

LAKE OF TWO MOUNTAINS HIGH SCHOOL

2105, rue Guy, Deux-Montagnes, QC, J7R 1W6

Telephone : (450) 621-7830

Fax: (450) 473-0855

If this is a long distance call for you please dial

1 (866) 621-5600

Then enter the required extension

8300 - Mrs. Symons, Secretary

General office and Attendance

hsymons@swlauriersb.qc.ca

www.ltmhs.ca

LAKE OF TWO MOUNTAINS HIGH SCHOOL - EXTENSIONS	
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Heather Symons, Secretary / Reception / Attendance	8300
Martin Lalancette, Guidance Counsellor	8317
Lucia De Fanti, Administrative Technician	8334
Lynda Davis, School Secretary	8315
Julie Bergeron, Student Supervisor	8331
Janet Gallagher, Special Education Technician	8327
Diane Fournier, Library	8326
Nektaria Sifakis, W.O.T. P. coordinator	8351

OTHER TELEPHONE NUMBERS OF INTEREST

Mountainview Elementary	450-621-7780
St-Jude Elementary	450-621-7805
Autobus Paquette	450-437-4777
Autobus Renaud	450-258-2789
Sir Wilfrid Laurier School Board	450-621-5600

HERE ARE A FEW TELEPHONE NUMBERS FOR YOU OR FOR A FRIEND IN NEED MOST OF THESE SERVICES ARE BILINGUAL AND ALL ARE CONFIDENTIAL

Suicide-Action	514-723-4000
Cocaine Anonymous	514-527-9999
Sexual Aggression Center CETAS	450-461-6400
Face à Face	514-934-4546
Tel-Aide	514-935-1101
Youth Protection	1-800-361-8665
Police Department – Deux-Montagnes	450-473-5686
Fire Department – Deux-Montagnes	450-491-1233
Centre Marie Eve	450-491-1494
CSSS – Info Santé	450-491-1233
Centre Jeunesse des Laurentides	1-800-361-8665
Gambling – Help and Referral	1-800-461-0140
Poison Control Center	1-800-463-5060
C.L.S.C.	450-491-1233
4 Korner Resource Center	450-974-3940
PANDA (ADHD information and support)	514-713-5353

INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty, Governing Board, and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and become an integral and positive part of it. All students and parents are urged to read and familiarize themselves with the content of this handbook so that maximum benefits may be derived.

The ultimate purpose of education is to help each student become an effective, contributing citizen in a democratic society. Developing and accepting the responsibilities and obligations of good citizenship will help you to take part successfully in the world of tomorrow.

We hope that you will participate in our varied activities and thus discover these attributes within our school. These experiences will prepare you to live a productive life, and finally take your place in this complex society. **Remember that your success in this school will be directly proportional to your efforts.**

1. MISSION AND VISION STATEMENTS

MISSION STATEMENT:

We aim to provide a nurturing, supportive and connected learning environment that will empower students with 21st century skills.

VISION STATEMENT:

The community at LTMHS believes that students learn best when they are engaged, provided with authentic learning experiences, and prepared to succeed in our complex, interconnected, and ever-changing world. The goals stated coincide with those of our Educational Policy and Success Plan. ***At LTMHS we are wired to connect: To each other, to the community, to the environment, to the world.***

2. PREPAREDNESS

GENERAL STANDARDS AND EXPECTATIONS

- a. Every student must come prepared for class with all of the necessary books, notes and tools.
- b. All work must be neat and legible, or it will be returned to be re-done.
- c. **The agenda is expected to accompany students to all classes and home.**

The agenda as an educational tool will be used in many ways:

- To plan and organize one's time on a daily, weekly, and monthly basis
- To keep track of homework and assignments
- To set goals and monitor progress

Students must pay to replace agendas that have been lost, damaged, or defaced beyond use.

Parents should make sure to verify the agenda every night.

3. GENERAL BEHAVIOUR

- a. No student will be permitted to disrupt classes or otherwise interfere with another student's right to an education.
- b. Every person in this school or on its grounds is deserving of courtesy and respect. This includes students, teachers, substitute teachers, supervisors, administrators, parents, visitors and all other staff. Disrespect or defiance is not tolerated.
- c. Abusive, obscene, or rude gestures directed toward any other person are both inappropriate and intolerable.
- d. Students are expected to comply with any requests or directives (made) by school authorities promptly and without argument. Physical violence, threat of violence, and harassment (persecution, teasing, bullying, cyber-bullying, etc.) are not tolerated under any circumstances. Weapons (or items that may be deemed as weapons) are unacceptable at school and will be confiscated, not to be returned. It should also be noted that we are required, by law, to notify the authorities in such cases.

RULES TO LIVE BY

In the spirit of reinforcing positive behavior, we offer these 10 Native American Commandments.

1. Treat the Earth and all that dwell thereon with respect.
2. Remain close to the Great Spirit, in all that you do.
3. Show great respect for your fellow beings (especially respect yourself)
4. Work together for the benefit of all Mankind.
5. Give assistance and kindness wherever needed.

6. Do what you know to be right. (But be careful not to fall into self-righteousness)
7. Look after the well-being of mind and body.
8. Dedicate a share of your efforts to the greater good.
9. Be truthful and honest at all times. (Especially be truthful and honest with yourself.)
10. Take full responsibility for your actions.

4. SCHOOL POLICIES & DISCIPLINE

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is this training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

As a school we believe in the principles of discipline with dignity. As such, we try to correct or modify unacceptable behaviour, both in and out of the class. This is achieved by teachers, support staff and administrators through intervention and prevention. Rational discussion, isolation, community service, detention, parental contact, etc. are common methods used in interventions. Normally, minor incidents can be resolved easily and without becoming a matter of record.

When minor acts of misbehaviour become repetitious, or when a more serious act occurs, the student will be referred to administration.

Lake of Two Mountains High School's staff and administration believe that parents should be informed at early stages if a student is experiencing difficulty with school procedures or expectations. Hopefully, by working together, we can avoid bigger problems.

In keeping with the above, **the following rules and regulations apply:**

4.1. CAFETERIA AND FOOD

The consumption of food and drink is confined to the cafeteria during students' free time (before classes, at recess, and at lunch). Students may

not eat or drink on the stage. Students are not permitted to use any of the cafeteria services, including the purchase of food, during class time.

All food and beverages purchased by students during recess and lunch off school property must be consumed off school property.

Behaviour in the cafeteria should be based on courtesy and cleanliness. Students are expected to collect their personal trash from the floor and table and return their trays. Students are expected to respect others in the serving line and wait for their turn. **Failure to observe these basic rules may result in a loss of cafeteria privileges.**

4.2. CHEATING

Whenever a student is guilty of cheating, copying or plagiarizing in whole or in part, the teacher may collect the student's paper and mark a "zero on the work".

Plagiarism: According to the definition given in the 2004 Canadian Oxford Dictionary, plagiarism is to "take and use (the thoughts, writings, inventions, etc. of another person) as one's own." (1186)

To avoid plagiarism, all students must document sources properly. This means using footnotes, endnotes, or parenthetical references. A bibliography, referencing books or papers, must be placed at the end of a research paper.

4.3. DETENTIONS

Detentions may be assigned by a teacher or administrator for any number of reasons. A detention must be served as directed, even if it is perceived as an unfair punishment. The date, time, location, and duration of this detention will be at the discretion of the teacher or administrator. Detentions take precedence over all other scheduled events. In all cases, if a student cannot present him/herself for a detention, arrangements must be made before the scheduled detention and agreed upon by both parties. Simply not appearing for a

scheduled detention will have more serious consequences.

4.4. SUSPENSIONS

Suspension from school is the most serious punishment that can be meted out by administration. Suspensions may be of a specific duration, or they may be "until parents come to the school for a meeting."

Suspended students are not permitted in school or on school grounds during the course of their external suspension. In addition, they may not be permitted to participate in any extra-curricular activity, field trip, or school dance while they are suspended as well as for a certain period of time following that suspension. In certain situations, stronger sanctions may be necessary.

4.5. OUT OF BOUNDS

The following areas are strictly out of bounds to all students:

- a. The Staff Room at all times.
- b. **Parking lot, wooded areas and in the vicinity of Mountainview Elementary.**
- c. Secondary 2 to 5 are **NOT** permitted in the Secondary 1 area (lower east classrooms) at recess and/or lunch time.
- d. Students in CYCLE 1 (sec. 1 and 2) are **NOT** permitted to leave the school grounds at recess or lunch. No exceptions to this rule will be made.
- e. The elevator at all times.
Individual permission may be granted by the administration under special circumstances. In such a case, the student will be issued a key that must be returned to the General Office at day's end. A helper is permitted to accompany this student, but this privilege should not be abused.

4.6. DRUGS AND ALCOHOL

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs or narcotics on school property at any time, including school buses, shall be:

1. **suspended or expelled from school, and**
2. **reported to the appropriate law enforcement agencies for possible legal action.**

Any student found in possession or under the influence of alcohol and/or drugs on school property will be dealt with severely.

The Administration has the right to search any locker at any time when reasonable suspicion exists concerning possession of drugs, alcohol or any other illicit substance or weapon. Every effort will be made to contact the parents of the student to inform them of the search and of its results.

4.7. SMOKING/VAPING/ELECTRONIC CIGARETTES

Smoking, vaping and/or electronic cigarettes are prohibited on school grounds, in the building and on school busses as per the Quebec Tobacco Act that went into effect on May 31, 2006. Students who contravene this rule may be suspended from school until parents accompany them to school to discuss the rules and to terminate the suspension. Students may also receive a fine from the Health and Safety Inspectors.

All students who smoke, vape, or use tobacco products or other related items during school hours can expect their parents to be notified. Hopefully efforts at home and at school may convince smokers to stop.

We do all we can to educate students to the dangers, to self and others, of tobacco, and appreciate that parents do the same.

4.8. ELECTRONIC DEVICES (cell phones, iPods, Chromebooks, etc.)

The school is a place where communication is important. We realize that electronic items are a current aspect of life. However, the use of certain devices in the classroom can be of concern. For this reason, the following policy will apply:

- a. Students are permitted to have electronic devices at school to be used in their free

time (**before school starts, during recess, lunch and after school**). Electronic devices may be permitted at other times for educational reasons, at the teacher's discretion. **When use is permitted, the user must be the only one hearing the device.** Speakers are strictly forbidden.

- b. All devices must be turned off and stored away during class time (including bathroom, locker or library trips, computer labs, assemblies, and field trips).
- c. Audio recordings, photography and video recordings of a person are not permitted at any time without that person's consent.
- d. **The school is not responsible for theft, loss or damage of any device.**

CONSEQUENCES:

If a student is found to be using a device without permission, it will be confiscated. The first offence could result in a call to parent or guardian. Subsequent offences may require a parent or guardian to pick up the device and the privilege to use the device may be lost. Refusal to relinquish a device constitutes insubordination, which is cause for suspension.

4.9. SKATEBOARDS, IN-LINE ROLLER SKATES, HOCKEY EQUIPMENT, & OTHER

We have made arrangement for the use of skateboards at recess and lunch hour for those students whose parents agree to the following conditions:

- a. That their use be restricted to the upper area of the bus access to our grounds.
- b. That their use is restricted to recess times, and the second part of lunch hours (12:30 - 12:56).
- c. That students carry their skateboards through the halls and put them directly into their lockers once they are done with them.
- d. That Secondary I and II students remain on school grounds throughout the school day.

- e. That students arrive on time at their subsequent classes.
- f. That students ride their skateboards responsibly, avoiding reckless or dangerous moves.
- g. That bussed students keep their skateboards in a closed sports bag and hold it in a steady and firm manner when on board.
- h. Permission to travel hockey bags to and from school on the bus will be determined at the beginning of the school year and will be at the discretion of the bus companies.
- i. All other sports equipment must be stored in the locker during class time and used appropriately on school grounds.
- j. Failure to follow these rules may lead to permission being revoked.

4.10. ENERGY DRINKS

Energy drinks of any brand are prohibited on school grounds.

4.11. STRONG PERFUMES AND DEODORANTS

The overuse of any strong perfumes and/or deodorants is prohibited on school grounds.

5. DECENCY CODE

The ultimate decision as to whether clothing is considered to comply with the decency code lies with the administration team.

Bandanas are not permitted anywhere on school grounds at any time.

Hats, caps, hoods, and tuques are to be removed upon entering the school and must be stored in the student's locker.

A. STUDENT APPEARANCE

These are some of the items considered inappropriate and to be avoided at school:

- Dresses, skirts, skorts or shorts that are **too short** (higher than mid-thigh)
- Tube, tank, backless, halter, or crop tops
- Spaghetti strap camisoles
- Visible cleavage

- Form fitting leggings without a mid-thigh length top
- Undershirt styled tops (singlets/jerseys)
- Bare midriffs and bare navels
- Visible underwear
- Overly distressed, transparent or see-through clothing
- Vulgarity, racial or political slurs, drugs, sex, alcohol, profanity or anything viewed as offensive.

This list is not meant to be a complete and exhaustive list. The Administration reserves the right to rule on the appropriateness of dress and appearance.

B. CONSEQUENCES OF DECENCY CODE VIOLATIONS

The consequences for not following the above decency code will be determined by the administration and could be one of the following:

- Student may be sent home to return in proper dress.
- Student's parents may be asked to drop off appropriate apparel.
- Student may not be allowed to participate in activities.
- Student may be suspended after repeated violations.
- Other consequences as determined by Administration.

C. PHYSICAL EDUCATION DRESS CODE AND POLICY

Our Physical Education and Health (PEH) program aims to promote the importance of Physical Literacy. Physical Literacy is the ability to move with competence and confidence in a wide variety of physical activities in multiple environments that benefit the healthy development of the whole person. This is developed through deliberate practice of well-designed learning tasks that allow for skill acquisition in an instructional climate.

Students are required to have a change of clothing for every PEH class. These clothes should be appropriate for the activity and the weather if necessary. Each student will receive one school issued PEH t-shirt at the beginning of the school year. Students wanting to purchase additional PEH t-shirts can do so by asking their Physical Education and Health teacher. Students must have appropriate footwear in order to participate in class.

The Physical Education and Health Department's Dress Code for students consists of:

- A grey or black t-shirt with LTMHS school logo
- Black shorts or tracksuit pants
- Athletic shoes with sports socks (recommended)
- Protective sports goggles (recommended)

A student may be excused from a PEH class upon presenting a note signed by a parent, showing a full and valid explanation. Only a medical exemption, signed by a doctor, will be acceptable for extended exemptions.

Cell phones are NOT permitted in PEH classes. Other electronics, such as Chromebooks, may be brought to class if asked by the teacher in order to augment the content of specific classes.

GENERAL SCHOOL INFORMATION

6. SCHOOL FEES

Each student will be issued a bill for school fees early in the year. We now accept Visa and MasterCard in person, over the phone or by email, Interac, cash and online banking. This school fee goes directly into the school's budget and if it goes uncollected, all of the students suffer, as there is less money available to be spent on them.

Should non-payment continue to be an issue the school will turn the case over to the Sir Wilfrid Laurier School Board's collection agency.

7. ATTENDANCE POLICY

LATE ARRIVAL - SIGNING IN

A student who arrives at school or class after the 7:53 bell is required to **report to General Office in order to sign in and receive a late slip to be admitted to class.**

Any student not having the required validation (telephone, email or note) notifying the office of the 'late arrival' from the parent before 11:45 of that day will be automatically assigned a lunch time detention on that day.

Students arriving late for period 4 (after lunch) will be automatically assigned a lunchtime detention the following school day.

EARLY DISMISSAL - SIGNING OUT

If it is necessary for a student to leave school before the end of the day, we must have received a message from his/her parent or guardian by telephone, written note, or email before leaving the building.

The student must "sign out" at General Office without fail. No student will be permitted to leave without parental permission!

If the student becomes ill and has to leave early or another unforeseen reason develops during the day, the parent will be contacted by telephone. Again, even in the case of illness or other emergency, **parental permission is required for early dismissal.**

Students who take the train from school in the afternoons must have a written parental permission on file at the school.

LATE ARRIVAL TO CLASS

Promptness to class is very important. Students are expected to be in class **ready to start** at the sound of the bell signalling the start of a period. If the student arrives late, he/she is expected to enter the class quietly and with minimal disruption to others.

BELL SCHEDULE	
Warning Bell	7:49
Period 1	07:53 - 09:08
Recess	09:08 - 09:28
Period 2	09:32 - 10:47
Period 3	10:50 - 12:06
Lunch	12:06 - 12:56
Period 4	13:00 - 14:15

Students arriving late with a legitimate excuse, for example, a signed agenda from the office or another teacher will not be considered late. Students are responsible for getting their agendas signed by teachers or administration.

ATTENDANCE AND PRESENCE IN SCHOOL

Students are expected to be in school except in cases of emergency or for reasons as explained below:

- **PERSONAL ILLNESS.** The school will require a certificate from a doctor for the following situations: If a formal examination (mid-year or year-end) is missed; or if the duration of the illness places a term mark in jeopardy.
- **ILLNESS IN FAMILY**
- **MEDICAL APPOINTMENT**
- **DEATH OF RELATIVE.** The absence arising from such a circumstance is limited to three days, unless reasonable cause may be shown by parent or guardian for a longer absence.
- **RELIGIOUS HOLIDAY.** Religious holidays will be respected if they are consistent with the student's creed or belief.

ANY other reason must be excused by the school prior to the absence.

In all cases, it is the responsibility of the student and his/her parents to keep schoolwork up to date.

STEPS TO FOLLOW WHEN ABSENT ALL DAY

1. **It is the parent's responsibility to contact the school as soon as possible to inform us of a late or absent student.** A message can be

left on the telephone service at any time, or an email can be sent to hsymons@swlauriersb.qc.ca. Please make sure you say the student's full name (not just their first name) when leaving a detailed message on the voicemail should the line be occupied. The school cannot be held responsible to confirm any unreported absences.

2. The student is responsible for catching up on missed work during the absence. Missed tests may or may not be written (teacher's discretion). **Mid-year or end of year exams will not be re-written.**
3. The student is responsible for requesting make-up assignments and completing them within a reasonable period (teacher's discretion). Incomplete assignments or unwritten tests will be reflected in lower term grades.

ILLEGAL ABSENCE

Illegal absences will be interpreted as "skipping". Any student to have been found 'skipping' period 4 may be refused access to the afternoon bus.

SCHOOL CLOSURES – INCLEMENT WEATHER

The Sir Wilfrid Laurier School Board (SWLSB) covers a large territory; Laval, Laurentides and Lanaudière. The weather conditions are very different from one region to another making school closures a complex task with many factors to take into consideration. The School Board consults with transportation companies, other school boards and Transport Québec in order to bring a recommendation to the Director General.

SWLSB students are transported by different bus companies across our large territory. Please note that we rarely do board wide closures. Often only sectorial board closures are recommended. The best way to get the most accurate and reliable information is to consult the homepage of our website at www.swlauriersb.qc.ca, our Facebook page www.facebook.com/swlsb or to

call the Administrative Centre line at 450 621-5600 or 1 866-621-5600. Or sign up for the SWLSB app on your smart phone. Although we inform the various radio and television networks, please note that we have no control over the message that is announced.

8. VANDALISM AND PROPERTY DAMAGE

Our school building and equipment cost community tax dollars to construct, purchase, and maintain. Students who willfully destroy, damage, or vandalize school or private property are in a minority and must be reported. They will be required to pay for losses or damages. If damage is incurred accidentally, it should be reported immediately, whereupon appropriate action will be taken. There is a difference between willful and accidental damage.

9. LOCKERS

Each student is assigned one locker at the beginning of their stay at LTM to be used "on loan" for personal belongings and school materials. Lockers are not to be exchanged without the approval of the administration. It is the student's responsibility to keep this locker clean and in good condition for the duration of the year and to report any damage if and when it occurs.

We plan to schedule periodic locker "clean-ups" throughout the year to ensure that the lockers remain in acceptable condition. Students must store all materials and personal items, including backpacks, in their lockers.

A school lock is provided with every locker. Replacements are available from the main office at a cost of \$ 10.00.

**DO NOT KEEP VALUABLES IN YOUR LOCKER.
THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS
LOST, STOLEN, OR DAMAGED.**

Lockers are provided as a convenience. Students are responsible for keeping their lockers clean and orderly. No defacing or writing is allowed on the inside or outside of the locker. There is no need to share locker combinations with others.

Our school locks have key accessibility for us to help out when necessary. Locker assignments, combinations, and changes will be handled through the supervisor's office.

10. TEXTBOOKS

Textbooks are "loaned" to students. **Students will be charged for lost or damaged textbooks.**

11. STUDENT CARS OR MOTORIZED VEHICLES

Any student wishing to drive to school is required to have authorization from the Administration. The student will also be required to show proof of ownership, insurance, and a driver's permit. All students must park near the rear door of the school.

CONSEQUENCES

Failure to comply with the above, and/or irresponsible or reckless driving on school property may result in suspension or loss of this privilege.

12. ACADEMIC POLICIES

MERITORIOUS ACHIEVEMENT AND RECOGNITION

While we do believe that students should be driven by intrinsic desire to succeed in school, we do offer certain motivational incentives.

Student success and school events are often shared on our website, during school wide announcements and at assemblies. The accomplishments of our sports teams are shared on a regular basis. LTMHS is also regularly featured in the North Shore News, Laurier News, Community Connections and other media sources.

More and more, we find reasons to celebrate one another's successes and accomplishments. Contests and challenges are set up at special times of the year. There are also occasions for friendly competition, such as the Science Fair, Colour Clash, Talent Show and Winter Carnival which all generate camaraderie and pride.

HONOUR ROLL

LTMHS acknowledges students who achieve honour roll each term. To be on the honour roll, a student must attain an overall average of 80% (taking into account differential weighting of subjects) and pass all subjects.

STUDENT SERVICES

The Student Services Department is composed of various professionals, specifically trained to assist students with educational, health, and social concerns.

- a. Guidance & Counselling: A professionally qualified guidance counsellor is available three days per week to provide students with educational, vocational, and personal counselling.
- b. Health Services: A trained C.S.S.S. Nurse is available for consultation, by appointment.
- c. Community Police: A liaison officer is present in the school 1 day a week, for consultation and advice in legal matters regarding personal conduct, rights, and responsibilities as a citizen.

PROMOTION POLICY

A recommendation concerning the promotion of students with difficulties shall be submitted, at the principal's request, for the next school year.

Cycle I (Sec. 1 and 2)

Promotion of Cycle I students takes place at the end of the cycle (i.e. at the end of sec II). Based on specific needs, a student may spend an additional year in Cycle I (Sec. 1 or 2).

Cycle II (Sec. 3 - 4 - 5)

Starting in Cycle II, a subject promotion policy will be applied. No student in Cycle II shall carry a Cycle I course. For students at risk, specific resources will be developed with the teachers to help them succeed (e.g. tutorials, special groups).

Students in Secondary V who are carrying Secondary IV courses in English and/or

French may be given the opportunity to write the examination at the higher level after consultation with the guidance counsellor and concerned teacher.

INFORMATION ABOUT THE OPTIONAL MATHEMATICS COURSE SN4 (Scientia Naturalis)

This course is optional. It is intended for students who enjoy Mathematics.

This course is required of students who wish to pursue a career in Pure & Applied Sciences or Health Sciences in CEGEP, programs that demand very high results in Mathematics, for acceptance to the programs but also for success in the programs.

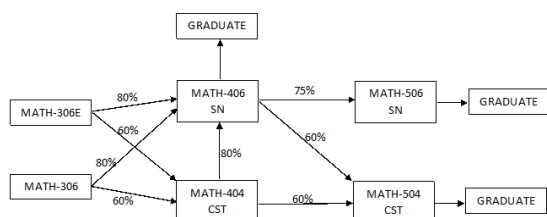
The course MATH-SN4 and its pace are designed for students with a strong background in algebra and geometry and a natural insight and ability in Mathematics in general.

The pre-requisites to be accepted in MATH-SN4 for the year 2021-2022 are:

- A grade of 80% or better in MATH-306 or MATH-306E or MATH-404 CST
- An overall average of 75% or better on SEPT. 22nd 2021 in MATH-SN4

The parents of any student who has registered for the MATH-SN4 course for 2021-2022 but who has not attained a minimum overall average of 75% in the course on Sept. 22st 2021 will be sent a warning letter by the Administration that will strongly recommend that the student change to Math-CST4 for the current year. The deadline for course-change is Sept. 28th 2021.

The student may apply again for the MATH-SN4 course in the next school year.



REPORT CARDS

The School year is divided into three (3) terms, with a report card issued at the end of each term and emailed to parents. There will also be an interim report card issued in the month of October.

STUDY POLICY (HOMEWORK)

Assigned homework (usually written) and unassigned **home study** (long range planning and systematic review) are an essential part of a student's course work, and must be accepted by students and parents as course requirements. Experience has shown that the average Cycle 1 (Secondary I or II) student should spend about 1 hour on homework and study for each day spent at school, while a Cycle II (Secondary III, IV & V) student should spend up to 2 hours (variable).

Homework and home study are a student's ultimate responsibility and the keys to success and superior grades. This agenda book should be used as an organizer and reminder for homework and study. Parents can help by monitoring its use.

Failure to keep up with homework and home study will give rise to sanctions which might include after-school homework sessions or the student being placed on a tracer sheet.

Completion of all tasks should be a top priority for all students.

We are pleased to share with you a very important website that can help you succeed in school. These online resources can serve as extra support to your courses. Please see Mr. Lalancette, Guidance Counsellor, regarding your username and password. Without this, the material that can be viewed is limited.

Learn Quebec

www.learnquebec.ca

Once you login, click course material, choose a subject. Often, your entire course is shown to you on one page! There are tons of links, videos, tutorials and success tips that will help you

achieve your goals. Used primarily for math, history and science (grade 9-11 inclusive).

You can sign up for free tutoring in most subjects.

LIBRARY

The library plays an important role in the life of the student. It offers a wide selection of reading materials and services to help in schoolwork, encourages hobbies and interests, and provides information on many issues of personal concern.

The librarian is always willing to help locate materials (books, references, periodicals, media, etc.) and teach effective use of the library.

Up to five items may be borrowed for two weeks, with renewal upon request. Overdue charges apply. Loss or damages to library materials are charged to the student at full replacement value.

The library is a quiet place for research and study, and is not for socializing, talking, or playing games. Students who are noisy will be asked to leave. In extreme situations, a student may be restricted from further using the library.

A NOTE FROM THE TEACHER WILL BE REQUIRED TO ALLOW A STUDENT ACCESS DURING REGULAR CLASS TIME.

13. MISCELLANEOUS

LEADERSHIP GROUP / STUDENT COUNCIL

The student Leadership group is made up of student volunteers who wish to be involved in organizing and carrying out activities for students and staff throughout the school year.

The group is formed in September, but new members are welcome to join throughout the year if a genuine interest is shown. Leadership is open to students in all grades. As representatives of LTMHS' student body, Leadership students are expected to strive to continually project the best image possible at special events and within the hallways of the school on a daily basis.

Participating in the Leadership group serves as a training experience for aspiring leaders, promotes the common good, develops high ideals of personal conduct, and seeks to interest students in school affairs as well as develop, foster, and encourage school spirit.

ASSEMBLIES

At all times, the student's behaviour should be respectful and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

Unacceptable conduct would include whistling, uncalled-for clapping, disrespectful remarks, boisterousness, and talking during a program.

Prior to a general assembly, students are to report to their regular classrooms for attendance. Textbooks and other materials are not to be brought to the assembly unless otherwise directed. Students are accompanied to the assembly by their teacher and they are to sit with their classes.

TRANSPORTATION (SCHOOL BUSES)

Only regularly scheduled bus students are to ride the school busses. The Sir Wilfrid Laurier transportation policy dictates that **students are not permitted to take alternative bus routes to the ones assigned**. *Occasionally, under special circumstances, parents may **provide a signed note, phone call from a parent or an email authorizing** their child to travel on another bus on a given day. The note must be presented in the morning so that a permission slip can be supplied. ***Slips will not be given at the end of the day.***

FIRST AID & MEDICATION

First aid will be administered for injuries suffered at school. Should the illness or injury be deemed severe an ambulance will be called.

No medication is administered by school personnel. Therefore it is imperative that students who are sick not be sent to school.

Confidentiality will be respected in accordance with the law. Referrals will be made where appropriate.

Special accommodations regarding refrigerated medication can be made, please contact the school.

LOST AND FOUND

Articles found in and around the school should be turned in to the General Office. Small items such as jewelry and electronics may be claimed by their owners by identifying it first. Larger items such as clothing will be placed in the 'Lost and Found' box located in the cafeteria.

PARENT INFORMATION

Important information will be conveyed to parents and students through email and on our website.

SCHOOL DANCES

All regular school dances begin at 19:00 and end at 22:00. No student may leave and then re-enter the building for any reason. Doors close at 20:00 after which no one may enter without prior approval. Only students who attend LTMHS will be permitted at school dances. Any student found to be under the influence of alcohol or drugs will be removed from the dance. Parents/guardians will be notified for pickup, and the student will be banned from all future dances for up to 1 calendar year. Further punitive action will be at the Administration's discretion and may include suspension and/or banning from all extracurricular activities.

PRIVACY CONCERN:

We at Lake of Two Mountains High School are sensitive to the concerns of parents, students, staff, and the general public regarding personal privacy. We therefore require a signed image and media release authorization form on file.



USE OF IMAGE AND NAME AUTHORIZATION FORM

Student's name:	_____	Id. Number:	_____
School:	Lake of Two Mountains High School		
Year:	2021 - 2022 school year	Level:	_____

The Sir Wilfrid Laurier School Board is seeking your permission to take photographs and videos of your child, namely during school or extracurricular activities, and to distribute or publish the work done by your child during these activities. With your consent, images or the work of your child could be distributed or published for promotional, educational or information purposes.

I hereby confirm being the parent/guardian of the above mentioned student and I understand that the Sir Wilfrid Laurier School Board, its employees and partners wish to take, distribute and publish images of my child (photographs or videos) and/or his or her productions (texts, drawings, work, etc.) as well as his or her name, without any compensation to me whatsoever, in the following cases:

• On the website, Facebook page and/or any other social media authorised by the School Board and/or the school
• In the media (ex.: newspapers, television)
• In the school or School Board publications (ex.: leaflets, brochures, news releases, newsletters)
• For the school's internal use (ex.: bulletin board, school journal)

I AUTHORIZE the Sir Wilfrid Laurier School Board, its employees and partners to take, distribute and publish images of my child (photographs or videos) and/or his or her productions (texts, drawings, work, etc.) as well as his or her name, without any compensation to me whatsoever, in the cases listed above:	
_____ Name of parent / guardian (please print)	_____ Signature of parent / guardian
Date: _____	

I DO NOT AUTHORIZE the Sir Wilfrid Laurier School Board, its employees and partners to take, distribute and publish images of my child (photographs or videos) and/or his or her productions (texts, drawings, work, etc.) as well as his or her name, in the cases listed above:	
_____ Name of parent / guardian (please print)	_____ Signature of parent / guardian
Date: _____	

LABORATORY RULES

Please review these rules with your child and sign at the bottom.

Rules for all labs at LTM:

1. Always pay close attention to the instructions given to you by a teacher or a technician.
2. You must wear appropriate safety equipment.
3. Long sleeves must be rolled up. Also, no loose or baggy clothes are allowed near work stations. Chains or jewelry must be removed completely, and long hair pinned back.
4. To avoid any injuries, maintain sensible behaviour at all times.
5. The eye-wash station and the shower stall are available for emergency use of all people working in the labs. Use these safety facilities only when required.
6. Report all injuries (small or big) to your teacher at once, so that the injury is treated immediately.
7. Do not taste **anything** in the Lab.
8. Eat and drink OUTSIDE of the lab only.
9. Do all the experimental work on the wall-counters, and keep all books on the movable tables/desks.
10. Carefully re-read all the instructions before beginning work.
11. Clean all spills and any broken glass immediately as instructed by your teacher.
12. Always stand while working so that you can move away quickly in case of an accident.
13. Clean your work area at the end of the lab.
14. Always wash your hands upon completion of the experiment.
15. You will pass a safety test before being allowed to use certain equipment.
16. Stay focussed on your task; avoid distractions which can cause accidents.

Student's Signature

Parent's Signature