



# Lively District Secondary School

## SECONDARY STUDENT HANDBOOK 2021 - 2022

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 2021. 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/2021/08/Rainbow-Schools-Reopening-Guide-2021-2022.pdf>

School Calendar

<https://www.rainbowschools.ca/schools/school-year-calendar/>

### Pandemic Guidelines

#### Pre-Screening:

A pre-screening questionnaire was emailed to families prior to the first day of school. 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 wear a mask. Students will not be permitted into the school (or on the school bus) without a mask.

#### No congregating in the hallways:

Upon arrival at school, students will be directed to go directly to their first class. On the first day of school, posters indicating students' homerooms will be displayed throughout the school to avoid congregation of students.

#### Lockers:

**Lockers will be assigned**, however, 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. All touch surfaces in washrooms will be disinfected regularly. 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 asked to sign in at their cafeteria table. Microwaves will 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 be open, and vending machines will be available for student use.

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 regularly. Students are to maintain social distance when in the change rooms.

### **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 an 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.

<p>The better prepared students are for classes, the better their chances will be for success!</p>
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## Smoking Policy

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 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/vaping is only permitted on city sidewalks at a distance of 20 meters from the perimeter of school property.
- 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 and vapes.

## 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 (Pandemic Guidelines)

### Grade 9/10 Schedule

Homeroom Announcements	8:20 – 8:30
Period 1	8:30 – 10:25 (including 5 minute in-class break)
Lunch A	10:25 – 11:05
Period 1 Continued	11:05 – 11:45
Period 2	11:49 – 2:27 (including 8 minute in-class break)
Dismissal	2:30

## Grade 11/12 Schedule

Homeroom Announcements	8:20 – 8:30
Period 1	8:30 – 11:09 (including 9 minute in-class break)
Lunch B	11:09 – 11:49
Period 2	11:49 – 2:27 (including 8 minute in-class break)
Dismissal	2:30

### 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. Grade 9 and 10 students must remain to complete assigned work after moving to the location indicated on their classroom door. Grade 11 and 12 students will sign in using the Google form posted on the LDSS Study Hall Google Classroom, and complete work posted in their Google Classroom. Students are 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 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 email [lively\\_attend@rainbowschools.ca](mailto:lively_attend@rainbowschools.ca) or call the school at 705-692-3671 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 difficult 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.
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### **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 the first day of classes.

### **Lockers and Locks**

All students will be assigned a locker. Lockers are loaned to students for storage of clothing, books, and other items. Please only store essential items for school. 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 contents 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 CHANGE ROOMS.** The school is not responsible for any lost valuables.



## **Telephone Calls**

During the pandemic, the office phone is not available for student use. In the case of urgent matters, if a student needs to reach their family, they can ask the office staff for assistance. 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**

During the pandemic period, no non-essential visitors will be permitted in the school. Once it is safe to do so, 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 cameras on cell phones, 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.



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. Payment will be accepted through the School Cash Online system.

### **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 (wrist length 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.

### **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. Food is only permitted in the cafeteria. It is not allowed in 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 themselves, 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 will 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, 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 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 to have 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 following final exams 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 executive positions along with student representatives. The Council arranges a variety of activities, dances, and socials throughout the school year to meet the requests of the student body.

#### **2021-2022 Student Council Executive**

president  
vice-president  
secretary  
treasurer  
two communication officers

### **Academic Requirements for Co-Curricular Activities**

Before a student can participate in athletics at Lively District Secondary School, she/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 classroom expectations of our athletes. 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. 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.
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### **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 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:

Alpine/Nordic skiing	Curling	Soccer	Volleyball
Badminton	Girls & boys football	Softball	
Basketball	Golf	Swimming	
Bowling	Gymnastics	Tennis	
Cross-country running	Hockey	Track & field	

Fees associated with athletics include a \$45 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.

### **2021 - 2022 Athletic Association Council**

Staff Advisor  
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 Novice, 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 technology 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 busses 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 letters 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](mailto:harrisl@rainbowschools.ca) There are also links to each staff member on our school’s website.

### **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](http://www.rainbowschools.ca). Most behaviours are

dealt with by classroom teachers as they arise in the classroom. However, if the behaviour is extreme or repeated despite teacher intervention, it may be necessary for the Vice-Principal to intervene.

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

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

When the Vice-Principal has issued such disciplinary action, a phone call may be made to the parent/guardian depending on the severity of the behaviour 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.