



# NLSS Student Handbook

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**2018 – 2019**

**Northern Lights Secondary School**

2 Keewatin Drive, P.O. Box 304

Moosonee, Ontario P0L 1Y0

Phone (705) 336 – 2900

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School Website: [www.nlss.on.ca](http://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 / VP to help provide the best educational opportunities for our students. The meetings are open to any parent or guardian who has a student attending Northern Lights Secondary School. The School Council plans to meet 4 times this year, at a minimum.

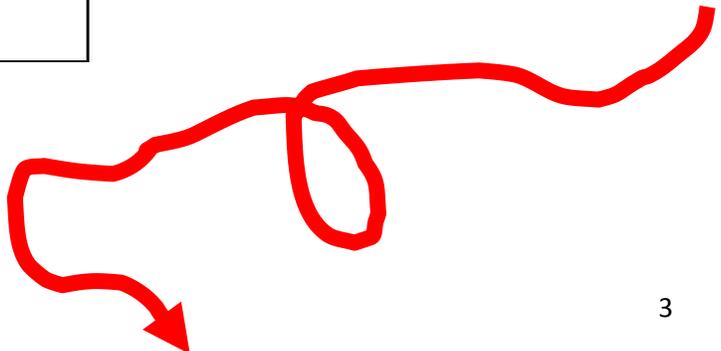
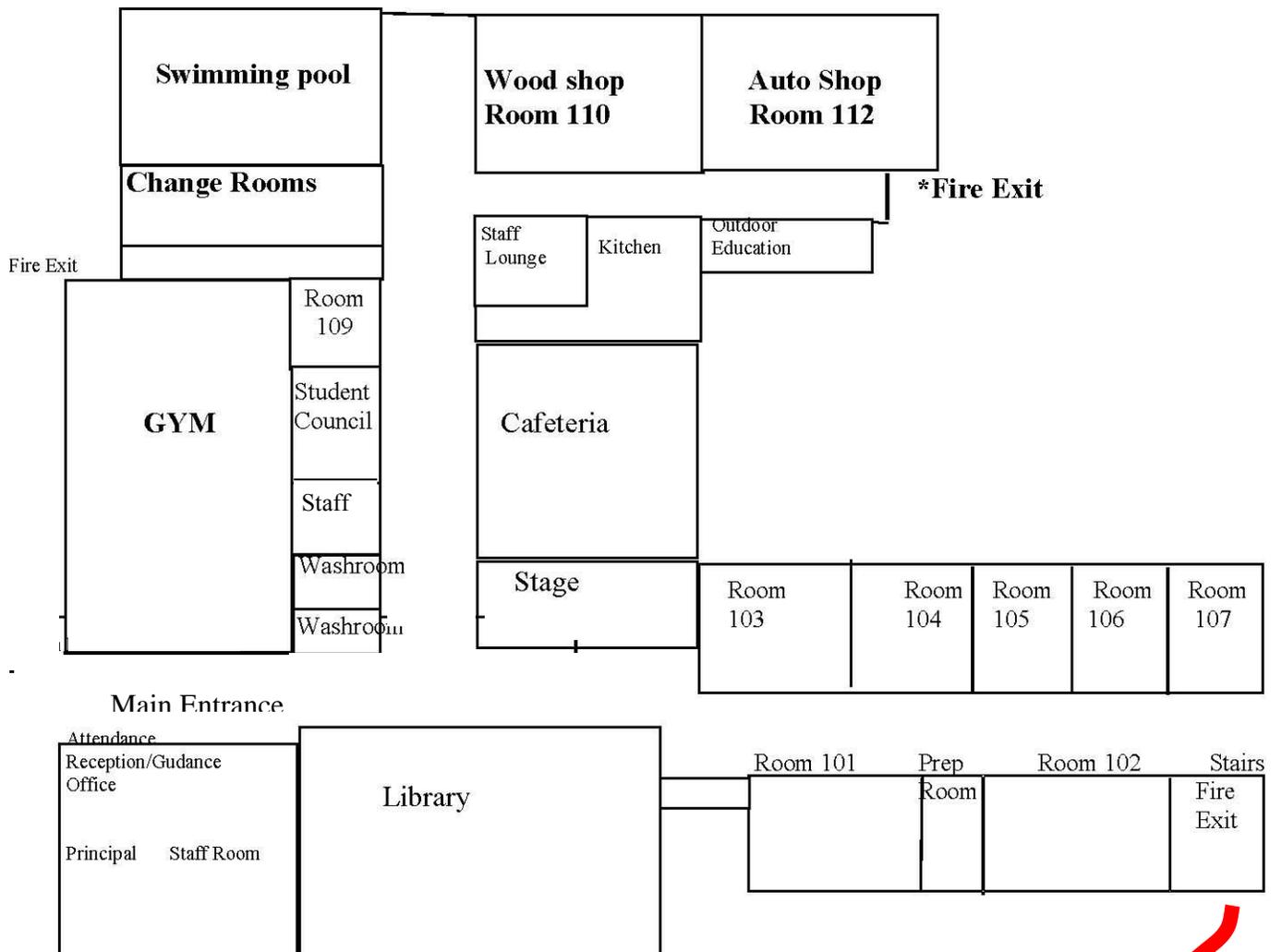
We are looking for parents or guardians who are interested in serving on this year's School Council. Please inform the office or administration at the school if you would like to be part of the NLSS School Council. Once committed parents / guardians are known meeting dates and times can be arranged.

Your input is necessary and valued. Please consider joining the NLSS Student Council. We look forward to working with you to plan for success.

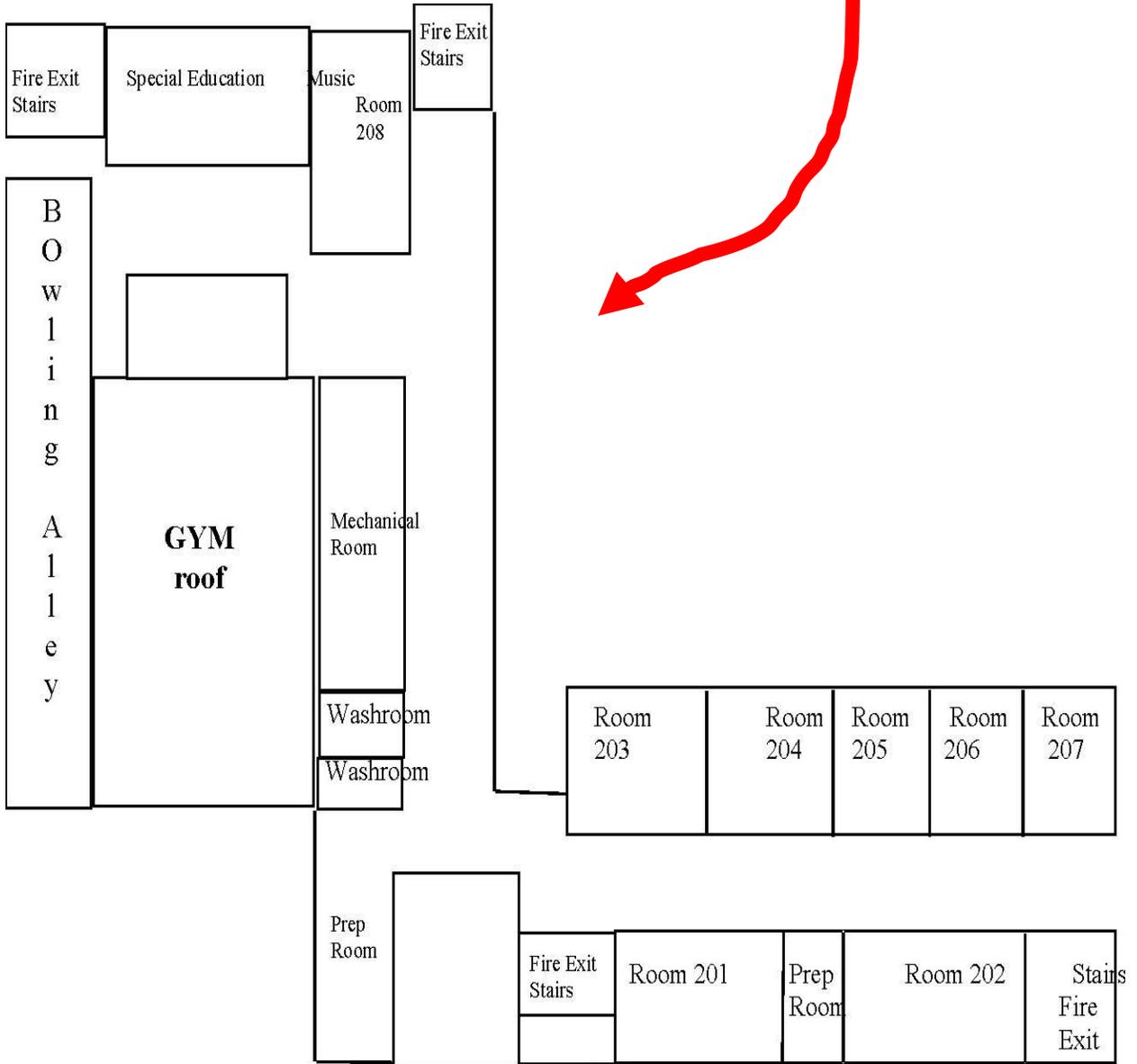


# FINDING YOUR WAY AROUND

## Map of NLSS - Main Floor



# Map of NLSS - Second Floor



## NORTHERN LIGHTS SECONDARY SCHOOL STAFF LIST

**Principal / Superintendent of Student Success:** Mrs. A. Tozer

**Vice-Principal / Special Education Coordinator:** Mr. S. Klingenberg

**Guidance Counsellor / Student Success:** Mr. C. Tozer

### Teachers:

Mr. C. Gray	Mrs. S. Hamilton
Mr. K Harris	Mr. M. Hughes
Mr. D. Hunter	Mr. P. Jolliffe
Mrs. C. Kearns	Ms. S. Lederer
Mr. Q. O'Grady	Ms. A. Pichette
Mr. T. Puckalo	Ms. A. Rothwell
Mr. D. Shannon	Ms. B. Shaw
Mr. Z. Shaw	

### Educational Assistants:

Mr. J Racine	Mrs. N. Sutherland
Mr. K. MacDonald	Mr. D. Proulx

### Support Staff:

Administrative Assistant	Ms. T. Birnie
Administrative Assistant	Ms. G. Miller
Student Success Connections Counsellor	Ms. L. Rickard
Student Success Well-being Counsellor	Ms. S. Hunter
Maintenance Supervisor	Mr. L. Tuomi
Maintenance Technician	Mr. C. Hamilton
Day Custodian	Ms. M. Sutherland
Computer Technicians	Mr. S. Hunter / Mrs. M. Rickard



## NLSS 2018 – 2019 SCHOOL DAY SCHEDULE

### **Regular Class Schedule** *(75 Minute Classes)*

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

### 2 Day Rotating Schedule

<b>DAY 1</b>	<b>DAY 2</b>
<b>1</b>	<b>2</b>
<b>2</b>	<b>1</b>
<b>3</b>	<b>4</b>
<b>4</b>	<b>3</b>



### 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 August 28, 2018. Semester 2 classes begin January 31, 2019.

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. STUDENT ACKNOWLEDGEMENT FORM - All students are required to sign an acknowledgement form to recognize their responsibility for scent / peanut free school, expectations for locker and hand held technology use.
2. STUDENT MEDICAL FORM – Completed form is needed for students to participate in gym, school and intramural programs. (If we have one on file, please notify us if there are any changes.)
3. INTERNET USE APPLICATION AND AGREEMENT FORM – Completed form needed to use any of the computers in the school
4. \*\*REGISTRATION FORM – all students need to have updated contact information – please notify office of changes

## **These Items are NOT ALLOWED or have RESTRICTED USE**

### **Hand-Held Personal Listening Devices(ex. i-Pod, cell phones)**

School focus is to promote to our students safe, time/place and appropriate use of hand held technology. Personal listening devices / cell phones can be used in classrooms to support learning. Individual teachers will have expectations for their class based on learning program / 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:**

1. When home number/addresses change, it is the responsibility of the parents / guardians 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) it is the parent / guardian's responsibility to notify the school.**
4. Once a student reaches the age of 18, information cannot be released to parents without the student's written permission.
5. When parents / guardians sign out their daughter/son for appointments, illness, etc., it is the parents' responsibility for transportation. Parents / guardians 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.
8. Students are expected to arrive to their classes on time.
9. Students who choose to be late to class will miss out on learning opportunities.
10. *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.
11. *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. Late marks may be deducted according to School Procedures.
12. Parents / Guardians will be contacted about their child’s daily attendance if there are attendance concerns.

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



## Behaviour Expectations for NLSS Students

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

*Students are expected to come prepared to show:*

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

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

### 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.

<p>Progressive discipline may include early and/or ongoing intervention strategies, such as:</p>
<ul style="list-style-type: none"> <li>• Contact with the pupil's parent(s)/guardian(s);</li> <li>• Oral reminders;</li> </ul>

- 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 or drugs;
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 or drugs to a minor;
8. Bullying, if the student has previously been suspended for engaging in bullying, and the student's continuing presence in the school creates an unacceptable risk to the safety of another person;
9. Any activity that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identify, gender expression, or any other similar factor;
10. Activities engaged in by the student 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; or
11. Any act considered by the principal to be significantly injurious to the physical or mental well-being of others.

**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:

1. on the school premises
2. on out-of-school activities that are part of the school program; and
3. while traveling on a student transportation (school bus / van / boat / helicopter) 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](http://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.

## 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.

## 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 be consumed mainly in the cafeteria. Food and beverage products are not allowed where computers are located.

## NLSS Transportation

The bus / van / boat / helicopter drivers shall have total authority while you are in their vehicle. Any rules and regulations that the driver establishes are supported fully by school 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** During boat and helicopter season students will be required to find their own transportation from home to the Eco-Lodge docks / heliport. For Moose Factory boat start up, students living closest to the **T.C. Drive and Visitor St. area** will be transported at **8:15 am**. Students living closest to the **North St. and Museum St. area** will be transported at **8:30 am**. Afternoon pick-up on a regular day is at 3:25 pm. All Moose Factory Students need to supply a Moosonee boarding home address. Helicopter and van schedules will be given to students and parents when the appropriate time arrives.

**Moosonee** Bus run will begin at **8:45 am** at Tozerville, **Stop 1** – Corner of Pisew & Quarry Rd., **Stop 2** – MNFC, **Stop 3** – Corner Gardiner & Ferguson, **Stop 4** – Corner of Second St. & Bay Rd., **Stop 5** – Corner of Fifth St. & Bay Rd., **Stop 6** – corner of Bert Trapper Dr. &

Bay Rd. Bus will arrive at the school at **9:00 am**. Afternoon pick-up on a regular day is at 3:45 pm. (maps available at office)

*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, at lunch and after school. 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.**

### **NLSS is a Scent / Peanut / Treenut – Free School**

All students are asked to **not wear fragrances / or use aerosol sprays** and **bring peanuts** (peanut butter) **in the school** setting as there are people in the building who do have allergies and/or asthma and will react to certain scents and / or peanuts (peanut butter) / treenuts. No one should have their health at risk in the school.

### **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. 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. 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 / Student Success**

Our Guidance Counselor/ Student Success Teacher is Mr. Tozer 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

## **Special Education**

Our Special Education Coordinator is Mr. Klingenberg, he is available to assist students in achieving their educational goals. His main focus is to implement programs and/or supports for students having difficulty meeting with success due to a number of reasons.

## **Student Success Well-being Counselor**

Our Student Success Well-being Counselor is Ms. S. Hunter and she provides on-going counseling 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.

## **Student Success Community Connections Counselor**

Our Student Success Community Connections Counselor is Mrs. L. Rickard. She also provides on-going counseling to support the varied needs of our students in continuing to engage them in school. Her main focus is to liaison with Community Organizations to foster relationships that will support healthy lifestyle programs and community engagement with the school and our students.