

2016/17

School Life Guide



LIKE NO OTHER
LAKEFIELD
COLLEGE SCHOOL

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 residential 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 instills the following six core values: *Education of the Whole Person, Trust, Healthy Caring Community, Individuality, Learning, Citizenship and Environmental Stewardship.*

Core Values

Education of the Whole Person

A commitment to the broad development of the intellectual, social, emotional, spiritual, and physical qualities needed to lead a fulfilling life.

Healthy Caring Community

The belief in the dignity and worth of all individuals. We embrace diversity; we encourage empathy, acceptance and a balanced lifestyle.

Environmental Stewardship

Through our unique campus and programs, our students are inspired to become leaders with a commitment to global environmental stewardship.

Citizenship

Through service to others and the development of leadership skills we encourage our students to become thoughtful, constructive and contributing members of the local and global community.

Trust

A shared belief in the moral strength, character and reliability of each member of our community that results in feelings of mutual confidence and mutual respect.

Individuality

By celebrating the unique gifts and qualities brought by the individual to the community, we encourage the development of personal values in the context of responsibility to the community and to oneself.

Learning

By engaging in a variety of meaningful learning experiences, LCS encourages curiosity, promotes collaborative problem solving, and instills an enduring passion for life-long learning.

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 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.

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School Life

Daily Schedule

MONDAY, TUESDAY, THURSDAY, FRIDAY			
7:00 - 8:25 a.m.	Breakfast*	5:30 - 7:00 p.m.	Dinner
8:30 - 8:50 a.m.	Chapel**	5:45 p.m.	Day Bus Departs
8:55 - 10:05 a.m.	Period 1	6:45 - 7:55 p.m.	Open House
10:05 - 10:15 a.m.	Pause	7:00 - 8:00 p.m.	Concert Choir (Mon.) Art / Photo Club (Tues.) Debating, Model U.N. (Thurs.)
10:15 - 11:25 a.m.	Period 2	8:00 - 9:45 p.m.	Lorelei (Mon.)
11:30 - 12:00 a.m.	Grove Time 1 / Lunch*** Advisor Meeting (Mon.)	8:00 - 9:45 p.m.	Study / Evening Class****
12:00 - 12:30 p.m.	Grove Time 2 / Lunch	10:00 p.m.	House Curfew (All Students)
12:30 - 1:00 p.m.	Grove Time 3 / Lunch	10:15 p.m.	Grade 9 Bed Time
1:00 - 2:10 p.m.	Period 3	10:30 p.m.	Grade 10 Bed Time
2:15 - 3:25 p.m.	Period 4	10:45 p.m.	Grade 11 Bed Time
3:45 - 5:30 p.m.	Sports / Play (Mon., Tues., Fri.) Concert / Jazz Band (Thurs.)	11:00 p.m.	Grade 12 Bed Time (in room, quiet)

WEDNESDAY			
8:30 - 9:25 a.m.	Breakfast	6:45 - 7:55 p.m.	Open House
8:40 - 9:25 a.m.	Faculty Time	8:00 - 9:45 p.m.	Study / Evening Class
9:30 - 10:40 a.m.	Period 1	10:00 p.m.	House Curfew (All Students)
10:45 - 11:55 a.m.	Period 2	10:15 p.m.	Grade 9 Bed Time
12:00 - 1:00 p.m.	Lunch	10:30 p.m.	Grade 10 Bed Time
1:30 - 3:30 p.m.	Sports / Play	10:45 p.m.	Grade 11 Bed Time
5:30 - 7:00 p.m.	Dinner	11:00 p.m.	Grade 12 Bed Time (in room, quiet)
5:45 p.m.	Day Bus Departs		

SATURDAY		SUNDAY	
8:30 - 9:25 a.m.	Breakfast	8:00 - 10:30 a.m.	Cold Breakfast
9:30 - 10:40 a.m.	Period 1	11:30 - 1:00 p.m.	Brunch
10:45 - 11:55 a.m.	Period 2	5:30 - 7:00 p.m.	Dinner
12:00 - 1:00 p.m.	Lunch	6:30 - 7:55 p.m.	Free Time (No Open House)
1:30 - 5:30 p.m.	Sports / Play	8:00 - 9:00 p.m.	House Time - clean up, meeting, etc.
5:30 - 7:00 p.m.	Dinner	9:00 p.m.	House Curfew
	Open Houses [†]	10:15 p.m.	Grade 9 Bed Time
	Curfews & Leaves [‡]	10:30 p.m.	Grade 10 Bed Time
		10:45 p.m.	Grade 11 Bed Time
		11:00 p.m.	Grade 12 Bed Time (in room, quiet)

* Breakfast — Students must sign in before the following times (no entry into the Dining Hall after 8:25 a.m.):

Monday, Tuesday, Thursday, Friday:

Grades 9 and 10 — before 8:00 a.m. Grade 11 — before 8:10 a.m. Grade 12 — before 8:20 a.m.

Wednesday:

Grades 9 and 10 — before 9:00 a.m. Grade 11 — before 9:10 a.m. Grade 12 — before 9:20 a.m.

** Monday Chapel is mandatory for all students

*** Students would normally choose one activity during a Grove Time slot and would have lunch during the two slots.

**** Friday Study ends at 9:00 p.m.

[†] Saturday Open Houses—may begin at 3:45 p.m. at the discretion of each Head of House.

[‡] Saturday night curfews and leave—see p.22 in this guidebook.

Academic Leave

Lakefield College School discourages students from missing academic and cocurricular programs. However, there may be exceptional circumstances when a student is required to be excused during academic or cocurricular 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. Students must ask their Head of House for leave.
2. The Head of House will contact the student's parent(s) 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 email the Guidance staff member responsible for attendance, the Administrative Assistant to the Assistant Head: School Life and the student's advisor, with the student's name and dates of departure and return.
4. Students who miss class are responsible for all of the work they have missed.

Dining Hall

All meals are cafeteria style. On Mondays, Wednesdays and Thursdays students are offered one entrée; on the other days, they are offered two. In addition, there is a salad bar, deli bar, soup and a variety of desserts and fruits. A vegetarian option is always available.

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 classmates. Dietary questions or concerns can also be addressed to dietitian@aramark.ca.

Dining Hall hours are as follows:

MON., TUES., THURS., FRI	WED., SAT.	SUN.
Breakfast: 7:00 a.m. - 8:25 a.m.	8:30 a.m. - 9:25 a.m.	8:00 a.m. - 10:30 a.m.
Lunch: 11:30 a.m. - 1:00 p.m.	12:00 p.m. - 1:00 p.m.	11:30 a.m. - 1:00 p.m.
Dinner: 5:30 p.m. - 7:00 p.m.	5:30 p.m. - 7:00 p.m.	5:30 p.m. - 7:00 p.m.

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

- All food orders have to be placed by 8:00 p.m. and only with the permission of residential staff on duty.
- All food orders have to be delivered by 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 residential 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.

Chapel

The Chapel is a very special part of The Grove. Daily weekday chapel attendance is mandatory for all students. Graduating students may be granted one sleep-in per week, at the discretion of their Head of House. There are several special Chapels for all students to celebrate certain occasions. Students should feel free to ask the Chaplain to help arrange for their participation in other worship settings of their choice in the local area.

The Chaplain is available for pastoral support to all students regardless of religious belief and affiliation.

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.

Dress

This dress code includes the essential clothing needed at Lakefield College School. When planning purchases, please remember that laundry, included in the boarding tuition fees, is sent out once a week, returning in two days. Coin-operated washers and dryers are available in the residences.

Lakefield College School prides itself in having a dress code that provides its students with comfortable, practical clothing, while maintaining the high standard for which our school is known.

Top Marks is the exclusive supplier of our Number One Dress (worn on school trips and special occasions), our Classroom Dress (worn daily in the classroom) Top Marks both manufacture and directly supplies quality clothing that has been selected expressly for LCS students. All school dress will have either the embroidered LCS logo displayed or a Top Marks tag in the side seam.

The Grove Society operates the Replay Shop located in School Stores, which sells gently used official Classroom Dress and Number One Dress. Donations are accepted throughout the school year. All items will be cleaned and sold as they become available. A large inventory is available; for further information please contact School Stores.

Proceeds from the Replay Shop support projects that directly benefit the students.

School Dress Must be Worn by All Students

Lakefield College School clothing, both Number One and Classroom Dress, can be purchased online from Top Marks at www.topmarks.ca using school code LCS01. You may also order directly by calling Top Marks at 1.800.667.7105 or 514.344.5454 or by faxing your order to 514.344.5350. Inquiries can be made via email to info@topmarks.ca or by phone at the numbers noted above.



Number One Dress

Tops:

Green blazer with crest (Navy for grads), and
White oxford cloth button down shirt, and
School tie

Bottoms:

Grey flannel pants with black or brown belt and black or brown socks, or
Pleated skirt in Mackenzie tartan, lycra bike shorts, with navy knee socks or tights (bike shorts not necessary if tights are worn)

Footwear:

Black or brown dress shoes or loafers

Classroom Dress

Classroom Dress is worn Monday to Saturday at all times, during breakfast and lunch and throughout the academic day (7:00 a.m. - 3:30 p.m.). Classroom Dress is any combination of the following:

Tops:

Tucked in white or blue oxford cloth shirt (long or short sleeved), or
White or navy golf shirt (long or short sleeved)

Navy (red for grads) full zip hooded fleece, or
Navy polar fleece pullover, or
Navy cardigan sweater, or
Navy pullover v-neck sweater (a classroom dress shirt must be worn underneath)

Bottoms:

Grey box pleat skirt, lycra bike shorts, with grey knee socks, navy knee socks or navy tights (bike shorts not necessary if tights are worn)
Grey flannel long pants with belt, or
Navy cotton twill long pants with belt, or
Navy cargo shorts (only from Easter to Thanksgiving) with belt

Footwear:

Athletic (running) shoes (with socks from Thanksgiving to Easter), or
Hard sold sandals (with socks from Thanksgiving to Easter), or
Dress shoes (with socks from Thanksgiving to Easter)

All clothing should be clean and in good repair. All oxford shirts must be tucked in.

A solid non-screened white t-shirt may be worn under the dress shirt. Undershirts are available from Top Marks.

No hats or toques, non-Top Marks issued hoodies or sweatshirts, jackets, slippers, flip flops or beach sandals may be worn as part of classroom dress.

***“Be at the knee!”** Skirts must be worn with the hem touching the knee at all times. Lycra bike shorts must be worn under skirts.*

Socks/tights must be worn with classroom dress at all times between Thanksgiving and Easter.

Students may be excused from wearing Classroom Dress under the following circumstances:

1. If a student is proceeding directly from morning Chapel to a drama or outdoor education class which does not require Classroom Dress, the student is excused from wearing classroom dress to breakfast and Chapel. The drama or outdoor education teacher in turn would dismiss his/her class in time for the students to change back into Classroom Dress in order to be on time for their second period class.
2. If a student is proceeding directly from morning Chapel to an activity which does not require Classroom Dress, the student is excused from wearing Classroom Dress to breakfast and Chapel.
3. If a student is involved in an activity which does not require Classroom Dress and that activity is in progress both immediately before and immediately after lunch, the student is excused from wearing Classroom Dress to lunch.

Dress Accountability Process

A student who appears in class inappropriately dressed will be immediately asked to step out of class to get dressed properly. Those who are unable to immediately do so will be sent to the Assistant Head: School Life, who will discuss the issue with the student according to the following protocol.

Accountability for Inappropriate Dress

- | | |
|----------------------|--|
| 1st offence: | Meeting with Assistant Head: School Life—warning issued, Head of House contacted to follow up with student and parents. |
| 2nd offence: | Meeting with Assistant Head: School Life—short skirt offence will result in the student wearing pants for one week. If other offence, student will be required to wear Number One Dress for one week. Parents contacted. |
| Subsequent offences: | If short skirt offence, student may be disallowed to wear a skirt for the remainder of the year. If other offence, student may be required to attend a meeting of the Standards Committee for persistent inability to abide by the expectations of the school. |

Clean Casuals

Clean Casuals are worn to dinner, all Sunday meals and into Lakefield or Peterborough after the academic day (after 3:30 p.m.). Clothing that appears to be personal lounge wear such as pajamas, teddy/tank tops, etc. are not acceptable as Clean Casual dress.

Shoes or sandals must be worn in the dining hall. A student must change after a sports practice before they enter the dining hall for a meal. A student may not wear their athletic practice wear, cleats, etc. into the dining hall.

Shoulders and midriffs must be covered at all times. Halter-tops, bathing suits and tank tops are not acceptable as Clean Casual dress.

All students are expected to be dressed in an appropriate manner at all times. Out of respect for all members of our community, clothing that looks like underwear must not be visible.

Jewellery

Jewellery should be tasteful and moderate. Students may wear a small stud or small hoop earrings as part of Classroom Dress. One small nose stud or ring is acceptable with Classroom Dress.

Multiple studs, multiple piercings, other visible body piercings, or other ornate and large pieces of jewellery are not acceptable as Classroom Dress.

Piercings and Tattoos

Students are not permitted to have any piercing or tattoo work done while they are at the school. If a student wishes to have a non-visible 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.

Hair

Male students are to be clean-shaven with tidy hair. Female students are also expected to maintain tidy hair. For hygienic purposes dreadlocks are not permitted. Spiked or other extravagant hair designs are not acceptable. Hair decorations are to be simple and functional. Hair colour is to be moderate (not pink, purple or other unnatural shades). Long sideburns below the earlobe are not acceptable. As soon as the length of a male student's hair becomes long enough, he is required to tie his hair back with both Classroom and Number One Dress.

Sweater Coats

Sweater coats are awarded to students in recognition of their participation and achievement and may be worn with classroom dress. The criteria required for receiving a sweater coat is as follows:

ACADEMIC/LEADERSHIP — Forest Green Sweater Coat

(The results are cumulative from year to year)

Grade 9 entry: 80% in ten subjects at year end reports.

Grade 10 entry: 80% in eight subjects at year end reports.

Grade 11 entry: 80% in six subjects at year end reports.

Or, by earning the Silver Duke of Edinburgh Award.

ATHLETICS — White Sweater Coat

New graduating students: 2 first teams or equivalent.

Graduating students: 3 first teams or equivalent.

Non-graduating students: 4 first teams or equivalent.

Equivalents will be established by the Director of Athletics in consultation with the Assistant Head: School Life.

ARTS — Red Sweater Coat

A record of successful participation in a total of any three of the following areas:

- Concert Choir or Concert Band or Jazz Band for one year;
- Fulford debating team for one year, plus one other inter-school tournament;
- leading role or director in one school play;
- supporting role in at least two plays;
- leading production role in one school play;
- supporting production role in at least two plays;
- regular participation in art and/or photo club for one year;
- one dance showcase;
- technical work (lighting/sound) for plays and music production for one year; and/or
- a special portfolio which will allow for the recognition of contribution in various areas of artistic endeavour. This would be set up on an individual basis with the Director of Arts at the beginning of each year.

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, Grove Society items, team uniforms and off-campus purchase orders are available at School Stores. All purchases are billed to parents.

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 are asked to use this locker and 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.

Day students will be assigned an additional sports locker in their change room. This locker is for general sportswear, a towel and toiletries. For larger sports equipment, such as hockey bags and skis, there is an adjacent storage room for day students to use. This room will be left open during the day, but locked overnight. Day student locker rooms are for day student use only.

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 cabinet in the School Life office. Valuables such as wallets, watches, keys, etc. are taken to Reception. Items not claimed by the term's end are given to charity, except Number One and Classroom Dress items which are put in 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) check with friends to see if it was borrowed; and b) check the Lost and Found. Families are reminded to make sure that their children's belongings are insured and that they record serial numbers for bicycles, laptops, iPods, etc. The school strongly encourages all students to lock their bicycles at all times. The school will have three or four "Lost and Found Displays" set up for parents and students on Open House days, such as Fall Fair and Regatta Day. After these display days, the items will be taken to a local charity.

Social Activities

Throughout the year, there are many social events which are scheduled into the school's calendar. There is at least one dance every term, a semi-formal event at Christmas and a formal event in the spring term. There are also events scheduled every weekend. On Friday evenings from 9:00 - 10:00 p.m., there is a community spirit event arranged by the Director of Student Services and the School Life Class. Throughout the year, we enjoy special days such as Ted Pope Day when the entire school goes skiing and Carnival Days when the 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.

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. At the end of the year, the points are tallied to determine the winning Paper House.

Individual points are also accumulated based upon a student's breadth of participation in the school. These are entitled Grove Points and are awarded to students at Closing.

Clubs

Clubs are created based upon student interest and demand. They are most often led by senior students who have a particular interest in certain areas or hobbies. For example, in recent years students have created a Chess Club, a World Issues Club and a Knitting Club. Clubs meet based upon the availability and scheduling of the individual members of a particular club. All students are encouraged to create and enjoy a club or hobby of their interest.

Telephones

Pay Phones

Within the classroom block and in each residence there is at least one pay phone which receives calls and is equipped to accept credit cards. All long-distance calls must be charged to a credit card or calling card. Special long distance cards can be purchased at School Stores. Students should remember that the phone is for all members of the house and that it should not be monopolized. Phones should not be used during evening study hours or after students' curfews.

Cell Phones

See p.25 "Acceptable Use of Personal Electronic Devices (PED)."

Vehicles on Campus

Boarding Students

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.

Day Students

Day students must register their cars (make and license number) with their Day Head of House. At which point they will be given a parking tag to hang off of their car's rearview 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:

1. Day students who drive to school must park their cars in the lot by the maintenance buildings.
2. 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 the Head of House 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.
3. Cars may not be driven to any residence on campus or to the waterfront at any time, for any reason.
4. Cars are not to be used to go to school-sanctioned events (including sports) where bus transportation has been organized unless the student is going directly home after the event. In such instances, the student may not transport other students in their car.
5. Day students may only transport other day students in their car who are noted at the bottom of the car policy form (located on the eRegistration system). Boarding students must have permission from their parents and must check with their Head of House each time they are passengers in a vehicle.
6. Students must adhere to the 20 km/h speed limit on campus and must practice safe and responsible driving behaviour at all times.
7. The car policy form must be completed and filed with the assigned Day Head of House.
8. 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:

1. 1st Offence: 1-week suspension of car privileges (car not permitted on campus for 7 days)
2. 2nd Offence: 1-month suspension of car privileges (car not permitted on campus for 30 days)
3. 3rd Offence: 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.

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 cocurricular functions.

Long Distance Travel

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 (lcs.on.ca/travelform) and pick up tickets from the Director of Student Services. 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 Ottawa, the Cobourg Train Station, or London. 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 buses in order to have seats reserved for them.

A 48-hour cancellation policy (no charge) applies.

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, the school closes and dissolves “in loco parentis.” Students return to the care and responsibility of their parents/guardians and must find accommodations off campus. The school will do its utmost to provide transportation and assist in arranging appropriate accommodations during these breaks.

Residential Life

The Evening Routine

* Grade 12 students may study in their residence or in the library with permission. All students must obtain permission from their respective residential staff on duty in order to study in another residence. If on campus during study, day students must remain in the library. Day students may study in a residence only if permission has been granted by the residential staff on duty in that residence. Friday Study ends at 9:00 p.m. Day students should be off campus by 8:00 p.m. on Sundays.

WEEKDAYS AND SUNDAYS			
5:30-7:00 p.m.	Dinner	10:15 p.m.	Grade 9 Bed Time
5:45 p.m.	Day Bus Departs (Weekdays)	10:30 p.m.	Grade 10 Bed Time
6:45-7:55 p.m.	Open Houses	10:30 p.m.	Grade 11 Network Shut-Down
8:00-9:45 p.m.	Study* / Evening Classes	10:45 p.m.	Grade 11 Bed Time
10:00 p.m.	Library Closes** - Day Students Leave Campus (9 p.m. on Sunday)	11:00 p.m.	Grade 12 Bed Time
10:00 p.m.	House Curfew Grade 9 & 10 Network Shut-Down	11:30 p.m.	Grade 12 Network Shut-Down

SATURDAY	
6:45-10:55 p.m.	Open House
10:00 p.m.	Grade 9 & 10 Residence Check-In (Campus Curfew). After check-in students may visit other residences, but must remain on campus.
11:00 p.m.	Day Students Leave Campus. Grades 9, 10, and 11 House Curfew (students must remain in their respective residences for the remainder of the evening).
12:00 a.m.	Grade 12 House Curfew* (students must remain in their respective residences for the remainder of the evening); House Quiet
12:10 a.m.	Grades 9 - 11 Lights Out; House Quiet

** The Classroom block is cleared and becomes out of bounds at 10:00 p.m. on weekdays, 7:00 p.m. on Saturday evenings and 9:00 p.m. Sunday evenings.

* Grade 12 students who have had leave and returned to campus prior to 12:00 a.m. must check in with their residential staff on duty immediately upon their return to campus.

Saturday Evening Schedule

NOTE: Please see Saturday evening leave regulations on p.23 for more information.

Open Houses

Open Houses refers to the time of day when students may visit their friends in residence common rooms and student rooms without having to ask permission. Residences are closed to all visitors during the day until Open House hours begin.

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

Open House Hours:

WEEKDAYS

6:45 p.m. - 7:55 p.m.

SATURDAY

6:45 p.m. - 10:55 p.m.

Expectations During Open House Hours

Residences are the boarding students' home during the school year. 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 well-being of all students. Visitors to residences are considered guests and should at all times be accompanied by a host student in the residence. There are no open house hours in the day locker rooms.

NOTE: If a student is in a residence without permission outside of Open House hours they will be held accountable for a Closed House Violation.

A Head of House may close their residence at any time in order to address certain issues in the residence.

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. Residences and rooms are checked regularly by the housekeeping staff, Heads of House, Assistant Heads of House and the Director of Strategic Operations. Students are asked to

take responsibility for their well-being by following the health and safety guidelines listed below.

Pets

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

Furniture

The arrangement of furniture in all dorm rooms must meet Health and Safety and Fire Code standards (see p.26). 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 residence 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.

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, projectors, kettles and irons are not permitted in residence rooms. All electrical appliances, including fridges, must be CSA-approved (see p.26).

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 decoration in rooms.

Fire Safety

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 residence and its occupants will be addressed by the Standards Committee.

Students are not permitted to make camp fires, own their own BBQs or other items that are deemed to be fire hazards. Such items 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. Please see p.26 for fire plan and accountability details.

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. 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 residences.

Mail

Boarding student mail is sorted and delivered daily to individual locked student mailboxes adjacent to the School Life Centre. Students will be assigned a mailbox at the beginning of the year and will be issued a mailbox key (the cost of a replacement key is \$25 and will be charged to a student's account).

In-House Standards and Accountability

Heads of Houses, Assistant Heads of House and Senior Students will uphold the school's standards within the House for the following: dress, lateness for meals, leave, study, Chapel, deportment and room cleanliness.

Faculty, Teachers on Duty (TOD) and graduating seniors are responsible for maintaining acceptable standards of behaviour and dress during the day. If a student is not wearing acceptable clothing during the academic day, or at meal times, he/she will be asked to immediately return to the residence and change. Day students will be required to meet with the Assistant Head: School Life who will contact his/her parents before the student is permitted back into class.

Saturday Study

Students may be placed into Saturday Study (supervised study from 1:00 p.m. to 3:00 p.m.) by a student's Head of House, Advisor, or the Assistant Head: School Life for academic concerns or behaviours which persistently compromise community standards and expectations, including but not limited to, continued lateness, repeatedly missing Chapel, etc.

Leave

Weekday (Daytime) Leave

All students must be on campus during the academic day (8:30 a.m. to 3:30 p.m.). If a student must leave campus during the day, he/she must have permission from his/her 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.

Leave to the Village of Lakefield "Village Leave"

Students may go into the Village of Lakefield at the following times:

- ▶ Mondays, Tuesdays, Thursdays and Fridays between 3:30 p.m. and 5:30 p.m.
- ▶ Wednesdays between 1:30 p.m. and 5:30 p.m.

*Students **are required** to request permission from their Head of House or Assistant Head of House for "Village Leave."*

Leave to the Village of Lakefield is restricted to the downtown area of the village. Students who cross

the bridge without permission will be considered '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).

Weekday Dinner Leave

Graduating students may request one evening dinner leave per week. They must check back in with the Head of House or Assistant Head of House 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 Assistant Head of House 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 his/her parent(s). Such permission must be cleared with the Head of House, in consultation with the Assistant Head: School Life.

Saturday—Daytime "Village" Leave

Saturday mornings are considered academic times and, as such, students are not permitted to have leave until classes end. On Saturday afternoons, students may go into the Village of Lakefield between 12:00 p.m. and 5:30 p.m. provided that they have no academic, arts, or athletic commitments and that they are not gated to campus.

*Students **are required** to request permission from their Head of House or Assistant Head of House for "Village Leave."*

Sunday—Daytime "Village" Leave

On Sundays before 1:00 p.m. students wishing to have morning leave to the Village of Lakefield must first check-in with their Head of House or Assistant Head of House for permission. On Sundays after 1:00 p.m. students may go into the Village of Lakefield provided that they are not gated to campus. Students must return to campus by 5:30 p.m.

*Students **are required** to request permission from their Head of House or Assistant Head of House for "Village Leave."*

Saturday—Evening Leave

Saturday evening leave is granted at the discretion of the Head of House or Assistant Head of House 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 Assistant Head of House before leaving campus.

Saturday evening leave assumes that a student is leaving campus around the dinner hour (5:00 p.m. - 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 Assistant Head of House in the residence by their curfews (see p.22 in this guidebook for curfew times).

Saturday Evening—Overnight Leave

Overnight leave begins at the end of Saturday's academic and athletic program schedule and may extend until 9:00 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 Assistant Head of House on duty in their residence upon their return. Students who are expecting to return to school on Sunday evening after 9:00 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 the 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.*

Weekend Leave

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

1. Students must ask their Head of House for weekend leave before midnight the Thursday before the weekend they intend to leave (Assistant Heads of House are not able to grant permission for weekend leave).
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 email the Guidance staff member responsible for attendance, the Administrative Assistant to the Assistant Head: School Life and the student's advisor with the student's name and dates of departure and return.
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 9:00 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

A student must be accompanied by his/her own parent(s) in order to be granted permission to stay at a hotel.

Acceptable Use of Personal Electronic Devices (PED) and Evening Routine

Students who choose to bring Personal Electronic Devices (i.e. smart phones, laptop computers, tablets, 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 Acceptable Use of Personal Electronic Devices 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.

At all times, student use of PED's is subject to the terms, conditions and accountabilities outlined in the Lakefield College School Acceptable Use Policy, which was signed by the student at Registration.

PEDs may be confiscated by any staff member at any time for inappropriate use or as an accountability for other inappropriate behaviour.

No Tech Zones (Applies to Staff and Students)

- Chapel - No PEDs are permitted to be used or visible in the Chapel. Students who contravene this policy will have their device immediately confiscated.
- Dining Hall - PED use is strongly discouraged in the dining hall.

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 phones to the residential staff on duty prior to curfew on Sunday to Friday evenings. Students should be in the habit of handing in fully charged phones. Senior students may be required to hand in their phones if they are not able to manage their own healthy sleeping habits. At the discretion of the Head of House, students may also be asked to turn in their laptops. All technology will be returned to the owner before breakfast the following morning.

Weekend Activities

Spirit Weekends

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.

Quiet Weekends

There are a number of Quiet Weekends throughout the school year beginning in the winter term. Boarders are encouraged to take weekend leave and to rest. Residences will remain open for students who wish to stay on campus.

Weekend Programming

Every Friday and Saturday evening the school offers a weekend program. On Quiet Weekends, excursions and other trips to a variety of locations such as ski trips, shopping trips, visits to 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. There is informal programming offered on Sundays, such as intramural sports, community service, etc.

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 "twisting" bulbs, such as "Panasonic GEN IV Light Capsule", for safety and energy efficiency.

Only one extension cord and power bar per electric receptacle is permitted. Multiple extension cord and power cord connections compromise safety and 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

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 residence is evacuated, student and staff head counts will be completed.

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

This is a Zero Tolerance Policy (see *Definitions*, p.55). Students in serious violation of our fire safety policy will be expelled from the school.

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. Students should notify their Head of House before inviting a guest on campus. Parents and family are encouraged to visit whenever possible.

A "Visitor Information Form" must be completed for overnight visitors who are not LCS students. This form can be obtained from the office of the Assistant Head: School Life.

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 residences with the knowledge and consent of the Head of House or Assistant Head of House.

Returning alumni are not permitted to stay overnight in residences.

Student Banking

Students are encouraged to responsibly handle their own finances and each student should have his or her 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

Safety and Security

A security guard patrols the school grounds in the evenings/overnight and on weekends. During the day (8:30 a.m. - 4:30 p.m.), visitors are asked to report to the school's receptionist.

Strangers on Lakefield College School Campus

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

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 through the Standards Committee and may involve the police according to provincial and federal law.

Residence 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 residence has a storage area for student use during the school year. The school does not offer secure storage during the summer months. Residences are permanently locked by a key punch code system. The school recommends that students purchase a personal lock box prior to their arrival at the school.

Contract/Service Workers in Residences

Wherever possible, all contract/service staff will be escorted to residences by an LCS staff person (usually from the Facilities Department). Heads of Houses will be notified, by voice message or email, in advance of any contract workers coming into the residence. 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.

Bicycle Safety

The Lakefield College School campus is located adjacent to a very busy highway. In accordance with the provincial law, all students under the age of 18 are required to wear a bicycle helmet when riding their bicycles.

Rollerblade, Longboard and Skateboard Safety

For reasons of safety rollerblading, longboarding and skateboarding are only permitted in the assigned area of campus, the Armstrong Rink. Students are not permitted to rollerblade, longboard or skateboard on pedestrian walkways or on campus roadways. No persons on rollerblades, skateboards or longboards are permitted on the municipal roadways except while crossing the street. Students must wear a helmet at all times while rollerblading, skateboarding or longboarding. Failure to abide by this school policy or the law will result in the confiscation of the blades or board, parents will be contacted.

Day Student Life

Evenings On Campus

Day students are welcome to be on campus in the evenings and weekends, but must observe the schedules and rules of the school and of the residences. If on campus during study, day students must be in the library studying. If it is essential for a day student to participate in group study in a residence, permission must be obtained from both the teacher and the residential staff on duty. Day students must arrange to leave campus by 10:00 p.m. Monday through Saturday and by 8:00 p.m. on Sundays.

Overnight Stays On Campus

Day students are welcome to stay with boarding friends in order to meet early school commitments or as a social opportunity. Day students must see their Head of House at least two days prior to the overnight stay and complete a sleep-over form. The Day Head of House will speak with the appropriate Residential Head of House and with the student's parent/guardian and must receive permission from both for the overnight stay to be approved. The day student will then be given a permission form to be completed in order to provide the Residential Head of House with emergency contact information.

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 telephone the Head of House at least two days in advance. The Head of House will then initiate the leave process.

Leaving Campus During the Academic Day

All students are expected to be on campus throughout the academic day. If a day student needs to leave campus for any reason during the academic day, he/she must seek the permission of his/her Head of House. Students who violate this standard will be considered Absent Without Leave (AWOL).

Chapel

The Chapel program is an integral part of the school and is, therefore, mandatory for all students. Graduating seniors may ask the permission of their Head of House for one sleep-in a week from Tuesday to Friday. Students in Grade 11 with Grove Senior Status may receive one sleep-in per month. Permission must be sought at least one day in advance. Although Chapel commences at 8:30 a.m., day students should plan on arriving at the school by 8:20 a.m. to allow time beforehand to store equipment and books.

Mandatory Special Events

The online planner notes that 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 telephone the Head of House, in advance, regarding the absence.

Busing

The day student bus schedule is created over the summer according to requests received and will be provided at registration 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.

1. Harassment of other students in **any** form will not be tolerated.
2. 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.
3. If, in the opinion of the driver, there is behaviour that distracts the driver from his or her 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 jeopardize the student's bus riding privileges.
4. Abuse of bus property or the property of other students will not be tolerated.
5. The bus is considered a "Nut Free Area." No food items containing nuts or nut products are allowed on the bus.
6. Garbage should be removed from the bus or deposited in the appropriate receptacle at the front of the bus.
7. Everyone is to remain seated while the bus is in motion.
8. 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.
9. Potentially dangerous sports equipment, such as skates or skis, must be enclosed in a proper equipment bag.
10. 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.

11. Personal bags are to remain on the lap of each student or at their feet.
12. 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.

Health 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 Grade 12, with parent approval, sign a medication contract and are responsible for their own medication. Failure 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:

- ▶ drugs are kept secure in the interests of the general well-being of all members of the community;
- ▶ the school provides the best possible care in order to foster the well-being 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 Health Centre staff will rest with the Health Services Leader.

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 a learning support staff member 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 Coordinator of Nursing the Health Services will inform the Assistant Heads by email. An Assistant Head will contact the Head of House, the Advisor and the Dean of Students. The parent(s) of the student will be contacted by the Health Services Leader to explain our policy and concerns. Should the student miss subsequent medications, the school may require him/her to go home on a medical leave of absence as the school can no longer be responsible for the well-being of the student. The Health Services Leader will communicate the above to the parents with copies to the Head of House and the Health Centre.

If necessary, the Assistant Head: Student Support will arrange a meeting with the parents, the student, the Dean of Students, 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 Health Services Leader (HSL) and the Head of School or an Assistant Head of School.

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 HSL. The HSL 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 HSL 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 HSL 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 HSL, 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 his or her parents until the Friday of Closing events. Their final grades would be calculated using their cumulative term mark for the year. Students who are anticipating returning for the next school year will be carefully reviewed in the final staff meeting.

In extenuating circumstances and in the absence of the HSL, the Head of School or Assistant Heads of School may require a student to leave campus for medical or health-related reasons.

Compassionate Leave of Absence

All Compassionate Leaves of Absence must be approved and arranged through the Dean of Students in consultation with the Assistant Head: School Life. The Dean of Students will communicate the details of the compassionate leave to the student's advisor, teachers, Head of House and others as required.

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.).

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 the Online Learning Centre website. Students will not be required to complete tests and assignments that are due during their Compassionate Leave of Absence.

School Counsellors

Counselling staff is available to see students on a wide range of issues in the Health Centre. The school's counselling hours are set at a time that is convenient to students' program and needs. The school is also able to assist students who wish to see their own counsellor. In such cases, appointments and travel arrangements can be facilitated through the Health Centre.

Values, Standards and Expectations

Every student has read and signed the following commitment to Lakefield College School (original form located on the eRegistration system).

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 goal of graduating well-rounded young adults, each student must strive to fulfill 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, sportsmanship 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 fulfillment 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, 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 jeopardize the student's future at the school.

Student Leadership

THE SENIOR LEADERSHIP SYSTEM

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 his or her graduating year, the opportunity to exert an influence on the quality of student life at the school.

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 work are included in each of the senior students' three report cards.

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-type privileges as a result of demonstrated positive behaviours and attitudes. Grove Senior Status privileges are a reinforcement/ acknowledgement of the following values/behaviours/attitudes: self-discipline, self-control, student's willingness to follow House/LCS routines and expectations and demonstration of good citizenship within the school community.

Grove Senior Status can begin after a sequence of meetings (Grade 11 team meeting and Head of House meeting) have taken place. The process of reviewing Grove Senior Status begins after discussions at parent-teacher interviews and upon a student's return from Christmas Break. Grove Senior Status for students can be reviewed at any time thereafter and will be included in Grade 11 team meetings when appropriate. The Head of House may grant or revoke GSS at any time based upon the following criteria:

CRITERIA TO EARN GROVE SENIOR STATUS

- ▶ an average of 75% and not in academic difficulty
- ▶ regular (and on time) attendance at Chapel, cocurricular activities, breakfast
- ▶ on time for study, curfew, bed
- ▶ follow house expectations, positive participation in house/LCS program

GROVE SENIOR STATUS PRIVILEGES

Boarders:

- ▶ use the school library beginning at 8:00 p.m. (Monday-Friday) without a note from their teacher, but with permission from their Head of House or Assistant Head of House
- ▶ have an extended curfew of 11:30 p.m. on Saturday night
- ▶ be entitled to a sleep-in once a month
- ▶ assume Senior-In-Charge responsibilities
- ▶ Grove Time sessions no longer mandatory

Day Students:

- ▶ permitted one sleep-in per month
- ▶ Grove Time sessions no longer mandatory

THE STANDARDS COMMITTEE

In order to provide a safe and healthy community and a residential setting that allows students to concentrate effectively on academic, cocurricular 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:

- ▶ Assistant Head: School Life (Chair)
- ▶ Co-Head Students
- ▶ Seniors-in-Charge of School Life and Standards
- ▶ Seniors-in-Charge of House (Day or Boarding)
- ▶ Grade Representatives
- ▶ Staff Head of House
- ▶ Chaplain
- ▶ Dean of Students

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. For further information on the Standards process, please refer to p.52.

Harassment

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 the students who have experienced harassment or other harmful behaviour.

The quality of an individual's every day environment impacts his or her 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 behavior. 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 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 | ▶ Colour |
| ▶ Gender | ▶ Race |
| ▶ Religion | ▶ Civil status |

- ▶ Language
- ▶ Sexual orientation
- ▶ Physical appearance
- ▶ Political convictions
- ▶ Disability/handicap
- ▶ Pregnancy
- ▶ Age
- ▶ Ethnic or national origin
- ▶ Hazing
- ▶ Sexual innuendo

WHAT IS BULLYING?

Bullying is aggressive and typically repeated behaviour that is intended to cause harm, fear or distress or create a negative environment at school for another individual.

Bullying occurs in the context of a real or perceived power imbalance, based on any number of factors (e.g. popularity, strength).

Bullying behaviour can include physical, verbal, electronic (cyber-bullying), written or other means. Cyber-bullying is bullying by electronic means, including, but not limited to:

1. Creating a text, tweet, message, web page or a blog in which the creator assumes the identity of another person;
2. Impersonating another person as the author of content or messages posted on the internet or other publicly social context (i.e. Instagram, Twitter, etc.); and
3. Communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

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 his or her 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 women, or people of a different ethnicity or origin, 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, inappropriate “special days” (such as “Slave Days”) 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 behavior 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, and both women and men and girls and boys, can be the subject of sexual harassment by a member of either gender.

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, 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. 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 16 can legally consent to sexual activity, even if it is voluntary. Such activity is sexual assault.

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 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 incident to LCS staff member
- ▶ LCS staff member informs the Assistant Head: School Life
- ▶ Assistant Head: School Life and Head of House meet with student(s) involved and parents are contacted

Subsequent incidents will be dealt with by the Head of School with the recommendation that the student will be placed on Directed Probation and sent home to reaffirm their commitment to the school.

Further incidents may result in expulsion from the school.

Serious first offence incidents of bullying, cyberbullying and harassment may result in a student being immediately suspended and/or liable for expulsion from the school.

REPORTING SEXUAL MISCONDUCT

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

The Assistant Head: School Life will conduct an investigation into the allegations of sexual misconduct and report to the Head of School.

Incidents of sexual misconduct may result in a student being immediately suspended and/or liable for expulsion from the school.

Any student who experiences sexual misconduct may, in consultation with her or his 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 it believes that the safety of any member of the LCS community is at risk.

SUPPORT

LCS is committed to providing assistance to 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 judgment, and to maintain confidentiality. Staff members should also consult with the Assistant Head: 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.

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.

Closed House Violations

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

- 1st Offence: a student will lose residence visitation or locker room privileges for five (5) days.
- Subsequent Offences: a student will lose residence visitation or locker room privileges for a month.

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 residence or locker room at any time in order to address certain issues in the residence or locker room.

Dorm Violations

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

- 1st Offence: Students are Gated* for 1 week. The house where the dorm violation occurred will be closed for two (2) days. Parents are contacted.
- 2nd Offence: At the discretion of the Head of House and the Assistant Head: School Life, a Standards Committee meeting may be arranged with a recommendation for the student to go home to reaffirm his/her 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.

- 1st Offence: Warning. Heads of House contacted.
- 2nd Offence: At the discretion of the Head of House and the Assistant Head: 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
- ▶ 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 Assistant Head: School Life, a Standards Committee meeting may be arranged.

**Please refer to p.55 for definitions of these terms.*

LEAVING THE RESIDENCE BETWEEN CURFEW AND 8:00 A.M.

Leaving the residence without permission between curfew and 8:00 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 residence for a time mutually agreed upon by the Head of House and the Assistant Head: School Life.

THE CLASSROOM BLOCK

The classroom block is out of bounds after 10:00 p.m. on weekdays (Monday to Friday), after 7:00 p.m. on Saturday and after 9:00 p.m. on Sunday. Students who need to enter this area must have permission and be accompanied by an LCS staff member.

WOODS AND WATERFRONT

For health and safety reasons, students are not permitted to go into the woods at and after dusk, or to cross the road to access the waterfront after 7:00 p.m. At no time are students to be in or on the water without the permission of their Head of House and without a qualified lifeguard present.

ROPES COURSE

The ropes course and climbing tower area is 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, PAVILION & MARINA

Students are not permitted to go in or on the water at any place in the Village of Lakefield. 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, smart phones, 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 Assistant Head: School Life, a student may be required to attend a meeting of the Standards Committee for Trespassing. Accountability may range from being confined to one's residence or room to being sent home to reaffirm one's commitment to the school's values.
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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 Assistant Head: 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.
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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.

Leave Violations/AWOL

Leaving the school's campus during the academic day 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 to the village of Lakefield and beyond must be made in advance with the Head of House or Assistant Head of House. Students who do not follow proper procedures for leave are considered to be "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 and being sent home to reaffirm one's commitment to the school.

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 his/her commitment to the school. The student(s) will be placed on Directed Probation and parents will be contacted.

Lost and Found

The Lost and Found is located in the School Life office. At the end of each term, items will be put on display for students to look through for lost items. All remaining items will be donated to a local charity.

Damage to Property

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

1. Once damage to a residence 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 explaining 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. 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.

Policy on Tobacco, Alcohol and 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 well-being of its students.

Lakefield College School believes that student use of alcohol or drugs, either on school property or at school events, seriously interferes with the health, academic and cocurricular interests of that student, other students and the community in general.

The school acknowledges that the use of alcohol 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 and other drug use, the school wishes to establish and maintain a disciplined yet helpful and caring approach, with the understanding that certain offences will not be tolerated.

Response and Support Strategy

1. PREVENTATIVE EDUCATION

a) Education and training will be provided to faculty and Health Centre personnel. Students and parents will be fully informed at the beginning of the school year of the school's policy and position on tobacco, alcohol and drugs. Parent participation and community resources will be encouraged and included in relevant aspects of the response and support plan. In addition, the school will work with our local O.P.P. Liaison Officer for support and accurate up-to-date information.

b) Students will be engaged in a comprehensive drug education program through curriculum and related activities at all levels of the school. The aims of this program are to:

- i) increase student awareness;
- ii) provide students with the tools needed to make educated and informed decisions; and
- iii) encourage prevention through education.

2. IDENTIFICATION AND INTERVENTION

For those students who come forward voluntarily, the school will attempt to help and be sensitive to a student's problems by initiating an individualized support plan of action through the Health Centre. Services may include counselling within the school or referral to appropriate outside services. Intervention and counselling procedures will include the following:

- i) early identification of substance users;
- ii) intervention strategies at the school level and local community level;
- iii) short term counselling procedures; and
- iv) referral procedures.

A student's participation in a support plan will be conditional on the student being found to have violated the Tobacco, Alcohol and Other Drug Policy

3. DISCIPLINARY POLICY

In order to provide a safe and healthy residential setting that allows students to concentrate effectively on academic, cocurricular and individual pursuits, rules and guidelines must be set for both the individual and common good. The purpose of disciplinary action is to deter students from misbehaviour 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.

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

Tobacco and Tobacco-Like Products (Vaporizers and E-cigarettes)

In the Province of Ontario it is illegal for anyone under the age of 19 to purchase tobacco products and for anyone under the age of 16 to use tobacco products.

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, 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.

*E-cigarettes and electronic vapourisers are illegal for minors under the age of 19 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 tobacco-like products will be followed. The school reserves the right to contact the local Tobacco Enforcement Officials for support and/or to levy fines at any time).

ACCOUNTABILITY FOR ON-CAMPUS POSSESSION/USE

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

1st Offence:	Warning Status; meeting with Assistant Head: School Life, parents are contacted, tobacco cessation program strongly recommended, gated to campus for three (3) days.
2nd Offence:	Directed Probation Status; parents are contacted, student is sent home to reaffirm commitment to school for three (3) days, tobacco cessation program strongly recommended.
Subsequent Offences:	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 tobacco-like products off-campus and while under the care of the school will be held to the following accountability:

1st Offence:	Warning Status; meeting with the Assistant Head: School Life, parents are contacted by the Assistant Head: School Life, tobacco cessation program strongly recommended, gated to campus for three (3) days.
2nd Offence:	Directed Probation Status; parents are contacted; student is sent home to reaffirm commitment to school for three (3) days, tobacco cessation program strongly recommended.
Subsequent Offences:	Meeting with the Assistant Head: 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 tobacco-like products **discreetly** off-campus. 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 tobacco-like products,

the Assistant Head: School Life will contact their parents to inform them of our health concerns. A tobacco cessation program will be strongly recommended.

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

ACCOUNTABILITY FOR DISTRIBUTION OF TOBACCO OR TOBACCO-LIKE PRODUCTS TO UNDERAGE STUDENTS

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

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| 1st Offence: | Warning Status; meeting with the Assistant Head: School Life, parents are contacted; tobacco cessation program highly recommended, gated to campus for three (3) days. |
| 2nd Offence: | Directed Probation Status; parents are contacted, students are sent home to reaffirm commitment to school for three (3) days, tobacco cessation program highly recommended. |
| Subsequent Offences: | Meeting with the Assistant Head: 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. The student is liable for expulsion from the school. |

Please note that the goal of this policy and accountability system is to keep younger students from being exposed and potentially addicted to tobacco products. It is also intended to enable nicotine-addicted students to overcome the 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 well-being of others. This is a Zero Tolerance Policy (see *Definitions*, p.55). Students will be expelled for smoking adjacent to 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 him/her.

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. However, they are to drink responsibly, are not to drink with students who are under-age and are not to return to the school clearly 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:

1st Offence: “On-campus” discipline, loss of privileges and Directed Probation Status. Parents will be contacted.

2nd Offence: Suspension; a student is required to go home and reaffirm his/her 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.

3rd 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 liable for either suspension or expulsion. 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 the 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 traffick over the counter non-controlled substances may be liable for expulsion from the school.

Other Illegal Drugs

The non-medical use of narcotics and other drugs is not legal in Canada. Simple possession or use of drugs is a serious criminal offence. In addition, anyone who gives or sells drugs may be guilty of the more serious offence of “trafficking.”

POLICY STATEMENT

The use, possession, or being under the influence of illegal drugs is prohibited while on school property, at events sanctioned by the school, or during leaves when a student is under the care of the school, acting “in loco parentis.” This includes all time spent on field trips, athletic trips, dances and other school-sponsored activities. This policy also applies to students when they are travelling on transportation arranged by the school for leave and school breaks.

ACCOUNTABILITY FOR OFF-CAMPUS USE

Meeting with the Standards Committee

1st Offence: Suspension; a student is required to go home and reaffirm his/her commitment to the school, loss of privileges and Directed Probation Status. The student may be required to participate in an education/ counselling program and random drug testing at parental expense will be required. Parents will be contacted.

Subsequent Offences: The student will be expelled from the school.

ACCOUNTABILITY FOR POSSESSION/CONSUMPTION OF ILLEGAL DRUGS ON SCHOOL PROPERTY

The school maintains a Zero Tolerance Policy (see *Definitions*, p.55) 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 “Zero Tolerance Policy” in *Definitions*, p. 55) 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. 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. may be randomly used throughout the year, whenever requested by the school.

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 in terms of health, safety and harassment, will be liable for school suspension or expulsion.

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 such as marijuana, hashish, or other drugs. Should the school determine that drug testing is required, any such testing will be random and will be processed through the Health Centre, using the outside services of professional laboratories. Parents will be responsible for any additional charges and both the student in question and the parents will be informed of all results.

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, 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.

The Standards Committee

Discerning the Need for a Meeting of the Standards Committee

Prior to meeting the student, the student's Head of House will have reported the infraction/violation to the Assistant Head: School Life. The student meets with, or provides a report to, the Assistant Head: 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 Assistant Head: 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, counselling staff, Dean of Students and the Chaplain.

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

1. The student meets with the Assistant Head: School Life (in the presence of at least one other staff member or student) in order to learn about the process and to further clarify the situation. The Assistant Head: 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 Assistant Head: 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 his/her actions. At this point the student will be asked if he/she has any questions, concerns, or needs.
4. The student will then be asked to refer to the *School Life Guide* as the Assistant Head: School Life explains the "Procedures for a Standards Committee Meeting."
5. Prior to the adjournment of the meeting, the student will be reminded that he/she may seek support from the Health Centre, counselling staff, Dean of Students and the Chaplain at any time.
6. The Assistant Head: School Life may convene a pre-standards inquiry with the Dean of Students, Chaplain, 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 Assistant Head: School Life;
 - ▶ Expellable offences are dealt with by the Assistant Head: School Life, the Head of School, the student and his/her parents. The Standards Committee is not involved in deciding whether or not a student should be expelled from the school.
 - ▶ 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.
7. 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 to support their son/daughter through the experience.

At all times throughout the Standards process the integrity and well-being 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 his/her own actions in a manner which upholds the values of trust and respect for the community in which he/she lives and learns.

Procedures for a Meeting of the Standards Committee

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 to support their son/daughter through the experience. After which, the following protocol will be followed:

1. The Standards Committee will meet with each student to hear his or her 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 Assistant Head: School Life. The Assistant Head: 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 Assistant Head: School Life, the Chair of the Committee;
6. The Assistant Head: School Life will inform the parents, both verbally and in writing, of the disciplinary action and educational measures to be taken for the student(s) involved in the Standards Meeting;
7. For boarding students, the Head of House will notify the Assistant Head of House and Advisor of the decision and will hold a house meeting to inform and support students in the house prior to the full school notification in Chapel;
8. The Seniors-in-Charge of Standards or the Assistant Head: School Life will inform the school community of the incident and the accountability;
9. All disciplinary action will be recorded in the student's personal file and kept in the Head of School's office. Expulsions are 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.

Definitions and Additional Information

AWOL: Absent without leave – a student who leaves campus without permission.

On-Campus Discipline: This may include gatings (confinement to school grounds), 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 to be determined by the Standards Committee.

Gating: Confined to campus, confined to room at 7:00 p.m., no visitation privileges. If a student is gated on a weekend they are required to serve Saturday Study.

7:00 p.m.: In residence at 7:00 p.m. for the duration of the evening, confined to room, no visitor privileges.

7:30 a.m.: Breakfast sign-in, wearing classroom dress, not permitted to return to residence.

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 residence until end of academic 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 residence for the remainder of the day. If on a Sunday, sign in to the dining hall at 10:30 a.m. and confined to residence for the remainder of the day.

Sign-Ins: Sign a note on Head of House's office door on the hour every hour.

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 he/she 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 his/her commitment to the school.

General Probation:* A student on General Probation is liable for expulsion should he/she 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.

- a) A student with more than two (2) Directed Probations is automatically placed on General Probation and is sent home to reaffirm his/her 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.

A Directed or General Probation may be applied to any behaviour that contravenes the standards or values of the LCS community.

Education/Counselling: A student may be referred to the School Counsellor. The School Counsellor will interview a student, provide accurate and up-to-date education, counsel as necessary and determine if additional outside counselling is recommended. The School 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.

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.

Standards Committee: The Standards Committee is comprised of any member of the following: Assistant Head: School Life, Dean of Students, Head of House, Co-Head Students, Students, Student Head of House, Student’s Advisor, Chaplain, 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.

In loco parentis: 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.

Reaffirmation of Commitment (Suspension): A student is required to go home to reaffirm his/her 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.

Zero Tolerance Policy (in relation to smoking in or adjacent to a residence or building and the use of illegal drugs on campus): Zero Tolerance is a policy that requires a student’s immediate expulsion from the school.

*NB: Probationary statuses which are issued in the spring term will 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.

Getting “In The Grove” — Frequently Asked Questions

Who grants 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 to 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 son/daughter? 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 academic day (8:40 a.m. - 3:30 p.m.), during study (8:00 p.m. - 9:45 p.m.) or after their child's curfew (see daily schedule on p.6)

Can day students sleep over on campus?

Day students are welcome to sleep on campus with their boarding student friends on Saturday evenings or on Fridays of Quiet Weekends. In exceptional circumstances (like early morning athletic fixtures) day students may be permitted to sleep on campus. If a day student wishes to spend an overnight on campus, they are to contact their day Head of House two days prior to the overnight.

When can students from back to campus after breaks?

Residential 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. The Dining Hall is not open on the evening of a return from break. Boarding students are to be back on campus by 9:00 p.m.

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 was received by parents at Registration. Further travel information can be requested through the travel form (lcs.on.ca/travelform) or to Ms. Vera Wilcox, Director of Student Services, vwilcox@lcs.on.ca or to 705.652.3324 ext.314

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, of support, of fun and of pride.

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 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 or Assistant Head of House.

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 Counsellor, Dean of Students or Chaplain.

If you need help with your academic subjects, go to extra-help 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 Assistant Head: 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.

