote school-wide expectations to students. Appropriate behaviour is taught, encouraged, modelled, practiced, and acknowledged, thereby increasing student self-respect and positive social behaviours.

### **Student Rights and Responsibilities**

**All students have rights and responsibilities, these rights and responsibilities include:**

#### **The right to:**

- be treated fairly and with respect and dignity
- be free from discrimination in any form
- be safe
- to a quality educational program

#### **The responsibility to:**

- behave safely and responsibly at all times
- come to school prepared, on time and ready to learn
- show respect for themselves, for others and for those in authority
- refrain from bringing anything to school that may compromise the safety of others
- follow the established rules and take ownership for their own actions

### **Student Expectations**

Students will be expected to conduct themselves in such a way as to help create a culture of trust and security in which they may grow in confidence as a result of their actions and achievements. The school believes that acceptable student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. The following are examples of acceptable behaviour to keep Lake City Secondary a safe, caring and orderly community:

- all students feel safe, valued, and trusted, and have the opportunity to develop, assume and maintain responsibility and self-motivation.
- be a good citizen of the school community both in person and online by contributing positively and refraining from harm to self or others
- abide by school rules regarding personal digital devices

- respecting self, others and the school by contributing to an inclusive and accepting school environment
- acting in a positive, honest and straight forward manner
- all students feel supported without fear of retaliation in reporting unsafe conditions, actions, or potential incidents.
- informing an adult, in a timely manner (in advance if possible) of incidents of bullying, violence, racism, harassment, intimidation or any other act that causes harm to our school community; by-standers are expected to report and prevent such harmful actions.
- ERASE is an online anonymous reporting tool that serves the safety needs of today's students. ERASE is a secure and confidential place for students to share information about anything that concerns them at school. Students do not need to provide their name unless they wish to be contacted. Click to make a report [ERASE](#).
- engaging in purposeful learning activities in a timely manner
- attending school and classes regularly
- students avoid illegal acts such as but not limited to: possession, use or distribution of illegal or restricted substances; possession or use of weapons; and theft of or damage to property
- respecting authority and adhering to classroom, school, and district rules and policies
- there is a joint effort to learn and a feeling of mutual respect among staff, students, and parents
- to be accountable for their behaviour and responsive to reasonable, related and respectful consequences
- expectations for student behaviour increase as they become older and more mature.

All student expectations listed in this Code of Conduct are not exhaustive but are cited as examples.

**Unacceptable Conduct:**

Any behaviours that are in contravention of the student expectations listed above are considered unacceptable conduct.

Students must refrain from lying, cheating and stealing.

Students will be held responsible for damage to school property, including buildings and equipment, whether willful or negligent.

The school has no tolerance for any type of discrimination including racism and gender violence, bullying, threatening, intimidation, harassment, weapons, assaults or the pre-meditation of violence in person or online and may result in immediate discipline and/or suspension.



Possessing or using any type of weapon, explosives, fireworks, firecrackers, tasers, bear/pepper sprays or any other items capable of or intended to be used to threaten, intimidate or cause bodily harm, including fake weapons that can be perceived as real weapons may result in immediate discipline and/or suspension.

Drugs and drug paraphernalia, alcohol, tobacco products, and electronic cigarettes (ie. vapes, dab pens, etc.) are not tolerated or allowed on school property at any time. Students who are under the influence of, possess, use, gift, provide to other students or sell illicit substances will be the subject to appropriate disciplinary action including suspension and their conduct may be reported to the authorities. The school recognizes that some substances may create dependencies that are treatable conditions and strongly encourages students to seek treatment voluntarily and confidentially for substance abuse.

The Lake City Secondary Code of Conduct is aligned with district policies, administrative procedures and the BC Human Rights Code. Lake City Secondary promotes the values expressed in the BC Human Rights Code, respecting the rights of all individuals in accordance with the law - prohibiting discrimination based on, “Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age or lawful source of income of that person or class of persons, or of any other person or class of persons”(BC Human Rights Code).

The school will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the Code of Conduct. Any retribution or threat of retribution by a student/parent towards another student in a breach of the Code of Conduct matter will be dealt with as a highly serious matter, and the student who is being threatened will be protected from the threat with all means available to the school including involvement of the RCMP if necessary.

All unacceptable behaviours listed in this Code of Conduct are not exhaustive but are cited as examples.

### **Consequences for Unacceptable Behaviour**

Any behaviours that are contrary to the student expectations are considered unacceptable conduct may result in progressive discipline including suspensions or expulsion. Disciplinary action, wherever possible, is preventative and restorative, rather than solely punitive.

Disciplinary action is considerate of students with special needs if these students are unable to fully comply with the Code of Conduct due to a diagnosed disability of an intellectual, physical, sensory, emotional, or behavioural nature. When dealing with students, the administrator may adjust the consequence or disciplinary action based partially on the maturity level and/or grade level of the student. Further, what is an appropriate consequence or disciplinary action for a senior student may not be appropriate for a junior student. As school is a place of ongoing learning, the expectations for acceptable behaviour increase for students as they become older, more mature and move through the successful grades. Therefore, students will be expected to

demonstrate an increasing personal responsibility and self-discipline and will receive increasing consequences and restitution for inappropriate behaviour.

When students do not adhere to the Code the Conduct staff will follow a pattern of progressive discipline. Consequences could include, but are not limited to, discussions with students, warnings, mediation, loss of privileges, detentions, attendance contracts, community service, restitution, school-based restorative processes or the community restorative justice program, referral to school Counsellors, Youth Engagement Workers and/or Indigenous Support Workers, referral to community agencies for counselling and/or additional supports, meetings, phone calls and/or letters to parents/guardians, detentions, in-school suspensions, out-of-school suspensions, indefinite school suspensions and up to and including expulsions. In cases of serious breaches of the Code of Conduct, the student may be referred to school district officials, police, restorative justice and/or other agencies.

Progressive discipline establishes a process of clear, timely, consistent, and documented communications with the student and their parents/guardians to reinforce an understanding of expectations, to provide opportunity to correct unacceptable behavior, and to ensure due process. The goal of progressive discipline is to modify specific behaviour and to encourage acceptable behaviour.

Suspension will be warranted when violation of the Code of Conduct is deemed serious or other consequences have been inadequate or ineffective. For serious offences students will be brought to the office, the parent will be contacted by the school and a registered letter of suspension describing the incident, and the type and length of the suspension will be sent home:

- In-school suspensions (1-5 days) are supervised in the school.
- Out-of-school suspensions (1-5 days); student is not permitted to be on or near school property.
- Indefinite school suspension (greater than 5 days); student is not permitted to be on or near school property.

For more information on school suspensions, please refer to [AP 320 Student Suspension](#).

School Officials have a responsibility to advise other parents of serious breaches of the Code of Conduct:

- Parents of student offenders in every serious incident.
- Parents of student victims in every serious incident.
- School District Officials as required by school District Policy.
- Police and/or other agencies as required by law.
- All parents when deemed to be important to reassure community members that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

Serious breaches of conduct that threaten the safety and welfare of others will be referred directly to an indefinite suspension including a review from a representative of the Superintendent.

Students, while attending school, school-sponsored functions, and activities, shall be subject to the District Code of Conduct as well as the school's Code of Conduct. Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school-sponsored function or activity, or elsewhere.

### **Personal Digital Devices**

The Ministry of Education and Child Care and School District 27 Cariboo Chilcotin recognize that personal digital devices in schools can be used as a tool in learning, a means of communication for families and as entertainment. They can also be used to harm an individual and can be a distraction to learning. As such, the Ministry has created a provincial standard for personal digital device use in schools to ensure the safety of all.

“Personal digital device” means any personal electronic device that can be used to communicate or to access the internet, such as a cell phone or a tablet and includes the use of wired or wireless headphones/air pods.

At Lake City Secondary we value learning and growth. Personal digital devices can contribute to learning when used appropriately and can be a barrier to learning when used otherwise. As a result, personal digital devices are to be used in the following manner when attending Lake City Secondary:

- All personal digital devices must be put away during class time and not on the student’s person. This includes all classes and learning times. Being put away can mean stored in a locker, backpack, or classroom management device such as a caddy, box, basket or some such means so that the device is not accessible. Personal digital devices should be turned off and/or ringers silenced. The goal of instructional time is to focus on learning without distraction or interruption.
- All personal digital devices must remain away for the balance of class time. They are not to come out for any reason other than necessary medical monitoring or as a specific support to an IEP or SLP. Parents are required to communicate and coordinate these circumstances with the school principal. For students with an IEP or SLP the school will provide electronic devices to support learning and to access required online learning resources when needed.
- There may be limited occasions when students are invited to use personal digital devices for instructional purposes including digital literacy as directed by teachers

during class time. Access to guest Wi-Fi at Lake City Secondary for this purpose will require pre-approval from administration.

- Personal digital devices are prohibited in the following spaces as they pose a greater safety risk: gym, shops, washrooms and changerooms. When leaving their classroom during instructional time, students will be expected to leave their device stored in the classroom.
- Students who fail to comply with the school expectations on personal digital devices will face progressive discipline for breach of school rules.
- For parent/guardians, the school understands that the need to communicate with your young adult is important. Personal digital devices provide a means of direct communication for families. At any time, to communicate with your child, feel free to call the office and we will get a message to them to contact you. In times of an emergency, this will be done as quickly as possible. Before school, during break times and after school are suggested times to contact your child on their personal digital devices. Please refer to the Lake City Secondary daily schedule.
- The staff of Lake City Secondary would like to suggest to parents that your child keep all personal digital devices at home if at all possible. The school takes no responsibility for lost or damaged devices.

The staff of Lake City Secondary recognize that they will role model using personal digital devices during instructional times other than for urgent or emergent circumstances. Administration reserves the necessity to use cell phone communication for purposes of student and staff safety and organization.

### **Consequences for violation of Personal Digital Devices**

Students who fail to adhere to the school and classroom guidelines for digital devices may be subject to the following:

- Have their device taken away
- Be prohibited from having a device on school property.
- Be suspended in accordance with [AP 320—Student Suspensions](#)

While at school students are expected to learn, play and socialize away from the daily distraction of personal digital devices. The general expectation is that students are not to be using personal digital devices during instructional time at school to promote a safe, equitable and positive learning environment throughout the day.

**Definitions:**

The following definitions may be useful in the development of codes of conduct so that everyone in the school community shares a common understanding of terms that appear in the codes. They are not legal definitions but have been commonly used in the school system.

**Bullying behaviour:** a pattern of repeated aggressive behaviour, with negative intent, directed from one person to another where there is a power imbalance. Bullying behaviour is a type of harassment and intimidation. This aggressive behaviour includes physical or verbal behaviour and is an intentional and purposeful act meant to inflict injury or discomfort on the other person.

There are three critical conditions that distinguish bullying from other forms of aggressive behaviour including:

1. **Power:** involves a power imbalance. Individuals who bully acquire their power through physical size and strength, including status within the peer group, and/or by recruiting support of the peer group.
2. **Frequency:** is repeated over time. Bullying is characterized by frequent and repeated attacks. It is this factor that brings about the anticipatory terror in the mind of the person being bullied that can be so detrimental and can have the most debilitating long-term effects.
3. **Intent to harm:** is intended to hurt. Individuals who bully generally do so with the intent to either physically or emotionally harm the other person.

**Cyber bullying:** bullying behaviour which is carried out through any current or future online platforms on any electronic device. Could include but not limited, social media, texting and email.

**Harassment:** any unwelcome or unwanted act or comment that is hurtful, degrading, humiliating, or offensive to another person is an act of harassment. Of particular concern is such behaviour that persists after the aggressor has been asked to stop. Any of the following behaviours could be considered harassment:

- condescending treatment that undermines another's self-respect, name-calling, teasing, disrespectful comments
- gossiping, spreading malicious rumours, "dirty" looks, social ridicule, public embarrassment
- social isolation ("freezing out" or rejecting others), exclusion from a group, threatening to withdraw friendship
- repeated unwanted communication
- unwelcome jokes, innuendoes, insults, or put downs; taunts about a person's body, disability, religion, attire, age, economic status, ethnic or national origin
- insulting graffiti directed at an individual or group
- unwanted and uninvited sexual attention, particularly when it is intimidating, hostile, or offensive to the recipient.

**Intimidation:** Intimidation is the act of instilling fear in someone as a means of controlling that person. For example, any of the following behaviours could be considered intimidation:

- verbal threats: threatening phone calls, threats of violence against a person or property
- physical threats: showing a weapon, jostling, threatening to punch, stalking or following
- defacing or stealing victim's property
- daring or coercing victim to do something dangerous or illegal
- extortion (demanding payment or goods for a victim's safety)
- inciting hatred toward a victim
- setting up a victim to take the blame for an offence

**Safe schools:** schools in which members of the school community are free of the fear of harm, including potential threats from inside or outside the school. The attitudes and actions of students, staff and parents support an environment that is resistant to disruption and intrusion and enables a constant focus on student achievement.

**Caring schools:** schools where it is known that a sense of belonging and connectedness – not just for students, but for everyone in the school community – is a necessary element in the creation and maintenance of a safe learning environment. Caring schools are ones in which members of the school community feel a sense of belonging and have opportunities to relate to one another in positive, supportive ways. All aspects of school life embrace and reflect diversity. The school is an inviting place for students, staff, parents and visitors. Staff members make conscious and concerted efforts to help other members of the school community feel connected.

**Orderly schools:** schools that are free from chaos and confusion, and alive with the sights and sounds of purposeful learning activities. Routines for repetitious activities are well established so students' minds and bodies are free to focus on the learning and development work at hand. A businesslike atmosphere exists, yet there is creativity and fun in abundance. Everyone in the school has work to do and does it in a timely way – and in a way that doesn't interfere with the learning and development of others. Everyone feels a sense of meaningful accomplishment, and feels the school is a good place to be. All members of the school community are informed about and exercise their rights and responsibilities as school citizens.



**Facebook Page – Lake City Secondary –School Page**

**School Website:** [lakecitysecondary.com](http://lakecitysecondary.com)

**School Phone Number – 250-392-6284**

***Lake City Secondary acknowledges that our school is located on the unceded territory of the Northern Secwepemc where we are honoured to live, laugh and learn.***

SCHOOL DISTRICT #27



# Student Threat Assessment Protocol: Fair Notice

### What behaviours initiate a student threat assessment?

A student threat assessment will be initiated when behaviours include, but are not limited to, serious violence or violence with intent to harm or kill, verbal/written threats to harm/kill others, internet website threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire setting.

### Duty to report

To keep school communities safe and caring, staff, parents, students and community members must report all threat-related behaviours.

### What is a threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the internet or made by gesture. Threats must be taken seriously, investigated and responded to.

### What is a Threat Assessment Team?

Each school has a Threat Assessment Team which is multi-disciplinary. The team may include principal, vice-principal, school counsellor, learning support teacher and police.

### What is the purpose of a student threat assessment?

The purposes of a student threat assessment are:

- To ensure the safety of students, staff, parents and others.
- To ensure a full understanding of the context of the threat.
- To understand factors contributing to the threat makers' behavior.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker.
- To promote the emotional and physical safety of all.

### What happens in a student threat assessment?

All threat making behavior by a student shall be reported to the principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the threat maker, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

### Can I refuse to participate in a threat assessment process?

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the threat maker or parent/guardian, the threat assessment process will continue in order to promote a safe and caring learning environment for all.