



Lively District Secondary School

SECONDARY STUDENT HANDBOOK

2017 - 2018

Ms. Leslie Mantle
Principal

Mr. David Bertrim
Vice-Principal

265 Fifth Avenue
Lively ON P3Y 1M4

(705) 692-3671

www.rainbowschools.ca/secondary/livelyss/

This handbook belongs to:

Name: _____

Home Room Teacher: _____

Principal's Message

It is with great pleasure that we take this opportunity to welcome our new and returning students to Lively District Secondary School. I extend a special welcome to students attending Lively for the first time. To those returning, we wish you continued success with your academic and personal goals. We encourage each and every one of you to become involved and participate in all aspects of student life at LDSS, the "Home of the Hawks".

Becoming the kind of person you want to be is a life-long journey, but it is made up of small steps. Every choice you make defines your character. With the help and guidance of your parents, teachers and friends, we hope these choices make your journey an enjoyable and rewarding experience.

In addition to an excellent academic foundation, LDSS offers many activities, clubs, and sports to help students in grades 7 -12 become well-rounded, mature, young people. The choices are yours to make and ours to support. The guidelines contained in this handbook are suggestions about how we can best contribute to an environment that is safe, friendly and productive. It is about having an atmosphere in our school that fosters good work, good feelings, and good memories.

We are very proud of our students' accomplishments and as the school year progresses, we would love to showcase these accomplishments. For this reason, we have set up a school Twitter account @LivelyDSS, as well as an Instagram account lively_hawks. We ask that you sign and return the Rainbow District School Board 'Consent Form' for publicity and promotional opportunities so that we can showcase your son/daughter's accomplishments.

We look forward to the school year with great excitement. Have a wonderful year and remember that your number one priority is your own learning. As a staff, we will do everything we can to empower you with the skills and attitudes necessary to achieve success.

Once again, welcome to the Home of the Hawks!

Vision: We are leaders in learning, inspiring success for all students by reaching minds and touching hearts.

Mission: We bring learning to life, enabling students to fulfill their aspirations.

Values: Honesty, Respect, Empathy, Responsibility, Integrity, Courtesy, Resilience, Acceptance, Courage, Co-operation

Leslie Mantle
Principal

David Bertrim
Vice-Principal

Overview of Gr 9-12 School Year - 2017-2018

ACTIVITIES	SEMESTER 1	SEMESTER 2
Labour Day	Sept 4	
First Day of School	Sept 6	Feb 5
School Pictures	Sept 19	
Thanksgiving	Oct 9	
Afternoon of Excellence	Oct 18	
InIT Day	Feb 9	
Family Day		Feb 19
Open House	Dec 7	
Interim Report Card	Oct 10	Mar 6
Parents Night Interviews	Oct 12	Mar 8
Mid-Winter Break		Mar 12 – 16
Literacy Test		Apr 10
Midterm Report Card	Nov 16	April 27
Easter Holidays		Mar 30- Apr 2
Victoria Day		May 21
Christmas Holidays	Dec 25 - Jan 5	
Commencement		Jun 6
Athletic Banquet		May 29
EQAO Math tests	Jan 15 - 26	Jun 5 - 18
Examinations	In Class Jan 18-23 Formal Jan 26-Feb 1	In Class Jun 15-21 Formal Jun 25-29
Semester Ends	Feb 1	June 29
Final Report Card	Feb 13	Pick up July 6 Report cards are not mailed
School Council Dates	Sept 19, Oct 17, Nov 21	Jan 16, Feb 20, Apr 17
Professional Activity Days	Sept 5, Spt 29, Nov 17	Feb 2, Mar 2, Apr 16, Jun 18

Dates appearing here are subject to change. For an up-to-date listing of events check our school website at www.rainbowschools.ca/secondary/livelyss/

Code of Conduct

The Rainbow District School Board's *Discipline Policy* is posted at: <http://www.rainbowschools.ca/students/discipline.php> and in all homerooms. All parents and students should familiarize themselves with the Board Code of Conduct. At LDSS we have established procedures and guidelines for appropriate behaviour. They are intended to ensure the well-being and security of everyone in our school community.

Preparation for Class

Students are expected to be prepared for class. They must have the materials that teachers have directed them to bring with them each day.

Students are expected to hand in assignments on time and to be prepared for tests and examinations. Medical notes are required for absence during exams. Parents will be notified if students are not prepared for class. Neglect of duty (i.e. not doing homework, not submitting assignments, poor attendance) can lead to a referral to the Student Success Team, and the possible student's removal from the course. Alternative education opportunities such as a coop placement will be discussed to ensure their successful completion of credits toward graduation.

**The better prepared students are for classes,
the better their chances will be for success!**

Smoking Policy

The Province of Ontario has deemed it unlawful to smoke anywhere at any time on school or public property. Violations result in a fine in excess of \$300 by a tobacco enforcement officer.

- There is to be no smoking in the building or anywhere on school property including the roadway leading out from the school's back parking lot to 6th Ave. Smoking is only permitted on city sidewalks at a distance of 9+ meters from the door of any public place.
- There is to be no smoking on school busses, in the bus loading zone, or our neighbours' property, including the adjacent churches.
- This policy also applies to e-cigarettes.

Graduates

Watch for scholarship opportunities throughout the year. Begin applying for scholarships in September. It is the responsibility of each student to research and apply for scholarships.

Each year graduates have the opportunity to have formal grad photos taken. Whether you choose to purchase a photo package or not, if you want your photo to be included in the graduate composite, you must have your grad picture taken. Pictures taken elsewhere or during previous years are unable to be incorporated into the composite.

In order to participate in the graduation ceremony, a cap and gown must be worn. The school will not order a cap and gown unless the rental fee is paid in advance. Generally, ordering takes place in May. If a cap and gown package is ordered on behalf of a student, there will be no refund if the student decides not to attend convocation.

We are very proud of all of our students who have completed their graduation requirements. Therefore, any family who requires financial assistance to cover the cost of a cap and gown, are asked to contact the principal.

Day Schedule

Warning Bell.....	8:15am
Period 1	8:20 - 9:36am
Announcements.....	9:37 - 9:47am
Period 2	9:50 - 11:06am
Lunch.....	11:06-11:55am
Period 3.....	11:55-1:11pm
Period 4.....	1:14-2:30pm

Study Hall

On occasions where teachers are away due to coaching, professional activities and illness students are provided with opportunities for some self-directed study under the supervision of staff who provide the work assignment, take attendance and receive completed work assignments for delivery to the absent teacher. Students in courses with grade 9 or 10 sections in them must remain to complete assigned work after moving to the location indicated on their classroom door. Only those in grade 11 or 12 classes that have no grade 9 or 10 sections included with them may leave the library after they have received their work and signed in with the study hall supervisor. They must then leave property or settle into the library or other supervised areas for the duration of the period to avoid circulation in the halls during class time. Attendance is taken and detentions issued for unauthorized absence as it is for any regularly scheduled class if the above procedures are not followed.



Attendance Policy

Regular school attendance is essential to success in a secondary school. Students are expected to attend school each day and to go to all of their classes. Late arrival or early departure must occur through a Sign-In or Sign-Out with the attendance secretary or detention will be issued.

Students who must be absent from school will be required to be excused in advance of their absence as they would for their employer. Parents are asked to please call the school and leave a voicemail message prior to 8:15 am on the day of absence. Detentions will be issued for all who do not have a call excusing them the day of their absence. Any notes (phone call or voicemail is preferred) should be brought to the attendance secretary **before period 1** on the day the student returns to school.

The school has adopted an **automated phone procedure** for notifying parents of an absence from school if the reason for the absence is not known by the end of the day. These calls can be password protected. Please contact the office staff for more information.

Parents must contact the school **before 8:20 a.m.** on the day of any appointment. **Note: Please make a sincere attempt to schedule appointments outside of school hours whenever possible as it is impossible to determine long in advance that there will not be a guest speaker, laboratory experiment, test or group activity that cannot be replicated at a later date.**

Students who become ill while they are at school and wish to go home must report to the main office. School officials will contact the student's parent/guardian and make the necessary arrangements.

Students who are truant from classes or from school will be referred to the Vice-Principal. Parents will be contacted to discuss attendance issues. Persistent truancy could result in referral for attendance counselling and truancy charges.

Educational research shows that there is a very high correlation between doing well in school and not missing classes.

Exam Exemptions

Students in Grades 9 and 10 courses will have the opportunity to be considered for exam exemptions. In order to receive an exam exemption from your teacher, the following criteria must be met:

A final mark of 75% or higher
A maximum total of 7 absences in a course (with no more than 3 of these unexcused i.e. no note or phone call to excuse the absence)
Less than 3 lates
All unit culminating activities submitted

Approved School activities causing class absences will not count within the maximum total of 7 absences. Administration reserves the right to remove the exam exemption if the student's conduct runs contrary to Lively's character education commitment. All Grade 9 and 10 courses will have an exam on the exam schedule should students not achieve the requirements above to qualify for an exam exemption (excluding open level courses). Exam exemptions will be announced to students on the last day of regular classes. They will not be given out prior to this date.

Elite Athlete status will also be considered when determining the number of days absent from class. An Elite Athlete is a student who is participating in a sport at the regional, provincial, national, or international level. Parents are to notify the school principal at the beginning of the sports season to determine if their child qualifies for this status.

Late or Missing Assignment Policy

In order to promote the development of disciplined time management skills and to give everyone an equal opportunity of completing assigned tasks, the Rainbow District School Board has devised a policy for all missing or late assignments. The policy will be posted in all homerooms and will be discussed by teachers in homerooms commencing the first day of classes.

Lockers and Locks

All students will be assigned a locker in the first week of classes. Lockers are loaned to students for storage of clothing, books, and other items. Locks are provided by the school. Any others will be cut from the locker. **LOCKERS ARE NOT TO BE SHARED.** The assigned student is responsible for the content of their locker and all are encouraged to come to the office for a new lock if they suspect that someone has learned their combination.

Valuables

If it is necessary to bring large sums of money (or other valuables) to school please check with the office. In addition, it is wise to put wallets, watches, electronic devices etc. in your locker before changing into athletic uniforms. **DO NOT LEAVE VALUABLES IN THE GYM CHANGEROOMS.** The school is not responsible for any lost valuables.

Telephone Calls

The office telephones are available to students for urgent issues outside of class time and at any time for emergencies. Cell phones are not to be on within the school during class time. Students are asked to have their parents reach them during class time through the main office 705-692-3671, as it is difficult for staff to differentiate between parent calls/text messages and those of friends and peers as they strive to make effective use of instructional time for their students.

School Visitors



Visitors in the school **must** report to the main office, where they will receive assistance. Visitors are not allowed to attend classes without the prior written approval of the Principal. Students from other schools are welcome to shadow once the appropriate procedures, through the guidance department, have been completed. Please see the guidance staff for more information.

Internet and Electronic Devices

The Internet and electronic devices have changed our world. As the technology has expanded, so have the implications related to the safety and privacy of students and staff. We 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 without the permission of school staff. They 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 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 being photographed, and posting photographs on the Internet and/or electronically transmitting photographs of a person or persons without permission. Using the Internet and electronic devices with care will protect the safety and privacy of students.

Student Activity Fees

- Student activity fees are used to assist with the costs associated with co-curricular activities such as motivational speakers, performers, field trips, athletics, awards ceremonies, school clubs and student council activities. All of these activities are designed to enhance and enrich the overall learning environment of the school.
- Detailed information about student activity fee plans is provided in Homeroom on the first day of school.
- Please contact your school Principal if financial assistance is required or if you require further information.

All students are encouraged to pay an activity fee to make Lively District Secondary all it has been to our students and community in years past. All graduating students will be required to pay a graduates fee which includes graduation fees, as well as cap and gown fees. Cash or Money Orders payable to Lively District Secondary School will be accepted.

Dress Code

Students are expected to present themselves appropriately for a place of learning. They are also expected to learn appearance and dress standards suitable at institutes of higher learning as well as in the workplace. The following are examples of unacceptable attire in school:

- hats
- beach attire of any type, tank tops with straps less than 2.5 cm (1 inch) wide, tops with spaghetti straps, exposure of the midriff/back or bra straps & see-through clothing
- clothing with offensive logos or comments
- pyjamas

Walking shorts and skirts of acceptable length (past finger tips with arms extended when standing straight) may be worn in season. Certain accessories may not be

approved at the discretion of the school staff. Students will be advised of any attire deemed by the administration of the school to be inappropriate and given the opportunity to contact home for a change of clothes. For safety reasons, coats and jackets should be kept in the students' lockers and not worn to class.

Hall Passes

To ensure student safety, students excused from class to go to the washroom or main office must sign out on the clip board and carry the lanyard hall pass available in each class. Food is only permitted in the cafeteria, it is not allowed into computer labs, science labs, classrooms labelled as Food Allergen Restricted, or any other area indicated by staff.

Parking

Proof of insurance and a valid driver's license must be submitted to the Vice-Principal upon request. Student parking is a privilege that can be maintained by calm safe driving. Student parking is situated at the back of the school in areas that avoid blocking access to the dumpsters. Staff parking is situated at the front of the school and a designated area at the back of the school.

Student Schedules/ Course Selection Process

Students select their courses for the following year in February. It is important that students choose wisely. Their choices will determine what courses will be offered the next school year. Also, the courses and levels chosen will influence the students' future educational opportunities. Teachers and Guidance Counsellors can assist students and their parents with course choices.



Course Conflicts

Unfortunately, some students will not be able to obtain their original course selections because one or more of these selections is in conflict with another one. Students with "conflicts" will be interviewed by a counsellor and asked to select alternate courses that will suit their own individual timetables.

Student Services

Student Services, through one-on-one counselling and group counselling, provides opportunities for students to acquire the skills, knowledge and attitudes necessary to:

- expand their knowledge and understanding of the self and develop an appreciation of their individual potential to contribute to society.
- relate effectively to others
- make appropriate post-secondary decisions and to cope with the transition from secondary school to post-secondary studies and the world of work
- explore potential careers in relation to themselves, educational alternatives and their

desired lifestyles.

Need Extra Help?

You are encouraged to seek extra help from your teachers if you do not understand an assignment, if the work is difficult or if you have been absent and have missed assignments and class discussions. Arrange a conference with your teacher before or after school or at a time convenient to both of you during the day. A teacher may request a student to stay over lunch or after school if it is apparent that the student is having difficulty with their work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help you.



Peer Tutor Program

The Peer Tutor program is available to assist students experiencing difficulty with one or more school subjects. With good attendance, a positive attitude and good work habits, students seeking assistance may apply for a peer tutor. Students who have a solid understanding of course material and a desire to help others may apply to become peer tutors. Besides the benefits acquired through helping another student, tutors qualify for community service hours toward the 40 hour requirement for their diploma. Interested students or parents should contact the peer tutor facilitator or a guidance counsellor.



Special Needs Services

The Special Needs Centre at Lively provides exceptional learners with programming to meet their needs, abilities, interests and aspirations. Students are provided the opportunity to take a Learning Strategies, credit course each year, up to four years. Exceptional learners are identified by an Identification Placement and Review Committee (I.P.R.C.). Placement and programming of each student with Special Needs must be reviewed annually for students. Exceptional Grade 8 students entering LDSS are reviewed prior to entering Grade 9.

Library Services

The Library offers students and staff the opportunity to use or borrow materials from a collection of books, magazines, vertical files, film catalogues and paperbacks. Students may use the computers for word processing or to access information from the internet. Social media sites and gaming are not considered priority use of the library computers. Students who access such sites may be asked by supervisors to log off and make their computer available to a another student.

Academic Honesty Policy

Unauthorized use of resources or copying from another person's work and claiming it as your own is completely unacceptable. This includes improper use of information from the Internet, print, video or film. A student found plagiarizing or cheating will be subject to a range of consequences that may include a mark of zero, re-submission, or an alternate assignment. The policy will be posted in homeroom.

Awards, Scholarships, Bursaries

Lively District Secondary School is fortunate in having a strong and active relationship with our community. Many individuals, organizations and companies have generously donated prizes/awards for LDSS students. If you strive to achieve your best you may be a recipient of one of them. Information on awards, scholarships, and bursaries is available through Student Services.

Our Annual Convocation Ceremony will be held in June. The evening will honour the academic achievement of our graduates. Students in Grade 9, 10, 11 are recognized for their achievements at our annual Afternoon of Excellence in the fall.

Students' Council

The Students' Council consists of 5 executive positions along with the student class representatives. The Council arranges a variety of activities, dances, and socials throughout the school year to meet the requests of the student body.



2017-2018 Student Council Executive

- two presidents (one female, one male)
- two vice-presidents (one female, one male)
- one secretary
- one treasurer
- two communication officers

Academic Requirements for Co-Curricular Activities

Before a student can participate in athletics at Lively District Secondary School, s/he must have, as a minimum, the timetable of a full-time student. Grade 9, 10, 11 students must take 8 courses. Grade 12 students must take 6 courses (3 each semester). It is also important that the student understand that there are certain expectations of an athlete within the classroom. In particular **regular attendance, consistent effort and a positive attitude** in the class can form the basis of a decision made regarding whether or not an athlete is to continue playing sports and verification of the full day's attendance is a requirement to practice or play a school sport.

Participating in co-curricular activities is not a right, but rather a privilege – a privilege that has to be earned.

Athletics

Lively District Secondary School believes in advancing the educational benefits of participation in sports to all students who are able to participate in co-curricular activities. We attempt to encourage our athletes to work towards their potential, teaching them proper skill techniques and giving them an understanding of the game. Through teaching and by example, we will try to instill in our athletes high ideals of sportsmanship and qualities of reliability, co-operation, self-control, self-discipline and commitment. It is an accepted fact that participation in athletics (as well as other co-curricular activities) can go a long way to compliment a student's education at the secondary school level. Traditionally Lively has participated in the following sports:

Badminton	Basketball	Bowling	Girls & Boys Football
Cross-country Running	Alpine/Nordic Skiing	Curling	
Golf	Gymnastics	Hockey	
Soccer	Softball	Swimming	
Tennis	Track & Field	Volleyball	

Fees associated with athletics include a \$40 cost per major school team/\$25 for short-season sports to cover the cost of uniforms, officiating, equipment, and Sudbury District Secondary School Athletic Association fees, to a maximum of 4 teams. Some teams may have additional fees associated with them to cover additional costs to run that sport. Please consult with your child's coach for more details.

Athletic Association

The Athletic Association is comprised of four executive members and other student representatives. These students run special events and hold major fundraising activities throughout the year so that they can help fund teams and improve the sports facilities at the school. Students interested in becoming a member of the Athletic Association should talk to the staff advisor or drop by the Athletic office.

2017 - 2018 Athletic Association Council

Staff Advisor: Mr. M. Asunmaa
President, Senior Vice-President, Junior Vice-President
Secretary

Athletic Awards

The athletic year culminates with an Athletic Awards Banquet in late spring. At this time athletes are recognized for their contribution to athletics. A system of points enables students to work toward a school Athletic letter. Other awards include the Merit award for NOSSA and OFSAA winners and a MVP award for each major sport. The most prestigious awards are the Male and Female Athlete of the Year presented to the most outstanding Midget, Junior and Senior athletes. Get yourself involved in our athletic program. All types of involvement will help you earn these awards and make your life at Lively District Secondary School more rewarding.

Acceptable Use of Computers Policy for Students

RDSB schools have provided students with access to software packages and related technologies that will support their programs of study. Every student has been provided with an “Information and Communication technology Acceptance Use form” to be signed by both student and parent/guardian and returned to the school. This policy details specific terms and conditions for proper use of computer technology, software, as well as any disciplinary actions that may occur as a result of unacceptable use. The policy will be posted in all homerooms.

Video Surveillance

Video security surveillance equipment is used at Lively District Secondary School and on buses used by the Rainbow District School Board for the following purposes:

- to enhance the safety of students and staff
- to protect property against theft and vandalism
- 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 of Privacy Act (MFIPPA). For more information, please contact the Principal.

Staff E-Mail Addresses

If you so desire, you can communicate directly with all teachers via e-mail. By using the first 6 digits of their last name and their first initial, you are able to be in touch individually with all of your son or daughter’s teachers. All addresses are followed by @rainbowschools.ca. For example, Lori Harris can be reached at harrisl@rainbowschools.ca There are also links to each staff member on our school’s website.