











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, shorts 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](mailto: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](http://www.swlauriersb.qc.ca), our Facebook page [www.facebook.com/swlsb](http://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.

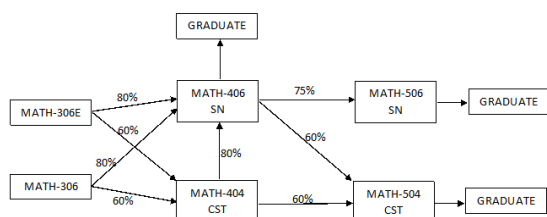
The course MATH-SN4 and its pace are designed for students with a strong background in algebra and geometry and a natural insight and ability in Mathematics in general.

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](http://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

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

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)  |

<b>I AUTHORIZE</b> 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: _____	

<b>I DO NOT AUTHORIZE</b> 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.
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\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature