



# LaSalle Community Comprehensive High School

240 – 9<sup>th</sup> Avenue, LaSalle, QC, H8P 2N9

<http://lcchs.lbpsb.qc.ca>

Tel: (514) 595-2050

*Learning to care ... Caring to learn*



Vice-Principal  
Vice-Principal

Benjamin Matlin  
Josie D'Adamo

**This 2015-16  
PERSONAL AGENDA & STUDENT HANDBOOK  
belongs to:**

NAME: \_\_\_\_\_ IN SEC.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

# **LaSalle Community Comprehensive High School**

## **Educational Project**

### **Mission Statement**

The mission of LaSalle Community Comprehensive High School includes providing education for lifelong learning in an environment of respect.

The commitment to social and cultural development is evident in the diverse programs and activities offered. Moral values are further developed by harnessing the diversity in our school and by encouraging community involvement and service.

Enhancing the health and physical development of our student population is also of great importance and is achieved through our varied sports program.

### **School Vision**

#### **LCCHS strives to:**

1. Develop confident, capable, life-long learners and achievers by providing a variety of academic programs that meet the needs of the individual.
2. Create and foster an atmosphere of respect for all members of our school community.
3. Promote lifetime skills by harnessing the diversity of our students and staff.
4. Provide a variety of student life activities as an integral part of learning in order to develop a strong sense of responsibility, motivation, self-esteem and belonging.
5. Foster a sense of pride in the achievements of the school and the individual.

### **Student Exit Profile**

#### **Students are expected to:**

- acquire basic to enriched development in all academic subjects, leading to a high school leaving diploma, post-secondary studies or vocational education.
- develop an understanding of our world, be it scientific, historical, cultural or environmental.
- show respect for self and others, regardless of differences.
- live a wide range of experiences, particularly in service to the community, that will have a positive impact on the development of the whole person.

## *Principals' Message*

Dear Students,

On behalf of the Faculty and Staff, we bid welcome to both new and returning students and wish you well for a happy and successful 2015-16 school year!

At LCCHS, we believe that *every student has potential*; and as such, we offer a range of diverse programs – from enriched academics to exiting work study pathways that seek to meet the needs of every student in our community. Our programs include:

- an enriched International Baccalaureate (IB) Program
- a French Immersion and French as-a-second language program
- a Sec. 3 & Sec 4 Pathways Program
- two Work Oriented Training Pathways – Semi-Skilled Trades and Pre-Work which use our state of the art CFER (Centre de Formation en Entreprise et Récupération) facility
- a Sec 5 alternative program called Phoenix

So whether you are arriving at LCCHS for the first time, or returning for another year, you have what you need to succeed academically if you commit yourself to your studies and avail yourself of the support offered to you.

LCCHS also offers a wide range of clubs, sports teams and student leadership activities throughout the year, and we encourage our students to be active participants in their school community.

All the best in 2015-16!

Yours truly,

The LCCHS Administration

**2015-16**  
**DATES TO KEEP IN MIND**

**AUGUST**

25 & 26 Registration, Fee Payment & School Photos  
and PPO Used Uniform Sale  
27 Teachers return  
27, 28, 31 Ped Days

**SEPTEMBER**

1 First day of classes  
16 - 18 Tadoussac Trip (Sec 4)  
16 Course Change Deadline  
16 Terry Fox / Cancer Awareness Fundraiser  
17 Meet the Teacher Night / Annual General  
Assembly of Parents / GB elections  
20-27 National Leadership Conference in NS  
24 STM- ID Pictures

**OCTOBER**

1 Open House gr. 5 & 6 parents & students  
15 Interim Report Card Distribution  
13 - 16 Junior Lunch Activity Week  
21 - 23 LCCHS Leadership – Camp Papillion (gr. 8-11)

**NOVEMBER**

Nov 7 IB Entrance exam for grade 6 students  
6 End of Term 1  
11 Remembrance Day Moment of Silence  
17 LBPSB Career Fair at PACC  
19 Term 1 Report Cards & Parent/Teacher  
Interviews

**DECEMBER**

1-18 Canned Food Drive  
2 Food Drive Flyer delivery door-to-door  
9 Food Pick-Up door-to-door  
16 & 17 Food Basket deliveries

**JANUARY**

20 - 22 Mid-year Exams  
29 End of Term 2

**FEBRUARY**

5 Famine Awareness Activity  
8 - 12 Staff Appreciation Week  
11 Term 2 Report Cards Distribution &  
Parent/Teacher Interviews  
12 Grad Photo Sessions  
16 - 19 Ski trip – Mont St Anne (grades 9-11)  
24 - 26 Quebec Trip (grade 7)  
26 IB Personal Projects Due

**MARCH**

TBA LCCHS Science Fair  
TBA Hydro Quebec Science Fair  
TBA Graduation photo retakes  
24 - Apr. 11 Europe (grade 11)

**APRIL**

3-8 Washington (grade 9-10)  
4-8 Boston / New York (grade 10-11)  
8-15 Leadership Conf. in California (grade 9-11)

**MAY**

5 IB Personal Project Proposals (Sec 4) Due  
11 Variety Show  
17 - 20 Toronto Trip (grade 8)  
25 Music Concert  
27 IB Community Service Booklets (all levels) Due  
27 IB Portfolios (all levels) Due  
31 Locker Clean-up Day

**JUNE**

1 Awards Ceremony & Art Exposition  
(Sec 1-3: afternoon / Sec 4-5: evening)  
3 Senior Day Activity Day (grade 11)  
3 Last day of classes  
23 End of Term 3  
TBA Final Report Card Distribution  
TBA Convocation Ceremonies  
23 Graduation Dance (Prom)

**See CALENDAR for Ped Days, Mini Days and Holidays.**

## SCHOOL SCHEDULE

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<b><u>WARNING BELL</u></b>	<b>8:50 am</b>
<b>PERIOD 1</b>	<b>8:55 am – 9:47 am</b>
<b>PERIOD 2</b>	<b>9:52 am – 10:44 am</b>
<b>PERIOD 3</b>	<b>10:49 am – 11:41 am</b>
<b>PERIOD 4 <u>JUNIOR LUNCH</u></b>	<b>11:46 am – 12:38 pm</b>
<b>PERIOD 5 <u>SENIOR LUNCH</u></b>	<b>12:43 pm – 01:35 pm</b>
<b>PERIOD 6</b>	<b>01:40 pm – 02:32 pm</b>
<b>PERIOD 7</b>	<b>02:37 pm – 03:29 pm</b>

### MINI DAYS

**Students will be dismissed at the end of period 4 (12:38 pm)**  
(see school calendar for dates)

### SCHOOL & OFFICE HOURS

**8:00 am to 4:00 pm**

*Note:*

Unless in a supervised activity,  
students will only be permitted in the building during official school hours.

## **RIGHTS AND RESPONSIBILITIES**

*“All members of the school community  
must treat one another with dignity and respect at all time - especially when there is disagreement”*

### **WE VALUE:**

- each and every student;
- a strong public education system;
- a partnership of students, schools, family, and community;
- the uniqueness and diversity of our students and our community;
- the commitment and skills of our staff;
- equity, innovation, accountability, and accessibility;
- learning environments that are safe, nurturing, positive, and respectful.

### **RIGHTS**

Every student:

- has a right to a safe learning environment;
- has a right to a safe trip to and from school
- has a right to a proper learning environment e.g., quiet, orderly, structured;
- will be treated with respect and dignity;
- has an equitable right to an excellent education.

Every staff member:

- \* has a right to a secure, happy and orderly teaching environment;
- \* has a right to respect and courtesy at all times.

Parents/Guardians:

- \* have the right to know that their children are in a safe school environment and that the conditions for learning are optimum;
- \* can expect full communication from the school with respect to progress and behaviour of their children;
- \* can expect that help will be provided to student should the resources be available;
- \* can expect staff to be available for consultation upon appointment.

### **RESPONSIBILITIES**

Every student:

- \* must work toward the establishment of a safe learning environment for all;
- \* must not interfere with the learning of other students;
- \* must behave responsibly and safely in traveling to and from school
- \* must participate in class and complete all required assignments; must adhere to all school and board policies.

All staff:

- \* must be prepared for teaching and supervision assignments and for building and maintaining a proper teaching environment;
- \* must show due respect for the dignity of others;
- \* must work to maintain the safety of the school.

Parents/Guardians:

- \* must co-operate with the school in being accountable with management of their children;
- \* must provide all information that is required for the welfare of the child and be prepared to come into the school when requested;
- \* must provide for the child according to the law.

## LCCHS UNIFORM

*The uniform policy is based on the expectation that schools shall be a safe and respectful learning environments.*

Girls - compulsory	Boys - compulsory	Uni-Sex - optional
<p>Grey pleated kilt</p> <ul style="list-style-type: none"> <li>- girls <u>must</u> wear navy or black tights (nylon or cotton) under their kilt at all times from October 1<sup>st</sup> to April 30<sup>th</sup>.</li> <li>- no leggings</li> <li>- black or navy <u>knee</u> socks may be worn with the kilt in September, May and June only</li> <li>- Tights/socks must be plain and solid black or navy – no patterns or other colors</li> <li>- girls are encourage to wear short shorts under their kilt</li> <li>- Kilts <u>must not</u> be worn any shorter than just above the knee</li> </ul> <p><u>or</u> Grey Dress Pants</p> <p><u>and</u> Short or Long Sleeve Polo Shirt in white or navy <u>or</u> White button-down Oxford Shirt</p> <p><u>and</u> <b>Solid black</b> closed dress shoes <u>or</u> solid black running shoes</p> <ul style="list-style-type: none"> <li>- with black laces and black soles</li> <li>- No logos, stripes, stitching or soles of a different colour.)</li> </ul>	<p>Grey Dress Pants</p> <p><u>and</u> Short or Long Sleeve Polo Shirt in white or navy <u>or</u> White button-down Oxford Shirt</p> <p><u>and</u> <b>Solid black</b> closed dress shoes <u>or</u> solid black running shoes</p> <ul style="list-style-type: none"> <li>- with black laces and black soles</li> <li>- No logos, stripes, stitching or soles of a different colour.)</li> </ul> <p>With navy or black socks</p>	<p>Long Sleeve V-Neck Pull Over Sweater in navy <u>or</u> Long Sleeve Zip-Up Cardigan Sweater in navy <u>or</u> V-Neck Pull-Over Vest in navy</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- A school shirt (polo or oxford) with a collar must be worn under the school sweater or vest at all times.</li> <li>- While it is not compulsory to wear a sweater or vest, only school sweaters will be permitted to be worn in school.</li> </ul> <p><b>Also Optional</b></p> <ul style="list-style-type: none"> <li>• School Tie</li> <li>• Grey Cargo Short (in September, May and June only)</li> </ul>
<b>Phys. Ed. Uniform – compulsory for all</b>	<b>Other specifications</b>	
<ul style="list-style-type: none"> <li>- Grey LCCHS Phys. Ed. Shirt</li> <li>- Gym shorts or track pants</li> <li>- Running Shoes with non-marking soles</li> </ul>	<ul style="list-style-type: none"> <li>✓ Oxford shirts <i>must</i> be tucked in always</li> <li>✓ Maximum of two buttons unbuttoned on shirts</li> <li>✓ Polos may be worn out but must not be longer than wrist length, otherwise they must also be tucked in.</li> <li>✓ Undershirts must be white (with no logos or writing on them) and must not show beyond the uniform shirt / sweater</li> <li>✓ Pants and kilts must be worn at the waist.</li> <li>✓ Only black belts will be permitted.</li> <li>✓ Only solid navy or black hairbands (no wider than 2 inches) will be permitted</li> <li>✓ The look of the uniform must not be altered</li> </ul>	
<ul style="list-style-type: none"> <li>• Students must remain in school uniform during the lunch hour.</li> <li>• Outerwear such as hoodies, jackets and sweaters - including leadership and IB hoodies are <u>not</u> to be worn in-school except on special occasions and with the permission of the administration. They must remain in the lockers.</li> <li>• Students not respecting the uniform code may be sent home to change.</li> <li>• All LCCHS uniform items must be purchased from the <i>School Uniform Company</i> (formerly known as St Henri Uniform) and have the school logo on them.</li> </ul>		

## CODE OF BEHAVIOUR

Consequences and/or interventions applied by teachers, Vice Principals and Principal will take into account the seriousness of the infraction, frequency of infractions, age of the pupil, and effect of previous discipline. In some cases, the student will be provided counseling or guidance by the school or an outside agency to prevent a reoccurrence of the infraction. The possible range of consequences that can be applied are in accordance with the Lester B. Pearson School Board's Safe Schools Policy, which can be easily accessible on the L.B.P.S.B Web Site.

<i>Behaviours that are expected</i>	<i>Rationale</i>	<i>Possible Consequences</i>
<b>RESPECT FOR OTHERS</b>		
<p>Be courteous, considerate and respectful to all students, school staff and members of the community.</p> <p>Use of acceptable language (verbal and non-verbal) is expected at all times.</p> <p>Respect for others must extend beyond the school building to include travel to and from school – whether by bus (STM or school bus) or on foot.</p> <p>Respect for others must also extend to students' communications with each other on-line or by phone or text.</p> <p>No technical devices (i.e. camera phones, recording devices) may be used to invade or threaten personal privacy.</p> <p>Cell phones may ONLY be used at school in the mall and cafeteria.</p> <p>Theft, robbery and extortion are very serious infractions.</p> <p>Weapons of any kind are not permitted in school</p>	<p>This is the minimum expectation for all people. Harassment, intimidation, discrimination, threats, bullying and violence are against the law.</p> <p><b>Bill 56</b> specifically states that Bullying and Violence are not to be tolerated in schools.</p> <p><b>Bullying:</b> any repeated direct or indirect behavior, comment, act, or gesture, whether deliberate or not, <b>including in cyberspace</b>, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injuries, hurts, oppresses, intimidates or ostracizes will not be accepted</p> <p><b>Violence:</b> any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.</p> <p><b>Cyber-bullying</b> or any behaviour aiming to make other members of our community feel threatened, excluded or ridiculed can have long lasting and devastating effects on people's self-esteem. No one deserves this!</p>	<p><b>Consequence may include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>* Detentions</li> <li>* Supervised lunch periods, etc.</li> <li>* Mandatory counseling, anger management or social skills programs, etc.</li> <li>* Loss of privileges (extra-curricular, co-curricular, trips, etc..)</li> <li>* Restorative Service (community service)</li> <li>* In-School Suspension</li> <li>* Planning Room at LCCHS or at another school or at the LBPSB Central Planning Room</li> <li>* Suspension from School</li> <li>* <i>Cours à domicile</i> / Home Study</li> <li>* Transfer of schools</li> <li>* Expulsion</li> <li>* Referral to outside agency</li> <li>* Police Intervention</li> </ul> <p>In all instances, these measures are applied at the discretion of the Principal or his/her delegate, taking into account the circumstances, severity and frequency of offences.</p>
<p>Students must comply with the directives given to them by their teachers AND all other members of the school staff.</p>	<p>This applies to academic and/or pedagogical directives. But this also applies to instances outside of class - especially in times of crisis and/or conflict when safety is an issue.</p>	<p>* Same as above</p>

### RESPECT FOR SELF

Respect the L.C.C.H.S. Dress Code. You are expected to be neat and clean. Clothing must cover your body from shoulder to knee.	Your appearance reflects your good judgment and your respect for yourself and others.	<ul style="list-style-type: none"> <li>* Change to acceptable dress</li> <li>* Be made to wear clothing provided by the office</li> <li>* Go home to change</li> <li>* Parental involvement</li> <li>* Suspension from school and school related activities</li> </ul>
Refrain from smoking within sight of the school.	Whereas The Tobacco Act prohibits smoking on school property, L.C.C.H.S. will impose a more rigorous standard in keeping with the School's Success Plan as it pertains to creating a healthy and safe environment.	<ul style="list-style-type: none"> <li>* Warning</li> <li>* Administration referral</li> <li>* Suspension</li> <li>* Tobacco Control Act –possible fines</li> </ul>
Attend school and school related activities free of alcohol or drugs.	To participate fully in class and school activities, you must be alert and ready to learn. Laws in Quebec prohibit drinking under the age of 18 and the use of illicit drugs.	<ul style="list-style-type: none"> <li>* Suspension</li> <li>* Parent involvement</li> <li>* Police involvement</li> <li>* Rehabilitation</li> <li>* LBPSB Safe Schools Policy</li> </ul>

### RESPECT FOR PROPERTY

Treat the school building, grounds, contents, and the property of others with respect.	The cost of maintaining school buildings, buses, equipment and school supplies is funded by your parents/guardians and other taxpayers. Vandalism is not condoned by society.	<ul style="list-style-type: none"> <li>* Restitution</li> <li>* Detentions</li> <li>* Parental involvement</li> <li>* Administration referral</li> <li>* Suspension</li> <li>* Police involvement</li> <li>* LBPSB Safe Schools Policy</li> </ul>
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### RESPECT FOR SAFETY

Follow procedure during fire drills and other evacuation drills. Refrain from tampering with fire alarms or other safety equipment. Be safe and stay away from activities that endanger the physical or mental well-being of other persons.  <b>Behaviour on school and city buses must promote safety</b>	Failing to follow procedure puts people's lives at risk.	<ul style="list-style-type: none"> <li>* Restitution</li> <li>* Detentions</li> <li>* Parental involvement</li> <li>* Administration referral</li> <li>* Loss of privileges</li> <li>* Suspension</li> <li>* Police /Fire department involvement</li> <li>* LBPSB Safe Schools Policy</li> </ul>
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## PUNCTUALITY

<p>Arrive on time for school and each class.</p>	<p>Punctuality is a habit that society expects you to develop. Students late in the morning will not be admitted without a parent phoning school, e-mailing or writing a note in the agenda.</p>	<ul style="list-style-type: none"> <li>* Make up the time</li> <li>* Contract</li> <li>* Detentions</li> <li>* Parental involvement</li> <li>* Administration referral</li> <li>* Suspension</li> </ul>
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## REGULAR ATTENDANCE

<p>Attend school regularly. You will also be asked to account for any absence from school and to make up the work.</p> <p>Students may only leave the building after contact between the home and school has been made. <b>This may be done by a note in the agenda or a call from a parent before leaving the school.</b></p>	<p>Regular attendance is a requirement of the Education Act under duties of a student. You will be expected to continue this ethic in the work force.</p> <p>Attendance at school is compulsory under Provincial Law until June 30<sup>th</sup> of the year in which the student turns 16.</p>	<ul style="list-style-type: none"> <li>* Make up the time/work</li> <li>* Contract</li> <li>* Detentions</li> <li>* Parental involvement</li> <li>* Administration referral</li> <li>* Withdrawal from school activities</li> <li>* Suspension</li> <li>* Involvement of Youth Protection</li> </ul>
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## PREPARATION FOR CLASS

<p>Bring all necessary supplies, materials and books to every class.</p> <p>Be properly prepared for every class. This includes completion of homework, assignments and projects on time.</p> <p>Maintain textbooks in mint condition</p> <p>Submit work which is original and represents your own efforts</p>	<p>Being properly prepared will enable you to maximize success in class and train you to be a productive worker.</p> <p>Textbooks are very expensive to replace. Learning to take responsibility for such items helps prepare students for social responsibility.</p> <p>Plagiarism of ideas or print/electronic material is illegal.</p>	<ul style="list-style-type: none"> <li>* Make up the work</li> <li>* Parental involvement</li> <li>* Administration referral</li> <li>* Suspension</li> <li>* Loss of credit</li> <li>* Restitution for the damaged or lost items.</li> <li>* Removal from course</li> <li>* Withdrawal from school</li> </ul>
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### Important Notes:

1) Please note that school bus transportation is a privilege.

2) Detentions assigned by teachers and administration override this privilege.

Students will be permitted to call home to inform their parents in the event of a detention.

## GENERAL SCHOOL RULES

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- Students' behaviour must meet the school's CODE OF BEHAVIOUR
- **Cell phones and other electronic devices (games, music, etc.) are only permitted in the mall area or cafeteria when classes are not in session.** (ie: at lunch and before or after class hours).
- **At no time is mobile technology (cell phones, iPods, etc.) to be used for making audio recordings, video recordings or taking pictures anywhere inside the school building without the consent of the classroom teacher or other staff member.** Making recordings of any type or taking pictures inside the building are considered serious violations of privacy and will be dealt with severely.
- Do not bring coats or hoodies to class, the cafeteria, auditorium or to the library. Coats, sweatshirts and hoodies (including team/leadership hoodies) **must be left in your locker.** They must not be worn in other areas of the school.
- Enter and exit the school by the mall area doors only.
- Consume food and drinks in the cafeteria only. Students must clean up after themselves.
- Headgear & hats may not be worn anywhere in school.
- Students must park on the street. Vehicles parked on school property will be towed away.
- Put your garbage in the containers provided.
- Text books are loaned to students free of charge during the school year. Records are kept by teachers for every text assigned. It is suggested that students cover all books. Lost, damaged, or stolen books must be paid for by the student to whom they were issued.
- Lockers and locks are school property. These are assigned to specific students who must occupy only their assigned locker. Administration reserves the right to do periodic spot checks to verify that the actual assigned occupant is using the locker. An unlocked locker is an invitation to theft.
- The school will not be responsible for any lost or stolen property.

## ABSENCES / LATES / EARLY DISMISSALS

**Parents are expected to call the school before 8:50 am to advise of an absence or late (514-595-2050).**

- Parents can validate no more than three (3) late arrivals per term. Detentions will automatically be assigned thereafter.
- Students who arrive later than period 1 will earn additional detentions for every period missed.
- Students are encouraged to have their parents write a note in their agenda upon return to school.
- **Classes begin at 8:55.** Students arriving late must report to their level secretary.
- Student ID may be required upon signing the late sheet.
- Under no circumstances are students permitted to leave school without prior permission. The school must be advised in writing or with a phone call before a student can leave. Failure to do so may result in a suspension.
- Students who arrive late after lunch must report to the level secretary for a late pass and will be assigned a detention.

### **AGENDAS**

The agenda must be in the student's possession at all times. No student will be given permission to leave classes without having his/her school agenda signed by the class teacher. It is each student's responsibility to purchase a new agenda at the office should it be lost.

### **LOCKERS**

A lock will be provided by the school. This lock must remain on the locker assigned to the student at all times. If the lock is not broken or lost, the student will be credited for the cost of the lock the following year. **The school cannot assume liability for stolen articles.** Students are allowed limited access to the locker (i.e. prior to period 1, at lunch time, and after dismissal). Otherwise, admin permission is required

### **EXTRA CURRICULAR ACTIVITIES PRIVILEGES**

Students deemed not to have completed course requirements will be asked to make up the deficiency before being allowed to participate in extra-curricular activities be they intramural sports, interscholastic sports, trips, clubs, etc. The following are examples of circumstances that would necessitate a student having to re-qualify to participate in such activities.

1. Poor attendance (legitimate absences or otherwise) and chronic lates. The status of students whose attendance record shows an excess of five missed days in any given term will be reviewed by the administration.
2. Failure to submit major assignments or projects as a reflection of a lack of academic effort.
3. Students in poor academic standing or who demonstrate inappropriate behaviour may lose the privilege of attending field trips and outings. The final decision will remain at the discretion of the school administration.

### **EMERGENCY EVACUATION**

Each exit in the school is clearly marked. Instructions are provided in each classroom to designate which one to use. The sound of the fire alarm is the signal to leave the building by the designated exit immediately. Move rapidly, and maintain SILENCE and GOOD ORDER in the corridors.

### **FIRE DRILL**

- Every fire drill is to be regarded as a real fire. Fire drills can take place at any time, whether the students are in classes, in gym, in assemblies, passing in the corridors or in the cafeteria.
- Students must vacate the building immediately during a fire drill. They must not go for hats or coats, and they should leave the building in an orderly fashion.
- Students must not run during a fire drill.
- Once outside, students must assemble in an orderly manner as indicated by their teacher.

### **LOCK DOWN DRILL**

Students are expected to follow lock down procedures as follows:

1. Follow directions immediately.
2. Do not be seen or heard.

**MINISTRY OF EDUCATION REQUIREMENTS  
FOR AWARDING SECONDARY STUDIES DIPLOMA (D.E.S.)**

**CERTIFICATION REQUIREMENTS**

AS OF JUNE 2010

The Minister of Education, Sports and Leisure awards a Secondary School Diploma to students who have earned 54 credits in Secondary IV and V, at least 20 of which must be at the Secondary V level. The following credits are compulsory:

- 6 Secondary V credits in language of Instruction
- 4 Secondary V credits in French Second language
- 4 Secondary IV credits in Ethics and Religious Culture
- 4 Secondary IV credits in Mathematics
- 4 Secondary IV credits in Science and Technology **or** 6 credits in Applied Science & Tech.
- 4 Secondary IV credits in History and Citizenship Education
- 2 Secondary IV credits in Arts
- 2 Secondary V credits in Ethics and Religious Culture **or** Physical Education & Health

Depending on the particular CEGEP program, students may need to pass a higher level 4 Math course and/or a higher level 5 Science course. In addition, certain programs require advanced level 5 Math. In the event that a student is missing one or more of these pre-requisites, it may be possible to take the equivalent course in CEGEP. In the event that their marks are too low for entry into their CEGEP program of choice, they may be eligible for a transition program at the CEGEP level. See the Guidance Counsellor for more information.

**IMPORTANT:** Students are responsible for their status regarding the obtainment of a Secondary School Diploma (D.E.S.). Students in Levels IV & V should verify their standing on a regular basis with the Guidance Counsellor or level Administrator to be sure they are registered in the correct courses leading to their D.E.S.

**IB REQUIREMENTS:** Maintain a 70% overall average, pass all courses, stay in good standing with teachers and administration and complete the level appropriate number of community service hours.

**FRENCH IMMERSION REQUIREMENTS:** Must pass all courses taught in French.

**WORK ORIENTED TRAINING PATHWAY**

The Government has included two new pathways for high school leaving: 1) Semi-Skilled Trades: a one year and 2) Pre-Work/CFER: a three year work oriented training path which focus on work preparation, employment skills, work experience and vocational/technical program preparation. Please contact the guidance counselor or an administrator for more information.

**HONOUR ROLL:**

At the end of each term the names of those students who have maintained an average of 80% or better will be displayed on the "Honour Roll" in the Mall. These students will receive special recognition.



### LCCHS ACADEMIC HONESTY POLICY

In a world where vast amounts of information and intellectual property are easily and readily accessible, students must cultivate a sense of responsibility toward intellectual integrity. It is also essential that teachers, parents, and guardians work together to promote the values necessary for equitable assessment of all students.

#### **Fraud:**

In an academic environment, fraud is described as a student who adopts a behaviour that may provide him/her with an unfair advantage over other students. Below are some examples of fraudulent behaviours:

1. **Plagiarism:** When a student passes the ideas and work of another individual as their own without proper citation of sources. Using visual documents (images, graphics, videos, etc.) and/or translating texts from one language into another without providing proper citation is also considered plagiarism. Lastly, paraphrasing a text by someone else (*expressing the idea of another person in their own words*) without referencing the source is considered plagiarism.
2. **Collusion:** When a student permits another student(s) to copy their work and/or submitting work for assessment that was done or partially done by someone else.
3. **Duplication of work:** When the presentation of the same work is used for different assessments.
4. **Misconduct during an examination:** There is misconduct during an examination when a student possesses unauthorized material. (Cheat sheet/Memory aid, cell phone, textbook, etc.) or does not follow the proper exam regulations.
5. **Disclosing/receiving information:** When the content of an exam is shared within 24 hours.

#### **Consequences:**

##### **Integrity means to act responsibly and accept the consequences for your actions:**

1. In the event that a teacher provides proof of fraudulent behaviour, the student(s) involved will be given a grade of zero for their work, test, quiz, exam, or other forms of evaluation. First time offences will be left to the teacher's discretion to decide whether or not an alternative assignment will be provided to the student(s). Each incident, however, will be documented and kept in student files.
2. When students agree to work in groups for assignments or projects, all members of the group are held responsible for their contribution and overall content of the project or assessment.

### **School responsibilities**

1. To review and explain the LCCHS academic honesty policy to students and parents.
2. Provide guidelines on teaching students how to use all forms of resources adequately.
3. Clarification and explanation of the extent to which the use of study aids, books, or other information is permissible to fulfill assignment requirements.
4. Model academic honesty.
5. Communicate with the students, administration and parents when plagiarism or cheating is found.
6. Provide assistance of librarian expertise whenever students seek further guidance on reference materials.

### **Preventative strategies**

1. Regarding plagiarism, the burden of proof always rests with the student. Therefore, be prepared to present, when asked, your actual sources of information, ideas, data, graphs, and quotations used in a piece of writing or an oral presentation. (Formal or informal citations are always expected.)
2. Ask advice whenever there is uncertainty about the appropriate use of source material.
3. Make sure you understand the expectations and are aware of the consequences of breaking the academic honesty policy
4. Make sure you talk to your teacher(s) - open, honest, mature discussion of questions and difficulties goes a long way to developing a sense of comfort and trust.
5. When something 'bad' happens, expect there to be consequences. Do not compound the incident by attempting to excuse the behavior you have been previously warned is unacceptable.

### **Sources:**

Fraudulent behaviours section was borrowed and adapted by:

*Online curriculum centre.org for the International baccalaureate program*

Teacher/school responsibilities and preventative strategies were borrowed and adapted from:

*"Academic Integrity Policy for International Baccalaureate Students." IB Academic Integrity Policy. Calgary Board of Education, 28 Feb. 2014. Web. 30 Apr. 2015. <[http://schools.cbe.ab.ca/b857/departments/IB/IB\\_integrity.html](http://schools.cbe.ab.ca/b857/departments/IB/IB_integrity.html)>.*

## SOCIAL AND RECREATIONAL ACTIVITIES

A variety of activities, athletic and non-athletic, are available to students at L.C.C.H.S.

**Intramural Activities** - Available to ALL students.

**Interscholastic Activities** - Available to ALL students who must first qualify at tryouts to be members of any team.

**School Organizations and Clubs** - L.C.C.H.S. offers many non-athletic activities for its students.

Each club is assigned a moderator responsible for overseeing its activities. Any other club can be formed if student interests warrant it and if a moderator can be found to coordinate the activities of said club.

**Student Games' Room** - Available to ALL students at lunch

**Student Life** - The Student Union, Grad Committee, Year Book Committee and Student Leadership classes under the guidance of the Leadership Teacher Advisor organize, coordinate and implement activities at the school.

**Awards Program** - L.C.C.H.S. offers its students a unique Awards Program designed to encourage students to participate and excel in all areas of school life: academic, athletic and non-athletic.

Awards presented are:

**Level Awards** - for exceptional achievement and/or participation in all areas of school life.

**Silver Wolf Trophies** - awarded ONLY to Secondary Five students and only for OUTSTANDING achievement and/or OUTSTANDING contribution.

The Awards Program is regulated by a committee of administrators and staff. The committee has final say in determining award winners. Awards are presented at a special Awards Ceremony in the Spring.



## SCHOOL SUPPORT SERVICES

### Academic Assistance

Subject teachers provide their own students with remediation sessions before school, at lunch or after school. Students needing help should ask their teacher when their remediation sessions take place. There is also an after-school homework help program offered after school and in the morning. Students should ask their level administrator for a schedule. LCCHS also has a Resource Department that follows students with special needs and anyone who is on an Individual Education Plan (IEP).

### Family & School Support Team Technician

The Student Services Department of the LBPSB provides the services of a *Family & School Support Team Technician* (FSSTT) to LCCHS. This person provides counseling and support to students and parents by:

- creating a culture of acceptance and belonging for students;
- helping students develop resiliency skills in the face of challenge;
- collaborating with school staffs to ensure student success;
- developing partnerships with community resources.

### Guidance Services

A qualified Guidance Counsellor is available to provide academic, educational, vocational and personal counselling services to students. This person is an invaluable resource to senior students as they explore post high school options and complete CEGEP and Continuing Education applications. Parents are also welcome to consult with the Guidance Counsellor.

### Social Services and Health Services

The services of a Health Consultant / Nurse and a Social Services Worker is provided to LCCHS by the CLSC located at 8550 Newman Blvd. These professionals spend 2-3 days per week at the school and are available to students upon request. For more info, contact the school or the CLSC at: 514-364-2572

## OTHER SERVICES

### Cafeteria

The cafeteria, which is operated by Chartwell's, is open in the morning from 8:30 am to 8:45 a.m, and during lunch. For a copy of the school's cafeteria menu and a list of prices, please go to [www.foodservice.lbpsb.qc.ca](http://www.foodservice.lbpsb.qc.ca)

### Library

LCCHS has a full-time Library Technician who is eager to assist students and teachers between the hours of 8:00am -4:00pm. LCCHS has an extensive collections of popular and classic fiction, non-fiction, reference books, magazines and online databases. There are several computers and a printer and photocopier available to students (10 cents per page).

### Student Ombudsman

In accordance with the Quebec Education Act, the Lester B. Pearson School Board has appointed a student ombudsman. Please refer to the School Board's website at [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca) for more comprehensive information.



# Student Media Release Consent Form

## LCCHS 2015-2016

*Please ensure that one box is checked for Part 1 and one box is checked for Part 2*

### Part 1: Photo/Video/Audio/Works (PVAW)

I, the undersigned, hereby agree and give my permission for the Lester B. Pearson School Board and/or its schools/centres, to record (audio/video), copy, film or photograph my/my child's name, image, student work, and performance (**hereinafter collectively referred to as "Works"**) and to distribute these Works for the purpose of publishing, posting on LBPSB/school/centre websites, posting in schools/centres, posting on LBPSB/school/centre social media/blog sites and/or for broadcasting on television or radio as determined by the Lester B. Pearson School Board and its schools/centres.

I hereby waive any right to approve the use of these Works now or in the future, whether the use is known to me or unknown, and I waive any right to claim royalties from the Lester B. Pearson School Board related to the use of these Works. I understand that the Works may appear in electronic form on the Internet or in other publications outside of the LBPSB's control. I agree that I will not hold the Lester B. Pearson School Board responsible for such unauthorized reproduction.

Please mark this box if you **AGREE** that your/your child's Works may be published/posted/viewed by the Lester B. Pearson School Board and/or its schools/centres.

Please mark this box if you **DO NOT WISH** your/your child's Works to be published/posted/viewed by the Lester B. Pearson School Board and/or its schools/centres.

### Part 2: Media Outlets

I also understand that external media organizations may attend LBPSB/school/centre events. I give permission for my/my child's name, image, student work, and performance to be recorded (audio/video), copied, filmed or photographed for the purpose of being published and/or broadcast on-line, on television or radio.

Please mark this box if you **AGREE** that your/your child's Works may be published or broadcast by organizations external to the Lester B. Pearson School Board.

Please mark this box if you **DO NOT WISH** your/your child's Works to be published or broadcast by organizations external to the Lester B. Pearson School Board.

I have read this Media Release Consent Form and I fully understand the contents and meaning of this release.

X

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Student's Signature

Name

Date

X

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Parent/Guardian's Signature

Name

Date

## Conditions of Use LBPSB Computer Network

LCCHS is fortunate to have access to technology such as computers, mobile technologies, audio visual tools, etc., which includes internet and email capabilities. We believe it is important for students to learn the responsible use of these valuable resources, which will greatly enhance their learning environment.

Although our school board uses practical means to screen out inappropriate material, there is always a possibility that students may come across text or images that are not consistent with our educational goals and values. While providing students with protection from accidental exposure to such materials is impossible, we believe that the benefits of using this medium far outweigh the risks. We invite all parents who are concerned with internet safety to consult the following site on the Lester B. Pearson website: [http://esd.lbpsb.qc.ca/internet\\_safety.htm](http://esd.lbpsb.qc.ca/internet_safety.htm)

The use of the school's technology equipment and network is a privilege accorded to all students, however, they are expected to conduct themselves responsibly and politely.

- I have reviewed The ***LBPSB Appropriate Use of Computer Internet Connections Policy*** with my child. (<<http://www.lbpsb.qc.ca/policies/index.html>> )
- I hereby grant my child permission to use the computers and to have access to the Internet.
- I agree to guide my child in what I consider appropriate standards for both exploring and viewing information and sharing it with others
- I understand that I may be held responsible for damage that occurs as a result of policy violations by my child and I agree to compensate the school for costs that may arise out of any violation on the part of my child.
- I understand that the use of the school's computers and of the Internet is a privilege, not a right. This privilege can be revoked at any time because of inappropriate use of the equipment and/or network.

X

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Student's Signature

Name

Date

X

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Parent/Guardian's Signature

Name

Date

**IMPORTANT NOTICE  
To Students and Parents**

It is necessary that both parents and students be familiar with the contents of the agenda/handbook. Please take a moment to read and to become familiar with the rules, the policies and the services of L.C.C.H.S.

Once you have done so, sign this form and have your son/daughter return it the first day of school.

**STUDENT NAME:** \_\_\_\_\_ **SEC:** \_\_\_\_\_  
*(Please print)*

I hereby confirm that I have read and understood the information provided in the LCCHS Agenda / Handbook.

I am aware of the expectations and the consequences outlined in the Code of Conduct and agree to live by them.

Parent/ Guardian Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

Please show this form to your period 1 teacher on the first day of classes.