

Northern Lights Secondary School



Student / Parent Handbook

2011-2012

Box 304, Moosonee, Ontario, P0L 1Y0

Phone 705-336-2900 Fax 705-336-2190

Website: www.nlss.on.ca



NEEDS PARENTS/GUARDIANS...THINK ABOUT JOINING

The Northern Lights School Council is an advisory body that works with the school and the Principal to help provide the best educational opportunities for our students. The meetings are open to any parent/guardian who has a student attending Northern Lights Secondary School. The School Council will be meeting 4 times this year. The meetings will be held at **7:00 PM** in the Northern Lights Secondary School Library on the following dates:

Tuesday, September 27th, 2011

Tuesday, January 10th, 2012

Tuesday, February 28th, 2012

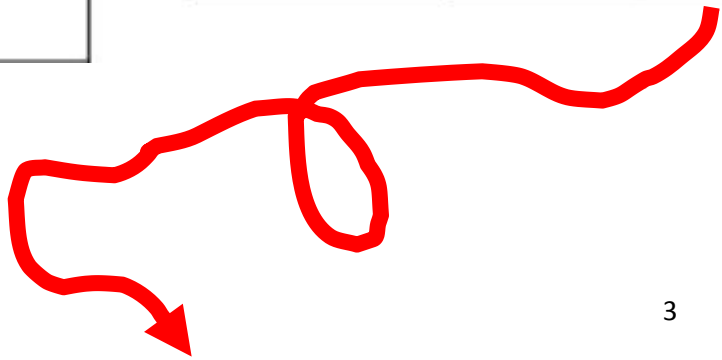
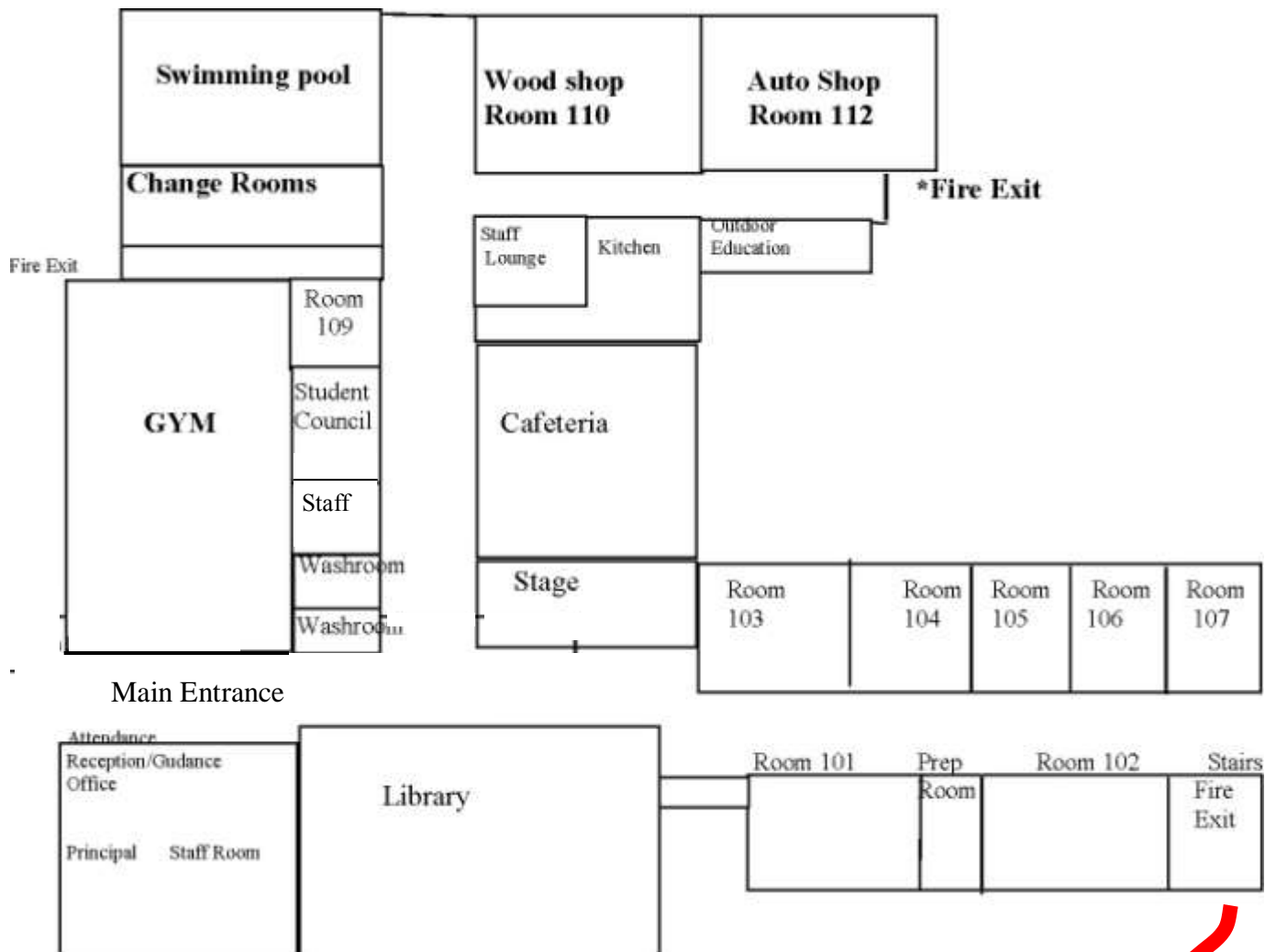
Tuesday, May 29th, 2012

We are looking for Parents or Guardians who are interested in serving on this year's School Council. Please make note of the dates listed above and plan to attend the NLSS School Council Meetings. Your input is necessary and valued. We look forward to your working with you to plan for success.

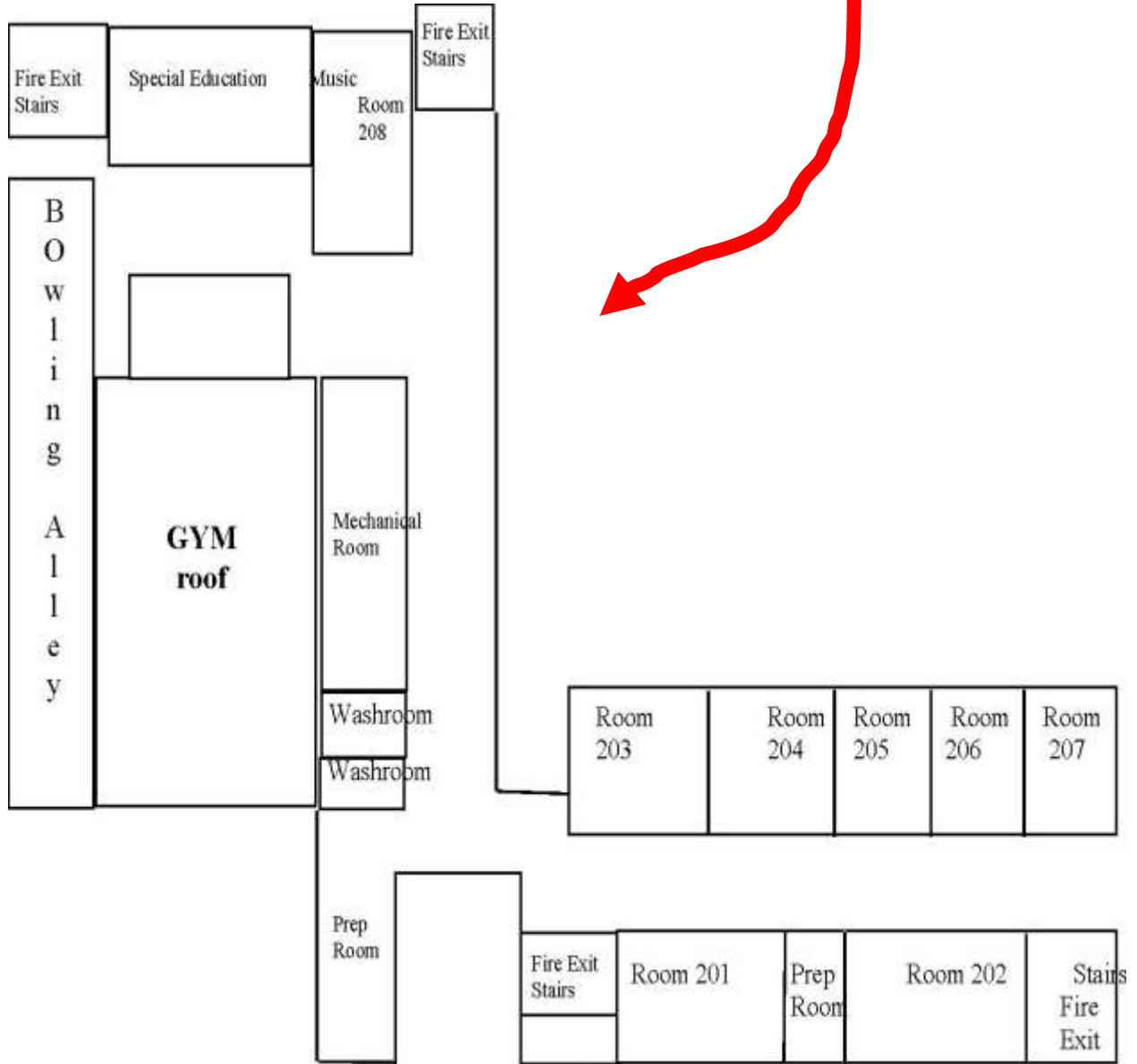


FINDING YOUR WAY AROUND

Map of NLSS - Main Floor



Map of NLSS - Second Floor



NLSS 2011 – 2012 Calendar Highlights

Tuesday, August 23 rd , 2011	Professional Development Day
Wednesday, August 24 th , 2011	Professional Development Day
Thursday, August 25 th , 2011	Grade Nine Orientation Day
Friday, August 26th, 2011	1st Day of Classes All Students
Monday, September 5 th , 2011	Labour Day – Holiday
Tuesday, September 27 th , 2011	School Council Meeting
Tuesday, October 4th, 2011	Parent Teacher Interviews
Monday, October 10 th , 2011	Thanksgiving – Holiday
October 11 th through to the 17 th , 2011	Fall Hunt Break
Tuesday, November 8 th , 2011	Mid-Term Report Cards Mailed
Monday, November 28 th , 2011	Professional Development Day
Wednesday, November 30 th , 2011	External Sponsorship Deadline
December 19 th , 2011 through to January 2 nd , 2012	Christmas Holidays
Tuesday, January 10 th , 2012	School Council Meeting
January 18 th , 19 th , 20 th , and 23 rd , 2012	Semester 1 Exam Days
January 24 th to January 27 th , 2012	Exam Marking / Turn Over Days
Monday, January 30th, 2012	Start of Semester 2 Classes
February 16 th and 17 th , 2012	Professional Development Days
Monday, February 20 th , 2012	Family Day – Holiday
Tuesday, February 28 th , 2012	School Council Meeting
Tuesday, March 6th, 2012	Parent Teacher Interviews
March 12 th through to March 19 th , 2012	March Break
Friday, April 6 th , 2012	Good Friday – Holiday
Monday, April 9 th , 2012	Easter Monday – Holiday
Monday, April 23 rd , 2012	Mid-Term Report Cards Mailed
Monday, April 30 th , 2012	External Sponsorship Deadline
Monday, May 21 st , 2012	Victoria Day – Holiday
Tuesday, May 29 th , 2012	School Council Meeting
Monday, June 4 th , 2012	Professional Development Day
June 14 th , 15 th , 18 th , 19 th , 2012	Semester 2 Exam Days
Tuesday, June 26 th , 2012	Graduation

NORTHERN LIGHTS SECONDARY SCHOOL STAFF LIST

Principal

Mrs. A. Tozer

Teachers

Mr. Fleming
Mrs. Gould
Mr. Gray
Mr. Hughes
Mr. Hunter
Mr. Jolliffe
Ms. Kearns
Ms. Lederer
Mr. Marson
Ms. Plourde
Mr. Puckalo
Mr. Robinson
Mrs. Ross
Mr. Shannon
Mr. Tod
Ms. Wright

Educational Assistants

Mr. Hamilton
Ms. S. Hester
Mr. MacDonald
Mr. Proulx

Support Staff

Office Manager - Ms. Miller
Attendance Secretary / Library Technician - Mrs. E. Tozer
Custodial Supervisor – Mr. Blueboy
Maintenance Supervisor – Mr. Tuomi
Computer Technician – Mr. Wesley
Student Success Counselor – Mrs. Kapashesit



NLSS 2011 – 2012 SCHOOL DAY SCHEDULE

Regular Class Schedule (75 Minute Classes)

<u>Class Periods</u>	<u>Begin</u>	<u>End</u>
Warning Bell	9:10 am	
First Class (including Opening Exercises)	9:15 am	10:30 am
Travel Time	10:30 am	10:35 am
Second Class	10:35 am	11:50 am
Lunch	11:50 am	12:50 pm
Warning Bell	12:45 pm	
Third Class	12:50 pm	2:05 pm
Travel Time	2:05 pm	2:10 pm
Fourth Class	2:10 pm	3:25 pm

2 Day Rotating Schedule

DAY 1	DAY 2
1	2
2	1
3	4
4	3



The Semester System:

NLSS is organized on a full credit semester system. The instructional year is divided into two semesters, each semester consists of 89 days of classes. Semester 1 classes begin on Friday, August 26th 2011. Semester 2 classes begin on Monday, January 30th, 2012.

Generally, students take four courses in Semester 1 and four different courses in Semester 2. Good attendance is critical to succeed in a semester program. Each course requires the completion of 110 hours of instruction. It is necessary, therefore, to encourage students to begin working at the beginning of each semester and to reduce absenteeism to an absolute minimum in order to ensure a successful year. Schedule for each semester includes four 75-minute subject classes and a common lunch hour.

Mandatory Items for All Students:

1. **2011 – 2012 STUDENT ACTIVITY FEE of \$25.00.** Not only does this get you your student card and admissions into all the fun activities at the school this year, this amount also includes locker rental. **Lockers are only rented for the year and are not to be shared.** Any items left in the lockers at the end of the year are destroyed. **Students should protect their belongings by locking their lockers and by keeping their combinations private.** To safeguard your valuables do not bring them to school. You are advised that staff or the police may inspect your lockers if there is suspicion of inappropriate use of the locker.
2. **STUDENT MEDICAL FORM** - needed to participate in gym, school and intramural programs
3. **INTERNET USE APPLICATION AND AGREEMENT FORM** – needed to use any of the computers in the school
4. ****REGISTRATION FORM if new student** – all ready registered students need to update contact information if changed – please notify office of changes

These Items are NOT ALLOWED or have RESTRICTED USE

Cell Phones, Digital Cameras and Laser Pointers are **NOT TO BE USED AT ANYTIME IN THE SCHOOL BUILDING**

Hand-Held Personal Listening Devices (i-Pod, i-Touch)

School focus is to promote to our students safe, time/place and appropriate use of hand held technology. Personal listening devices (i-Pod, i-Touch) can be used in classrooms. Individual teachers will have expectations for their class based on learning environment needs; **Video Images** are **NOT** permitted to be taken in the school building with personal hand held technology devices. Students choosing to use personal hand held devices for video imaging will be referred to the office immediately.

The KEY to SUCCESS is ATTENDING School on Time Everyday

*Attendance records are kept on a daily basis for each class.
Poor attendance is the main cause for lack of success in school.*

What Parents and Students Need to Know about Attendance

We would like to bring to your attention the following school attendance procedures for the school year of 2011-2012.

1. When home number/addresses change, it is the responsibility of the parents to notify the school. All information received is confidential.
2. Students under the age of 18 are not permitted to leave school without permission from parents.
3. When your child is unable to attend school for any reason (i.e. illness) the school is to be notified.

4. Once a student reaches the age of 18, information cannot be released to parents without the student's written permission.
5. When parents sign out their daughter/son for appointments, illness, etc., it is the parents' responsibility for transportation. Parents should try if at all possible to schedule appointments after school hours.
6. During school hours, classes will not be contacted by the office for phone calls – exception made for emergencies
7. There is a student phone for students to use only during lunch and after school. They are not permitted to use the office phones.
8. Students are expected to be in their classes on time. Late minutes will be tracked and the initial consequence for being late is detention time arranged by teacher. If this does not change late behaviour, positive practices and then progressive discipline consequences will be enforced, which could include withdrawal from school activities and eventually suspension.
9. When a student is late in the morning, they sign-in at the main office.
10. Parents will receive a monthly report on their child's daily attendance if there are attendance concerns.

Missed Evaluations: A student who misses an evaluation must make arrangements with the teacher to write a make up test or complete an assigned task in order to demonstrate their learning.

Late Submissions: Students will be allowed to submit late work unless the assignment has been graded and returned to the class. Once that has occurred, students will not be allowed to submit the assignment that has been already marked and returned. Marks may be deducted for late assignment submissions.

Students have 20 minutes after school to meet with their teachers if they need to get caught up or need extra help.



Behaviour Expectations for NLSS Students

The behavior “rules” at NLSS, all relate to our **TRADITIONS**.

Students are expected to come prepared to show:

RESPECT	when students appreciate and value one another
DILIGENCE	when students work hard and strive for their goals
TEAMWORK	when students work together toward common goals
EXCELLENCE	when students take pride in doing the best they can

It is important that all pupils have a safe, caring and accepting school environment in order to maximize their learning potential and to ensure a positive school climate for all members of the school community. Self-control and discipline are essential components for an effective school and community. The home, the school, and the community should share the responsibility for this learning. Many people think that discipline refers only to punishment. However, its true meaning is in learning how to make good decisions about behaviour.

Pursuant to the *Education Act*, principals are required to maintain proper order and discipline in schools, and pupils are responsible to the principal for their conduct and are required to accept such discipline as would be exercised by a reasonable, kind, firm and judicious parent.

The aim at NLSS is for you to acquire “self-discipline”, and to be able to make appropriate decisions leading to appropriate courses of action. Through the use of positive practices and progressive discipline strategies each student should develop the skills to be responsible for his or her own behaviour.

Positive Practices

Preventative Practices	Management Practices
<ul style="list-style-type: none"> • Anti-bullying/ violence prevention programs; • Mentorship programs; • Student success strategies; • Character education; • Citizenship development; • Student leadership; and • Healthy lifestyles. 	<ul style="list-style-type: none"> • Program modifications or accommodations; • Class placement; • Positive encouragement and reinforcement; • Individual, peer and group counseling; • Conflict resolution; • Mentorship programs; • Sensitivity programs; • Safety Plans; • School, Board and community support programs; and • Student success strategies.

Progressive Discipline

Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours. Progressive discipline is a non-punitive, whole-school approach that uses a continuum of corrective and supportive interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours. Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils to make good choices.

Progressive discipline may include early and/or ongoing intervention strategies, such as:

- Contact with the pupil's parent(s)/guardian(s);
- Oral reminders;
- Review of expectations;
- Written work assignment with a learning component;
- Volunteer service to the school community;
- Peer mentoring;
- Referral to counseling;
- Conflict mediation and resolution; and/or
- Consultation.

Progressive discipline may also include a range of interventions, supports and consequences when inappropriate behaviours have occurred, with a focus on improving behaviour, such as one or more of the following:

- Meeting with the pupil's parent(s)/guardian(s), pupil and principal;
- Referral to a community agency for anger management or substance abuse counseling;
- Detentions;
- Withdrawal of privileges;
- Withdrawal from class;
- Restitution for damages;
- Restorative practices; and/or suspension

Suspension

The Board also supports the use of suspension and expulsion as outlined in Part XIII of the *Education Act* where a student has committed one or more of the infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate.

The infractions for which a suspension shall be considered by the principal include:

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol or illegal and/or restricted drugs;

3. Being under the influence of alcohol;
4. Swearing at a teacher or at another person in a position of authority;
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
6. Bullying; (including cyber bullying)
7. Any act considered by the principal to be injurious to the moral tone of the school;
8. Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community; or
9. Any act considered by the principal to be contrary to the Board or school Code of Conduct.

A pupil may be suspended only once for an infraction and may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days.

Suspension/Expulsion

The infractions for which a principal shall suspend and may consider recommending to the Board that a pupil be expelled include:

1. Possessing a weapon, including possessing a firearm;
2. Using a weapon to cause or to threaten bodily harm to another person;
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
4. Committing sexual assault;
5. Trafficking in weapons or illegal and/or restricted drugs;
6. Committing robbery;
7. Giving alcohol to a minor;
8. An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
9. A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
10. Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
11. Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
12. The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper; or
13. Any act considered by the principal to be a serious violation of the Provincial, Board or School Code of Conduct.

Note: The Police may also be involved if a student commits the above infractions.

Note: Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends:

- a) on the school premises;
- b) on out-of-school activities that are part of the school program;
- and
- c) while traveling on a school bus that is owned by a Board or on a bus or school bus that is under contract to a Board.

Note: Northern Lights Secondary School bases their Code of Conduct on the Provincial Code of Conduct, which can be found on the Internet at www.edu.gov.on.ca

Textbooks and Supplies

Textbooks, school supplies and library books are the property of NLSS and are loaned to students to support learning. Lost, stolen or damaged materials are the responsibility of the student to whom the article was loaned. If any of your textbooks or school supplies are lost or damaged the student will be expected to pay for them before any other books are issued to you.

If books are not returned, students will be invoiced and will not receive their final marks or their transcripts until payment is made.

Physical Education Courses

All students must change clothes for Physical Education classes. You are responsible for having gym clothes each day, if you misplace your clothes, you must get another set for class. Students can wear their own gym clothing or see the office if interested in purchasing NLSS gym clothes.

Library

NLSS library is now available On-line through Maplewood. Library cataloguing of resources can be accessed by all students and teachers through:

<https://www.maplewood.com/on/neosa/nlss/opac>

Cafeteria / Food and Drinks in School

Students are expected to eat their lunch in the cafeteria, clean off their TABLES and place garbage in the appropriate can during lunch hour. Food and beverage products should only be consumed in the cafeteria area and are not permitted in the academic wings of the school. ONLY water bottles are allowed in regular classrooms and in the halls. Water is not allowed in Room 101, Room 102 and the Library where computers are located.

NLSS Transportation

The bus/boat/helicopter drivers shall have total authority while you are on their vehicle. Any rules and regulations that the driver establishes are supported fully by the administration. This includes rules governing seating, opening and closing windows, use of undesirable language, and other rules that the driver sees fit to put into effect. Students who violate bus and boat regulations will receive the following:

First Offense: Three-day transportation suspension

Second Offense: Ten-day transportation suspension

Third Offense: Removal from transportation for the remainder of the school year

Moose Factory Van pick-up for Stops 1, 2 and 3 will be 8:15 am, boat run at 8:25 am. Van pick-up for Stops 4, 5 and 6 will be 8:35 am, boat run at 8:45 am. All Moose Factory Students need to supply a Moosonee boarding home address. (map included). Helicopter Schedules will be given to students and parents when the appropriate time arrives.

Moosonee Bus run will begin at 8:45 am (map included)

If you miss your transportation you will be responsible for finding your own way to school or back home.

Computers/Internet - Your Safety is our Concern

Students will have access to the computers in the library before class in the morning, during the second half of the lunch hour and after school. Visits to inappropriate sites will result in cancellation of your account. Students are asked to please abide by the rules set out in the INTERNET USE APPLICATION AND AGREEMENT CONTRACT.

Fire Alarm

When the fire alarm sounds students are to respond appropriately exiting the building quietly, quickly and immediately. Students in the **upstairs area will exit by Room 207** and **downstairs areas will exit by Room 103**. Students are not to go to their lockers during a fire drill. Students are to line up in the area designated by their teacher for that period who will then take attendance.

School Safety

NLSS is outfitted with security cameras inside and outside the school building. Any form of vandalism will be caught on video and the person(s) on tape will be held accountable. The Safe Schools Act requires the school building to have one entry point open to the public; all other entry doors to the school must remain locked and secure. Propping open of exit doors is not allowed and puts the safety of others in the building at risk. Students caught doing this will be dealt with immediately at the office

Program Safety

Students in Shops, Science Classes, Co-op/OYAP placements, and certain other class situations will be required to wear safety equipment or remove personal items for safety reasons.

Students who do not adhere to safety requests will be removed from activities.

Scents, Perfumes, Colognes

No aerosol sprays of any kind are to be used in the school building. Students should be aware that other classmates might have allergic or asthmatic reactions to products with certain scents.

Smoking

Northern Lights Secondary School is a NON-SMOKING facility. **Students are NOT to leave the school building between classes for any reason – especially to SMOKE.** Smoking on school property will result in an immediate suspension.

Student Selling:

No soliciting or selling of any kind is permitted on school property without prior approval of the administration.

Transcripts

Transcript requests are handled through the NLSS office. A matriculation fee of \$5.00 is charged. Requests need to come directly from the individual; this can be done in person or over the phone.

Visitors and Phone Calls/Use

All visitors are required to report to the main office upon arrival at the school. We do not encourage friends to visit classes with students. There is a student phone and it is only available before class, during the lunch hour and after school. The office will only take student phone messages from a parent or guardian calling the school.

Washroom

In order to leave the class students must have permission to leave the classroom and sign-out on class sign-out sheet. Students leaving classes should be limited. Washroom trips should be restricted to break times. If you have a medical reason that requires you to leave class, please notify the office. Those students who are wandering the halls, or take an unreasonable amount of time returning to class, will be referred to the office and privileges revoked for a decided amount of time.

OSSLT and OLC

All Students in Ontario must pass the Ontario Secondary School Literacy Test (OSSLT) or be successful in completing the Ontario Literacy Course (OLC) as a requirement for earning an Ontario Secondary School Diploma. For sample tests and student examples visit: <http://www.eqao.com>

Reporting

In an attempt to keep students and parents informed about their progress we will have four reporting periods each semester.

1. **Early Bird Progress Reports**, about 4 weeks into course
2. **Parent / Teacher Interviews.** Parents/Guardians are encouraged to attend the Parents' Interview sessions. These interviews offer parents/guardians an opportunity to meet with the teachers on an individual basis in order to discuss the students' progress in each subject.
3. **Mid-Term Report Card** – mark and comment mid way through course, mailed
4. **Final Report Card** – final mark and comment completed course, mailed
5. **Medical Certificates**

A student who is absent for a final exam will receive a mark of zero; unless a medical certificate is brought to the school and given to the Principal. The medical certificate must contain the following information: (A) exact nature of illness, (B) specific dates of illness and (C) a statement from the physician indicating that the student was too ill to write an exam.

Where to Go If You Have Questions

Remember learning is NOT something you do alone.

Guidance Services

Our Guidance Counselor is Mr. Mark Fleming and he is available to help students set goals, determine priorities, and evaluate their educational, vocational and personal objectives. The guidance office is open during the regular school day. The Guidance Department can provide assistance in the following areas:

- Career and Educational Planning
- Liaison with Community and Health Services
- Timetabling and School Transcripts
- Post Secondary Application Procedures

Student Success / Special Education

Our Student Success/Special Education Teacher is Mrs. Brigid Wright and she is available to assist students in achieving their educational goals. Her main focus is to implement programs and/or supports for students having difficulty meeting with success due to a number of reasons.

Student Success Counselor

Our Student Success Counselor is Mrs. Kathryn Kapashesit and she provides on-going counselling to support the varied needs of our students in continuing to engage them in school. Her main focus is to assist students in working through issues that might be putting them at risk of not being successful learners.