

### STUDENTS' MINI HANDBOOK 2018-2019

SEMESTER ONE		SEMESTER TWO	
Tuesday, September 4	Schools Open for Students	Monday, January 28	Semester 2, Term 1 Begins
Tuesday, September 11	School Photos	Monday, February 18	BC Family Day
Thursday, October 4	Non-Instructional Day (District)	Monday, February 25	Non-Instructional Day (District)
Friday, October 5	Non-Instructional Day (School)	Tuesday, February 26	Non-Instructional Day (School)
Monday, October 8	Thanksgiving Day	Wednesday, March 13	Early Dismissal – Student Conferences
Friday, October 12	Photo Retakes	Friday, March 15	Last Day of Classes before Spring Break
Wednesday, October 17	Early Dismissal – Student Conferences	Monday, April 1	Schools Re-Open after Spring Break
Friday, October 19	Non-Instructional Day (Provincial)	Thursday, April 18	Last Day of Semester 2, Term 1
Friday, November 9	Last Day of Semester 1, Term 1	Friday, April 19	Good Friday
Friday, November 9	Remembrance Day Service	Monday, April 22	Easter Monday
Sunday, November 11	Remembrance Day	Tuesday, April 23	Semester 2, Term 2 Begins
Monday, November 12	Remembrance Day Observed	Friday, May 10	Non-Instructional Day (School)
Tuesday, November 13	Semester 1, Term 2 Begins	Monday, May 20	Victoria Day
Friday, December 21	Last Day of Classes before Winter Vacation	Friday, June 7	Graduation Ceremony
Monday, January 7	Schools Re-Open after Winter Vacation	Week of June 24	Assessment Week
Week of January 21	Assessment Week	Thursday, June 27	Last Day of Semester 2, Term 2
Friday, January 25	Last Day of Semester 1, Term 2	Friday, June 28	Schools Close/ Administration Day



## Ladysmith Secondary School Timetable 2018 - 2019



Mondays				Tuesday	Wednesday	Thursday	Friday
<b>Warning Bell 8:25</b>							
A 8:30 -9:40	C 8:30 -9:40	B 8:30 -9:40	D 8:30 -9:40	A 8:30-9:36	C 8:30-9:36	B 8:30-9:36	D 8:30 -9:28
B 9:44 -10:54	D 9:44 -10:54	A 9:44 -10:54	C 9:44 -10:54	B 9:40-10:46	D 9:40-10:46	A 9:40-10:46	C 9:32 -10:30
C 10:58 -12:08	A 10:58 -12:08	D 10:58 -12:08	B 10:58 -12:08	C 10:50-11:56	A 10:50-11:56	D 10:50-11:56	B 10:34 -11:37
D 12:45 -1:55	B 12:45 -1:55	C 12:45 -1:55	A 12:45 -1:55	<b>Lunch 11:56-12:34 (Warning Bell 12:30)</b>			Lunch 11:38-12:16
				C 12:34-1:40	A 12:34-1:40	D 12:34-1:40	B 12:16 -1:16
				D 1:44-2:50	B 1:44-2:50	C 1:44-2:50	A 1:20 -2:20

Block order will rotate monthly.

## LADYSMITH SECONDARY SCHOOL CONDUCT EXPECTATIONS

- **Social Responsibility:** LSS students hold a shared responsibility for their social and physical environment. Students are expected to be respectful of themselves, others, the school, and our community. Respectful conduct should be followed when traveling to/from school and when leaving school grounds during lunchtime. LSS students are to solve problems in a peaceful way, manage conflict appropriately and use effective problem-solving steps and strategies. They are expected to treat others fairly and with respect, showing a sense of ethics while recognizing and defending human rights. Students must report to an adult, in a timely manner, incidents of bullying, harassment or intimidation and illegal activities.
- **In the Hallways:** Hallways are to be clear of students during regular class times. If a student must leave class, permission from the teacher is required.
- **Rising Expectations:** As students get older, more mature, expectations regarding their conduct increases. There is also an expectation of increased personal responsibility, self-discipline, and acceptance of diversity.
- **Mobile Devices:** While mobile devices can be beneficial to learning in the classroom, they can also serve as a significant distraction to student learning when not used responsibly. The LSS expectations around mobile devices are as follows:
  - **Grades 8 & 9:** We encourage all Grades 8 and 9 students to not bring their mobile devices to school, or to leave them in their lockers. Students in junior grades may use their mobile devices, provided they be used respectfully and appropriately, *before/after school as well as during morning and lunch breaks.*
  - **Grades 10 – 12:** In addition to the above mentioned, students in grades 10 to 12 may use their mobile devices during class with explicit teacher permission to help meet the course learning standards.

Students not following these expectations may be asked to hand in their mobile device and may be referred to an administrator.

- **Smoking:** Students are not permitted to smoke anywhere within the school, on the school grounds, or within view of Ladysmith Secondary School. This also includes the use of vaporisers and E-Cigarettes.
- **Drugs & Alcohol:** Students are not permitted to be involved with, use, sell or be in possession of alcohol, drugs or controlled substances during the school day, or while involved in a school-sponsored activity. Where there is reasonable grounds to conclude that a student is in possession of a substance for the purposes of selling or supplying, restorative discipline will occur, parents will be notified, and the incident reported to the RCMP.
- **Attendance & Punctuality:** Students are expected to attend classes regularly. Permission to leave school must be obtained through the office by either a note or a phone call from a parent/guardian. If students arrive late, they are to go directly to class. If a parent/guardian has notified the school, the student will be excused, if not they will be marked as un-excused and a phone call will be made home at the end of the day.
- **Appropriate Attire:** It is expected that students will dress in a manner that is conducive to a positive and safe learning environment for all. Attire must conform to the school Code of Conduct for the intended activity and not promote drugs or alcohol, display offensive images, or encourage discrimination. Students who do not comply with this policy will be required to change into appropriate attire. Although there may be differences of opinion as to what constitutes appropriate dress, the final decision will rest with the administration of the school.

### CONSEQUENCES

The severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate disciplinary action. Responses to unacceptable conduct are consistent and fair, while reflective of the particular circumstances of each individual case. Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive. Students are encouraged to participate in the development of meaningful consequences. The school will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of code of conduct.

### SCHOOL VISITORS

LSS does NOT permit any visitors, including students from other schools, family members, or family guests from abroad.

### ASSESSMENT OF STUDENT LEARNING

At LSS, we use FreshGrade for ongoing communication and assessment in the junior grades. In classrooms, FreshGrade is used to communicate learning with students and parents, and promote student voice by allowing students to post their own evidence. Learning is assessed and communicated to students and parents/guardians on an ongoing and timely basis.

**COUNSELLING & ADMINISTRATION:** Counsellors are responsible for timetabling and social-emotional support. At LSS, counsellors and administration work together with students and their families based on alpha assignments.

#### Surnames A – L

Mrs. Hillbrecht (Counsellor)  
Mr. Travers (Principal)

#### Surnames M – Z

Mrs. Toole (Counsellor)  
Ms. De Oliveira (Vice Principal)