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# NLSS Student Handbook

2021/2022

## Northern Lights Secondary School

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## Northern Lights - Our Staff

NLSS Staff are committed to creating a safe, caring, and positive educational environment. All educational staff strive to meet the academic needs of our students, while preparing students for life after secondary school - citizenship, career education, as well as a culture of lifelong learning.

### Administration

S Klingenberg      Principal / Special Education Coordinator [sklingenberg@nlss.on.ca](mailto:sklingenberg@nlss.on.ca)  
 P Jolliffe            Vice Principal & Technology-Enabled Learning [pjolliffe@nlss.on.ca](mailto:pjolliffe@nlss.on.ca)

### Student Services

T Birnie            Administrative Assistant [tbirnie@nlss.on.ca](mailto:tbirnie@nlss.on.ca)  
 L Gunner            Administrative Assistant [lgunner@nlss.on.ca](mailto:lgunner@nlss.on.ca)  
 E Duguay            Well-being Counsellor [eduguay@nlss.on.ca](mailto:eduguay@nlss.on.ca)  
 S Hunter            Well-being Counsellor [shunter@nlss.on.ca](mailto:shunter@nlss.on.ca)  
 C Tozer              Guidance / Career Education [ctozer@nlss.on.ca](mailto:ctozer@nlss.on.ca)

### Teaching Staff

J Burman            Physical Education / Careers [jburman@nlss.on.ca](mailto:jburman@nlss.on.ca)  
 C Gray              Art / Civics / History / Music [cgray@nlss.on.ca](mailto:cgray@nlss.on.ca)  
 S Hamilton          English / OLC / Geography [shamilton@nlss.on.ca](mailto:shamilton@nlss.on.ca)  
 K Harris             Science [kharris@nlss.on.ca](mailto:kharris@nlss.on.ca)  
 M Hughes            Mathematics [mhughes@nlss.on.ca](mailto:mhughes@nlss.on.ca)  
 D Hunter            Co-Operative Education / Science [dhunter@nlss.on.ca](mailto:dhunter@nlss.on.ca)  
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 C Klingenberg      Mathematics [cklingenberg@nlss.on.ca](mailto:cklingenberg@nlss.on.ca)  
 F Land              History / FNMI Studies [fland@nlss.on.ca](mailto:fland@nlss.on.ca)  
 S Lederer            Independent Learning / Geography [slederer@nlss.on.ca](mailto:slederer@nlss.on.ca)  
 Y Morrison          History / FNMI Studies [ymorrison@nlss.on.ca](mailto:ymorrison@nlss.on.ca)  
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 Q O'Grady            Mathematics [qogrady@nlss.on.ca](mailto:qogrady@nlss.on.ca)  
 A Rothwell          English [arothwell@nlss.on.ca](mailto:arothwell@nlss.on.ca)  
 D Shannon          Foods / History / Science [dshannon@nlss.on.ca](mailto:dshannon@nlss.on.ca)

## Educational Assistants

G Duguay	<a href="mailto:gduguay@nlss.on.ca">gduguay@nlss.on.ca</a>
N Sutherland	<a href="mailto:nsutherland@nlss.on.ca">nsutherland@nlss.on.ca</a>
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L Rickard	<a href="mailto:lrickard@nlss.on.ca">lrickard@nlss.on.ca</a>
R Small	<a href="mailto:rsmall@nlss.on.ca">rsmall@nlss.on.ca</a>

NLSS Student Board Trustee: Sparrow Couchie

## Student Success Team

### Administration and Special Education

Mr. Klingenberg is the school Principal and also coordinates NLSS' special education program, including education for exceptional students and Individual Education Plans (IEPs). Mr. Jolliffe is Vice-Principal and also the Technology Enabled Learning contact.

### Guidance

Our Guidance Counselor 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 and can be seen by appointment. 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 Well-being Counselors

At NLSS, our well-being Counselors are Susan Hunter and Libby Duguay. Together, they provide on-going counselling to support the varied mental, social, emotional and well-being needs of our students. Students can book appointments by reaching out to our counsellors directly, by using the link on our school website, or making a request through the main office or any staff member.

## The Quadmester System

In 2021-2022, NLSS is running the Quadmester system. The instructional year is divided into four quadmesters, each consists of 45 days of classes.

- Quadmester 1: August 24, 2021 to November 4
- Quadmester 2: November 9 to January 25
- Quadmester 3: January 28 to April 11
- Quadmester 4: April 14 to June 20, 2022

There are two periods (120 minutes each) per day. Consistent attendance is critical to demonstrating success in a quadmester program. It is necessary for students to be on time and present every day. You cannot demonstrate learning if you aren't present and giving your best effort.

## Quadmester Class Schedule

In the quadmester schedule, students take two classes at a time, over four quadmesters. Students are enrolled in two 120-minute subject classes and have a common lunch hour, with the school divided into two cohorts (Grade 9 and 10s together, and Grades 11 and 12 together).

COLP is the Continuation of Learning program. This at-home instructional time is an opportunity for all enrolled students to complete any homework, check in with their teachers, and practice independent work skills, well-being initiatives etc.

Day 1	Start	End
Period 1	9:15 am	11:15 am
Lunch	11:15 am	12:10 pm
Period 2	12:10 am	2:10 am
COLP	2:45 pm	3:30 pm

Note that every other day, the order of classes is reversed, with Period 2 in the morning and Period 1 in the afternoon.

## What Parents and Students Need to Know about Attendance:

1. **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.**
2. Students under the age of 18 are not permitted to leave school without permission from parents/guardians.
3. When home number/addresses change, it is the responsibility of the parents/guardians to notify the school. All information received is confidential.
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 – exceptions made for emergencies.
7. Students are expected to arrive at their classes on time.
8. Students who are 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. Parents / Guardians will be contacted about their child's daily attendance if they are absent or have attendance concerns.
12. Students have time before school, during lunch to arrange for extra help and meet with their teachers if they need to get caught up or receive assigned work.

## Ontario Graduation Requirements

To graduate, students need to complete:

- 30 credits (see Guidance or administration for more details)
- Literacy component (either Grade 10 OSSLT or Grade 11 OLC)
- 20 Community Involvement Hours for students graduating in 2022 (forms available at office)

There are a variety of educational pathways for students to complete their graduation requirements over four or five years. More information is available from administration or guidance.

### Reporting

NLSS staff have a variety of methods of reporting student progress and achievement. Communication between school and home is essential, and opportunities by phone and email are a great opportunity to stay in touch.

- Parents/Guardians can contact school at any time to arrange meetings / conferences
- Midterm Reports (progress report halfway through the quadmester)
- Final Report Cards include the student's final marks & comments
- Please note that parent / Teacher / Student Conferences are currently not happening due to COVID restrictions).
- Teachers will contact home regarding progress, next steps, or missing work, or an area of concern.

NLSS regularly updates parents and guardians using our NLSS News email. If you would like to be added to the mailing list, please contact the school (705.336.2900).

## NLSS School Code of Conduct:

Everyone involved in our school community, including students, parents, volunteers, and all staff members need to support and follow the NLSS Code of Conduct. The NLSS Code of Conduct applies while in school, on transportation, at school-related events or activities, before and/or after school programs or in other circumstances that could have an impact on our school climate.

Members of the NLSS community are expected to demonstrate our traditions on a daily basis:

- **RESPECT:** when community members appreciate and value one another.
- **DILIGENCE:** when community members work hard and strive for their goals.
- **TEAMWORK:** when community members work together toward common goals.
- **EXCELLENCE:** when community members take pride in doing the best they can.

Students are expected to recognize:

1. At NLSS, violence in any form that has an effect on our school climate will not be tolerated in the school community, including on school grounds, in the community, online, on school transportation, and at school or Board sponsored events.
2. At NLSS, no member of our school community shall be subject to physical, verbal (oral and written), sexual, or psychological abuse, harassment, bullying, or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation, health condition, or any other attribute.
3. At NLSS, members of the school community shall respect property in the school environment (including school grounds, school transportation).
4. At NLSS, desks and lockers are considered school property. A search of school property is permissible by school administration based on reasonable grounds.
5. At NLSS, members of the school community shall respect the need of others to work in an environment that is conducive to learning, therefore personal mobile devices are only used:
  - a. during instructional time for educational purposes as directed by an



educator

- b. for health and medical purposes
- c. to support special education needs

6. At NLSS, clothing is free from language or graphics that are discriminatory, profane and/or depict violence, guns and weapons or regulated substances such as tobacco, alcohol, and cannabis. Students are expected to wear clothing that enables them to be successful in their learning environment.

7. At NLSS, there will be clear and fair consequences for unacceptable behaviour in accordance with The Education Act and Administrative Procedures.

8. At NLSS, community members learn to take responsibility for their own behaviours through the development of self-regulation. Positive practices and progressive discipline strategies allow everyone to develop the skills to be responsible for their own behaviour.

9. At NLSS, progressive discipline includes a range of interventions, supports and consequences when inappropriate behaviours have occurred, with a focus on improving behaviour.



## School Safety and Discipline

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.

According 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.

### Preventative Practices

- Anti-bullying/ violence prevention programs
- Mentorship programs
- Student success strategies
- Character education
- Citizenship development
- Student leadership
- Healthy lifestyles
- School, Board & community support
- Well-being counselling
- Program modifications or accommodations
- Class placement
- Positive encouragement and reinforcement
- Individual, peer and group counseling
- Conflict resolution
- Mentorship programs
- Sensitivity programs
- Safety Plans
- 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.

Some early interventions may include:

- Contact with the pupil's parent(s)/guardian(s);
- Verbal reminders and a review of expectations;
- Written work assignment with a learning component;
- Peer mentoring;
- Referral to counseling;
- Conflict mediation and resolution

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 or expulsion.

## 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.

**Notes:**

- The Police may also be involved if a student commits the above infractions.
- Every pupil is responsible for their 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 contracted by the Board
- 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)

## 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, and not to be used throughout the day by students. Propping open exit doors is not allowed and puts the safety of others in the building at risk.

### 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-free / Peanut-free / Tree Nut-Free School

All students are not to wear fragrances / or use aerosol sprays and bring peanuts (peanut butter) or nuts into 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). No one should have their health at risk in school.

### **Tobacco / Cannabis / Vaping**

By law, Northern Lights Secondary School is a NON-SMOKING and non-vaping facility and grounds. Students are NOT to leave the school building between classes for any reason. Smoking or vaping on school property will result in an immediate suspension. Students are not to possess cannabis or cannabis paraphernalia of any kind while at school.

### **Student Selling**

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

### **Visitors**

Please make an appointment in advance so we can arrange a visit or tour. All visitors must enter the building through the main entrance, and check in with the office administrators at the main office. COVID screening is done at the main office.

### **Devices/Internet**

Student safety is our primary concern. All students are given access to a school device (chromebook) at the beginning of each school year. They are responsible for their device and charger, and are to bring it to school for use in class each day. Any missing or damaged devices need to be reported to the office at once.

### **Fire Alarm**

When the fire alarm sounds, students are to respond appropriately exiting the **building quietly, quickly and immediately. 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.

### **Lockdown**

If there is a violent incident or report of an imminent threat to the safety of the school, there will be a lockdown initiated. “Emergency - Code Red - Code Red - Code Red - Initiate Lockdown” will sound over the public address system. Students are to get to their secure area, take shelter and remain quiet, stay off phones, and listen to instructions from their teacher. The lockdown is in effect until cancelled by the Principal or police.



## Student Council, Intramurals, Music, Sports, Teams, Clubs

### **NLSS Extracurriculars**

COVID-19 has limited what our school can offer for extracurriculars, however NLSS students have a wide range of opportunities to get involved in. Our rotating lunch schedule gives students a chance to get their lunch, as well as gym/sports or library/well-being activities. Guitars and other instruments are available for students during lunch as well.

Student council meets Thursdays at lunch, to plan events, share ideas and information, and advocate for our student population. Any student can join, and all are welcome!

Stay tuned for more information about sports. In the past we have organized hockey, soccer, and volleyball games and leagues. We will continue to offer opportunities as COVID restrictions allow.