



Lively District Secondary School

INTERMEDIATE STUDENT HANDBOOK

2020 - 2021

Ms. Leslie Mantle
Principal

Mr. Kyle Gutscher
Vice Principal

265 Fifth Avenue
Lively, ON P3Y 1M4

(705) 692-3671

<https://www.rainbowschools.ca/school/lively-district-secondary-school/>

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. We have missed both staff and students since we had to close our doors in March of 2020. 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. Even though our school events might look a bit different this school year, 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

Kyle Gutscher
Vice-Principal

Rainbow District School Board Useful Links

Guide for Students and Parents/Guardians

https://www.rainbowschools.ca/wp-content/uploads/2020/09/BTS_Guide_2020-2021.pdf

CardCalendar

<https://www.rainbowschools.ca/wp-content/uploads/2020/09/Calendar-Card-2020-2021.pdf>

Pandemic Guidelines

Pre-Screening:

A pre-screening questionnaire (see page 8) was emailed to families in August. We ask that parents/guardians and students over the age of 18 complete this pre-screening questionnaire **daily prior to entering** the school.

Masks:

The Ministry of Education has mandated that all students from Grades 4-12 wear a mask. Students will not be permitted into the school (or on the school bus) without a mask.

No congregating in the hallways:

Students will need to take note of their first class in the morning on their first day of school as they will be directed to go directly to their first class upon arrival at school (posters displaying homerooms for students will not be displayed on the first day of school this year to avoid congregation of students).

Lockers:

Lockers will not be assigned, therefore students should only bring necessary items for their learning at school. Personal belongings brought to the school should be minimized.

Entry:

Upon entry into the building we ask that all students sanitize their hands and proceed directly to their assigned classroom.

Drinking Fountains:

Only water bottle refill stations will be available for student use. No drinking fountains will be available. Students are encouraged to arrive at school with water bottles that are already filled.

Hallway traffic:

Directional arrows are posted in the hallways, and we ask that students stay to the right of the hallway while maintaining physical distance from others. Loitering must be avoided and discouraged. Students must travel directly to their designated classroom or area.

Washrooms:

Frequent hand washing will be encouraged throughout the school day. Each class as a cohort will have an assigned washroom break. All touch surfaces in washrooms will be disinfected after each cohort use. Students are to maintain social distance when in the washrooms. A maximum number of occupants will be permitted in the washroom at a time. (signs will be posted with social distance markers)

Classrooms:

All classrooms will be equipped with sanitizer and disinfectant wipes.

Cafeteria:

Our cafeteria will be used during Lunch A (10:25 - 11:05) for Grade 9 and 10 students and Lunch B (11:09 - 11:49) for Grade 11 and 12 students. Seating has been arranged in our cafeteria to ensure physical distancing. Students will be assigned to sit in the cafeteria according to their morning class cohort. Microwaves will not be available. Students may also choose to leave the school at lunch, or eat outside while maintaining physical distancing. If students choose to leave the school or go outside, they can only return at the end of the lunch period (without being late for their next class) as loitering in the hallways will not be permitted. Chartwells, the company that prepares food in our cafeteria, will not be open at this time (this includes vending machines). Therefore, there will not be prepared food available for students at the school. **Please ensure your child packs a lunch that does not require a microwave.**

Change rooms:

Each physical education class will be permitted to use the change room at an assigned time. All touch surfaces in change rooms will be disinfected after each cohort use. Students are to maintain social distance when in the change rooms.

Gr. 7 Steven Sheehan sheehans@rscloud.ca
Gr. 7/7 FI Eric Bacon bacone@rscloud.ca
Gr. 7-8 FI/7-8 Core French Chantal Bois
boisc@rscloud.ca
Gr. 7/8 FI/Music Cory Ross rossc@rscloud.ca
Gr. 8 Ted Smith smitht@rscloud.ca
Gr. 8 jouppij@rscloud.ca
Special Education Resource Teacher –
Jennifer Hopkins hopkinj@rscloud.ca

Lively Intermediate School

The Intermediate wing is located in the south wing of the second floor. It is a separate and distinct school from the Secondary area.

Intermediate students will have staff supervised access to the gyms and the music room. Intermediate students should not be accessing the Secondary area without teacher supervision.

Intermediate Program Safe Arrival Policy

Lively District Secondary School is committed to the safety of our pupils.

- Our Safe Arrival program is a system of procedures that are performed together with daily attendance to account for any student's unexplained failure to arrive at school.
- Parents and guardians are responsible for calling the school (705-692-3671) to report student absences or lateness by 8:15 a.m. before the beginning of class. An answering machine is available to take your calls 24

- hours a day. The safe arrival program will follow-up on any unexplained absences.
- Email attendance, NEW THIS YEAR an email address has been set up if you would prefer to email any attendance reporting. lively_attend@rainbowschools.ca
- Parents and guardians are responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up contacts with the above information.
- If you are late dropping your elementary aged child at school, the student with a note for the main office.
- If you are picking up your child during the school day, please call the office and we will have your child meet you.

Visitors to the School

At Lively District Secondary School, we are striving to preserve instructional time and keep our school safe and orderly.

At this time, parents/guardians are **not** permitted within the school unless previous arrangements have been made through the school or in the event of an emergency. Any individual who enter the school must undergo a pre-screening document. Upon entry they must be wearing a mask, and must sign in and include the time of arrival and contact information. The same process must occur during departure.

In keeping with our Safe Schools policy, we ask that you adhere to the following procedure for picking up your children at dismissal time:

- Send a note in the home book/agenda in the morning notifying us that you or a designate will be picking up your child at dismissal time. Calling late in the day or leaving a message does not guarantee that your child or the teacher will be notified in time.
- Dismissal is at 2:30 p.m.
- After the 2:30 p.m. bell, your child will be waiting at the student pick up area located outside at the front of the school or in the intermediate wing in the case of inclement weather.

Please do not take your child from the classroom, the bus line or the hallways.

Gr 7 & 8 - Balanced Day at Lively

Lively operates under a Balanced Day schedule for grade 7 and 8 students. The Balanced Day has three large blocks of instruction broken up with two nutritional & activity breaks. The goal of a Balanced Day is to maximize classroom learning time and allow students more time to focus on learning tasks.

Gr. 7 & 8 School Day

Entry	8:15
Instructional Block 1	8:15 – 10:15
1 st Nutritional Break	10:15 – 10:50
Instructional Block 2	10:50 – 12:20
2 nd Nutritional Break	12:20 – 1:00
Instructional Block 3	1:00 – 2:30
Dismissal	2:30

Going Home For Lunch

In order to promote consistency, students who live within walking distance of the school may arrange to go home for lunch during the 2nd nutritional break (12:20 – 1:00). Students who wish to go home for lunch are required to complete a permission form and have it signed by their parent/guardian. Forms are available at the office or from your classroom teacher.

School Yard Supervision

Supervision begins at 8:00 each morning. There is no supervision provided for students prior to that time. As a result, parents and guardians are asked not to drop students off or allow them to arrive at school before 8:00 am.

Staying In At Recess

Students who are too ill to go out at recess would probably benefit from staying at home. Please do not send notes for your child to stay in at recess, as students cannot stay in the classroom without supervision. Exceptions will be made upon the presentation of a doctor's note stating the reason for exclusion from outdoor recess.

Transportation Policy

Parents/Guardians are advised to contact the Sudbury Student Services Consortium (705-521-1234) to arrange transportation for first time students and for any subsequent permanent changes.

Should bussing may be cancelled due to inclement weather, schools will remain open, but parents are responsible for providing transportation to and from the school. Parents will be notified through the media after 6:30 a.m. if the busses are cancelled or if the schools are open. **If your child walks to school, please remember to call the school to excuse their absence if busses are cancelled and they choose to stay home.** You may also check www.sssc.ca for up-to-the minute information.

When Riding The Bus, Remember To...

Wear a mask and sit in the assigned seat
Follow the instructions of the driver
Keep hands, arms, head, etc., inside the bus at all times
Refrain from creating a disturbance
Use appropriate language
Hold books, packsacks, etc., on your lap
Ensure that you do not disturb the driver
Leave the windows alone unless authorized by the driver to open/close them

KEEP SAFETY IN MIND AT ALL TIMES

Riding the bus is a privilege not a right, so please respect the bus rules.

Lively Intermediate Dress Code

Philosophy

Lively District Secondary School, as part of the Rainbow District School Board, enables students to work toward attaining knowledge, skills and attitudes that will assist them in becoming productive and valued members of our community.

Students are to dress appropriately for a place of learning. The value of learning appropriate and professional dress will aid our students with future job placements and job successes.

Dress Code

1. The following are not acceptable in schools:
 - The wearing of hats inside the school
 - Pyjamas
 - Exposure of the midriff
 - Clothing with any offensive logos
 - Clothing that advertises alcoholic beverages
 - Clothing with offensive comments or “put downs”
 - Beach attire of any type, tank top straps less than 2.5 cm (1-inch) wide, spaghetti straps, see through/backless tops.
 - Shorts of acceptable length may be worn in season.
 - Jewelry or accessories which impede clear speech or communication are not allowed.
 - All jewelry must be removed before taking part in physical education activities.
 - Any attire deemed by the administration of the school to be inappropriate

Lively Intermediate Discipline Policy

From time to time, a student’s behaviour will need to be addressed in order to preserve the learning environment of the other students in the class or to protect the safety of all students while at school. Like all schools in the Rainbow District School Board, we must follow the Board’s Code of Conduct, which is available at www.rainbowschools.ca. Most behaviours are dealt with by classroom teachers as they arise in the classroom or while out at recess. However, if the behaviour is extreme or repeated many times despite teacher intervention, it may be necessary for the administration to intervene.

Depending on the severity of the case, disciplinary action can include:

- Verbal warnings
- Loss of recess
- Placement in an Alternative Study Area within the school
- Therapeutic Withdrawals (sent home but not formally suspended)
- Suspensions

Depending on the severity of the behaviour a phone call will be made to the parent/guardian to explain the incident and the consequence.

Maintaining frequent and open communication with your child’s teacher will allow you to support your child’s academic growth and address any behaviour concerns that you and your child’s teacher may share.

Anaphylaxis Allergies

We have students at Lively who have life-threatening allergies to: **peanuts and nut products** of all types. We ask that you keep our students safe by not sending food with peanuts/nuts or “may have come in contact with nuts” warning on the labels. Students who come to school with any of these products may be asked to eat in a separate room. We ask for your help and cooperation. Thank you for helping to keep our students safe.

Administering Medication

Students who are required to take medication at school will need parents/guardians to fill out forms (available at the office). These forms need to be signed by parents/guardians and the doctor. Staff designated by the principal will administer medication. Teachers are not required to administer medication.

Home Communication -

Email communication is encouraged between home and school regarding homework, upcoming events, tests, etc. Please call the office if there has been a change to current contact information.

Homework Responsibilities

Students:

- Record homework in their planner/agenda
- Ask for clarification if necessary
- Remember to take necessary materials home
- Share planner notes with parents
- Complete assigned homework
- Return materials to school the following day
- Obtain parental signature daily

Teachers

- Assign purposeful homework
- Post homework daily
- Ensure that homework assignments are recorded in student planner
- Review that students understand the nature of the assigned homework
- Check homework completion daily
- Provide student with adequate time at the end of the day to gather required materials
- Inform parents of incomplete homework
- Monitor the homework assigned

Parents

- Provide a quiet place and necessary materials for their child
- Read and initial student planners daily
- Provide assistance and encouragement when required
- Monitor the amount of homework

- Discuss homework and reading assignments with their child
- Monitor the amount of homework, discuss homework and reading assignments with their child

- Not to be in possession of products or vaping devices
- The Province of Ontario has deemed it unlawful to smoke/vape anywhere at any time on school or public property. Violations result in a fine in excess of \$300 by a tobacco

Electronic Devices

The Internet and electronic devices have changed our world. As the technology has expanded, so have the implications related to student learning, safety and privacy. 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 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 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.

Classroom phones are available at any time for emergencies. Cell phones are not to be on within the school during class time unless permission has been granted by the classroom teacher. 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.

It is a parent's responsibility to monitor what music or entertainment their children listen to or view on these devices but if a staff member has a concern about the nature of the music or entertainment, they have the authority to confiscate the electronic device.

Staff members are also authorized to confiscate electronic devices from students who repeatedly disregard the policy.

The confiscated item(s) will be stored in the main office until a parent is able to pick up the device.

Smoking / Vaping

Students are:

- Not permitted to engage in smoking or vaping

Follow us on twitter @LivelyDSS and Instagram lively_hawks for school updates

E-mail Address

Please notify the office with a contact e-mail address to receive notices electronically.

WORKING TOGETHER TO KEEP EVERYONE SAFE COVID-19 Pre-Screening Questionnaire

In order to maintain a safe environment for everyone, all staff, students, parents/guardians and visitors must complete this Pre-Screening Questionnaire daily prior to entering any school or school board facility. Parents/guardians must complete the questionnaire daily for children in K to 8 before sending them to school.

Staff, students, parents/guardians and visitors must follow protocols for hand hygiene and physical distancing.

Staff, students, parents/guardians and visitors with symptoms related to pre-existing conditions or allergies can still attend the school or facility. Please note: The questionnaire is intended to identify **new** symptoms or **worsening** of symptoms that are not related to allergies, chronic conditions or pre-existing conditions.

1.	Do you or your child(ren) attending Rainbow Schools have any of the following symptoms?	CIRCLE ONE	
	● Fever	YES	NO
	● Cough	YES	NO
	● Shortness of breath/Difficulty breathing	YES	NO
	● Sore throat	YES	NO
	● Chills	YES	NO
	● Difficulty/Painful swallowing	YES	NO
	● Runny nose/Nasal congestions (without other known cause, ie. allergies)	YES	NO
	● Feeling unwell/Fatigued	YES	NO
	● Nausea/Vomiting/Diarrhea	YES	NO
	● Unexplained loss of appetite	YES	NO
	● Loss of sense of taste or smell	YES	NO
	● Muscle/Joint aches	YES	NO
	● Headache	YES	NO
	● Conjunctivitis (Pink Eye)	YES	NO
2.	Have you/your child travelled outside of Canada in the last 14 days?	YES	NO

3.	Have you/your child had close contact (within 2 metres/6 feet) without the use of personal protective equipment in the last 14 days with someone who has travelled outside of Canada and who is displaying the above symptoms?	YES	NO
4.	Have you/your child had close contact (within 2 metres/6 feet) without the use of personal protective equipment with someone who is displaying the above symptoms?	YES	NO
5.	Have you or someone you reside with been diagnosed with COVID-19 for which you did not receive 'clearance from isolation' by Public Health?	YES	NO

If you answer “YES” to any of the above, please DO NOT enter the school or facility or send your child(ren) to school. Please contact the school office or your supervisor. You are not permitted to return until clearance from COVID-19 has been issued. Please contact Public Health Sudbury & Districts at 705-522-9200 (toll-free 1-866-522-9200), use the online [COVID-19 self-assessment](#) tool, or call your health care provider or [Telehealth Ontario](#).

If you answer “NO” to all of the above, you may enter the school or facility as long as you follow public health guidelines for hand hygiene and physical distancing at all times as we work together to keep everyone safe.