

STUDENT HANDBOOK

2016-2017



LASALLE SECONDARY SCHOOL
1545 Kennedy Street
Sudbury, Ontario P3A 2G1
705-566-2280
www.rainbowschools.ca/lasalle/

The School Day

The school opens at 7:00 a.m. The main office is open from 8:00 a.m. to 3:30 p.m. Classes begin with homeroom and students are considered late after 8:30 a.m.; a warning bell sounds at 8:25 a.m..

Homeroom

Homeroom begins at 8:30 every day. This is when announcements are made, and Opening Exercises take place. Homeroom is also where you get information about whatever is happening that day and in the near future, or about sign-up times and places for clubs, teams, sports, or special events. At this time you will hear about special accomplishments by Lasalle's teams, bands, and individual students. Below is the school's daily schedule.

Period	Time
Warning Bell	8:25 am
Homeroom	8:30 – 8:35
1	8:35 – 9:49
2	9:53 – 11:07
Lunch	11:07 – 11:51
3	11:56 – 1:10
4	1:14 – 2:28

Important Dates

	Semester 1	Semester 2
Semester Begins	September 7 th	February 6 th
School Pictures	September 15 th	
Orange Zone Week	September 26 th -29 th	
Interim Report Cards	October 12 th	March 8 th
Parent Interviews	October 13 th	March 10 th
Thanksgiving	October 10 th	
Lancer Awards Assembly	October 5 th	
Grade 10 Literacy Test	Online-October 20 th	March 30 th
English Midterm Exams (Grade 11 and 12)	November 8 th	April 11 th
English Midterm Exams (Grade 9 and 10)	November 10 th	April 13 th
Grade 9 EQAO (Math)	January 16 th , 17 th	June 12 th , 13 th

Professional Activity Days	Sep. 6, 30, Oct 28, Nov 28	Feb 3, Apr 28, Jun 16
Christmas Vacation	December 26 th - January 6 th	
Final Examinations	Jan 27 th - Feb 2 nd	June 26 th - 30 th
Semi-Formal		February 24 th
Family Day		February 20 th
March Break		March 13 th -17 th
Good Friday		April 14 th
Easter Monday		April 17 th
Victoria Day		May 22 nd
Commencement		June 15 th
Prom		June 16 th
Athletic Banquet		June 6 th
Arts Banquet		June 8 th
Semester Ends	Feb 2 nd	June 30 th

Getting Started

Student Cards and Fees

A student card is necessary for all Lasalle students and should be carried at all times. **It is required when you check anything out of the library and to access the library computers.** It also admits you to school dances, lets you pay less for movies, and proves to anyone that you really are a student.

The annual student activity fee collected during the registration or course selection process is a voluntary amount that will be used to supplement a student's school experience through materials and activities including the student handbook, lock, student recognition programs, and school spirit activities. Lasalle Secondary School is pleased to offer a variety of options pertaining to the payment of costs associated with co-curricular programs and enhancements. For your information we have provided a summary of costs that comprise our basic student fee. We have also indicated the savings you will attain with each level of our four tiered student fee.

Basic Student Fee: \$20.00 (Covers the cost of locker locks, Student Council Spirit Week & school dances, graduation ceremonies, Lancer Awards, assemblies, Spring Musical)

Black Fee \$65 (\$10 savings): (Includes the \$20.00 Basic Student Fee and the \$45.00 Athletic Fee (\$10.00 savings) The Athletic Fee helps to cover the costs of facility charges,

referees, times, scorers, medals, banners(\$16,000 or approximately \$55 p/athlete) and the Lancer Athletic Awards Banquet(\$15 p/ticket)

Orange Fee \$55.00 (\$5 savings): (Includes the \$20 Basic Student Fee and the \$35 yearbook (\$5.00 savings)

Orange and Black Fee (\$15 savings): \$100.00 (Includes the \$20.00 Basic Student Fee, the \$45.00 Athletic Fee (\$10 savings) and the \$35.00 Yearbook (\$5 savings) Note: Sold separately our Athletic Fee is \$55.00 and the Yearbook is \$35.00

Lockers

Your locker will be assigned to you in homeroom. **For security reasons, do not share your locker or your combination with anyone.** You are responsible for the contents of your locker. Since lockers are the property of the Rainbow District School Board, they are to be used only for the storage of school-related equipment. It is your responsibility to keep your locker clean and tidy throughout the year. **All backpacks, jackets and food must remain in your locker throughout the day.**

PLEASE NOTE - The school is not responsible for lost or stolen items. Please leave your valuables at home.

Appropriate Use of Technology

The Internet and electronic devices have changed our world, offering unparalleled resources and associated challenges. As the technology has expanded, so have the implications related to the safety and privacy of students and staff.

Rainbow Schools remind students and parents/guardians that cell phones, digital cameras, personal digital and other electronic devices can be disruptive and must not be activated in class or during examinations and or assessments without the permission of school staff.

Cell phones must be turned off while in the classroom. If a cell phone is used in the classroom or during a summative evaluation, the cell phone may be taken by the teacher and/or a mark of zero will be given. If this becomes a reoccurring problem, the student will be directed to administration. School administration will review the cell phone policy with the student and clarify the next steps. Next steps may include keeping the cell phone overnight, having parents pick up the cell phone and lastly, a

request to the parents that cell phone privileges be revoked. If you need to make a phone call during the day, there is a phone in the office that you can use.

Electronic devices must not be used in a manner that violates the privacy or dignity of others. This includes the use of cell phones with cameras (and similar devices) in classrooms, washrooms, change rooms and any other areas where privacy prevails; taking photographs of a person or persons on school property and/or at school events without the permission of the person or persons being photographed; and posting photographs on the Internet and/or electronically transmitting photographs of a person or persons taken on school property and/or at school events without the permission of the person or persons in the photograph. Using the Internet and electronic devices with care will ensure that the safety and privacy of students and staff remain first and foremost.

Textbooks

Textbooks will be distributed to you by your teachers. They are only **on loan to you**. Write your name, subject, and teacher's name in each text. Cover your text to prevent wear and tear. **If you lose or damage a text or library book, you will have to pay the most recent replacement cost.** Return all texts to the school before final exams; otherwise you will not receive texts for the next semester.

Parking

There is free student parking at the back of the school on the south side of the Sudburnia building and paid parking for the two rows at the west end of the lot on the north side of the building. These are the **only** places for students to park. **Cars must have a student parking pass to be legally parked there.** The remainder of the front lot is for staff and visitors only. If you park in the wrong place, your car can be towed at your cost, you can be fined, and you may lose parking privileges. **A limited number of parking passes for the front lot are available from the Vice-Principal for \$20/year.**

Uniforms

If you are taking a Physical and Health Education activity course, you require a uniform. It consists of a plain T-shirt, athletic shorts (preferably black), non-marking running shoes, and white sweat socks. Track suits are acceptable when it is appropriate. No jewelry is permitted and all piercings must be removed for the safety of all students. In addition, body spray is prohibited in the change rooms.

Insurance

Student Accident Insurance is available from an insurance company that works through the School Board. Cooperative Education students should purchase this insurance policy. Application forms arrive early in the school year and are distributed in home rooms. Premiums are to be sent directly to the company.

Allergen Alert: Please be advised that Lasalle encourages a **scent free and a nut free environment** as there are a number of staff and students with life threatening allergies.

Office Services

Information

The office is your first stopping point when you need information. Lasalle's office staff can quickly direct you to the right person or place.

Illness

If you become ill during school hours, ask to be excused from your class and go to the office. Staff there can help you make arrangements if you need to go home. If you are leaving school because of illness, you must report to the office. If you are under the age of 18 you need a parent's permission to leave.

Attendance and Punctuality

Attendance

At Lasalle, we feel strongly that if you attend school on a regular basis you will be successful in your courses. Nearly everyone is occasionally ill, and staying home at such times is important for your health. However, when a pattern of irregular attendance develops, it impacts students and their success. Regular attendance and punctuality are life skills necessary to ensuring success in secondary school, post-secondary school and in the world of work.

Signing In and Signing Out

The office is the place you must **always** go if you are entering or leaving school at any irregular times. If you intend to sign out during the day, **you must present a note to the office before home room explaining when you will leave and where you will be.** If you forget a note or become ill during the day, you **must** go to the office to get permission to sign

out. If you leave without permission you will be considered **truant**. If you are absent for part of a day, a full day or more, you **must** bring a note to the office when you return. *You are responsible for work missed when you are away due to illness, appointments, field trips, or if you are excused for any other reason.*

Truancy

A student who misses one or more classes without permission is considered truant. It is important that students are present and engaged in their own learning. Your teachers cannot help you succeed if you are not present in class. The **first** time a student has an unexplained absence, a conversation will take place between the student and the teacher about the absence. The **second** time a student demonstrates truancy; a phone call will be made to the parents/guardians. The **third** time a student is truant, they will not be admitted to class without an admit slip from the Vice-Principal. Should any **subsequent** truancies occur, the student must see the Vice-Principal before entering the classroom. Our goal is to work with you to resolve particular problems you may be having. If your attendance does not improve, you may be referred to the Attendance Counselor and ultimately, you are putting your credits in jeopardy.

- All absences must be verified (a letter or phone call from your parents/guardians on the day of the absence or the day you return to school)
- All absences not validated by parents/guardians and not signed out through the office before leaving are considered truancies
- Tracking of observations and/or conversations will take place throughout the semester so that multiple opportunities are given to students to show what they know and can do. If students are not present, observation and conversations (participation in class and contribution to learning) cannot take place thus marks are **not** recoverable.

Punctuality

Getting to classes on time is every student's responsibility. When you arrive in home room on time, you hear all the announcements and the guidance information that is often provided there. When you arrive in your classes on time, you hear the entire lesson and don't fall behind. Furthermore, when you are on time, you do not interrupt your teacher and classmates.

Classes begin with home room, and you are considered late if you arrive in home room after the 8:30 a.m. bell. If you are at your locker when the morning announcements begin, you will stop and listen to the announcements and only when they are complete will you move to your home room class. If you are less than 10 minutes late for a class, you are to report directly to

your class and your teacher will record the late. Persistent lates may result in you being sent to the office and a meeting with your parents and the Vice-Principal will take place.

If you are arriving at school later than 8:40am, you are to report to the main office to sign in for the day.

Supervised Study Periods

Occasionally, you will have a study period (if you are in Grade 11 or 12) because of a teacher's absence. **The door will be posted instructing you to report to the main office to sign in and pick up work left by the teacher.** Students must choose within the first 5 minutes to work in the cafeteria, library or to exit the building. Classes are still going on elsewhere in the building so roaming the hallways or going to your locker is **not** permitted.

School Library Information Center

The library is open from 8 a.m. to 3:30 p.m. It is a pleasant and welcoming place for study, research, or computer use. Students who learn to use all aspects of the library are well prepared for the research demands of post-secondary programs. On-line databases, magazines and books are available for recreational browsing and borrowing. The library catalogue is available on-line on the school web site. The library computers are monitored and are to be used for educational purposes only. **Backpacks, food and drink are not permitted in the library.**

Instructional Program

Early in Grade 9 classes, you will have an orientation session in the Library Information Centre. This will give you a chance to find out where things are and what it takes to borrow them. Generally, the teachers who assign research projects have already coordinated them with the Librarian so that suitable materials will be available.

You may be sent to the library as part of a group project or culminating activity by any of your teachers. The study carrel area is available for homework or quiet study. Make good use of these opportunities, and respect the rights of others who are there trying to concentrate. Please note that students who wish to socialize should use other areas of the school.

Library Loans

Most books are loaned for a three-week period. Normally, you can renew materials you have checked out if you still need them. Fines are assessed for overdue books. It is your responsibility to treat all library materials with care and to return all materials by the due date. Issues concerning unpaid fines and unreturned books will be dealt with by the main office.

Student Services/Guidance

Planning for Success

Students must start considering career directions from the beginning of Grade 9. The Guidance Department is open to all students seeking assistance in the areas of educational, career and personal counseling. A student may make an appointment to see a guidance counselor by coming to the Guidance Office. Parents may consult with a guidance counselor by telephone or by personal appointment. Advice and information are available to students and parents regarding the courses best suited to the needs, interests, abilities, and career goals of their son or daughter. Also, the student is free to discuss confidentially any topic or problem he or she wishes.

In addition, our local community colleges, Laurentian University, and local businesses present material that will increase students' awareness of issues related to their first few years beyond high school, and, thereby, increase their chances of success.

Peer Helping and Peer Tutoring

Two very effective programs at Lasalle, the Peer Helper and Peer Tutor programs, allow students to provide and receive academic assistance from one another. Students in Grade 12 act as Peer Helpers to assist Grade 9 students within a classroom setting under the direction of the subject teacher, while our volunteer peer tutors help other students who are in need of help in a variety of academic areas. Students requesting help from a peer tutor and/or students volunteering to be a peer tutor should speak to their guidance counselor.

Registered Nurse: Health Services & Counseling

A registered nurse will be in the school one day each week. The nurse addresses a wide range of health concerns through counseling, physical examination, testing, and referrals as needed. The staff will also be available to help the school personnel and Students' Council develop and deliver health promotional programs.

- Students can book their own appointments by blocking off time slots without using their name in the designated calendar in the Guidance Office or by visiting the nurse during the day. School personnel can also refer students.

Aboriginal Support Worker

An Aboriginal Support Worker is in the school two days each week. The worker liaises with the N'Swakamok Native Friendship Centre and other community programs.

Social Worker

A Registered Social Worker is in the school three days each week. Our social worker works closely with students who have a range of needs. Referrals can be made through guidance.

Academic Information and Procedures

Credit Requirements

Students are required to earn 30 credits to receive their Ontario Secondary School Diploma. Your classroom teacher and guidance counselor will all assist you with making the right course selections. Course selections will be made each year in early March for the following year. Grade 9, 10, and 11 students are required to select 8 courses, while Grade 12 students must select a minimum of 6 courses. Consider your course selections carefully. You will be much more confident of your success if you choose the appropriate course pathway. If you plan to stay for five years, balance your courses carefully so that in your final year, you have a work load close to what you will experience in post-secondary education.

Cooperative Education (COOP) and Ontario Youth Apprenticeship Program (OYAP)

Cooperative education is an experiential educational opportunity designed to promote skill development, individual career exploration and self-awareness. COOP allows students to enrich their school courses and develop related job skills through hands-on practical experiences. The OYAP program provides Grade 11 and 12 students with the opportunity to begin apprenticing in a skilled trade while working towards completion of their Grade 12 diploma. Students desiring to participate in either opportunity must fulfill the prerequisites. For more information on either COOP or OYAP, students can see their guidance counselor.

Full Disclosure Policy

Marks for all Grade 11 and 12 courses taken, including failed, repeated and withdrawn courses are recorded on a student's transcript.

Evaluation Policies

At the beginning of each course, you will be told how you will be evaluated. You should know the different types of evaluation that will be used (tests, projects, presentations, culminating activities, exams, etc.), and how much each component will count towards your final mark. It is a good idea to keep track of the marks you receive for each test or assignment along the way so that you have a good idea where you stand in each course.

- If you fail to complete or hand in assignments, or miss quizzes, your term mark suffers accordingly. Be sure to submit all assignments.

Missed/Skipped Tests

We believe assessment is a central component of learning and provides students with invaluable feedback on their progress

- Communication with teachers is essential! If a student knows that they will be absent in advance, they are expected to notify the teacher in order to discuss an acceptable time to write the test. When a student misses or skips a test, they are expected to write it the day of return. If the student misses a test due to an unexplained absence, the mark will not be entered until a *parental communication* has been established (i.e., note to the teacher, e-mail, phone call).

Late Assignments/Timely submission of work

We believe that organization, time management and adherence to timelines will enhance the level of student success.

- It is a teacher's responsibility to track and monitor your progress on any given assignment and to provide feedback.
- It is a student's responsibility to comply with timelines for the submission of work.
- Context is for major assignments, projects and or student presentations
- As an incentive, if work is handed in prior to the deadline, the teacher may provide feedback and suggestions for improvement

On the day that an assignment is due, students will submit the assignment or a **completion contract**. If a student does not complete the contract, the assignment will lose 10% per day for a maximum of 5 days (50%). After this date, the mark is non-recoverable. Student absence is not an excuse! It is strongly felt that approximately one week after the final assignment due date, the value of the assignment becomes lost and the quality of work is not often present. It is important that students submit work in a timely manner for this reason and to keep up with current course work. Student in Grades 9 and 10 will become ineligible for credit rescue if the contract was not completed.

Academic Honesty

We believe that your character counts!

It is a serious offence to copy the work of other students. It is also a serious offence to copy the words or ideas of professional writers without appropriately identifying them as such. Penalties for plagiarism range from a mark of zero to suspension. Your teachers are responsible for ensuring that you are aware of proper documentation of essays and other products.

- For grade 9 & 10 students: students, teachers and parents will work together to clarify expectations relating to academic honesty
- For students in grade 11 & 12: On the first offence of cheating or plagiarism the student will receive a mark of 0 for that evaluation. On subsequent occasions of cheating and plagiarism, the student will receive a mark of 0 and may be ineligible for in school bursaries, awards and letters of reference.

Plagiarism

Plagiarism is defined as the presentation of the work of another as though it is your own. Examples of plagiarism include:

1. *Plagiarized words*: using verbatim (ex. Word for word) quotations without quotation marks; even if a citation refers to the source, the failure to make clear that the words are someone else's and not yours is considered plagiarism.
2. *Plagiarized ideas or facts*: using ideas or facts without providing a reference for the information; even though you have put the information in your own words, the source must be identified.
3. *Plagiarized organization*: changing most of the words but the organization of the source has been preserved; if you do not indicate the source of the organization, you will be guilty of plagiarism.
4. *Plagiarized work*: submitting any assignment for which a mark has previously been obtained or is being sought in another course at Lasalle or elsewhere.
5. *Falsified source*: submitting any assignment claiming to contain a statement of fact or reference to a source which has been falsified.

*These are only some of the more common types of plagiarism; there are others.

Information on plagiarism has been adapted from the following sites:

www.lrc.salemstate.edu/aske/plagiarism-hd.htm

www.ecf.utoronto.ca/~writing/handbook-plagiarism.html

Promotion

The Ministry of Education has determined that promotion is based on a student's overall performance for the year. In all grades, promotion occurs by subject. You are granted credit in any course for which you earned 50% or higher. Those students with a failing mark or those with a mark in the low 50's may be asked to consider a move to a more appropriate pathway.

Lancer Scholars

Students who achieve an *average* of 80% or more for a year's work are designated Lancer Scholars. In Grades 9 to 11, this means your average for all eight credits you take. For Grade 12, a Lancer Scholar must achieve 80% or more in a minimum of 3 credits per semester. **These must be new credits, not repeated credits.**

Students with Special Needs

It is basic policy in the Ontario curriculum that individual differences be accommodated to the greatest extent possible. For all students and students identified as exceptional, in particular, guidance services include orientation sessions and group or individual meetings with you and your parents. If you have any special needs, advice and assistance are always available.

Teachers are always willing to assist anyone who needs extra help either before or after classes. There are also peer helpers in many classes who can give you a hand. In addition, there is a Math lab, English lab and Science lab that is held at lunch. Check with your teachers for specific times and locations.

DUTIES OF A STUDENT

The Education Act (1980) and its supporting regulations includes duties for principals, teachers, parents, and students. Those regulations for students are reproduced below. The Regulation which defines the duties of pupils (Reg. 262) states the following:

A pupil shall

- a) Be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
- b) Exercise self-discipline;
- c) Accept such discipline as would be exercised by a kind, firm and judicious parent;
- d) Attend classes punctually and regularly;

- e) Be courteous to fellow pupils and obedient and courteous to teachers;
- f) Be clean in person and habits;
- g) Take such tests and examinations as are required by or under the Act or as may be directed by the Minister;
- h) Show respect for school property.

Every pupil is responsible for his or her conduct to the Principal of the school that the pupil attends:

- a) On the school premises;
- b) On out-of-school premises;
- c) While travelling on a school bus that is owned by a board or on a bus that is under contract to a board.

The duty of the teacher in this regard is "...to maintain, under the direction of the Principal, proper order and discipline in his classroom and while on duty in the school and on the school grounds." (Sec. 235 [1] [e] *Education Act*, 1980)

CODE OF CONDUCT

All schools in the Rainbow District School Board have implemented the Ontario Schools Code of Conduct. The Code establishes provincial standards of behaviour and specifies mandatory consequences for student behaviour that does not comply with these standards.

Lasalle has a reputation for being a school where students can and do succeed at outstanding levels. One of the reasons is that students, teachers, and all staff understand that success requires a healthy learning climate, one in which courtesy, cooperation, and common sense prevail.

School staff will treat students in a way that will help them accept responsibility for their actions and avoid behaving in ways that infringe on the rights of other students to be successful. **If a student misbehaves we employ a progressive system of discipline in which consequences increase in severity and duration for repeated behaviour concerns.** Many of the consequences will be determined on an individual basis by the staff member dealing directly with the student or be referred to the Principal or Vice-Principal. Along the way, students are also given much encouragement and opportunity to improve their behaviour. The following expectations for behaviour are outlined below and are intended to improve behaviour and ensure that **all** students make the most of their educational opportunity.

Respect for Authority and Peers

You are expected to comply with school procedures and with the expectation of your teachers both on and off school property. In addition, you are expected to be courteous and considerate in your dealings with other students. Your behaviour is expected to bring credit to Lasalle when you are on field trips or when you go to other schools for academic or sports activities. You are to avoid the use of vulgar, offensive, disrespectful or racist verbal abuse of any other student or staff member. (See also the section on **Harassment**.)

Consequences

If a teacher finds that your behaviour is disrespectful in class, you will be asked to report to the teacher after class or after school. If you are asked to leave a class, you are to go to the office and complete a student behaviour referral form.

Respect for Property

You are expected to treat the school grounds, the school building, and everything in the school with respect.

Consequences

If you deface or destroy school property, you are required to pay the cost of repair or replacement. If you lose or damage a book or school equipment, you must pay for its replacement or repair. Vandalism--deliberate destruction of school property--may result in suspension and possible police action.

Activities leading to possible suspension – the principal shall consider whether to suspend a student if he/she believes the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person
2. Possessing alcohol or illegal drugs
3. Being under the influence of alcohol or drugs
4. Swearing at a teacher or at another person in a position of authority
5. Committing an act of vandalism that causes extensive damage to the school property at the student's school or to property located on the premises of the student's school
6. Bullying
7. Use of profane or improper language
8. Smoking on school board property

9. Academic dishonesty
10. Inappropriate use of technology
11. Inappropriate dress
12. Any act considered by the principal to be injurious to the moral tone of the school.
13. Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community
14. Any act considered by the principal to be contrary to the Board or school Code of Conduct.

Activities leading to suspension, investigation and possible expulsion – the principal shall suspend a student if he/she believes that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm
2. Using a weapon to cause or to threaten bodily harm to another person
3. Committing physical assault to another person that causes bodily harm requiring treatment by a medical practitioner
4. Committing sexual assault
5. Trafficking in weapons or in illegal drugs
6. Committing robbery
7. Giving alcohol to a minor
8. Any act, including opposition to authority, considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others
9. A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others
10. Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of others person(s) in the school or Board
11. Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property
12. The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him/her and that s/he is persistently resistant to making changes in behaviour which would enable him/her to prosper
13. Any act considered by the principal to be a serious violation of the Board or school Code of Conduct

14. Bullying (if a student has been previously suspended for engaging in bullying and the student's continuing presence in the school creates an unacceptable risk to the safety of another person)
15. Any activity that is motivated by bias, prejudice or hate based on race, national/ethnic origin, language, colour, religion, sex, age, mental/physical disability, sexual orientation, gender identity, gender expression or any other similar factor.

Harassment

Harassment is a serious offence. Unfortunately, it occurs in schools and in the workplace. Harassment can be defined as verbal, visual, sexual, or physical conduct that creates an intimidating, hostile or highly uncomfortable environment. It may be offensive, insulting, intimidating, humiliating or hurtful for the person to whom the behaviour is directed. Harassment will not be tolerated at Lasalle Secondary School.

Examples of harassment include using degrading words to describe an individual's appearance, clothing, disability, racial origin, etc.; telling a joke or using language that causes embarrassment or awkwardness; displaying material that is racist, sexually offensive or derogatory; making written or verbal threats of abuse; or carrying out those threats.

Bullying is another form of harassment. The Ontario Ministry of Education defines "**bullying**" as a dynamic of unhealthy interaction. It is a form of repeated aggression used from a position of power. It can be physical, verbal, or social. There is also "**cyber bullying**," where an individual uses an Internet chat room or web site to harass.

What to do if you are being harassed: Speak to a trusted adult (administration or a teacher) and inform your parents. You and your parents may choose to involve the police after consultation with school administration.

DRESS CODE

Three issues determine what is allowable in the way of dress: health and safety guidelines, a distraction-free environment, and acceptable moral tone for an academic working environment. Extreme styles not specifically addressed in the policy will be evaluated in terms of safety and/or their effect on the student body, staff, and/or the educational process.

Expectations

1. Your appearance must be neat, clean, and modest.

2. Headgear (bandanas, hats, etc.) is not to be worn when in the school. These items are to be left in lockers along with coats, jackets, and backpacks.
3. Low-cut tops and short shorts/skirts are inappropriate for school.
4. Clothing must conceal undergarments at all times. This includes bra straps, boxer shorts, underwear, etc.
5. All tops and pants /skirts/shorts must overlap to ensure there is no exposed skin when sitting or standing.
6. Pyjama/hospital pants are not to be worn.
7. Clothing with offensive logos or messages is not permitted.
8. Students in physical education classes are not permitted to wear any body piercings as they are considered unsafe.
9. Other subject-specific dress code issues will be discussed in class. (Ex. Technological Education courses will have specific dress codes)

Note: Certain accessories including pocket chains, spiked jewelry, and any other items may not be approved at the discretion of the administration.

Consequences

You will be sent to the office and the dress code will be reviewed. You will have the opportunity to change your clothing. In the event that you cannot contact your parent/guardian, appropriate clothing will be provided by the administration. If you continue to violate the dress code you may be sent home.

INFORMATION TO SHARE WITH PARENTS

Lasalle Secondary School staff members take great pride in the success of their students and recognize that parental support and communication is fundamental to that success. **You are welcome and encouraged to contact us at any time. You can usually reach one or more members of the administration at 705-566-2280. Calls to particular teachers will be relayed and returned when the teacher is out of class. You may also reach administration and the teaching staff via email.**

Example: mcnamam@rainbowschools.ca (teacher's last name followed by their first initial@rainbowschools.ca)

In either March or April, the Education Quality and Accountability Office (**EQAO**) conducts province-wide literacy tests for students in Grade 10. This is a rigorous testing procedure.

Students need to be prepared to do extra reading and writing above and beyond their regular homework. Likewise, in January and June, the EQAO Grade 9 Assessment of Mathematics takes place. The dates for both assessments can be found at the front of the agenda.

As part of the Ministry of Education's diploma requirements, students must complete a minimum of **40 hours of community service** at any time during their years of secondary school. These activities may take place in a non-profit organization, public sector institutions, such as hospitals, and informal settings. Students may not fulfill the requirement through activities that are counted towards credits (i.e., co-op), or through paid work, or through assuming duties normally performed by a paid employee. These requirements must be completed outside of students' normal instructional hours - during lunch hour, before or after school on weekends, or during school holidays. **It is wise for students to complete these hours in Grade 9 or 10, before they take full-time summer jobs.**

Students will maintain a record of their hours as confirmed by the organization or persons supervising the activities. It is the student's responsibility to submit this record to guidance by June 1st of each school year so that these hours can be reported on the report card.

If you are wondering exactly how you can help your child or children do well, encouraging consistent and punctual attendance is one way. Having a parent concerned about attendance demonstrates its importance. Also, ensuring your child has plenty of sleep and a proper diet leads to a more alert and capable student. Another important step is to find out about the content of your child's classes, as well as due dates for assignments or projects, so that you can help where needed with time management. Ask to see homework. Any time you become aware of any school-related difficulty, please let us know quickly, so we can all work towards a solution.

All Lasalle students in every grade and pathway should be doing a certain amount of homework and study daily. Depending on the blend of courses and the grade and pathway, students in Grade 9 should spend about 1-1.5 hours; Grade 10, 1.5-2 hours; Grade 11 and Grade 12, 2-3 hours. Students need this home study time to complete assignments, to review class work, and to develop literacy and numeracy skills. If students seem to have much more than the average amount of homework, it may be that they are not using class time efficiently, that they are having trouble organizing and prioritizing tasks, or that they are in courses that are too demanding for them. On the other hand, students who repeatedly come home with no homework are likely underestimating or misrepresenting the demands of their courses. Even if there is no homework assigned on a given day, a student should spend the homework time

in a quiet location, reading. All the research shows that students who read do better in school and in the workplace.

We hope you will encourage your child to become involved in a reasonable number of extracurricular activities as long as adequate time remains for studying. In a similar vein, if your child is employed, please try to monitor the time involved there, as well. **While the money earned in a part-time job may be directed towards future educational goals, working more than 10 to 15 hours per week can squeeze out vital study time and work against those very goals.**

Our rules and regulations regarding attendance, punctuality, behaviour, dress code, etc., are all designed to allow us to meet the educational and legal responsibilities in a comfortable and productive atmosphere.

The Education Act states that “a pupil may be excused by the Principal from attendance at school temporarily at any time at the written request of a parent...” Note that the wording clearly implies that the parent may request, but the approval is granted, or not granted, by the Principal. **Lasalle does not condone students going on trips during the school year that are not school-sanctioned and fall outside of Rainbow District School Board’s holidays.**

When students are unable to attend, it is important that they return to school with a dated note from you indicating the reason for the absence. Please do not request homework from the office during a student’s absence unless he/she is absent for at least three consecutive days. Similarly, if a student is to be excused during the school day, please send a note stating the reason and the time the student is to be excused.

Video Surveillance

Video security equipment is used at Lasalle Secondary School for the following purpose:

- To enhance the safety of students and staff
- To protect property against theft and vandalism and
- To help identify intruders and persons breaking the law

Personal information is being collected under the authority of The Education Act and used in accordance with the Municipal Freedom of Information and Protection Privacy (MFIPPA). For more information, please contact the principal.

Video security surveillance equipment may be used on school busses for the following purpose:

- To enhance the safety of students and staff
- To protect property against theft and vandalism and
- To help identify intruders and persons breaking the law

The Lasalle School Council is a group of parents, school personnel, and community members who meet at 7:00 p.m. on the third Tuesday of each month in the school library. The School Council provides advice to Lasalle's administration on a broad variety of issues. If you are interested in more information about participating in this group, please contact the Principal.

EXTRACURRICULAR ORGANIZATIONS

- **Clubs/Organizations:** Drama Club, Improv Club/Team, Math, Science, English Clubs, Reach for the Top Teams, Roots and Shoots Club, Tech Club, Yearbook Club, Accounting Contests, Math Contests, Robotics, and Entrepreneur/Small Business Contests.
- **Students' Council:** The Students' Council is made up of the student leaders of the school. They organize most of the events in the school and represent students in ceremonies, to the administration, and on the School Council.
- **Athletic Council:** This group, including boys and girls from all grades, is responsible for intramurals and other events related to athletic participation and teams. An awards' banquet culminates the year's activities.
 - **Sports teams include:** Badminton, Basketball, Cross Country Running, Nordic & Alpine Skiing, Curling, Football, Golf, Hockey, Soccer, Softball, Swimming, Tennis, Track and Field, Flag Football and Intramurals.
- **Music Council:** The Music Council is a group of students from grades 10 to 12 who are responsible for organizing fundraising and social activities, as well as occasional recitals. The group also is responsible for planning the annual music banquet, a celebration of the year's achievements.
 - **Bands include:** Intermediate Concert Band, Intermediate Jazz Ensemble, Junior Jazz Combo, Junior Jazz Ensemble, Orchestra, Senior Jazz Combo, Senior Concert Band, Senior Jazz Ensemble and the Vocal Ensemble.

QUALITY SCHOOLS WHERE CHARACTER COUNTS

t HONESTY | L'HONNETETE | CWEKWAADZIWIN

ii RESPECT | LE RESPECT | MNAADENDIWIN

t EMPATHY | L'EMPATHIE | NANAACDOWENDIWIN

r RESPONSIBILITY | LA RESPONSABILITE | PENMONDAAKZIWIN

- INTEGRITY | L'INTECRITE | WEWENIZHICHICEWIN

t COURTESY | LA COURTOISIE | MINOCINOODIWIN

r RESILIENCE | LA RESILIENCE | CSHKI-EZIWIN

it ACCEPTANCE | L'ACCEPTATION | MINODAAPINICEWIN

o COURAGE | LE COURAGE | ZOONCODE-1-WIN

ii CO-OPERATION | LA COOPERATION | WIIDOKAACEWIN