# 2026/27
# School Life Guide

LIKE NO OTHER
LAKEFIELD
COLLEGE SCHOOL

# School Life Guide

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

# Mission

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

# Statement of Values

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

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

# Core Values

### Development of the Whole Person

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

### Trust

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

### Inclusive, Caring Community

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

### Individuality

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

### Environmental Responsibility

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

### Learning

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

### Service

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

### Joy

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

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# Daily Schedule and Check-Ins

## Monday, Tuesday, Thursday, Friday

| | | | |
|---|---|---|---|
| 7:30 a.m. | **School Block opens** | | |
| 7:30 - 8:25 a.m. | Breakfast | 7:00 - 8:45 p.m. | Study |
| 8:15 a.m. | Day Bus Arrives | 8:45 - 9:45 p.m. | Free Time / Open House |
| 8:30 - 10:05 a.m. | Period 1 | 9:45 p.m. | Boarding Students House Curfew<br>Day Students Depart Campus<br>**School Block closes** |
| 10:10 - 10:50 a.m. | Community Time | | |
| 10:55 a.m. - 12:30 p.m. | Period 2 | 10:00 p.m. | Grade 9 / 10 Network Shut-Down<br>Grade 9 / 10 Tech. turn in<br>Grade 9 / 10 Bedtime Prep |
| 12:30 - 2:00 p.m. | Lunch / Grove Time | | |
| 2:00 - 3:35 p.m. | Period 3 | 10:30 p.m. | Grade 9 / 10 Lights Out<br>Grade 11 Network Shut-Down<br>Grade 11 Phone/Tablet turn in<br>Grade 11 / 12 Bedtime Prep |
| 3:35 - 4:00 p.m. | WIN (What I Need) | | |
| 4:00 - 5:30 p.m. | Co-curriculars | 11:00 p.m. | Grade 11 Lights Out<br>Grade 12 In Room, Quiet |
| 5:45 - 6:55 p.m. | Dinner | | |
| 5:45 p.m. | Day Bus Departs | 11:30 p.m. | Grade 12 Network Shut-Down |

## Wednesday

| | | | |
|---|---|---|---|
| 7:30 a.m. | **School Block opens** | | |
| 8:30 - 9:35 a.m. | Breakfast | 9:45 p.m. | Boarding Students House Curfew<br>Day Students Depart Campus<br>**School Block closes** |
| 9:15 a.m. | Day Bus Arrives | | |
| 9:40 - 11:00 a.m. | Period 1 | 10:00 p.m. | Grade 9 / 10 Network Shut-Down<br>Grade 9 / 10 Tech. turn in<br>Grade 9 / 10 Bedtime Prep |
| 11:10 a.m. - 12:30 p.m. | Period 2 | | |
| 12:30 - 2:00 p.m. | Lunch | 10:30 p.m. | Grade 9/10 Lights Out<br>Grade 11 Network Shut-Down<br>Grade 11 Phone/Tablet turn in<br>Grade 11 / 12 Bedtime Prep |
| 2:00 - 3:30 p.m. | Co-curriculars | | |
| 5:45 - 6:55 p.m. | Dinner | 11:00 p.m. | Grade 11 Lights Out<br>Grade 12 In Room, Quiet |
| 5:45 p.m. | Day Bus Departs | | |
| 7:00 - 8:45 p.m. | Study | 11:30 p.m. | Grade 12 Network Shut-Down |

## Saturday

| | | | |
|---|---|---|---|
| 7:30 a.m. | **School Block opens** | | |
| 8:30 - 9:35 a.m. | Breakfast | 10:00 p.m. | Grade 9 / 10 Check-In and Campus Curfew (*students must remain on campus*).<br>**School Block closes** (Fitness Centre, Gym, Classrooms, HPC, OE Outpost) |
| 9:15 a.m. | Day Bus Arrives | | |
| 9:40 - 11:15 a.m. | Period 1 | | |
| 11:30 a.m. - 12:30 p.m. | Co-curricular Programs / Grade Time / WIN | 11:00 p.m. | Day Students Depart Campus<br>Grades 9 / 10 / 11 House Curfew *(students remain in their houses for the remainder of the evening)*. |
| 11:30 - 1:00 p.m. | Lunch | | |
| 12:45 p.m. | Day Bus Departs | 12:00 a.m. | Grade 12 House Curfew *(students remain in their houses for the remainder of the evening)*;<br>Grades 9 / 10 / 11 Lights Out; House Quiet |
| 5:45 - 6:55 p.m. | Dinner | | |
| 7:00 - 10:45 p.m. | Free Time / Open House | | |

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

## Sunday

| | | | |
|---|---|---|---|
| 8:00 - 10:30 a.m. | Cold Breakfast | 10:00 p.m. | Grade 9 / 10 Network Shut-Down<br>Grade 9 / 10 Tech. turn in<br>Grade 9 / 10 Bedtime Prep |
| 11:30 a.m. - 1:00 p.m. | Brunch | 10:30 p.m. | Grade 9/10 Lights Out<br>Grade 11 Network Shut-Down<br>Grade 11 Phone/Tablet turn in<br>Grade 11 / 12 Bedtime Prep |
| 5:45 - 7:00 p.m. | Dinner | | |
| 8:00 p.m. | Boarding Students House Curfew (*Day Students on campus check in at houses*)<br>**School Block closes** (Fitness Centre, Gym, Classrooms, HPC, OE Outpost) | 11:00 p.m. | Grade 11 Lights Out<br>Grade 12 in Room, Quiet |
| | | 11:30 p.m. | Grade 12 Network Shut-Down |
| 8:00 p.m. | Day Students Depart Campus | | |

| Weekday Check-Ins (Face to Face) | |
|---|---|
| Monday, Tuesday, Thursday, Friday | Breakfast Check-In (Grades 9 and 10 before 8:00 a.m.; Grades 11 and 12 before 8:20 a.m.), Academic Classes, Community Time, and Co-Curriculars, 5:30 p.m. (if off campus), 7:00 p.m., 10:00 p.m./11:00 p.m./12:00 a.m. curfew (grade specific) |
| Wednesday | Breakfast Check-In (Grades 9 and 10 before 9:00 a.m.; Grades 11 and 12 before 9:30 a.m.), Academic Classes and Co-Curriculars, |

| Weekend Check-Ins (Face to Face) | |
|---|---|
| Saturday | Breakfast Check-In (Grades 9 and 10 before 9:00 a.m.; Grades 11 and 12 before 9:30 a.m.), Academic Class, 1:00 p.m., 5:30 p.m., 10:00 p.m./11:00 p.m./12:00 a.m. curfew (grade specific) |
| Sunday | By 1:00 p.m., 5:30 p.m., 8:00 p.m. |

| Quiet Weekend Check-Ins (Face to Face) | |
|---|---|
| Saturday | By 1:00 p.m., 5:30 p.m., 10:00 p.m./11:00 p.m./12:00 a.m. curfew (grade specific) |
| Sunday | By 1:00 p.m., 5:30 p.m., 8:00 p.m. |

# Academic and Program Life

## Attendance Policy

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

Students are expected to take responsibility for their academic work and to strive for excellence. Students learn best when they are actively engaged in their classes and house communities. As such, attendance in classes and all school programming should be prioritized for all students in all grades.

## Planned/Excused Absences

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

Students who miss class are responsible for all of the work they have missed.

Parents who are requesting that their child miss more than 3 program days will be contacted by the Associate Head (or designate) in order to determine the necessity of the leave.

### Excusing an Absence: Day Students

If a day student is to be away from school for part or all of the day due to illness, an appointment, or an alternate reason, the parent/guardian must contact the Attendance Desk. The Attendance Desk will put in a "Planned Absence" in Edsby for the student. Safety protocols require the Attendance Desk to follow up on any day students who have been marked absent without parental notice or confirmation. As such, advance notice, whenever possible, is greatly appreciated.

Attendance Desk: attendance@lcs.on.ca phone: 705.652.3324 ext. 364

If a parent/guardian needs to pick up their day student from campus during the program day, contact with the Attendance Desk before departure is necessary to ensure safety protocols are met.

### Excusing an Absence: Boarding Students

Attendance for boarding students who are ill or who have a medical appointment is managed collaboratively by the Health Center and Attendance Desk.

If a boarding student will be away from school, parents/guardians must contact the student's Head of House to request leave and a Transfer of Care *(see page 31)*. The Head of House will confirm

transportation details, departure and return times with the parents. The Head of House will put in a "Planned Absence" in Edsby for the student.

# Unexcused Academic Absences

## Definition of an Unexcused Absence from Class

Teachers take attendance within the first 10 minutes of every class.

An unexcused absence is when a student misses a class for no permitted (excused) reason or arrives at class with 45 minutes (or less) time remaining in the class.

A student's absence is excused when ill, when involved in a school co-curricular activity or when special permission is granted by their Head of House (boarder) or parent/guardian (day student).

## Accountability for Unexcused Absences for Class

When a student is marked absent, the student, their parents/guardians (day student), Head of House (boarder), and Advisor are notified. If corrections need to be made, students should work with their supportive adults to have the absence rectified.

- **First Offence:** The Advisor will review the attendance policy with the student. Parents are contacted by the Advisor.
- **Second Offence:** Advisor arranges a meeting with the student and Head of House to determine a plan to address attendance issues. A support plan is agreed upon and implemented. The student will be assigned to Saturday Study. Parents are contacted by the Advisor, and the support plan is shared.
- **Third Offence:** The Director of School Life arranges a meeting with the student and Advisor. The student is issued an Official Warning for contravention of the Academic Attendance policy. The support plan is updated as needed. The student will be assigned to Saturday Study. Parents are contacted by the Director of School Life.
- **Fourth Offence:** The Director of School Life arranges a meeting with the student and Advisor. The student is placed on Directed Probation for contravention of the Academic Attendance policy. The student is required to attend Saturday Study and additional academic give back as deemed appropriate. Parents are contacted by the Director of School Life.
- **Fifth Offence:** The Director of School Life arranges a meeting with the student and Advisor. The student is placed on General Probation. Parents are contacted by the Director of School Life. The student may be sent home to reaffirm their commitment to the school (suspended) or other accountability as deemed appropriate. A revised action plan may be agreed upon and implemented.

- **Subsequent Offences:** The Director of School Life arranges a meeting with the student and Advisor. The student may be required to reaffirm their commitment to the school (suspended) or to leave the school (expelled).

# Late for Class

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

## Definition of "Late for Class"

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

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

Students who arrive to class with 45 minutes or less remaining in the class are no longer considered late and will be held accountable for an unexcused absence.

## Accountability for being Late for Class

- **First Offence:** Occurs when a student acquires 3 lates recorded in the attendance system. A notification is sent to the student and Advisor. The Advisor will review the late policy with the student. If corrections need to be made, the student works with their Advisor to have the late(s) rectified. Parents are contacted by the Advisor.
- **Second Offence:** Occurs when the student accumulates 3 more lates (6 total) recorded in the attendance system. A second notification is sent to the student and Advisor. Advisor arranges a meeting with the student and Head of House to determine a plan to address chronic lateness. A support plan is agreed upon and implemented. The student is placed in Saturday Study. Parents are contacted by the Advisor, and the support plan is shared.
- **Third Offence:** Occurs when the student accumulates 4 more lates (10 total) recorded in the attendance system. A third notification is sent to the student and Advisor. The Director of School Life arranges a meeting with the student and Advisor. Student is placed on Official Warning Status for contravention of the Academic Attendance policy. The support plan is updated as needed. The student is placed in Saturday Study. Parents are contacted by the Director of School Life.
- **Fourth Offence:** Occurs when the student accumulates another 4 more lates (14 total) recorded in the attendance system. A fourth notification is sent to the student, Advisor, and the Director of School Life. The Director of School Life arranges a meeting with the student and Advisor. Student is placed on Directed Probation for contravention of the Academic Attendance policy. The support

plan is updated as needed and the student is placed in Saturday Study. Parents are contacted by the Director of School Life.

- **Fifth Offence:** Occurs when the student accumulates 4 more lates (18 total) as recorded in the attendance system. A fifth notification is sent to the student, Advisor, and Director of School Life. The Director of School Life arranges a meeting with the student and Advisor. The student is placed on General Probation. The support plan is updated as needed and the student is placed in Saturday Study. Parents are contacted by the Director of School Life.

**Subsequent Offences:** The Director of School Life arranges a meeting with the student and Advisor. The student may be required to reaffirm their commitment to the school (suspended) or to leave the school (expelled).

## Community Time Attendance

Students are expected to attend Community Time, which includes chapel, house meetings, grade meetings, and advisor meetings. This shared time is central to our school culture, fostering meaningful relationships and a strong sense of belonging. The insights, information, and community curriculum explored during these gatherings are essential to understanding and living out the values that define our community.

- **First Offence:** For being late or absent from Community Time, the Head of House will determine the most appropriate in-house accountability to ensure a student is fostering and contributing to the house community.
- **Second Offence** (within the same week): For being late or absent from Community Time a second time, the student is Gated for one day. Additionally, the Head of House will determine the most appropriate in-house accountability to ensure a student is fostering and contributing to the house community. The Head of House will contact parents.
- **Third Offence** (within the same week): The student will be required to attend a meeting with the Director of School Life and Head of House. Head of House to reach out to schedule. An Official Warning will be issued for Persistent Inability to Abide by the Expectations of the School by the Director of School Life. The Head of House will contact parents.
- **A pattern of behaviour:** Should a student consistently be absent for Community Time, they will be required to attend a meeting with the Director of School Life, coordinated by the Head of House. The Director of School life will issue an Official Warning issued for Persistent Inability to Abide by the Expectations of the School; parents will be contacted. If a student has already been issued an Official Warning due to attendance, additional accountability will be determined at the discretion of the Head of House and Director of School Life, potentially including a meeting of the Standards Committee.

# Co-Curricular Attendance

Coaches, directors and facilitators will take attendance on every student contact day (i.e., practice/rehearsal/meeting/game/performance). Students may only be excused when ill or when permission is granted in advance by their Head of House or Advisor, who will enter a Planned Absence for the student.

## Accountability for Unexcused Absences from Co-Curricular Programs

The student, Advisor and Head of House are informed of each unexcused co-curricular absence as it occurs via email. The student should work with their supportive adults to resolve any incorrectly determined unexcused absences at the time of the initial absence notification email.

- **First Offence:** Through discussion, the Advisor will support the student's growth in understanding: the school's mission "to challenge and enable students to reach their individual potential in mind, body and spirit," the co-curricular attendance expectations, and accountability should additional absences occur. The Advisor works with the student to determine if changes to the student's co-curricular programs are necessary and identifies strategies to support success.
- **Second Offence:** The Advisor arranges a supportive meeting with the student and Head of House. A support plan is agreed upon and implemented, including in-house accountability, as appropriate. Parents are contacted by the Advisor, and the support plan is shared.
- **Third Offence:** The Advisor arranges a meeting with the student and Head of House to discuss expectations and revise the support plan as needed. In-house accountability is determined. The Advisor works with the Director of Arts and/or Athletics to determine opportunities for the student to give back that support the co-curricular program. Parents are contacted by the Advisor and support details are shared.
- **Fourth Offence:** A meeting with the student, Advisor and the Director of Arts or Athletics is arranged by the Athletics Co-ordinator. The Director of Arts or Athletics, by proxy for the Director of School Life, issues the student an Official Warning for contravention of the Co-curricular Attendance policy. Opportunities for student "give-back" that support co-curricular programs. A revised support plan may be agreed upon and implemented. Parents are contacted by the Director of Arts or Athletics and support details are shared. Director of Arts or Athletics notifies Director of School Life.
- **Fifth Offence:** The Director of School Life arranges a meeting with the student and Advisor. The student is placed on Directed Probation for violation of the Co-curricular Attendance policy. Opportunities for student give back that supports the co-curricular program is determined in conjunction with the Director of Arts or Athletics. A revised support plan may be agreed upon and implemented. Parents are contacted by the Director of School Life.

- **Subsequent Offences:** The Director of School Life arranges a meeting with the student and Advisor. The student is required to attend a meeting with the Standards Committee and may be required to reaffirm their commitment to the school (suspended) and/or placed on General Probation. Continued absences will result in the Standards' progressive discipline process, with the possibility of being required to leave the school (expelled).

# Academic Guidelines and Policy

## Use of Personal Electronic Devices (PED)

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

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

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

### PEDs and the Evening Routine

The school understands the fundamental importance of healthy sleep. To encourage healthy sleeping habits, all junior students (Grades 9 and 10) will turn in their technology (cell phones, laptop, iPads, etc) to the house staff on duty prior to bedtimes on Sunday to Friday evenings; all Grade 11 students without Grove Senior Status will turn in their cell phones to the house staff on duty prior to curfew on Sunday to Friday evenings. Students should be in the habit of handing in fully charged technology devices. Senior students may be required to hand in their technology if they are not able to manage their own healthy sleeping habits. All technology can be collected by the owner before breakfast the following morning.

## Tech-free Spaces: Expectations and Accountability

In order to support focused learning and promote student well-being, LCS has established designated tech-free spaces throughout the school. In these spaces, the use of personal electronic devices, including but not limited to, cell phones, bluetooth headphones, tablets, gaming devices, and laptops, are not permitted. Students are expected to comply and store personal electronic devices in a safe place while enjoying these spaces.

Phones are not permitted in the Academic Block, Chapel, Dining Hall, and during Co-curriculars and Clubs, during the following times:

- 7:30 AM - 5:30 PM (M, T, T, F)
- 8:30 AM - 3:30 PM (W)
- 8:30 AM - 1:00 PM (S)
- 7:00 PM- 8:45 PM during Evening Study

Phones are not permitted to be carried around the school block in backpacks or on your person. Phones should be kept in lockers and student rooms. Students are required to hand in phones during study to promote focus and deep learning.

Student phones will be confiscated if they are seen during these times.

## Tech-free Spaces Accountability

- **First Offence:** The student's personal device(s) will be confiscated for the remainder of the program time until 5:30 p.m. the following day (24 hrs). Head of House contacted to arrange a supportive meeting with the student, SICs of House, and Head of House; support plan generated including in-house accountability and supportive check-ins with SICs of House.
- **Second Offence:** The student's personal device will be held for 48 hours. Day students are required to hand in their device while on campus for two program days. Head of House contacted to arrange a supportive meeting with student and SIC team; Support plan revised to include mandatory 2 week daily phone turn-in to House office or locker [SIC supported], regular check-ins with SICs of House, and in-house accountability. SIC of Standards meet with student and SICs to offer support. Head of House notifies parents.
- **Third Offence:** The student's personal device will be held for 72 hours. Day students are required to hand in their device while on campus for three program days. Head of House contacted to arrange a follow up meeting with student and SIC team. Additionally, Head of House contacts a representative of the School Life department to arrange a supportive meeting including the student, House team, SICs of House, SIC of Standards, and SICs of School Life. Support plan revised to include mandatory 3 week daily phone turn-in to Academic Office, additional community and in-house accountability and supports, and regular supportive check-ins with SICs of House and SIC of Standards. Director of School Life issues student an Official Warning issued for Persistent Inability to Abide by the Expectations of the School. Head of House notifies parents.
- **Fourth Offence:** The student's personal device will be held for 72 hours. Day students are required to hand in their device while on campus for three program days. Head of House contacted to follow up with student and notify parents. The student will be required to attend a meeting of the Standards Committee for Persistent Inability to Abide by the Expectations of the School with escalating probationary status in accordance with the Standards process and the school's code of conduct. A prolonged period of daily phone turn in will also be included in the supportive plan.

- **Subsequent Offences:** The student will be required to attend a meeting with the Standards Committee with escalating probationary status in accordance with the Standards process and the school's code of conduct.

### Phone Retrieval

If a student's phone has been confiscated, the phone can be retrieved at 5:30 PM from the School Block Supervisor after the accountability period is completed.

### Auditory Support and Technology

To uphold the school's tech-free environment, electronic headphones and AirPods are prohibited in hallways, the Dining Hall, and Chapel. Students requiring noise reduction or dampening in these spaces must use approved non-electronic tools, such as high-fidelity ear filters (e.g., Loop) or disposable foam earplugs. Any other non-electronic auditory tools (e.g., over-the-ear noise reduction options) must be vetted and approved by the Learning Support Coordinator.

Electronic headphones may only be used during designated independent work times, exclusively with teacher permission. To ensure compliance with technology expectations, headphones must be connected to a laptop, not a cellular device.

Formal Assessments: No electronic devices (including Bluetooth headphones, AirPods, smart watches) are permitted during tests, exams, in-class essays, or other formal assessments. Students requiring noise dampening must use non-electronic, policy-compliant tools (e.g., Loops or foam earplugs).

## Information Technology Responsible Use Agreement

Lakefield College School makes its campus-wide network, including its connection to the Internet, available to all students and staff for the express purpose of furthering the educational mission of the school. In order that network users understand how best to abide by this purpose, it is expected that all students, staff and parents read the official Responsible Use Agreement (RUA). Use of the network constitutes agreement to the terms of the RUA. Repeated or more serious violations of the RUA may result in more serious accountability, and may necessitate meeting with the Standards Committee to determine appropriate accountability.

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

- That digital activities that impact members of the LCS community are subject to the RUA.
- That students understand that their digital activities are subject to school policies such as the Harassment Policy and the Academic Honesty Policy.
- That students are bound by the copyright laws of Canada and the Province of Ontario and as such can only store images, music, video and software that they have purchased.

- That software licensed to the school will need to be removed when the student leaves the school.
- That all students are to keep private information (such as phone numbers and addresses) about themselves and other students, private.
- That students will keep their usernames and passwords confidential.
- That students will only use their own credentials when accessing digital resources.
- That students will not seek out, generate, or store sexually explicit images.
- That students can't use school resources or school-provided resources for financial gain.

## Guidelines for Responsible Use of AI

LCS recognizes the transformative potential of Artificial Intelligence (AI) in enhancing learning, fostering innovation, and supporting various aspects of school operations. Adhering to the LCS values is essential for guiding responsible and ethical application of AI technologies.

- **Learn Continuously** - AI is a rapidly evolving field, and it is essential for students to continuously learn about its implications and ethical use. LCS offers ongoing education and training on AI ethics, responsible use, and best practices. We encourage students to harness AI to enhance their learning while also using their human judgment to ensure authenticity. AI should be used to augment students' abilities, helping them create unique work and deepen their understanding, not to replace their efforts.
- **Respect Others** - Students will not use AI to harm, deceive, or disparage others. All AI applications and algorithms used within LCS must be guided by our values, adhere to ethical principles, respecting individual rights, privacy, and dignity. For behaviours that are outside of these expectations, refer to harassment policies in the School Life Guide.
- **Maintain Academic Integrity** - When using AI to assist with schoolwork, students will always give proper credit. Students must understand that any work generated by AI should be clearly indicated. For more information regarding AI use in school work, refer to the Academic Honesty Policy (below)
    a. Citations, Disclosures, and Attributions: use of AI-generated content is considered plagiarism, unless appropriately cited in assignments or publications; any use must be referenced. The following resources provide a sample of how to appropriately cite the use of AI in any publication or assignment:
        i. MLA Style - Generative AI
        ii. APA Style - ChatGPT
        iii. Chicago Style - Generative AI
- **Protect Privacy and Data Security** - Students will be mindful of their own and others' privacy when using AI. Students should not share personal information with AI without appropriate informed consent and understanding of how the data will be used.

# Accessibility and Accommodation

LCS is committed to providing accommodations for students with learning differences. LCS has a formal accommodation process in place and provides accommodations for students with documented disabilities or medical needs. If a student requires specific accommodation due to a disability or medical need, please contact the Director of Student Success so that arrangements can be made for the appropriate accommodations to be put in place. LCS will make accommodations for students with disabilities or medical needs to the point of undue hardship with regard to issues of health, safety and cost to the organization.

# Academic Honesty Policy

Plagiarism is a serious offense. Students are expected to display honesty and integrity in all of their academic work at Lakefield College School. All students are taught appropriate techniques for using AI and crediting sources, and are required to use these at all grade levels.

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

## Procedure for Adjudicating a Case of Academic Dishonesty

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

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

## Academic Dishonesty Accountability

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

- **Second Offence:** The Program Area Leader and the teacher meet with the student and the student's Advisor to outline the infraction and the consequences under the school's Academic Honesty policy. The Advisor and the student will meet with the Associate Head - Program who will issue an Official Warning: Academic Dishonesty and explain that a further incident will lead to placement on Directed Probation:Academic Dishonesty. The Advisor notifies the student's parents and the student's teachers of the results of the meeting. The Program Area Leader notes the incident in the student's school record.

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

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

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

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

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

# Dress Expectations

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

All clothing must be clean and in good repair. Staff are expected to adhere to the same standard of dress as students. Should a student have questions, concerns or ideas about the school dress standard they are encouraged to engage in dialogue with the Director of Houses.

**This dress standard outlines the clothing needed at Lakefield College School for all program activities. Students must be in standard or formal dress in the Academic Block, Dining Hall, and Chapel during the academic day (from 7:30a.m. to 3:30 p.m, Wednesdays and Saturdays from 8:30 a.m. to 12:30 p.m.). This includes students who have a spare/study period.**

To further reduce our environmental impact, the school encourages students to donate gently used Standard Dress and Formal Dress items that are no longer needed. The Replay Shop is located in School Stores, where these gently used items can be purchased at a reduced price. Students may bring donation items to School Stores throughout the school year. All items will be cleaned and sold as they become available. Proceeds from the Replay Shop support projects that directly benefit the students. For further information please contact School Stores (705.652.3324 ext. 340).

## Formal Dress

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

**Formal Dress consists of the following:**

**Tops:**

Green blazer (Grades 9-11) or Navy blazer (Grade 12) with crest.

White oxford cloth button-down shirt, tucked in, with school tie.

Top Marks navy pullover v-neck sweater may be worn under the blazer in winter months for extra warmth.

### Bottoms:

Grey flannel pants with black or brown belt and dark socks.

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

### Footwear:

Black or brown polishable dress shoes. Athletic/running shoes or sandals are not permitted.

## Standard Dress

Our standard dress allows students to be dressed appropriately for the wide range of learning activities they might experience in a day, from physical activity in the outdoors, including Outdoor Education class,

to dance and drama to science experiments and formal class presentations. Students are expected to choose from among the pieces of standard dress available to them so that they may engage confidently and freely in whatever learning the day brings.

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

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

**Standard Dress consists of the following:**

### Tops:

All outfits must include a collared shirt as a base layer.

- Top Marks white oxford cloth shirt (long or short-sleeved)
- Top Marks white or navy polo shirt (long or short-sleeved)
- Top Marks navy pullover v-neck sweater. Must be worn with a collared LCS shirt underneath
- Top Marks navy heavy-weight polar fleece pull-over
- Top Marks LCS sweater coats (Academics, Athletics, Arts)
- School Stores-supplied LCS green and navy polar fleece pull-over
- School Stores-supplied LCS quarter-zip sweatshirt in red, green, navy, or white
- School Stores-supplied LCS crewneck sweatshirt in red, green, and navy. Must be worn with a collared LCS shirt underneath.

- School Stores-supplied LCS hoodies in red, green, navy and white (grey hoodies may only be worn as spirit wear). Must be worn with a collared LCS shirt underneath. At no time should the hood be worn over the head during class, in the dining hall, Chapel or during community time.
- School Stores-supplied LCS rugby shirts
- School Stores-supplied active-wear quarter zip in red, green, or navy
- School Stores-supplied collared shirt in white, navy, red or green (long or short sleeve)

For outdoor education, physical education, drama, or dance classes an LCS affiliated shirt without a collar may be worn as a layer.

**Bottoms:**

The Standard Dress for bottoms is black pants that allow for freedom of movement and meets the standard noted above in practicality of purpose and appropriate in appearance. Students may choose black pants, shorts, skirts or skorts that best meet their needs and fit so long as they meet the following criteria:

- Made from an 'active wear' fabric that has stretch and is synthetic (not cotton) for quick-drying and ease of movement
- Solid black with no additional colour or transparency
- Have no excessive branding
- Modesty shorts must be worn under a skirt and may not be worn on their own.
- Please note that black denim, corduroy, or cotton sweatpants are not acceptable as Standard Dress

### Saturdays:

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

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

### Footwear:

- Socks must be worn from Thanksgiving to Easter
- Athletic/Running shoes
- Seasonally appropriate hard-soled shoes or boots
- Hard-soled structured sandals (e.g. Birkenstocks)
- Dress shoes
- Unacceptable footwear includes: slides, flip flops, slippers, Crocs

## Headwear and Scarves

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

## Clean Casuals

All students are expected to be dressed in an appropriate manner at all times. Students may change into Clean Casuals after classes end each day. On Clean Casual academic days, students may make a donation to a school-selected charity in return for the privilege of wearing clean casual dress.

Clean casual clothing must be clean and in good repair. Clothing that contravenes the school's standards and values will have to be changed and may be confiscated depending upon the severity of the offence. Examples of inappropriate clothing would include but are not limited to clothing with racist, profane, homophobic or hate speech messages, or clothing that promotes alcohol or drug consumption.

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

## Dress in the Dining Hall

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

- Footwear must be worn. No cleats allowed.
- A student must change after kinetic activity (a sports practice or workout) before they enter.

## Jewellery, Piercings and Tattoos

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

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

## Hair and Body

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

## Scent-Free School

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

### Dress Accountability

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

- **First Offence:** Head of House contacted to arrange a supportive meeting with the student, SICs of House, and Head of House, to ensure any uniform needs are resolved and dress expectations are understood. A supportive plan generated including a two-week period of daily dress inspection with SICs of House.
- **Second Offence:** Head of House contacted to arrange a supportive meeting with student and SICs of House; Support plan revised to include one week (6 program days) of mandatory Formal Dress during the two week period of daily dress inspection with SICs of House; one week of community duty supporting proper uniform expectations (Chapel/Dining Hall) to be supported by SICs of School Life and Standards. Head of House notifies parents.
- **Third Offence:** Head of House contacted to arrange a supportive meeting with student and SICs of House; Support plan revised to include two weeks (12 program days) of mandatory Formal Dress during four week period of daily dress inspection with SICs of House; two weeks of community duty supporting proper uniform expectations (Chapel/Dining Hall) to be supported by SICs of School Life and Standards; regular supportive check-ins with SICs of House and SICs of Standards. Director of School Life issues student an Official Warning issued for Persistent Inability to Abide by the Expectations of the School. Head of House notifies parents.
- **Fourth Offence:** Head of House contacted to follow up with student and notify parents. The student will be required to attend a meeting of the Standards Committee for Persistent Inability to Abide by the Expectations of the School with escalating probationary status in accordance with the Standards process and the school's code of conduct. A prolonged period of daily dress inspection and Formal Dress will also be included in the supportive plan.
- **Subsequent Offences:** The student will be required to attend a meeting with the Standards Committee with escalating probationary status in accordance with the Standards process and the school's code of conduct.

# Daily Life in the LCS Community

## House Model

All students and staff are affiliated with one of our twelve Houses during their time at Lakefield College School. House Teams are composed of a Head of House and an Associate Faculty who live in the house, plus additional residential support members, a team of Advisors, and additional staff members. Each

student is assigned an Advisor within the House. Community Time Programming and Advising is delivered through the House Model.

## Spirit Houses

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

## Student Leadership

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

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

Lakefield College School believes that the complexities of leadership are best learned through experience. A primary goal of the educational experience at LCS is to give each student, in their graduating year, the opportunity to influence the quality of student life at the school through their Senior-in-Charge roles. Each member of the graduating class is given the opportunity to offer leadership to a specific area of School Life. Students in Grades 9 through 11 are also given opportunities for leadership through the House Model, in areas such as Belonging, Wellbeing, Sustainability, and Arts and Athletics. Student leaders are guided by a faculty mentor and reports on their leadership in these areas are included in their report cards.

# Dining Hall

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

The food service operation is managed by Aramark Campus Services. The Seniors-in-Charge (SICs) of Dining Hall solicit feedback from students from all grades regularly throughout the year. The SICs meet with the Dining Hall staff weekly to discuss all aspects of the meals and any concerns that may have been brought to their attention by peers. Dietary questions or concerns can also be addressed to dietitian@aramark.ca.

## Dining Hall Meal Hours

| | Mon, Tues, Thurs, Fri | Wed, Sat | Sun |
|---|---|---|---|
| **Breakfast** | 7:30 a.m. - 8:25 a.m. | 8:30 a.m. - 9:35 a.m. | 8:00 a.m. - 10:30 a.m. |
| **Lunch** | 12:00 p.m. - 2:00 p.m. | 12:00 p.m. - 2:00 p.m. | 11:30 a.m. - 1:00 p.m. |
| **Dinner** | 5:45 p.m. - 6:55 p.m. | 5:45 p.m. - 6:55 p.m. | 5:45 p.m. - 6:55 p.m. |

# Breakfast Check-In

Students must sign in before the following times:

### Monday, Tuesday, Thursday, Friday

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

### Wednesdays and Saturdays

Grades 9 and 10 — before 9:00 a.m.
Grades 11 and 12 — before 9:30 a.m.

## Breakfast Expectations and Accountability

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

- **First Offence:** For being late to breakfast, the student is Gated for one day. If the student was absent, they are Gated *(see "Gating" definition found in the Definitions of Lakefield College School Terminology)* for one day and must also hand in their phone for the evening and tech overnight. A Head of House will determine the most appropriate in house accountability to ensure a student is getting an adequate amount of sleep to enable them to be on time for breakfast (example: tech hand in or early bedtime).
- **Second Offence** (within the same week): For being late to breakfast, the student is Gated for one day. If the student was absent, they are Gated for one day and must also hand in their phone for

the evening and tech overnight. At the next breakfast sign-in, the student is required to be at breakfast at opening time (7:30 a.m. or 8:30 a.m.) and assist with breakfast duties. A Head of House will determine the most appropriate in house accountability to ensure a student is getting an adequate amount of sleep to enable them to be on time for breakfast (example: tech hand in or early bedtime). The Head of House will contact parents.

- **Third Offence** (within the same week): The student will be required to attend a meeting with the Director of School Life and Head of House. An Official Warning will be issued for Persistent Inability to Abide by the Expectations of the School. The Head of House will contact parents.
- **A pattern of behaviour:** Should a student consistently arrive late or miss breakfast across weeks, they will be required to attend a meeting with the Director of School Life; an Official Warning issued for Persistent Inability to Abide by the Expectations of the School, parents contacted. If a student has already been issued an Official Warning due to attendance, additional accountability will be determined at the discretion of the Head of House and Director of School life, potentially including a meeting of the Standards Committee.

## Chapel

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

## Evening Study

All students on-campus, boarding and day students, are required to check-in at 7:00 p.m. with their house staff on duty before settling into Evening Study. As per school policy, cell phones are required to be turned in at the beginning of Evening Study. Students should be prepared to complete their homework and work quietly for the entirety of Study. All students may request permission to study in the academic block (spaces assigned by grade level), but must display proper citizenship and self-control to earn this privilege. Students who study in the academic block should be in good academic standing and use the time to work productively. Students not completing work or distracting others will be asked to return to their house and may not be permitted to spend Study in the academic block for a length of time determined by their Head of House.

## Saturday Study

Students may be placed into Saturday Study (supervised study from 2:00 p.m. to 4:00 p.m.) for academic concerns or a pattern of behaviour which persistently compromises community standards and expectations, including but not limited to, lateness, repeatedly missing Chapel, etc.

Students who are Gated *(see "Gating" definition found in the Definitions of Lakefield College School Terminology)* over a weekend are required to serve Saturday Study.

## Open House

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

Lakefield College School endeavours to respect the privacy and personal space of all students. Guests are only permitted in the house outside of Open House hours with the permission of the staff on duty. Guests are only permitted in-room visitation during Open House hours with the permission of the staff on duty; doors must be open to allow a clear line of sight whenever a student is visiting.

**Note:** If a student is in a house without permission outside of Open House hours they will be held accountable for a Closed House Violation (*see Closed House Violations*). A Head of House or staff on duty may close their house or limit visitation at any time.

# Weekend Programming and Social Activities

The school maintains a vibrant calendar filled with social events and weekend programming designed to build community spirit:

- **Friday and Saturday Evenings:** Regular weekend programs are offered. Most Friday and Saturday evenings feature a community spirit event arranged by the School Life Class.
- **Sundays**: Kept as downtime for students to sleep-in, rest, and study. Optional activities are available, including activities such as  intramural sports, cooking classes, rock climbing, trips to local shopping, service learning, and Northcote opportunities.
- **Dances:** The school hosts at least one dance every term, featuring a semi-formal event in December and a senior formal in the spring.
- **Special Whole-School Days:** Throughout the year, students enjoy special days like Ted Pope Day (a school-wide ski trip) as well as Regatta Day and Fall Fair, where paper houses compete in spirited challenges, and parents and alumni are invited to campus. On rare occasions, the Head of School may grant the entire school a half-day off or a sleep-in.

Participation in all aspects of school programming, including spirit events, is seen as an essential to creating a sense of belonging and school spirit. As such, all students are encouraged to remain on-campus and participate in activities. For certain time-honored whole-school spirit events, leave restrictions may apply.

## Mandatory Special Events

Certain special events throughout the year take place in the evening and are mandatory for all students, as they are a vital part of the school's culture and community.

- **Day Student Attendance:** Day students are required to attend these mandatory evening events.
- **Absence Protocol:** In the rare instance that a day student cannot attend, a parent or guardian must notify their Head of House in advance.

# Leaving Campus

There are many different times in the week when students may request permission to leave campus. **In all instances, students (day and boarding) must have permission from their house staff**.

## Leaving Campus During the School Day

All students are expected to be on-campus throughout the school day (Monday, Tuesday, Thursday, Friday 8:30 a.m. – 5:30 p.m., Saturdays and Wednesdays, 9:30 a.m. – 12:30 p.m.). If a student needs to leave campus for any reason during the program day, they must seek the permission of their house staff on duty or, in the case of a medical necessity, from the Health Centre. This applies to day students if they are leaving during the program day and will return to the care of the school. Students who violate this standard will be considered Absent Without Leave (AWOL) (*please see Definitions Section)*.

Day Students are not required to request permission from their Head of House to depart from campus to go home at the end of the academic day unless they are planning to return to campus later that same day or evening. Parents/guardians should notify the Attendance Desk if a day student is leaving campus during the program day as per the Attendance policy.

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 house staff to leave campus for such excursions.

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

## After the Academic Day

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

## Weekday Dinner Leave

Grade 12 students may request one evening dinner leave per week. Grade 11 students with Grove Senior Status may request one evening dinner leave per month. They must check back in with the staff on duty in person as soon as they return to campus and not later than curfew, 9:45 p.m. On special occasions (very rare, does not include birthdays), Grade 9 to 11 students may request dinner leave from their Head of House. They must check back in with their house staff on duty as soon as they return to campus and not later than 7:00 p.m.

## Weekday Overnight Leave

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

## Weekend Daytime Leave to Lakefield and Peterborough

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

**Note:** Students are always required to request permission from their house staff on duty for Daytime Leave.

## Saturday—Evening Leave

Saturday evening leave is granted at the discretion of the house staff 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 house staff on duty before leaving campus. Saturday evening leave assumes that a student is leaving campus around the dinner hour (5:30 - 6:00 p.m.). Students must be back on-campus and check in with their house staff on duty by their curfews (Grades 9 and 10 students at 10:00 p.m., Grade 11 students at 11:00 p.m., and Grade 12 students at 12:00 a.m.).

Students must face-to-face check in with their house staff on duty immediately upon their return to campus.

Students in Grades 9 and 10 may NOT have evening leave to Peterborough until AFTER the Thanksgiving Weekend.

## Saturday Evening—Overnight Leave

Students may request Saturday overnight leave beginning at the end of Saturday's academic and athletic program schedule. Students on Saturday overnight leave are expected to return to campus by 8:00 p.m. on Sunday evening. The earliest students are permitted to return to campus is 8:00 a.m. on Sunday morning. Students must check in directly with their house staff on duty upon their return. Students who are expecting to return to school on Sunday evening after 8:00 p.m. must have received permission in advance from their Head of House.

If a student wishes to take Saturday overnight leave they must follow the process outlined below:

1. Students must ask their Head of House for weekend leave before 10:00 p.m. on the Thursday before the weekend they intend to leave. The student will do this by email, cc'ing their parents, the intended hosts and their Head of House.

2. 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.

3. The Head of House will contact the student's parents and host on or before the Friday of the weekend to confirm permissions and travel arrangements. The Head of House will confirm departure and return times with the parents.

Overnight leave may only be granted by the Head of House. Other house staff are not able to grant permission for overnight leave.

**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 through accepting transfer of care/in loco parentis.*

## Extended Weekend Leave

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

In addition to the outlined steps for Overnight Leave, when confirming departure and return times with parents, the Head of House will highlight any concerns regarding missed class time or school programming. The Head of House will put a planned absence into the student's attendance record. Students who miss class are responsible for any of the work they have missed.

## 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) and the Director of School Life. A student will only be granted permission to remain off-campus overnight if safety considerations make this exception necessary. All regular transfer of care protocols apply.

## Hotel Leave

Students may only stay in a hotel, Airbnb, or other temporary accommodation with their own parent or a host parent (a responsible adult 21 years of age or older, who the school regards as capable of accepting the

responsibility of assuming *in loco parentis*). In these cases, all transfers of care must be approved by the Director of School Life, the student's parents and the host parent.

## Leave Violations/Absent Without Leave (AWOL)

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

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

Depending on the seriousness of the case as determined by the Director of School Life, accountability may range from being Gated to campus two (2) or more days by their Head of House, to a meeting of the Standards Committee. More serious incidents and repeat offences will be dealt with through the Standards Committee. The student(s) will be placed on Directed Probation and parents will be contacted.

## Long Weekend Breaks and School Closing

The school has some long weekend and mid-term breaks within the academic year that require the school and all programming to cease. During these breaks (Thanksgiving, November Mid-term, December Winter, February, March Mid-Term, April, May Mid-term) the school closes and dissolves "in loco parentis." In these instances, the school is not obligated to transfer care to a host parent as students return to the care and responsibility of their own parent/guardian. An Emergency Contact (a local and immediately available adult 21 years of age or older) must be readily available to your child in the event of an emergency. For students unable to leave campus or wishing to remain, the school provides accommodations and supervised programming at extra cost when possible. The school will also do its utmost to arrange transportation and assist in arranging appropriate accommodations during these breaks should this be requested.

## Travelling to and from Lakefield College School

The school can 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 and pick up tickets from the Coordinator of International Students and Travel. All ground travel costs are billed to the student's account. Please plan ahead for additional student expenses.

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

### Taxis

For personal use, taxis must be paid for directly by the student. The high cost of taxis in the Lakefield area usually prompts students to share taxis into Peterborough. For medical appointments, the nursing staff will distribute taxi slips; travel costs will be charged back to student accounts. Occasionally taxi slips will also be given to students for other school-sanctioned events or co-curricular functions to support participation.

## House and Student Life

### Grade 12 Privileges

Grade 12 students are expected to understand their role in the LCS community, and the value of modelling exemplary behaviours and attitudes to younger members of the student population. Grade 12 privileges are a reinforcement and acknowledgement of the following values, behaviours and attitudes: self-discipline, self-control, student's willingness to follow House/LCS routines and expectations and demonstration of good citizenship within the school community.

- Curfew of 12:00 a.m. on Saturday nights
- Able to request Lakefield leave during the academic day during a spare
- Permitted a sleep-in once per week
- Permitted dinner leave once per week
- Permitted to maintain possession of cell phone overnight
- Senior-In-Charge responsibilities
- Evening Study in Hepburn Hall (7:00pm to 9:45pm)

***Please note: For Grade 12 students missing Community Service hours, the School reserves the right to suspend the grad privileges listed above and curtail village/Peterborough/ weekend leave privileges in support of students meeting this Ontario graduation requirement.***

### Grove Senior Status (GSS)

Grove Senior Status (GSS) provides Grade 11 students with an opportunity to experience Grade 12 privileges as a result of demonstrated positive behaviours and attitudes. GSS privileges are a reinforcement and acknowledgement of the following values, behaviours and attitudes: self-discipline, self-control, student's willingness to follow House/LCS routines and expectations and demonstration of good citizenship within the school community.

The process of reviewing Grade 11 for GSS begins after parent-teacher interviews and commences upon a student's return from Winter Break. Head of House may grant or revoke GSS at any time thereafter based upon the following criteria:

- Maintain a 75% academic average
- Regular (and on time) attendance at classes, Community Time, co-curricular activities, and breakfast
- On time for study, curfew, and bed
- Completed 40 Community Service hours (or amount required for graduation)
- Follow house expectations,  positive participation in house and LCS program

## Grove Senior Status Privileges

- An extended curfew of 11:30 p.m. on Saturday nights
- Able to request Lakefield leave during a spare
- Permitted a sleep-in once per month
- Permitted dinner leave once per month
- Permitted to maintain possession of cell phone overnight after January return to session
- Assume Senior-In-Charge responsibilities

## Rooms and Common Spaces

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

Students are not to be in other boarding or day student rooms without the expressed permission and presence of the boarding/day student who resides in the room. In the event that a student is in another student's room without permission, they may be held accountable for trespassing *(see Out of Bounds Areas and Trespassing)*.

### Furniture

The arrangement of furniture in all dorm rooms must meet Health and Safety and Fire Code standards *(see Health and Safety: Fire Code Standards)*. Furniture or student belongings must not block the exit or entrance into rooms. It is of critical importance that students are able to exit their rooms quickly and safely in case of an emergency. We strongly discourage students from bringing extra furniture into their

dorm rooms. Many of the house rooms are designed to accommodate only the existing furniture and most rooms are not big enough to safely contain more furniture than is provided by the school.

### Decoration

Students often wish to decorate their rooms. The subject matter of decorations (posters etc.) must be tasteful in content and appearance, support the values of the school and uphold basic human dignity and respect. Beer, liquor and wine bottles are not considered suitable decorations in rooms. Decorations that contravene the school's standards and values may be confiscated depending upon the severity of the offence. Examples of inappropriate room decoration would include (but are not limited to) items with racist, profane, homophobic or hate speech messages, or items/decorations that promote alcohol or drug consumption.

### Appliances, Gaming Computers and Other Electronics

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

### Pets

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

## Campus Essentials

### School Stores

School Stores is open from 8:30 a.m. to 4:00 p.m., Monday to Friday with the exception of Wednesday when it closes at 2:00 p.m. School Stores closes for the summer and reopens in late August. All textbooks, school supplies, toiletries, team uniforms are available at School Stores. Purchases may be billed to parent accounts. For further information please contact School Stores (705.652.3324 ext. 340).

### Lockers

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

### Lost and Found

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

Items not claimed by the year's end are given to charity, except Formal and Standard Dress items which are donated to the Replay Shop for resale.

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

### 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 food after asking and receiving permission from house staff and only according to the following schedule:

### Sunday to Friday

- Food deliveries are not permitted during Evening Study (7:00 - 8:45 p.m.)
- Food is to be delivered to the posted areas on the main road of campus.
- The campus is closed to student deliveries after 9:45 p.m.

### Saturday

- All food orders have to be placed before 10:30 p.m.
- Food is to be delivered to the posted areas on the main road of campus.
- The campus is closed to student deliveries after 11:00 p.m.

# Boarding Student Life

## Laundry and Dry-Cleaning Service

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

Student laundry is done at their own risk. Expensive and special care clothing should be sent to a local dry cleaning service as Lakefield College School cannot be held responsible for loss or damage. There is a dry-cleaner within walking distance from the campus. Washers and dryers are available in the houses. Students should use them with care and be familiar with the proper operating guidelines. Students who use the laundry machines improperly may be held accountable for Damage to Property.

### Mail

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

### Student Banking

Students are encouraged to responsibly handle their own finances and each student should have their own bank account in the Village of Lakefield. Students are advised to give large sums of money to their Heads of House for safe-keeping. The two local banks are:

The Royal Bank 705.652.6713

The Canadian Imperial Bank of Commerce (CIBC) 705.652.3311

### Boarding Student Vehicles on Campus

Boarding students are not permitted to have vehicles (other than bicycles) on campus. Under this policy vehicles include, but are not limited to; cars, motorcycles, electric bicycles or skateboards, gas-powered bicycles, etc. Students looking for an exception for personal motorized transportation must contact the Director of School Life. 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 Student Life

### Houses

Day students are full participating members of their House and as such are granted open access to their house's common rooms, bathrooms and any other shared space in their house without requesting permission between the hours of 8:00 a.m. – 5:30 p.m. on weekdays and 1:00 p.m. on Saturdays. After 5:30 p.m. on weekdays, 1:00 p.m. on Saturdays and at all times on Sundays, day students who come to campus must inform and check-in with their house staff on duty in order to be in their house or on campus.

Day students are not to be in boarding student rooms without the expressed permission and presence of the boarding student who resides in the room. In the event that a student is in another student's room without permission, they may be held accountable for trespassing *(see Out of Bounds Areas and Trespassing)*.

## Evenings On-Campus

Day students are welcome to be on-campus in the evenings and weekends. Students are required to notify their house staff on duty if they stay beyond the regular program day (to attend dinner on a weekday, or stay on campus beyond lunch on a Saturday). During this time, it is expected that they observe the schedules and rules of the school and of the houses. If on-campus during study, day students must use this time for completing school work in their house study room or the library with permission of the residential staff on duty. If it is essential for a day student to participate in group study in a house, permission must be obtained from both the teacher and the house staff on duty. Day students must arrange to leave campus by 9:45 p.m. Sunday through Friday and by grade curfews on Saturday evenings *(see Daily Schedule for details on page 6)*.

## Day Student Sleepover Policy

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

For these reasons, the following guidelines are in place:

### One-Night Sleepover:

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

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

### Short-Term Stays:

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

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

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

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

## Day Student Transportation, Busing and Taxi Service

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

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

Students riding the bus to LCS or home from LCS must abide by the Code of Conduct presented here. If a student is unable to control their actions and shows by their actions that they cannot follow this Code of Conduct, they will not be permitted to ride the bus. Depending on the degree of the infraction, a student's eligibility to use the busing service may be suspended for a brief period of time, or could be removed entirely. Students may also be liable to attend a meeting of the Standards Committee for serious behavioural infractions that occur while using the bus.

## Day Student Vehicles on Campus

Day students must register their cars (colour, make, model and licence number) by completing the Student Driver Form with the Director of School Life, at which point they will be issued a parking tag.

- **Tag Visibility:** For security reasons, this tag must be present and visible on display in their vehicle at all times. If the tag is not visible, the school reserves the right to tow the vehicle at the owner's expense. 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.
- **Parking Location:** Students are required to park in the designated student parking lot at the south entrance (adjacent to the tennis courts and Matthews field).
- **Daytime Use:** Cars may not be used during the school day unless specific permission is granted by house staff on duty each time a student wishes to use their vehicle. Permission may only be granted by the house staff on duty if drivers have parental sign off on the Car Policy Form (located on the Registration system).
- **Passengers:** Students must ask permission from their house staff on duty before each situation of transporting any other student in their car or being a passenger in a car. Permission may only be granted by the house staff on duty if drivers and passengers have parental sign off on the Car Policy Form (located on the Registration system). The only exceptions are day students noted as car-poolers at the bottom of the Car Policy Form. These students may only be driven home at the end of the academic day (not returning to campus).
- **Waterfront:** Cars may not be driven to the waterfront at any time, for any reason.
- **School Events:** Cars are not to be used to go to school-sanctioned events (including sports) where bus transportation has been organised unless the student is going directly home after the event. In such instances, the student may not transport other students in their car.
- **Speed Limit:** Students must adhere to the 15 km/h speed limit on-campus and must practise safe and responsible driving behaviour at all times.
- **Outside Vehicles:** Please note: LCS students are not permitted to be in a non-school (outside community) vehicle except with explicit written permission from the student's parent or guardian.

### Contravention of the Car Policy - Day Student Drivers

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

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

- **Second Offence:** 1-month suspension of car privileges (car not permitted on-campus for 30 days)
- **Subsequent Offences:** The student will be required to attend a meeting of the Standards Committee for Persistent Inability to Abide by the Expectations of the School. Student may have their car privileges revoked for an indefinite period of time greater than 30 days and may 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.

### Contravention of the Car Policy - Boarding/ Day Student Passengers

Should a boarder or day student contravene the car policy as a passenger in a day student vehicle, they are considered *Absent Without Leave (see AWOL definition found in the Definitions of Lakefield College School Terminology and here)* and may lose car permission privileges for an amount of time determined by their Head of House. Subsequent offences will require a meeting with the Director of School Life and corresponding accountability.

**Please note: All LCS students are not permitted to be in a non-school (outside community) vehicle except with explicit written permission from the student's parent or guardian.**

# Safety and Security

## Health and Safety: Fire Code Standards

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

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

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

# Fire Safety

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

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

## Accountability for Violation of Fire Safety Policies

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

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

Any situation that causes there to be an "open flame" in or adjacent to any school building is an expellable offence, in accordance with the school's Zero Tolerance Policy *(see "Zero Tolerance Policy" in the glossary section)*.

# Health and Safety Reporting

Student safety is of the utmost importance to LCS. Students should report any unsafe conditions or incidents immediately to an LCS staff member. Students will not be disciplined for making health and safety reports to Lakefield.

# Visitors to Campus

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

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

All unaccompanied visitors must wear a visitors badge when walking on the campus. During the day (weekdays from 8:30 a.m. - 4:30 p.m.), visitors are asked to report to the school's receptionist. After hours and on Sundays, visitors are asked to meet their hosts at the red doors or entrance to their host's respective house.

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

## Strangers on Lakefield College School Campus

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

## Security Guard, Access Key Cards and Safety Cameras

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

The doors to the Academic Block and houses are locked at all times. The Academic Block doors are on a carded access and video safety system. All new staff and students are issued an access card at the beginning of the school year. Students and staff who lose their card will be charged a replacement fee of $10.00. In the event of repeated losses and charges, parents may be required to approve the replacement charge in advance of issuing a new card. Cards are not to be shared with others at any time, for any reason.

As the LCS community continues to evolve, we have carefully considered how best to support our boarding environment while maintaining the warmth and openness that defines our relationship-based, community culture. The use of video surveillance represents one way we are adapting to contemporary needs while remaining true to our values. These tools supplement, rather than replace, our established community-based approaches to campus life and safety. Just as we embrace technology in our classrooms to enhance learning, we recognize its supportive role in helping us maintain the secure, relationship-based environment our community expects. Our implementation of this system reflects a balanced approach that respects both our traditional values and our responsibility to respond to modern challenges.

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

## Contract/Service Workers in Houses

Wherever possible, all contract/service staff will be escorted to houses by an LCS staff person (usually from the Facilities Department). Heads of House will be notified, by voice message or email, in advance of

any contract workers coming into the house. The Facilities Department will determine a schedule with outside services that will be communicated to Heads of Houses so that they may plan accordingly with the students in the house.

## House Security

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

## Firearms, Weapons and Hunting Equipment

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

## Bicycle Safety

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

## Rollerblade, Longboard and Skateboard Safety

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

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

Vehicles that require combustible fuel are strictly prohibited. UAVs include but are not limited to; Drones, Remote Controlled (RC) planes and helicopters, cars, etc. Due to the potential for loss or damage, the school strongly discourages students from bringing UAVs and RCVs to campus. Should students, with parental permission, wish to bring their vehicle to campus, they must always ask their Head of House for

permission to use the vehicle on or off-campus. At all times the student must abide by the rules and legislation set forth by Transport Canada and the Province of Ontario.

# School Closure

In the unlikely event of a school closure:

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

## Students' Responsibilities to LCS

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

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

# Student Life "Living in Community"

## Identities

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

We are guided by our eight school values in all that we do at LCS. The value of Inclusive Caring Community speaks most explicitly to the pluralism of identity: "We believe in the dignity and worth of all individuals. We embrace diversity, practice, equity and foster connection. We lead with empathy to create a sense of belonging for all". To "belong" is to know and feel that there is space for every person to belong. To belong is to ensure that during our interactions with one another that we honour the names and pronouns of one another.

## Gender Inclusivity

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

### Names and Pronouns

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

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

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

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

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

## Name and/or Pronoun Changes

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

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

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

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

## School Facilities

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

### Athletics Gender Policy

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

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

### Process for Complaint

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

1. Reported to their advisor or coach;
2. If the concern is with their coach, the report goes to the advisor;
3. The advisor then shares the concern with the Athletics Director;
4. The Athletics Director will immediately investigate the concern and consult with the Director of Houses and Director of School Life.
5. The DEI advocate will determine how to conduct the investigation fully and what resolution might be appropriate.

**Note:** In this process of investigation, claimants are not to be asked to meet one on one with respondents – there should always be a third party present, and, if possible, an equity advocate.

# Health and Wellbeing Services

## Confidentiality of Medical Information

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

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

# Prescription Medication Policy

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

These measures have been put in place to ensure that:

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

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

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

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

the parents, the student and the school, with copies given to the parents, the student, the Head of House and the Health Centre.

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

## Mental Health Care

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

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

## Medical Leave of Absence

All medical leaves must be approved and arranged through the Director of Health and Wellbeing Services as per Lakefield College School's Policy. In the absence of the Director of Health and Wellbeing Services, medical leaves are to be approved by the Head of School, or Director of School Life (or designate).

If a student is unable to participate fully in school programming due to medical reasons, the student may be required by the school to take a Medical Leave of Absence. Any situation requiring an absence related to Health issues must be communicated to the Health Centre and approved by the Director of Health and Wellbeing Services.

Once approved, the medical leave will be communicated to relevant staff and the student's circle of care.

**During a medical leave, students are 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 following their Edsby portal. Students will not be required to complete tests and assignments during their medical leave of absence, but are responsible for any missed material and content on final assessments.**

The student's physician or health care provider must confer with the school's nurses or Wellbeing Counsellor, who, in consultation with the Director of Health and Wellbeing Services and other relevant staff as required, will determine whether a student is ready to resume full program expectations. **Prior to the student's**

**return to school, the student's physician or health care provider must provide the school with a note medically clearing the student to return to campus. This clearance must include ongoing treatment plans, any restrictions, etc. as a result of the illness or injury.** A Supportive Care Plan for the student's re-entry will then be created by the student, their family, and the school's medical team as required. A re-entry meeting with parents and the student's circle of care is mandatory as part of the return to school process.

If it is deemed by a medical professional that the student is not capable of writing final exams, the medical professional will provide written notification to the Director of Health and Wellbeing Services, to be forwarded to the Guidance Office. Such notification will be recorded in the students Ontario Student Record (OSR) for future reference. In such instances, a student would be required to be at home in their parent's/guardian's care until the Friday of Closing events. The student's 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 to ensure that they are able to safely return and a Supportive Care Plan is often put in place for the following school year.

**Students who are on Medical Leave of Absence are required to remain off-campus for the duration of their medical leave.** All aspects of the program, including but not limited to; athletic fixtures, spirit events, visitation, etc. are prohibited in order that the student may attend to their wellness as expediently as possible.

### Supportive Care Plan (SCP)

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

## Compassionate Leave of Absence

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

During a compassionate leave, students will be expected to keep up with only as much school work as they are able to complete. Students will be able to keep track of activities in their classes by using Edsby.

Students will not be required to complete tests and assignments that are due during their Compassionate Leave of Absence, but are responsible for any missed material and content on final assessments.

# Return to Learn / Return to Sport Protocol

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

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

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

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

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

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

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

- Students at home remain at home. Boarders on campus remain in the Health Centre from approx. 8:00 a.m. - 7:30 p.m. (Monday to Friday), 9:00 a.m. - 4:30 p.m. (Saturday), 11:00 a.m. - 4:30 p.m. (Sunday) under observation. Attendance in the dining hall is at the discretion of the Health Centre staff, but not permitted if symptoms flare.
- Light activities and social interactions at school.

- Reading, some screened devices (if tolerated), other activities that do not make symptoms worse for 15-30 minutes at a time.
- Return to in-person school for 1-2 hours a day to connect socially (i.e. Chapel, Grove Time, one class).
- The student remains “off sports” .
- The goal is to increase heart rate.
- May complete light physical activity. Walking, jogging, or cycling on a stationary bike. Symptoms may slightly increase. Aim for 20-30 minutes at a time, but stop if moderate or severe symptoms increase. No resistance training. No gym class or sports.
- NAs on missed assignments and tests as of the date of diagnosis.
- No in loco parentis transfer of students permitted; if the student is at home, no LCS students to be hosted on weekend leave.
- Devices (cell phones, computers) may need to be removed from the student’s possession in order to limit screen time .

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

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

**Step Four: Full Day of School (with some academic restrictions)**
*Non-contact drills and full aerobic activities*

- Students may return to a full-day in-person school with accommodations tailored to the current symptom.
- Light homework or low cognitive burden work, and extra time for tasks.
- Boarders are to be in Health Centre after school and during evenings to rest (Monday, Tuesday, Thursday, Friday: 3:30 - 7:30 p.m., Wednesday: 2:00 - 7:30 p.m., Saturday: 1:00 - 4:30 p.m. and Sunday: 11:00 a.m. -4:30 p.m.). Students may be permitted to work in the library if granted permission by Health Centre staff.
- NAs on tests and assignments.
- Leave is not to be granted (town or weekend).
- The goal is to increase aerobic activities to full exertion without body contact.
- Student may participate in non-contact drills and full aerobic activities that do not worsen existing symptoms. Student may expand gym class/co-curricular activities that are non-contact. Student may increase resistance training if tolerated.
- Student is to check in with Health Centre staff after each practice to assess for any symptoms
- Health Centre to liaise with coaches regarding the progression in intensity, resistance training, and more team-based drills, provided they do not involve the risk of contact.
- If symptoms recur, the student should remove themselves from the activity and inform their teacher or coach, as well as the Health Centre staff. If symptoms subside, the student may continue to participate in these activities as tolerated.
- If the student is not experiencing increased symptoms, documentation regarding progression of activity is to be provided to physician or nurse practitioner in order to obtain medical clearance to move to full contact practice **

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

- Student may return to full school activities (full academic load).
- Full days at school, no concussion-related accommodations required. Full activities including regular homework and testing.
- Return to Learn Coordinator to determine when students can begin writing tests/assignments on an individual basis.
- Town leave may be granted; no weekend leave.
- Once the student is medically cleared by a physician or nurse practitioner they may participate in full contact practices - no competition.
- The goal is to adjust to full contact game play.
- This step is only permitted if a person has completed Step 5 of the Return to School plan and has medical clearance from a doctor or nurse practitioner.

- Student may participate in scrimmages, game play in practices, cycling outdoors, and higher risk activities. Student is to check in with Health Centre staff after each practice to assess for any symptoms. Health Centre to liaise with coaches regarding the progression.

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

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

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

# Medical Jurisdiction

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

# Values, Standards and Expectations

## Expectations of a Grove Student

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

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

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

## The Standards Committee

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

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

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

Information is gathered and recommendations are forwarded to the Associate 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. Although it is not always popular to do so, the Senior students must be diligent about maintaining expected standards/code of conduct. Attitudes of

the Seniors toward discipline often reflect the effectiveness of the graduating class as a whole in the eyes of the other students and of the staff.

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

## The Standards Committee Process

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

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

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

1. The student meets with the Director of School Life (in the presence of at least one other staff member or student, normally the Head of House) in order to learn about the process and to further clarify the situation. The Director of School Life will be entitled to ask questions of the student. At this point in the process it is important to understand that the degree of honesty and forthrightness shown by the student(s) is taken into consideration in determining the accountability. The student may be held accountable for any deceit or dishonesty throughout the process.

2. During the meeting, the student may ask any question of the Director of School Life; this may help to clarify the student's understanding of the severity of the situation. The meeting is intended to be a dialogue.

3. The student will be invited to refer to the *School Life Guide* in order to discern the potential accountability for their actions. At this point, the student will be asked if they have any questions, concerns, or needs.

4. Prior to the adjournment of the meeting, the student will be asked to confirm that their parents have been fully apprised of the situation and reminded that they may seek support from the Health Centre or counselling staff at any time.

5. The Director of School Life may convene a pre-standards inquiry with the Co-Head Students and the Seniors-in-Charge of Standards. Please note:
    - In the event that a Standards Committee meeting is not necessary, accountability will be administered at the discretion of the Head of House and the Director of School Life;

- Expellable offences are dealt with by the Director of School Life, the Associate Head of School, the student and their parents. The Standards Committee is not involved in deciding whether or not a student should be expelled from the school. In the event of an expulsion, the Head of School may choose to inform the school community in a Chapel announcement or by email.
- In the event that a police investigation is required, the school will refrain from any internal investigation until such time as the police investigation is completed.

6. If a Standards meeting is required:
    a. The Head of House will inform the student involved and will confirm the date, time and location of the Standards meeting;
    b. The parents will be notified informing them of the violation and the date, time and location of the Standards meeting. Parents are welcome to be present on-campus (or via Zoom) to support their child through the experience.

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

## The Standards Committee Meeting

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

1. The Standards Committee is chaired by a Senior in Charge of Standards. The Standards Committee will meet with each student (if more than one) to hear their account of the situation, and to confirm or clarify any details regarding the incident in question;
2. The student will then be excused and the Standards Committee will deliberate and make recommendations for accountability and any other appropriate follow-through;
3. The degree of honesty and forthrightness of the student will be taken into consideration in determining the action to be taken;
4. All recommendations from the Standards Committee will be made through the Director of School Life. The Director of School Life may confer with the Associate Head of School, who has the final decision in the discipline of any student at the school;

5. The student will be informed of their accountability and any other sanctions by the Director of School Life;
6. The Director of School Life will inform the parents, verbally and/or in writing, of the accountability and educational and support measures to be taken for the student(s) involved in the Standards Meeting;
7. The Director of School Life will notify the Advisor of the decision;
8. The Seniors-in-Charge of Standards will inform the school community of the incident and the accountability in a brief statement in Chapel;
9. All disciplinary action will be recorded in the student's personal file and kept in the Director of School Life's office. Serious offences that usually involve the police and expulsions may be required to be recorded in the student's Ontario Student Record (OSR) and may influence admission to university.

### Required to Leave the School (Expulsion)

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

## Parley Policy

One of the school's primary responsibilities is to foster a community that allows for open and honest communication between all of its members. In order to do this the school embraces a "Parley Policy" which allows students to come forward voluntarily or to report their concern for another student who may need help or behavioural guidance. All behaviours which contravene the school's values may be parleyed. In all instances when a parley is requested, confidentiality will be upheld and sanctuary from discipline will be invoked. If the terms of a parley are breached the student will be held accountable through the school's standards process. A parley may be anonymous if requested and is legally applicable. A parley will not be granted to any student who has already been caught contravening a school policy or for behaviour causing deliberate harm to the community.

When a Parley is requested a supportive care plan will be created and is required to be followed. The school, through the Director of School Life, the Health Centre and other counselling support as required, will provide non-judgmental and unbiased support to the student in need. If necessary, the Health Centre staff will initiate an individualized support plan of action focusing specifically on the student's immediate

and long-term health needs. Services may include counselling within the school or referral to appropriate outside services. Intervention and counselling procedures may include the following:

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

## How to Request a Parley

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

It is important to note that although the parley policy most often refers to issues of substance use, parleys may be used in any situation when one is concerned for the health and wellbeing of themselves or another, including but not limited to: harassment and bullying, sexual misconduct, AWOL, mental health issues, etc.  Please note that the parley policy will not be honoured in intentional instances of Leaving the Residence After Curfew (LRAC) or circumstances deemed to be causing intentional harm to the community.

# Upholding Community Values - Code of Conduct

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

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

## Endangering or Harming the School Community

The school reserves the right to hold a student accountable through the Standards process for actions that harm or jeopardise the health or safety of the school community, including vandalism and reputational damage. This includes, but is not limited to, behavioural actions that harm the classroom learning environment. First offence incidents of endangering or harming the school community may result in a student being immediately suspended and/or liable for expulsion from the school. In all instances, the school reserves the right to contact the police.

## Closed House Violations

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

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

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

## Open House Violation

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

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

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

## Dorm Violations

All visitation must be respectful and appropriate at all times. Inappropriate visitation is termed a “Dorm Violation” and the accountability is as follows:

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

# Inappropriate Visitation in Common/Public Areas

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

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

# Curfew Violations

## Evening Curfews

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

- **1-5 minutes late:** 1-day Gating* *(See definition found in the Definitions of Lakefield College School Terminology)*
- **6-15 minutes late:** 3 days Gating
- **16-30 minutes late:** 1-week Gating

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

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

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

Possible sanctions could range from an extended period of being Gated to campus five (5) or more days to being sent home to reaffirm one's commitment to the school. For violations of this nature parents will always be contacted and students involved will be placed on Directed Probation. Please note that the parley policy will not be honoured in intentional instances of Leaving the Residence After Curfew (LRAC) or circumstances deemed to be causing intentional harm to the community.

# Out of Bounds Areas and Trespassing

At any time, the school may deem an area out of bounds for health and safety reasons. Should a student trespass onto areas that are deemed out of bounds or private, including but not limited to those noted below, they will be held accountable (if not specifically noted in the subsection) by being confined to their house for a time mutually agreed upon by the Head of House and the Director of School Life. Please note that day students being present on any area of the school's campuses without permission in the overnight hours (11pm to 7am) is prohibited and will be deemed as trespassing.

## The Classroom Block

The classroom block is out of bounds after 9:45 p.m. on weekdays (Monday to Saturday ), and after 8:00 p.m. on Sunday. Students who need to enter this area must have permission and may be required to be accompanied by an LCS staff member.

## Woods and Waterfront

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

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

## Ropes Course

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

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

Students are not permitted to go in or on the water at any place in the Village of Lakefield. It is illegal to smoke or vape in public parks. Students who are caught smoking/vaping, loitering or behaving inappropriately in these areas will be banned from visiting these areas for the remainder of the year on their first offence. Students may be required to attend a meeting of the Standards Committee for breaching Out of Bounds/Trespassing standards for subsequent offences.

### Trespassing on Neighbourhood Property

Out of respect for our neighbours in the Lakefield community, students must not trespass on private property such as Tate Lane, Casement Lane, the woods behind Winfield Shores, or across the highway from the school. Any student trespassing in these or other private properties will receive three days Gating. Subsequent offences will result in escalated accountabilities, including potentially being required to attend a meeting of the Standards Committee.

### Trespassing on Staff/Student Property

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

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

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

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

## Theft

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

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

## Possession/Harbouring 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/harbouring of stolen property.

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

## Gambling

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

## Damage to Property

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

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

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

# Harassment, Sexual Misconduct and Assault

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

## 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, non-consensual contact, 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 and/or non-consensual contact 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 or non-consensual contact as a serious matter.

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

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

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

## Purpose of the Policy

The purpose of this policy is to maintain a living, learning and teaching environment free from acts of harassment, and non-consensual contact, including sexual misconduct. This policy is a clear statement of

LCS's commitment and determination to act promptly against any incident of harassment and to create an environment where such conduct will not be tolerated. The objectives of the policy are:

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

## What is Harassment?

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

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

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

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

## What is Bullying?

**Bullying** is defined as behaviour by a student where,

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

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

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

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

(a) creating a web page or a blog in which the creator assumes the identity of another person;

(b) impersonating another person as the author of content or messages posted on the internet; and

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

## What is a Poisoned Environment?

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

## What is Assault?

As explained in the Criminal Code of Canada, assault encompasses not only physical contact but also threatened violence. An individual commits assault if they intentionally apply force to another person directly or indirectly, threaten or attempt to apply force, or openly carry a weapon while accosting someone.

## Sexual Misconduct

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

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

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

All forms of sexual misconduct are unacceptable.

### What is Sexual Harassment?

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

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

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

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

### What is Sexual Assault?

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

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

### What is not Sexual Harassment?

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

### What is Stalking?

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

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

### What is Consent?

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

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

**Consent:**

- Cannot be obtained in advance, it must be given in the moment, at the time of the sexual activity;
- Is not silence or the absence of "no";
- Is never assumed or implied, it must be explicit and for each activity;
- Cannot be given by someone who is incapacitated by alcohol, or drugs, or who is unconscious;
- Cannot be obtained by someone who abuses a position or trust or authority;
- Cannot be obtained through threats, coercion or pressure tactics;
- **Can be revoked at any time**, regardless of what sexual activities have taken place.

## Reporting Bullying, Cyberbullying and Harassment

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

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

## Disclosure of Incidents

Any student who experiences bullying, cyberbullying or harassment, or any form of violence may, in consultation with their parents(s) choose to report the incident to the police. LCS understands that the victims may wish to control how their experiences will be dealt with by LCS or the police. LCS will consider all avenues to honour a student's wishes with respect to disclosure. LCS reserves the right, however, to inform the police, Children's Aid Society (CAS), or other appropriate legal bodies, of the incident, even without the consent of the student or parents, to uphold our own legal duties and/or if the school believes that the safety of any member of the LCS community is at risk. In some instances the school has a legal duty to report incidents to the police or Children's Aid Society regardless of the student's wishes.

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

## Reporting of Sexual Misconduct

The reporting of sexual misconduct will follow the process above, although the student may wish to inform the Director of School Life directly. The Director of School Life will then meet with the student(s) involved and contact the parents. The Director of School Life will investigate the allegations of sexual misconduct and report to the Head of School. Serious incidents will move beyond the Standards committee process to police, if required. The following process should be followed for sexual misconduct:

- Student reports the incident to an LCS staff member.
- LCS staff member informs the Director of  School Life or their designate.
- Director of School Life and Head of House meet with student(s) involved and parents are contacted. Serious incidents may result in being required to leave the school (expulsion).

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

### Investigation Process

If a student makes a complaint that warrants investigation, LCS will advise the parties of the existence of a complaint, impose interim safety measures if appropriate, and commence an investigation.

The filing of a complaint does not mean that LCS has already determined whether there is reasonable cause to believe any policies or laws have been violated. Instead, it means that LCS has preliminarily determined that the allegations require further investigation.

LCS independently investigates and assesses the facts and legal issues in each case. These investigations and assessments include, among other things, reviewing information and evidence from complainants, respondents, witnesses, or other sources.

LCS may attempt to resolve complaints through conciliation or by referring the case to LCS's Restorative Justice Practice when appropriate. LCS uses the facts obtained through its investigation to determine if there is reasonable cause to believe that a policy or law has been violated. If the allegations are substantiated, LCS notifies the parties of this determination and may take whatever action is necessary and appropriate in the circumstances.

### Support

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

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

### Confidentiality

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

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

## What is Parental Harassment?

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

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

### Reporting Parental Harassment

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

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

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

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

## Restorative Justice Practice

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

In some instances of harassment and bullying ( i.e., roommate issues, low-level conflict, consensual fighting) students may request a restorative justice practice as a means to resolution. A student may request this process in consultation with their Head of House, parents and the Director of School Life. If

all parties are in agreement the restorative practices will be facilitated by the Director of School Life and/or designate who is duly prepared or trained in the practice.

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

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

# Substance Use Policy

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

## Introduction

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

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

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

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

## Response and Support Strategy

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

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

education program through curriculum and related activities at all levels of the school. The aims of this program are to:

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

## Disciplinary Action

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

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

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

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

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

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

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

## Accountability for On-Campus Possession/Use

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

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

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

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

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

## Accountability for Off-Campus Use — Legal Age

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

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

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

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

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

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

## Accountability for Smoking Adjacent to or In a Building

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

## Alcohol

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

### Policy Statement

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

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

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

## Accountability for Off-Campus Possession/Use

Meeting with the Standards Committee who will determine the following:

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

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

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

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

## Accountability for Distribution of Alcohol to Other Students

This offence is considered to be very serious. Violators will be liable for either suspension or expulsion. Students in violation of this policy will be required to meet with the Associate Head of School to discern their status (either suspended or expelled). If the Associate Head of School discerns that the student may remain in the community, they will be required to attend a meeting of the Standards Committee, will be placed on General Probation and will be required to serve a period of suspension as discerned by the Standards Committee.

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

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

## Cannabis

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

### Policy Statement

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

### Accountability for Off-Campus Possession/Use

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

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

### Accountability for On-Campus Possession/Use

Meeting with the Standards Committee

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

### Accountability for Off-Campus Possession/Use

Meeting with the Standards Committee who will determine the following:

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

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

### Accountability for Distribution of Cannabis to Other Students

This offence is considered to be very serious and is a Zero Tolerance Policy *(see "Zero Tolerance Policy" in the glossary section)*. Violators who traffic cannabis to other students will be required to leave the school (expelled).

## Other Illegal Drugs

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

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

The school maintains a Zero Tolerance Policy *(see "Zero Tolerance Policy" in the glossary section)* 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 the glossary section)* and may involve the criminal law process.

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

## Searches

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

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

## Prescription Drugs

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

## Drug Testing

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

## Incidents with the Law

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

# Getting "The Grove" – Frequently Asked Questions

## Why is the school called The Grove?

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

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

## Does the school have a cheer?

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

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

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

## Who can grant leave?

A Head of House grants overnight leave only after the proper leave process has been followed by the student. A student may be declined the opportunity to have leave if they have not earned this privilege (i.e., room not clean, academic or citizenship 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 by 10 p.m. Thursday evening prior to the weekend of the sleep over. Boarding students are not permitted overnight leave on weeknights.

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

In the event of an emergency, parents can call the school number (705.652.0166) at any time to contact their child(ren).

Parents should not call their child(ren) on their cell phones during the school day (8:30 a.m. - 5:30 p.m.), during study 7:00 - 8:45 p.m.) or after their child's curfew *(see Daily Schedule for details on page 6)*.

## When can students return to campus after breaks?

House staff resume duty at 4:00 p.m. on the day of a return from break. Boarding students should not return to campus until this time and should be back on-campus by 9:00 p.m.

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

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

Student travel information is located in the school's Quick Reference Guide, which is posted on the school's website (under Quick Links). Further travel information can be requested from travelrequest@lcs.on.ca.

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

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

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

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

# Definitions of Lakefield College School Terminology

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

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

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

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

***Academic Block:*** The Academic Block refers to all buildings on campus that are not residences, primarily the classroom areas, Hepburn Hall, Hadden Hall, and the Bouchard Centre.

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

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

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

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

***Parley***: A conversation that discloses a health and safety concern and/or a potential breach of school standards with the understanding that there will not be any disciplinary action taken. A parley can be requested by a student who wishes to have a supportive conversation for themselves or a friend who may

be in need of help or behavioural guidance. A parley will be granted to any student who has not yet been caught contravening a school policy and most commonly refers to those instances which involve the use of tobacco, tobacco-like products, ENDS, alcohol, cannabis or other drugs, but is not limited to substance use. All behaviours which contravene the school's values may be parleyed. In all instances when a parley is requested, confidentiality will be upheld and sanctuary from discipline will be invoked. A supportive care plan will be created and required to be followed. If the terms of a parley are breached the student will be held accountable through the school's standards process. A parley may be anonymous if requested and is legally applicable.

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

A. A student who contravenes the official warning status will be required to attend a meeting of the Standards Committee.

B. A student who receives more than two (2) Official Warnings will be placed on Directed Probation for Persistent Inability to Abide by the Expectations of the School.

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

A. A student with more than two (2) Directed Probations is automatically placed on General Probation.

B. A student who receives two (2) Directed Probations is sent home to reaffirm their commitment to the school.

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

Any student placed on General Probation during the school year will be reviewed by the Associate Head Program in consultation with the Director of School Life, in order to discern whether or not the student should be invited to return. The Head of School will notify the parents on or before June 30 to confirm the student's enrollment status for the next school year.

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

***Investigation:*** If a student makes a complaint that warrants investigation, LCS will advise the parties of the existence of a complaint, impose interim safety measures if appropriate, and commence an investigation. LCS uses the facts obtained through its investigation, to determine if there is evidence that, on a balance of probabilities, to believe that a policy or law has been violated. If not, the case is closed. If the allegations are substantiated, LCS notifies the parties of this determination and may take whatever action is necessary and appropriate in the circumstances.

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

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

Students who commit an expellable offence that requires a review by the Head of School and are permitted to remain at the school, will be placed on General Probation and will be required to attend a meeting with the Standards Committee. In addition, the students will be required to reaffirm their commitment to the school (suspended) for a period of time as discerned by the Standards Committee.

***Zero Tolerance Policy:*** Zero tolerance is a policy that requires a student's immediate expulsion from the school. Zero tolerance infractions specifically relate to community safety - open flame/smoking in, or adjacent to a house or building, (in accordance with Smoke-Free Ontario Act, within 9-metre radius to a structure); and the use, possession and/or trafficking of illegal drugs.

# The Grove Commitment

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

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

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

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

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

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

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

## 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.*

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