

LORD TWEEDSMUIR SECONDARY
2020 – 2021



**Welcome to the
Home of the Panthers**
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ABOUT OUR SCHOOL

MISSION STATEMENT

Our Mission: At Lord Tweedsmuir Secondary School we work as a team to develop a positive, challenging environment which inspires all students to become responsible lifelong learners.

PANTHER P.R.I.D.E.

One of our school goals is to encourage student involvement and leadership in the Lord Tweedsmuir community. The main objective is to allow students to experience a variety of opportunities for involvement in school activities. An emphasis will be placed on learning effective communication and organization skills and fostering a positive attitude.

Consider getting involved with Student Leadership.

HOME OF THE PANTHERS

Location: Lord Tweedsmuir Secondary, a Grades 8-12 school, is located in Cloverdale (East Surrey) and is one of eighteen secondary schools in Surrey.

Brief History: In September 1993, staff and students from Cloverdale Junior Secondary and Lord Tweedsmuir Senior Secondary joined together to form Lord Tweedsmuir Secondary, and moved into the new building.

Enrollment: Over 1650 students are enrolled in the school and approximately 160 adults work here as teachers, education assistants, clerks, safe school liaisons, custodians, cafeteria assistants and administration.

Timetable: Students take four courses during a five month semester. Each course meets every day. An academic grade 12 student may take one study block during the year.

Scholarship Preparatory Blocks (Study Block): Students in grade 12 may apply for a scholarship prep block if they satisfy the following criteria:

- will meet grad requirements
- are enrolled in enough subjects that a Study is considered necessary
 - have special circumstances identified by counseling and/or administration

Students on study periods must:

- work in the library or a teacher's classroom under supervision, or they must leave the school property.
- Students are not permitted to loiter in the hallways or in the parking lot during class time.

GENERAL INFORMATION

COMMUNICATION

Public Address Announcements

Eye of the Panther is on Monday mornings. These news broadcasts will provide students with information regarding sports, social events and school procedures. Monday through Friday announcements will be read at the end of tutorial time.

Monthly Newsletters

A monthly newsletter is posted on our school website on the first Friday of every month. This is the school's main instrument in communicating with parents/guardians. Student achievement, awards, and activities are outlined in the newsletter. Students are requested to advise their parents to look at it on the school website or, for families without a computer at home, copies can be made available upon request. Parents can also sign up through the school website to have the newsletter emailed to them monthly. www.surreyschools.ca/tweeds

Visitors

All visitors are required to report to the office upon arrival to receive authorization for their presence. Please do not invite friends to visit you here; meet them away from school property. Friends or visitors are not permitted to attend classes with students.

Office Phones

The school office phones can only be used with permission for emergencies or special needs.

Emergency Procedures/Fire Alarm/Drills

In the event of an emergency, an alarm bell will sound. Under the direction of the teacher, students are asked to leave the school promptly and quietly, using the nearest exit route. Your teacher will guide you. There is to be no running. Doors should be closed by the last student in line. At the assembly area, the teacher will take attendance. Should you not be in class when the alarm sounds, go directly outside and then find your class. Once outside, students must move well away from buildings and roadways onto the far area of the athletic field in order to permit the entrance of emergency vehicles. The "all clear" signal which directs students to return to the building is the sound of chimes, instead of the school bell. Please wait until your teacher directs you before you re-enter the building.

Facilities

All classrooms contain specialized and sophisticated equipment. Students are not to use the equipment unless they are under the direct supervision of a teacher. While using the equipment, students must not abuse the equipment and must follow all safety regulations and procedures as outlined by their teacher.

Fees

Schools generally offer a range of programs that allow students to choose courses without materials fees. The school will provide the basic materials and resources necessary for students to meet the learning outcomes for each course. For some courses, workbooks may be purchased outright, but they may be provided on loan if necessary.

However, schools at the elementary and secondary level in the Surrey School District and in other districts in the province often charge fees related to courses or programs and extra-curricular activities such as field trips. These fees are meant to cover the costs of projects that enhance the learning experience for students if they choose them.

Under school board policy, every student receives all the learning resource materials they need, *free of charge*, as part of their basic education to meet graduation requirements. For example, a student in wood shop could pass the course by demonstrating his or her skills and knowledge by using scrap wood provided by the school to successfully form a wood joint or other technical test.

However, under Surrey School Board policy, secondary schools may charge students a fee for materials required to complete projects for *personal use*. As an example, some courses such as textiles or woodworking provide students with the option of using different or better quality materials which they may bring from home or purchase from the school at cost. Some courses also offer optional certification or external examinations for which there are charges. All field trips are optional. If you wish to discuss the implications that these charges may have on your son or daughter, please contact Mr. Smalley or one of the vice-principals.

Student Activity Fee

All students are expected to pay a student fee of **\$20.00**, which finances student activities and the cost of this school planner. The Student Council, clubs and school teams depend heavily on your financial support. You can help matters by paying your fees promptly at the beginning of the year.

Grad Fee

Grade 12 students are also expected to pay a **\$50.00** grad fee which covers the cost related to the commencement ceremony such and facility and gown rental and all graduation keepsakes.

Illness/Accidents

If you are injured while participating in any school activity, you should notify your teacher immediately. All students should have their own medical and dental insurance. It is recommended that students participating on a sports team have medical and dental coverage. Information on private insurance will be distributed to students in the fall.

Health Services

A public health nurse is available on a request basis. Please discuss with a counsellor if you need this service.

Medical Room/Illness

If you are ill and wish to use this facility, you must request the permission of the office. If you wish to go home due to illness you must report to the office. We must contact your parent/guardian to obtain permission to send you home. If you leave the school premises without checking in at the office we will assume that you are truant from school. Students are reminded that no medication is provided by the school.

Textbooks

Textbooks are issued and collected by subject teachers. Take care of your textbooks and do not loan them to your friends. Write your name in your textbook and make sure your teacher records the number. You must return your issued text in good condition or you will be charged, in full, the price of the textbook. **All lost texts must be paid for in full.**

Valuables and Personal Belongings/Instruments

To prevent possible loss or theft of personal items:

- Do not tell anyone your locker combination. Do not leave anything of value in your locker, or use a locker that is not your own.
- Lock your bicycle to the bicycle stand with a good lock.

- Do not bring anything of significant value to school (eg. AirPods, iPads, iPhones, skateboards, etc.).
- No jewelry worn during physical education. Please leave it at home.
- Students are responsible for the care and safety of all their personal belongings. (**The school does not accept responsibility for lost or stolen items**).

The "Lost and Found" is located outside the Main Office. Bring any found item to the General Office or give to a P.E. teacher if it was found during P.E.

Staffrooms

The staffrooms are designed for the use of teachers and support staff. Please respect the teachers' needs for a break and an undisturbed lunch time. Direct any inquiries to the office.

REPORTING TO PARENTS

Report cards are provided to parents four times a year. This provides a record of student achievement marks, work habits and attendance by subject. At the end of each reporting period, letter grades are assigned as follows:

86%	-	100%	A	-Excellent
73%	-	85%	B	-Very Good
67%	-	72%	C+	-Good
60%	-	66%	C	-Satisfactory
50%	-	59%	C-	-Minimally Accepted
49%	-	Below	F	-Failing
I-In Progress or Incomplete				
NM -No Mark				
SG -Standing Granted				
TS -Transfer Standing				
W-Withdrawal				

In addition to the regular reports, interim reports are sent home on a regular basis during the school year. Teachers and counsellors will contact parents by telephone as the need arises. Parents are also encouraged to initiate communication with teachers and counsellors if you require information or have concerns or compliments.

Withdrawal from School

If you plan to withdraw from school, please see one of the counsellors or vice-principals. Before leaving, please clean out your locker, return your textbooks, library materials, etc., and pay outstanding obligations. A withdrawal form must be completed before leaving as other schools will not register a student without a withdrawal form from their previous school.

Conditions for Permission to Withdraw from a Course

Granted only by an administrator after review with Counselling Department and based on individual student need.

STUDENT CHARTER

Rights

- Students have the right to a meaningful education, both in and out of the classroom, which inspires responsible, lifelong learning.
- Students have the right to a safe, positive and supportive environment which ensures their protection.
- Students have the right to be treated with respect regardless of gender, age, race, ability, religious or political beliefs or sexual orientation.
- Students have the right to voice their opinions in an appropriate and respectful manner without fear of punishment.

Responsibilities

- Students have the responsibility to attend all classes and do the work assigned to the best of their ability.
- Students have the responsibility to refrain from any action or comment which would make others feel unsafe.
- Students have the responsibility to treat each other with respect, regardless of gender, age, race, ability, religious or political beliefs or sexual orientation.
- Students have the responsibility to help create, maintain, and be accountable for a positive, healthy environment for themselves and for others.

STUDENT DISCIPLINE

The effective management of student conduct is necessary to establish a safe and caring environment that allows for optimal student learning. Prevention and intervention strategies applied at the school level and supported at the district level are the foundations of a safe school.

Responsibility for student conduct is shared among many partners including school administration, district personnel, students, parent/guardians, community groups, social agencies and the RCMP.

Serious Offenses

Students must understand that serious breaches of the Code of Conduct will have consequences. Suspension from school may be expected for:

- Repeated interference with the learning and teaching process.
- Rudeness or willful disobedience to any school staff member.
- Physical or verbal abuse, fighting, assault, or harassment.
 - Use or possession of illicit substances.

LTSS STUDENT CODE OF CONDUCT

The purpose of the Student Code of Conduct is to provide a safe, caring and orderly school environment. This policy applies to any student who is on school property, who is in attendance at school or at any school sponsored activity or whose conduct at any time or any place interferes with, or obstructs, the safety or the welfare of students or employees. Items of appropriate student behaviour are mentioned below. However, it must be remembered that the behaviours cited in the Code of Conduct are examples only and not an all inclusive list. There are rising expectations for behaviour as students mature through the years and the consequences for behaviour will take into account the student's age, maturity and unique needs, as well as the severity and frequency of the actions.

Consequences for behaviour will focus on being restorative in nature. Reasonable steps will be taken by the student to acknowledge, take responsibility for, and repair harm caused by their actions. Measures will be taken to prevent retaliation against a student who has reported a breach of the Code of Conduct; however, this must also be balanced with the school's responsibility to advise or notify other parties of serious breaches when safety mandates it.

Assemblies

Assemblies are held at various times throughout the year for special purposes in an environment different from the classroom. These assemblies include holding pep rallies, hearing speakers or seeing performances. Performers and guests must be treated with politeness and respect at all times and appropriate audience behavior is expected.

Attendance

There is a direct relationship between attendance and academic success in school. Students absent from class are responsible for obtaining and completing assignments missed. It is a student's responsibility to:

- Attend all classes and to provide your teacher with an explanation of all absences.
- Sign in and out when leaving or returning to the school during class time.

- Have a parent or guardian phone the school in the morning if you are ill or have a family emergency.
- Schedule, whenever possible, medical, dental or other appointments outside of class time.
- If you are away for an extended period of time (more than 3 days) please complete the extended absence form which is located in the main office.
- If you are absent from any class, without a valid reason, you may not be permitted to participate in any of that day's extra-curricular activities or school sponsored events.

Lates

1. Students who arrive late should report directly to their classroom teacher.
2. Students who have excused lates, with parent/guardian or doctor's note, should report to office prior to their return to class.
3. Teachers will assign consequences for students who are late for their class.
4. Vice-principals will deal with chronic attendance and tardiness problems.
 5. Failure to sign in will be considered truancy.

Truancy

Any student found to be chronically truant or tardy from school will make up missed class time. Students sixteen years of age or over who do not attend school on a consistent basis may be placed on a performance contract or withdrawn from school.

Day to Day Behaviours

Appropriate student conduct is expected while travelling to and from school, at school or at any school sponsored function.

- Hats or head coverings are not to be worn in the school building (except for recognized religious purposes). Confiscated hats will be returned to students at a later date.
- Skateboards, roller blades, scooters and bikes or any other ride-ons are not to be used on school property.
- Dress Code – A respectful and safe atmosphere is important to citizenship at Lord Tweedsmuir. Clothing is expected to be appropriate to a working and learning environment and respectful to colleagues and students. The school's dress code is not intended to stifle freedom of expression; however, attire should not be distracting or offensive.

Inappropriate attire includes:

- Drug, alcohol, and gang references or logos
 - sexually explicit or suggestive designs
 - profanity
- threatening language or any reference to violence
 - derogatory and discriminating language

Clothing must cover:

- underwear
- cleavage
- bottoms
- midriffs (front and back)
- upper thigh

Detentions

Occasionally, teachers will assign detentions as a consequence for classroom behaviours. School detentions can be given for recurring tardiness and/or for an infraction of a classroom or school rule. It is your responsibility to serve the detention on the day it is assigned. If you have more than one detention on any given day, you must let both your teachers know and ensure that proper arrangements are made.

Unsafe Behaviours

In order to meet District-wide requirements and to comply with the Safe & Caring Schools Policy 9410, Regulations 9410.1 and Disciplinary Guide 9410.2, the Safe and Caring Schools Department provides the following list of core inclusions:

Safe and Caring School Environments are free from:

- Acts of bullying, cyber-bullying, harassment, threat, intimidation, violence in any form, abuse in any form, discrimination in any form, theft, vandalism.
 - Bullying is defined as a form of aggression with the following three characteristics: intentional; power imbalance between aggressor and victim, and; repetitive in nature and occurs over time.
- Intoxicating or banned substances, weapons (or replicas of weapons) and explosives, intruders or trespassers.

Students at LTSS will not engage in or introduce the elements listed above onto the school campus.

Fieldtrips

When on a fieldtrip students are representatives of Lord Tweedsmuir Secondary School. Students are expected to follow the Student Code of Conduct and field trip rules. A breach of this code may result in a referral to the administration.

Use of Technology

- ***Cell phone use/electronic devices***

As Cell phones can be a distraction to learning, they are not permitted during instructional time unless otherwise directed by the teacher. Students can use their cell phones/electronic devices during the breaks, before or after school and at lunch. If this rule is not followed, the electronic device will be confiscated and a parent will need to come and pick it up. If a parent needs to contact a child, they are to call the school office.

- ***Internet Use (School)***

Lord Tweedsmuir Secondary provides internet access and e-mail accounts for authorized users. School internet access is a privilege, not a right. Violations of District School Acceptable Use Guidelines are serious transgressions of school rules. Consequences may include: cancellation of internet use privileges; exclusion from certain courses; and suspension from school. Violations of Canadian law may be referred to the police. Users will be held legally and financially responsible for their actions.

- ***Internet Use (outside)***

Students involved in using the internet to acquire or send inappropriate material will face school consequences. Any use of the internet to bully, intimidate, or harass any staff or students will result in school consequences that may include suspension and/or a call to police.

Laser Pointers

Laser pointers are deemed potential weapons and are banned from school premises. Possession and/or use of laser pointers in the building and/or on the grounds may result in suspension.

Fighting

Any students involved in the promotion of a fight, involvement in the act of fighting, being a spectator of a fight, and/or filming a fight can be suspended.

Grad Pranks

Students participating in any activities that put student or staff safety at risk will be subject to full disciplinary consequences. Any actions that harm, disrespect or vandalize the students, staff and/or the school are not acceptable. Consequences may include but not be limited to covering financial cost of repair, being denied the right to participate in grad activities, and/or suspension.

Loitering

Students are required to respect our neighbours by not loitering on or around our neighbours' property. No student is permitted to loiter in the student parking lot or along 180th Street during the school day.

Sign Out

Any student wishing to leave the building during the day, except for study blocks, must sign out at the office. A note or phone call home will be required. Failure to sign out will be considered truancy.

Intellectual Dishonesty/Cheating

Intellectual dishonesty occurs when a student deliberately uses another person's work (written, electronic, and visual) and presents it as his or her own with the intent to deceive. Cheating also occurs when a student allows his or her work to be used in this way.

Examples of cheating and plagiarism include, but are not limited to:

- Using ideas or words from books, magazines, song lyrics, internet, or other.
 - Submitting someone else's work as your own.
- Using unauthorized notes, books, or other materials during an exam.
 - Writing or taking an exam for or as another student.
- Obtaining or providing unauthorized information prior to or during an examination through verbal, visual, or any unauthorized use of books, notes, and other materials.
 - Altering or changing answers after the exam has been submitted.
 - Altering or changing grades after the grades have been awarded.
- Borrowing and/or copying another student's homework and presenting it as your own.
 - Use of internet, translators, electronic devices, cell phones or blackberries to complete assignments unless authorized by a teacher.

At the Teacher's discretion – consequences may include

- Students not receive credit or a mark for work falsely submitted, or falsely obtained in an exam or test. Parents will be informed and additional honest work and assessment will be required.
 - Students referred to the administration.
 - A written record of the infraction filed in the office.
- Depending on the circumstances (including a second offence), suspension may occur.

Smoking and Vaping

Smoking or vaping is NOT permitted on school grounds. Students violating this policy will be subject to a suspension and the confiscation of the vape or cigarettes. A parent or guardian would need to come to the school and pick up confiscated items.

Substance Use

Students using, in possession of, receiving, distributing or under the influence of alcohol or a controlled substance will be subject to suspension and may be required to see a Substance Use Counsellor as a condition of re-instatement. (See District Safe and Caring Schools Policy 9410, Regulations 9410.1 listed above under Unsafe Behaviours.)

Student Motor Vehicles/Parking

Students wishing to drive their car to school MUST park in the student-designated area and have their car registered with the school. Cars parked on school property without a permit are subject to being towed away at the owner's expense. The School is not responsible for damage incurred while parking in the lot.

Theft

When a student takes or removes the property of the school or of other persons without permission, it is considered theft. Students may be referred to the office administration for disciplinary action and may also be referred to legal authorities for action.

Vandalism and Property Damage

Students who destroy or vandalize school property or the property of others will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately.

Visiting Other Schools

No students are to be on or around the property of other schools unless under the direct supervision of a teacher or unless permission has been obtained prior to going to the school. Students who disrupt the normal operation of another school may be suspended from school or possibly suspended to the School Board for placement in another educational program.

Possible Consequences for Infractions of The Code Of Conduct

Depending on the nature and severity of the situation, one or more of the following may happen:

- A conference with the student and the vice principal.
 - A student's parent or guardian may be notified.
 - A referral to Reconnect and Refocus
- A conference with student, parent/guardian and or counsellor.
 - Assigned duties before, after school or at lunch.
 - A detention at lunch or after school.
 - A referral to a counsellor
 - A referral to an outside agency
 - The student suspended from school (Level 1).
 - The student suspended to Board (Level 2).
 - The police contacted.

Student Suspension

Principals and vice-principals are authorized to suspend a student from attendance at school in keeping with district policy and regulation and will make reasonable accommodation to continue the student's education program during the period of the suspension