



**Lively District Secondary School
Intermediate Student Handbook
2024-2025**

Principal: S. Kett ketts@rainbowschools.ca

Vice Principal: J. Jouppi jouppij@rainbowschools.ca

Visit our school website: <https://lively.rainbowschools.ca/>

Follow us on Facebook: <https://www.facebook.com/LDSSOfficial/>

Welcome to Lively District Secondary School!

It is with great pleasure that we take this opportunity to welcome our new and returning students to Lively District Secondary School (Elementary Program). We 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 through 12 become well-rounded, mature, young people. The choices are yours to make and ours to support. The guidelines contained in this handbook provide guidance as to 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 Facebook account: <https://www.facebook.com/LDSSOfficial/> We also ask that you sign and return the Rainbow District School Board ‘Consent Form’ for publicity and promotional opportunities so that we can showcase your child’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 knowledge and skills necessary to achieve success.

Once again, welcome to the Home of the Hawks!

2024-2025
Lively D.S.S.
IMPORTANT DATES



FIRST DAY OF SCHOOL: Tuesday, September 3, 2024

	SEMESTER ONE	SEMESTER TWO
BOARD PA DAYS	August 30 September 27 November 1 November 29	January 31 March 7 (BOARD HOLIDAY) March 31 June 6
BOARD HOLIDAYS	September 2 October 14 Dec. 23 - Jan. 3	Feb. 17 March 7 March 10 - 14 April 18, 21 May 19
PICTURE DAY PICTURE RETAKES GRADUATION PHOTOS	September 20 November 6	March 24
OPEN HOUSE	November 27	
REPORT CARDS	November 6	February 19 June 27 (last day of school)
PARENT/TEACHER NIGHT	November 7	February 20 to 26 (by request)
LDSS GRADUATIONS		GR. 12 - JUNE 12 GR. 8 - JUNE 25

First SCHOOL COUNCIL MEETING: Wednesday, September 25th at 6:00 pm

***** Dates are subject to change**

[Rainbow Schools' 2024-2025 School Year Calendar Card](#)

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 Staff

BOIS, CHANTAL	GR. 7/8 FRENCH IMMERSION, CORE FRENCH	boisc@rainbowschools.ca
CLARKE, KRISTIN	GR. 7 & 8 ENGLISH	clarkek@rainbowschools.ca
GUILLET, CRYSTAL	SPECIAL EDUCATION RESOURCE	guillec@rainbowschools.ca
HOPKINS, JEN	LEVELED LITERACY INTERVENTION EMPOWER	hopkinj@rainbowschools.ca
SHEHAN, STEVE	STUDENT SUCCESS LEAD	sheeha@rainbowschools.ca
MASTROIANNI, ALANA	GRADE 7 TEACHER (ENGLISH), CORE FRENCH	mastroa@rainbowschools.ca
ROSS, CORY	MUSIC, GR. 7 (FIs) NUMERACY/SCIENCE/LITERACY	rossc@rainbowschools.ca
ROY, NATLIE	GR. 7 TEACHER (ENGLISH)	royn@rainbowschools.ca
SMITH, TED	GR. 8 TEACHER (ENGLISH)	smitht@rainbowschools.ca

Balanced Day

Lively operates under a Balanced Day schedule for grade 7 and 8 students. The Balanced Day has three 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.

ENTRY	8:15
INSTRUCTIONAL BLOCK #1	8:15 - 10:15
NUTRITION BREAK	10:15 - 10:50
INSTRUCTIONAL BLOCK #2	10:50 - 12:20
NUTRITION BREAK	12:20 - 1:00
INSTRUCTIONAL BLOCK #3	1:00 - 2:30
DISMISSAL	2:30

Intermediate Program Safe Arrival Policy

Lively District Elementary 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, or emailing the school:

Main office phone: (705) 692-3671

Email attendance: lively_attend@rainbowschools.ca

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.

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 is asked to sign in at the office with a note.

If you are picking up your child during the school day, please call the office and we will have your child meet you at the main office.

Visitors to the School

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

To ensure the safety of our students, everyone, including parents who visit the school, must sign in at the office. Visitor tags are also required. If you are a parent guardian who is picking up a child for any reason, bringing required materials for your child, attending a meeting or volunteering in a classroom, you **MUST** check in at the office.

Office personnel will contact the appropriate people for you. Your cooperation in this area will assist us in providing uninterrupted classroom routines and will help us to secure our school and ensure everyone's safety. Parents or guardians who would like to visit classrooms for any reason are asked to make arrangements with the classroom teacher prior to the visit.

End of day Dismissal

Dismissal is at 2:30 p.m.

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

Contact the main office prior to, or in the morning of, notifying us that you or a designated person will be picking up your child at dismissal time. Calling late in the day does not guarantee that your child or the teacher will be notified in time. 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. We encourage students and parents to avoid walking between buses to cross the street.

You can arrange to meet your child at the main office. Please do not meet your child in the halls or classrooms.

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 should not be at school. 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 be canceled 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 buses are canceled or if the schools are open.

If your child walks to school, please remember to call the school to advise of your child's absence if buses are canceled and they choose to stay home.

You may also check www.sssc.ca for up-to-the minute information.

Bus Safety & Expectations

When Riding the Bus, Remember To:

- 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, backpacks, 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.

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.

Student Dress Policy

Students are expected to present themselves appropriately for a place of learning. They are also expected to learn about and follow the appearance and dress standards suitable for in the workplace. The following are examples of acceptable attire in school:

- any headwear that does not cover your face (excluding hoods)
- tops must be opaque (not see through) with straps. Shoulders and arms may be exposed
- underwear and swimwear may not be worn as outerwear
- bottoms must be opaque and cover the buttocks

Dress cannot promote or symbolize:

- hate or discrimination
- violence
- nudity or pornographic images or sentiments
- profanity
- drugs & alcohol
- illegal activity

Please remember to wear shoes to protect your feet.

Note: Additional health and safety dress expectations may apply in technology based classrooms.

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.

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 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.

SMOKING, VAPING, POUCHES

Students are not permitted to:

- engage in smoking or vaping
- consume nicotine pouches
- 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 can result in a fine in excess of \$300 by a tobacco law enforcement officer.

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 Google Calendar/planner
- 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

Teachers

- Assign purposeful homework
- Post homework daily
- Provide time for students to record in their calendar/planner
- Review that students understand the nature of the assigned work
- Check homework completion daily
- Provide student with adequate time to gather required materials
- Inform parents of incomplete homework
- Monitor the homework assigned

Parents

- Provide a quiet place and materials for their child to complete their homework
- Provide assistance and encouragement when required
- Monitor the amount of homework, discuss homework and reading assignments with their child

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. Cell phones are to be kept in the students locker during the school day. 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. 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.

Follow us on Facebook:
[facebook.com/LDSSOfficial/](https://www.facebook.com/LDSSOfficial/)

E-mail Address

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