

DAILY SCHEDULE

Students must be in their classrooms ready to work by 8:05 a.m. when the warning bell rings. The National Anthem begins at 8:10 a.m. at which point the halls should be empty. Likewise, students are expected to move to their assigned classrooms when the warning bell goes at 12:05 p.m. during the lunch hour, and be ready to begin afternoon classes at 12:10 p.m.

SEMESTER 1	Subject	Teacher	Room
Period 1 8:10 am - 9:15 am			
Period 2 9:20 am - 10:20 am			
Period 3 10:25 am - 11:25 am			
LUNCH 11:25 am - 12:10 pm			
Period 4 12:10 pm - 1:10 pm			
Period 5 1:15 pm - 2:15 pm			

SEMESTER 2	Subject	Teacher	Room
Period 1 8:10 am - 9:15 am			
Period 2 9:20 am - 10:20 am			
Period 3 10:25 am - 11:25 am			
LUNCH 11:25 am - 12:10 pm			
Period 4 12:10 pm - 1:10 pm			
Period 5 1:15 pm - 2:15 pm			

Multi-Subject Instructional Period

MSIP: The 5-Period Day

What is it?

- A 5-period day with 60 minute classes instead of 75 minute classes.
- A **compulsory** period. MSIP is recognized as instructional time by the Ministry of Education. Skipping MSIP classes can compromise the completion of your credits. Missed MSIP classes compromise your eligibility for a Demonstration of Learning exam exemption.

What are the benefits for students?

- Increased advantage to learning by providing additional time and/or support for the completion of work with the overall goal of mastering student learning.

What do students work on during their MSIP period?

- Homework; test preparation; projects/assignments; assigned work from the regular classes; reading.
- Students may also obtain Travel Slips to sign out of their assigned MSIP class to work in other areas of the school such as the Learning Commons, computer lab or to meet with another teacher for subject specific assistance.

During MSIP classes, students must adhere to the following:

DO ...	DO NOT ...
<ul style="list-style-type: none"> • attend regularly and on time • review your notes, textbook and read or work ahead on assignments • complete homework, missed assignments, tests/labs, complete new work • obtain peer assistance if required • maintain a proper instructional environment • use your agenda to keep track of homework • come prepared to do your work • provide a Travel Slip if you want to work elsewhere in the building 	<ul style="list-style-type: none"> • use your cell phone • leave the classroom without permission • forget to obtain a Travel Slip prior to going to your MSIP class • bring food or drinks into the classroom • make any trips to the vending machine or cafeteria during your MSIP class • make any unnecessary noise • play any games • use Facebook, YouTube, ... • say you have “nothing to do”



At Laura Secord, we believe that
ALL students can be successful.

To be successful, students must:

Attend all classes regularly.

Be punctual for all classes.

Be prepared for each class.

Complete all assigned work.

Be good community citizens.

Be respectful of all staff, all students
and all school rules.

Demonstration of Learning

The Demonstration of Learning is an opportunity for all students who are in Grades 9 and 10 Open and Applied level courses. If students meet the following criteria, they will be exempt from their Open or Applied level exams:

- **Final Course Mark** - Minimum 70% on both the term mark leading up to exams and the Demonstration of Learning culminating activity.
- **Attendance** – Maximum 9 days of absences for 1 credit courses and a maximum of 5 days of absences for Civics and Careers (School-related absences for teams/events do not count toward total. Vacations, out of school sports, and illness do count against the attendance maximums.)
- **MSIP**- Maximum 9 days of absences.
- **Assignments** – All major assignments completed.
- **Suspensions** – No suspensions or disciplinary actions.

Laura Secord Secondary School

SCHOOL COLOURS Green and White

CITIZENSHIP

Laura Secord students are expected to be responsible community citizens and positive ambassadors for our school. They are expected to work cooperatively with other students and staff to achieve to their fullest potential. It is expected that this philosophy underlies the behaviour of everyone at our school.

In return, the staff at Laura Secord aim to provide all students with a rigorous, broad-based education in a safe learning environment with the goal of fostering life-long learning, academic excellence, respect for self and others, and the development of the knowledge, skills and attitudes required for our students to lead satisfying and productive lives.

Students have a right to expect:

- personal safety and security for their property
- an opportunity to select courses that will satisfy their educational goals
- access to services that will support their learning
- access to their student records
- assistance in resolving conflicts
- fair and consistent discipline procedures administered by teachers and administration
- ways of appealing their concerns and assisting in the development of school policies
- to be treated with dignity and respect by other people in the school

Students are expected to:

- be courteous, co-operative and respectful to staff and students
- attend classes regularly and punctually
- pursue their studies diligently
- be considerate of the safety of self and others
- treat other people in the school with dignity and respect
- dress in a manner appropriate for a school setting (**See Dress Code on page 9**)
- observe the policies and routines of the school
- be respectful to those in our school community
- respect school property and refrain from disruptive behavior

PLEASE NOTE:


- All teachers, secretaries, educational assistants and custodians have the right to check the conduct of students on school property at any time.
- A student will immediately identify themselves by name to any of the above staff upon request. Failure to do so is classified as opposition to authority and is a suspendable offense.
- When disciplined, a student will be expected to be courteous and obedient. If asked to leave a class by a staff member, you must do so immediately and report to the main office.
- Inappropriate behavior may result in the following consequences: detention, interview with the teacher or administration, parent/guardian meeting, withdrawal from activities, loss of privileges (i.e. bus), making restitution, mediation/restorative justice practices and/or suspension.

ATTENDANCE AND SIGN IN/OUT

1. Students are expected to attend all classes on time, including their MSIP period.
2. The only acceptable reasons for absenteeism and lateness are the following:
 - Illness / medical or dental appointments / family emergency
 - Religious observance
 - Approved school activities
 - Legal and immigration appointments
3. Students who have not informed the school of a valid reason for their absence with a note or phone call must report to the Attendance Secretary before 8:00 a.m. on the morning of their return.
4. All unverified absences will generate a call home for parental verification. If no contact is made and the student's absence remains unverified, an admit slip will be required for the student to be admitted to class or the record will show **TRUANCY**. Students may clear up truanancies by having an Admit Slip completed when a note or call is received. **Sleeping in or missing a bus is not an acceptable reason for an absence.**
5. The school's Main Office is open from **7:30 a.m. to 3:30 p.m.** each day. Parents are asked to call the school at 905-934-8501 on the day of a student's absence. This line is open 24-hours by calling ext. 63501 and leaving a message.
6. Students who arrive late **within the first 15 minutes of class** should report directly to their appropriate class and the teacher will mark them late. Students arriving more than 15 minutes late should report to Attendance for an Late Slip.
7. Students who need to leave during the day for an appointment must sign out before leaving the school. A note/phone call from the parent/guardian confirming the appointment is required **prior** to the student receiving a "sign out" slip.
8. In the event that a FINAL EXAM is missed due to illness, the student must provide a Medical Note before they will be permitted to write the missed exam, or risk receiving a mark of zero (0) on that exam.



Procedures for LATES and TRUANCY

Frequency	LATES Action by Teacher	TRUANCY Action by Teacher
1	Classroom teacher's discretion.	Detention with classroom teacher.
2	Classroom teacher's discretion.	Detention with classroom teacher.
3	Detention with classroom teacher.	Referral to administration, parent contact, office detention.
4	Detention with classroom teacher.	Detention with classroom teacher.
5	Referral to administration and a phone call home.	Referral to administration, student is sent home, parent meeting.
6 – 9	Detention with classroom teacher.	Referral to administration, parent contact, office detention.
10	Referral to administration. Student is sent home. Parent meeting.	Referral to administration; In-school suspension.
11 – 14	Detention with classroom teacher.	Possible consequences include: <ul style="list-style-type: none"> • Same as above • Timetable change • Removal from extra-curricular activities • Removal from class • Deletion of timetable
15	Referral to administration; In-school suspension.	
15+	Possible consequences include: 	
Missed Detention	Possible consequences include: further detentions, parental involvement, being sent home from school, in-school suspension and/or formal suspension.	

DRESS CODE

The Laura Secord community is proud of its students. The school is a place of business for all students and staff. We insist that everyone dress in a manner appropriate to a productive educational environment. By adhering to a minimum standard of dress, our students will continue to be recognized as individuals focused on success. We expect a Laura Secord student to dress according to the following code of dress. Students who habitually fail to comply with the dress code will face progressive discipline.

- All non-religious headgear **must** be removed when entering the building. This is a safe school strategy that helps all DSBN workers identify who belongs in the building.
- Items of clothing or accessory which communicate explicitly or implicitly, either a discriminatory, derogatory, or offensive message or visual, are inappropriate for school and are **not** permitted.
- Undergarments must **not** be visible, including, but not limited to, when worn under clothing that is see-through or is open on the sides.
- Shorts and skirts that are extremely short and necklines that are too revealing are **not** permitted. Shirts must have straps.
- Clothing that reveals bare midriffs/back/sides are **not** permitted.
- Clothing and accessories that may pose a safety risk are **not** permitted.
- Heelys are **not** permitted.

Do note that the final assessment of what is appropriate is decided by the Administration. Please support our students in consistently achieving a school-appropriate minimum standard of dress.

ALCOHOL AND ILLEGAL SUBSTANCES

Laura Secord promotes healthy lifestyles through the Ontario Curriculum and its expectations. Any action that is illegal in society is not permitted in school. The possession and use of alcohol and/or drugs by any student while on Board property, school buses, and while attending school and Board-sponsored events is strictly prohibited. Students found to be in violation of this policy will be subject to progressive discipline. In striving to maintain a drug and alcohol-free environment, our school will make use of a variety of means to ensure the safety of all.

SMOKE-FREE AND VAPE-FREE ENVIRONMENT



In accordance with the Smoke-Free Ontario Act, smoking or the holding of lit tobacco is prohibited on all school lands and premises, and in all board owned vehicles. In addition, any smoking device and smokeless tobacco product (e.g. chewing tobacco), or vaping device which includes e-cigarettes are prohibited from all school board lands and premises.

Smoking and vaping anywhere on school property will result in the confiscation of cigarettes and vaping/e-cigarette paraphernalia by Administration and will be subject to progressive discipline.

School officials are obliged to notify by-law enforcement officers if infractions occur. Please note that smoking or holding a lit cigarette anywhere on school property is against the law. This includes anyone who is sitting in a vehicle while on school property. For persons 16 years of age and over, there is a minimum fine of \$305.00 for anyone violating this law, while persons under the age of 16 must attend court with a parent or guardian.

Selling, supplying, or sharing cigarettes with anyone under 19 years of age, can result in a minimum fine of \$365.00. This law applies to everyone, anytime and anywhere. The first offence witnessed by anyone, including school staff or Tobacco Enforcement Officers, will result in a fine or summons to Court. There are no warnings! For more information, you may contact the *Niagara Region Tobacco Hotline at 1-888-505-6074, etc. 7393.*

CLASSROOM EXPECTATIONS

Students are expected to show respect for their school environment. Food and beverages may not be taken into classrooms, with the exception of water. This rule must be adhered to in the science labs (including no water) in keeping with a strict policy by the Health & Safety Board, and in the computer labs to keep our technology in good working condition.

CELL PHONES AND OTHER ELECTRONIC DEVICES

At Laura Secord, we recognize that cell phones and electronic devices have educational value for students and can enhance learning through the responsible access of global information and communication.

The use of technology is intended to support and enhance student learning and achievement and not for social networking. Cell phones are to be turned off and kept out of sight during class unless students have the permission of the classroom teacher and they are being used for learning.

All students are expected to use digital technology in a responsible, respectful and lawful manner which does not interfere with their personal learning or the learning of others, as outlined in the DSBN "Information Technology Digital Citizenship Agreement", signed by both student and parent/guardian at the time registration.

Parents are asked not to text/phone students during the school day. For emergency purposes, parents may contact the Main Office. Also note, in order to respect the privacy of everyone, cell phone use is prohibited when waiting in the Main Office.

Please note that the security of these devices is the responsibility of the students and is not the responsibility of the Administration.

CANCELLATION OF CLASSES AND EARLY CLOSING

The District School Board of Niagara makes every effort to inform parents of school cancellations on days of inclement weather. Before coming to school on a stormy morning, please listen to the local radio stations for information regarding school closures.

STUDENTS WITH SPARES

Students with spares are asked not to wander the halls. To avoid unnecessary disruptions to other classes, students with spares are asked to go to the Learning Commons, the cafeteria or to leave the building. **Students in Grades 9 and 10 are not permitted to have spares.**

PARKING LOT

Parking and driving on school property are a privilege which may be withdrawn as the result of careless driving. Students MAY NOT sit in, or socialize, around the cars in the parking lot during the school day, including during the lunch hour. Parents and students are also asked to respect the Bus Loading Zone adjacent to the sidewalk at the side of the school. For safety reasons, please DO NOT use this laneway to drop off or to pick up your sons/daughters.



COMPUTER LABS AND INTERNET USE

The computer labs and Internet are for educational purposes. Students may access the labs under staff supervision only. Food and drinks (including water) are not permitted to be consumed while in the computer labs at any time.

The DSBN "Acceptable Use Agreement" dictates the parameters for computer use by students. Students who abuse this policy may have their Internet or school network privileges removed for an extended period of time, which, in extreme circumstances, could impact a student's credit if they are enrolled in a computer course.

Abuse includes, but is not limited to, tampering with, altering or damaging computer software or hardware, the transmission or willful reception of obscene, unlawful, or other inappropriate material on school computers/equipment. It is important to note that cyber-bullying on sites such as Facebook and MySpace (not exclusively) may result in school-imposed consequences such as removal of Internet privileges or suspensions for repeated abuse and/or due to the seriousness of the offence. If necessary, the NRP School Resource Officer may also be consulted for more serious offences.

FIRE DRILLS / LOCKDOWN PROTOCOL

To ensure staff and student safety, fire drills and/or lockdown drills will be held at various times throughout the year. When responding to a fire alarm, students should be aware of the primary and alternate exits from each of their instructional areas.

Lockdown drills are also conducted periodically and are designed to practice safely securing students and staff within the school in the event of a potentially dangerous incident occurring around or within the school itself. During this drill, students and staff must remain in their classrooms, behind locked doors. Students are not allowed outside the room for any reason. If parents arrive at the school while a lockdown is in effect, they will not be allowed in the school until the lockdown has ended. In an effort to keep building occupants safe, cell phone communication during a lockdown will not be permitted.

BUS TICKETS/ TRANSPORTATION

In most situations, eligibility for transportation is determined by the student's home address or according to specific speciality program enrolment. Questions regarding the eligibility for bus transportation may be directed to the Niagara Student Transportation Services (NSTS) at 905-346-0290 or visit at www.nsts.ca

St. Catharines Transit Commission bus tickets may be purchased from the Main Office at lunch and after school. Ticket prices are \$2.50 per ride, sold in double-rides at \$5.00. Payment can be made in cash. *This fee is subject to change by the St. Catharines Transit Commission.*

VISITORS/TRESPASSING

All visitors must report to the Main Office upon arrival to the school. Failure to do so may result in charges of trespassing being imposed. Students are not permitted to have visitors attend classes with them. Unauthorized visitors may be charged with trespassing.

HARASSMENT, DISCRIMINATION AND ASSAULT

Laura Secord students have the right to be secure in their physical, emotional and spiritual person. Physical, verbal (oral or written), sexual or psychological harassment, abuse and/or assault and discrimination on the basis of race, culture, religion, gender, language, disability or sexual orientation are unacceptable, will not be tolerated, and warrant immediate intervention on the part of administration.

The seriousness of the incident will determine which of the following strategies constitutes appropriate intervention: warning, parental involvement, suspension, temporary or permanent exclusion from class, and/or police involvement.

SKATEBOARDS, LONGBOARDS, ROLLERBLADES & BIKES

As per District School Board of Niagara policy, skateboards, longboards and rollerblades are NOT permitted at school nor are they permitted to be used anywhere on school property.

Continued violation of this safety rule may result in the confiscation of these items by administration. Students who ride their bikes to school must store them in the bike rack outside. The school is not responsible for the security of bikes that are stored in the bike rack outside so please ensure they are properly secured with an appropriate lock. Bikes MAY NOT be stored inside the school.

LOCKERS

- Each student will have the use of ONE locker which MUST NOT be shared with another student.
- The locker number, lock combination and serial number must be kept on file in the Main Office. (Locks with keys are not permitted.) Under no circumstances should a student's combination be given to anyone other than the administration.
- Lockers are loaned to students for the storage of school-related materials and must be kept clean by the students. Valuables and other people's belongings should not be stored in lockers.
- Students retain the same locker for the duration of the semester unless otherwise advised by Administration.
- Students should be aware that lockers are the property of the school. As a result, Administration may inspect any locker at any time deemed necessary in compliance with the Safe Schools Act.

In common with the other schools in Niagara, and as part of our Safe School Policy, school Administration (Principal, Vice-Principal or designate) has the authority under the Ontario *Education Act* to conduct searches which are reasonably related to the maintenance of order and discipline in the school.

The Principal may invite the Niagara Regional Police, including the Canine Unit, to accompany and assist in conducting a search that may reveal evidence of the breach of a school rule. The search may be conducted by the Principal, Vice-Principal, or designated teaching staff. Charges may be laid by the Niagara Regional Police as a result of these searches and students may be disciplined in accordance with the *Education Act*. Any drugs or drug paraphernalia that are found as a result of these searches are turned over to the Niagara Regional Police for further investigation and/or disposal. We appreciate the support of our parents/guardians and School Council in our efforts to maintain a safe school environment.

HALLS

Students are expected to refrain from any behaviour which endangers personal safety or the safety of others. Among such behaviours are pushing and shoving, horseplay, and running in the halls. Offensive or obscene language and profanity are also unacceptable. With the exception of students requiring access to their lockers for legitimate reasons, the halls are out of bounds while classes are in session. Students on spare are expected to work quietly in the designated areas.

CAFETERIA



The cafeteria is open daily from 7:30 a.m. until after lunch. All students share the responsibility to keep it clean, and are expected to cooperate by clearing their own garbage/litter from their tables by putting their trash in the appropriate receptacles. Students are expected to cooperate with the student prefects and teachers who are on supervision duty in the cafeteria each day.

Students may eat outdoors during nice weather providing that all litter is placed in the proper receptacles. Students are not permitted to eat in the halls. The front foyer and the second floor are out of bounds during the lunch hour.

NUTRITION CLUB



Laura Secord is happy to offer a before school breakfast and a lunch hour Nutrition Club. This is located in our Resource Room 102. We provide bagels, soup, fruit, muffins, etc. at no cost to the student. We believe a healthy mind needs nutrition.

FIELD TRIPS

Field trips are frequently organized to enhance and supplement the learning experience in the classroom. These are a privilege for our students. All necessary forms must be completed and handed in before students may go on any field trips. If parental permission forms are not handed in, students will not be permitted to go on the trip.

Alternatively, students may not be permitted to go on any field trip as a result of academic difficulties, discipline, or frequent absences at the discretion of the Administration. In addition, Administration reserves the right to revoke participation on any field trips if students have been suspended for any reason during the school year. Any fees incurred for either reason above will be non-refundable. ALL school rules are in effect during field trips; disregard of these rules may result in consequence.

ASSEMBLIES

Assemblies are for all students, whether or not they are on a spare. All students present at an assembly must demonstrate respect for our guest presenters by refraining from talking during a performance or a presentation. In keeping with our school rule, cell phones may not be used during an assembly. In true "Secord" fashion, it is appropriate to show our appreciation for a presenter at the end of any assembly with applause. In respect for our guest speakers/presenters, students are asked to remain in an assembly until it is over.

CO-CURRICULAR ACTIVITIES

Student involvement is an integral part of school life at Laura Secord. Students are encouraged to become involved in school activities. Eligibility for a school team and/or club is maintained as long as:

- a) during the playing season the student has a minimum of 3 semestered classes
- b) the student has at least a 50% average, and,
- c) is not encountering attendance and/or discipline problems.

School trips are available to students in good standing. The staff member in charge of the trip and the Principal and Vice-Principal have the responsibility to exclude from the trip any student whose past poor behaviour and attitude make them a potential concern on a trip.

GUIDANCE SERVICES

WHO ARE WE?

Department Head: Mrs. L. Wilson
Guidance Counsellors: Mrs. K. Daldrup, Mrs. L. Wilson
Guidance Secretary: Mrs. K. Biega



Hours of Operation: 7:30 a.m. to 3:00 p.m. daily

WHAT DO WE DO?

The goals of the Guidance & Career Education Program are to assist students in acquiring the knowledge and skills required to learn effectively, live and work cooperatively and productively with a wide range of people, and set and pursue education and career goals.

We look after a number of tasks within the school such as timetabling, university and college applications, graduation, career planning, personal counselling, new student registration, maintenance of student records, liaison with feeder schools, and much more. If you're not sure about something, the best place to start is Guidance!

ARRANGING AN APPOINTMENT

If you wish to see a Counsellor, please visit the Guidance Office and fully and neatly complete a request form. On the form, you will be asked to provide us with your name, MSIP period, and the name of your MSIP teacher. Submit it to the Guidance Secretary when you are done and we will arrange a convenient appointment for you. When you attend MSIP the next day, you will receive the appointment slip from your MSIP teacher. While we prefer that you arrange an appointment in advance, we know that emergencies do arise. Should you require immediate assistance, please come directly to the Guidance Office. If you require an appointment with one of our support staff, please see the Guidance Secretary.

SECORD SUPPORT STAFF

Social Worker: Ms. R. Simpson (Full-time Monday – Friday)
School Nurse: Ms. C. Grandilli

KEEPING YOU INFORMED

Our main way of communicating with you is through the morning announcements, so stay tuned each day in homeroom. On occasion, we may come to your classes or invite you to assemblies and meetings where we will do presentations on various topics. Both inside and outside the Guidance Office you will find a great deal of information posted on bulletin boards and the walls. Check this out on a regular basis so that you are constantly aware of upcoming presentations and other happenings. You should also check out our website by going to www.laurasecord.org and clicking on the Guidance link. There you will find the latest news, links, events, and other important information

LAURA SECORD'S ASSESSMENT AND EVALUATION POLICY

Through the assessment and evaluation of student work, teachers are able to determine the extent to which students have achieved the curriculum expectations of each course. Having this information enables teachers to adapt instruction and review it as needed. It also allows the teacher to identify students' areas of strength and areas for improvement.

Sometimes assessment can be informal and not involve the assignment of marks; for example, spontaneous feedback to students based on observations made in the classroom, the answers to questions, etc. On a more formal basis, students may be required to submit assignments, essays, projects, so that the teacher can accurately gauge the achievement of the curriculum expectations made by each student.

There are several reasons why it is important that students submit their work by the deadlines indicated by the teacher:

- The teacher is able to give timely feedback to the student about their achievement while there is still time to make improvement;
- The class is able to move along at an appropriate pace so that all students are productively engaged in learning and the curriculum content can be completed within the time allowed;
- The students are able to develop efficient time management skills that will be useful not only in school but in areas outside of education as well;
- It produces a more equitable learning environment for everyone.

Teachers will do their best to ensure that students have the information and support they need to meet assignment deadlines. This may include any of the following:

- Student-teacher conferencing
- Contacting parents and/or guardians
- Assigning mini-deadlines on larger assignments
- Providing opportunities for students to complete their work under supervision outside of the regular class time (i.e. during MSIP, lunch time, after school, etc.)

If a student foresees that they will be unable to meet a deadline due to extenuating circumstances, they should immediately speak with the teacher to discuss a possible extension, which may, depending on circumstances, result in a 2% late penalty per day up to a total of 10% of the mark assigned. Once an assignment has been evaluated and returned to the class, a substitute assignment and deadline may be offered where appropriate. Failure to do that assignment may result in a zero.

Zero is Not an Option Policy

Please note that Laura Secord Secondary School has a “**Zero is Not an Option**” policy for all Grade 9 and 10 students. Failure to complete an assignment on the requested date will result in students being assigned to mandatory Study Hall until that assignment has been completed. Alternatively, the work may be given to the student's MSIP teacher with the expectation that the work is completed later that day and returned to the classroom teacher.

REPORTING ON LEARNING SKILLS

The development of learning skills and work habits is an integral part of a student's learning. Assessing, evaluating and reporting on the achievement of curriculum expectations and on the demonstration of learning skills and work habits separately allows teachers to provide information to parents and student that is specific to each of the two areas of achievement.

<p>RESPONSIBILITY Sample Student Behaviours:</p> <ul style="list-style-type: none"> • fulfills responsibilities and commitments within the learning environment; • completes and submits all class work, homework, and assignments according to agreed-upon timelines; • takes responsibility for and manages own behaviour. 	<p>ORGANIZATION Sample Student Behaviours:</p> <ul style="list-style-type: none"> • devises and follows a plan and process for completing work and tasks; • establishes, promotes and manages time to complete tasks and achieve goals; • identifies, gathers, evaluates and uses information, technology and resources to complete tasks.
<p>INDEPENDENT WORK Sample Student Behaviours:</p> <ul style="list-style-type: none"> • independently monitors, assess and revises plans to complete tasks and meet goals; • uses class time appropriately to complete tasks; • follows instructions with minimal supervision. 	<p>COLLABORATION Sample Student Behaviours:</p> <ul style="list-style-type: none"> • accepts various roles and an equitable share of work in a group; • responds positively to the ideas, opinions, values and traditions of others; • builds healthy peer-to-peer relationships through personal and media-assisted interactions; • works with others to resolve conflicts and build consensus to achieve group goals; • shares information, resources and thinking to solve problems.
<p>INITIATIVE Sample Student Behaviours:</p> <ul style="list-style-type: none"> • looks for and acts on, new ideas and opportunities for learning; • demonstrates the capacity for invitations and willingness to take risks; • demonstrates curiosity and interest in learning; • approaches new tasks with a positive attitude; • recognizes and advocates appropriately for the rights of self and others. 	<p>SELF-REGULATION Sample Student Behaviours:</p> <ul style="list-style-type: none"> • sets own individual goals and monitors progress towards achieving them; • seeks clarification or assistance when needed; • assesses and reflects critically on own strengths, needs and interests; • identifies learning opportunities, choices and strategies to meet personal needs and achieve goals • perseveres and makes an effort when responding to challenges.

ACADEMIC DISHONESTY

Academic Dishonesty can take many forms including, but not limited to:

- copying the work of another student
- having someone else write your assignment
- plagiarism - copying a published author's text, or using substantial ideas or arguments from a published work, without proper citations (even if you put the ideas into your own words, it is still plagiarism)
- allowing your work to be copied by loaning your work, posting electronic files in a public space, or providing your network password for others to use.

Potential Consequences for Academic Dishonesty may include the following:

- loss of marks, up to and including a zero for the assignment
- mandatory rewrite
- parental involvement, referral to school administration
- removal from the course
- disciplinary action, i.e. suspension
- students may jeopardize eligibility for scholarships or awards.

STUDENT SUCCESS PROGRAM

Student Success Teacher: Mrs. Jane Davies

The Student Success Program is a Ministry of Education project aimed at helping students achieve their potential and succeed in secondary school. The purpose of the program is to reduce the drop-out rate by keeping young people in school, increase graduation rates, and encourage youth who have dropped out to return and complete diploma requirements. Students with a history of irregular attendance, low credit accumulation, or other issues have been identified as those students most likely to benefit from this program.

SECORD JUMP! ... JUNIOR MENTORSHIP PROGRAM

The JuMP program is designed to connect senior students with incoming Grade 9 students, to help provide them with an easier and a more successful transition into high school. Mentors help their Grade 9 'mentees' find their way around the school, encourage them to get involved in extra-curricular activities, help them problem-solve any areas of difficulty, and generally inspire them to always do their best. Each mentor has approximately 3 - 5 students in their group. Mentor groups take part in planned activities throughout the school year, usually during the school day. In addition to planned activities, mentors are also expected to meet with their assigned Grade 9 students in their mentor groups on an informal and regular basis throughout each semester.

SCHOOL DANCE REGULATIONS

Throughout the year, the Student Union will hold dances for Laura Secord students and their approved guests to add a social element to the academic calendar. To help achieve the goal of an organized and orderly function, students and their guests are asked to adhere to the following regulations when in attendance at our dances:

- Students may not leave the school and re-enter the dance without the prearranged agreement of the supervisors.
- Refreshments sold at the dance must be consumed in the hall outside the gym.
- Coats, jackets and knapsacks must be “checked” at the coat-check upon arrival.
- Dances run from 7:00 p.m. - 10:00 p.m. Students will not be admitted after 8:00 p.m. unless prior arrangements have been made.
- Students may sign in ONE guest per dance. Sign-ins must be done no later than 48 hours prior to the dance; your guest must then be approved by Administration. Please note that you MUST also accompany your guest to the dance. Students must also remember that YOU are responsible for the behaviour of your guest. Any guest who exhibits unacceptable behaviour will be asked to leave the dance with their LSSS “invitee” and then “uninvited” to any future dances.

SCHOOL COUNCIL

Laura Secord Secondary School receives guidance, recommendations and support from its parent community via the School Council. The School Council, comprised of parent volunteers, meets regularly with the Administration to ensure school policies are reasonable and consistent with community expectations. They also raise funds to award scholarships each year to deserving students at graduation.

School Council meetings are held on the second Monday of each month (with some exceptions) beginning at 7:00 p.m. in the school’s Library Learning Commons.

Please check the website before each meeting for possible changes to these dates. Anyone interested in becoming a member of the School Council should contact the school or visit our website www.laurasecord.org for further information. Thank you for your involvement!