



LaSalle Community Comprehensive High School

240 – 9th Avenue, LaSalle, QC, H8P 2N9

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

Tel: (514) 595-2050

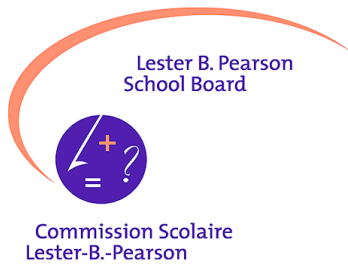
*Learning to care ...
Caring to learn*



PARENT & STUDENT HANDBOOK

AND

CODE OF CONDUCT



LaSalle Community Comprehensive High School
240, 9e Avenue, LaSalle (Québec), H8P 2N9
Tel: (514) 595-2050

A Message from the Administration

August 2021

Dear Students,

On behalf of the Teachers and Staff at LaSalle Community Comprehensive High School, we welcome all of you, “Back to School”.

At LCCHS, we believe that every student has the potential to excel, therefore we offer a range of diverse programs that seek to meet the needs of every student in our community. Our programs include:

- an enriched International Baccalaureate (IB) Program
- a French Immersion program
- a French as-a-second language (core English) program
- a Pre-Work Oriented Training Pathway which uses our state of the art CFER (Centre de Formation en Entreprise et Récupération) facility
- a Sec 5 alternative program called Phoenix

LCCHS also offers a wide variety of lunch and after school clubs, sports teams and student leadership activities throughout the year. We encourage every student to be active participants in their school life and community.

Whether you are arriving at LCCHS for the first time, or returning for another year, know that you will have what you need to succeed academically if you commit yourself to your studies and take advantage of the support offered to you. Your teachers and staff are all here to help.

All the best for a safe, happy, and successful 2021-2022 school year.

The LCCHS Administrative Team

LaSalle Community Comprehensive High School

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:

- Develop confident, capable, life-long learners and achievers by providing a variety of academic programs that meet the needs of the individual.
- Create and foster an atmosphere of respect for all members of our school community.
- Promote lifelong skills by harnessing the diversity of our students and staff.
- 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.
- 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.

LCCHS SCHOOL BELL SCHEDULE*

<u>WARNING BELL</u>	8:50 am
HOMEROOM	8:55 am -9:00 am
PERIOD 1	9:00am - 9:52 am
PERIOD 2	9:57 am - 10:49 am
PERIOD 3	10:54 am - 11:46 am
PERIOD 4 (JUNIOR LUNCH)	11:51 am - 12:43 pm
PERIOD 5 (SENIOR LUNCH)	12:48 pm - 1:40 pm
PERIOD 6	1:45 pm - 2:37 pm
PERIOD 7	2:42 pm - 3:34 pm
School Bus Departure	3:40 pm

MINI DAYS

Students will be dismissed at the end of period 4 (12:43 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.

* **School Schedule subject to change**

RIGHTS AND RESPONSIBILITIES

“All members of the LCCHS community must treat one another with dignity and respect

at all times - 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 extra help will be provided to students 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 cooperate 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 POLICY

The uniform policy is based on the expectation that the school is a safe and respectful learning environment.

Girls - compulsory	Boys - compulsory	Uni-Sex - optional
<p>Grey kilt (skort)</p> <ul style="list-style-type: none"> - girls <u>must</u> wear navy, black or neutral tights (nylon or cotton) or black or navy socks or white socks with their kilt at all times - no leggings - tights/socks must be plain and solid black or navy – no patterns or other colors and no tears or rips. - fleece yoga pant - skirts must <u>not</u> be worn any shorter than just above the knee <p>OR</p> <p>Grey Dress Pants with choice of white, navy or black sock</p> <p><u>and</u></p> <p>Short or Long Sleeve Polo Shirt in white or navy</p> <p><u>or</u> White button-down Oxford Shirt</p> <p><u>and</u></p> <p>Solid black, closed dress shoes <u>without heels or platforms</u></p> <p><u>or</u> solid black running shoes</p> <ul style="list-style-type: none"> - with black laces and black soles - no logos, stripes, stitching or soles of a different colour - NO BOOTS INDOORS 	<p>Grey dress pants with a choice of white, navy or black socks.</p> <p><u>and</u></p> <p>Short or long sleeved polo shirt in white or navy</p> <p><u>or</u> White button-down Oxford Shirt</p> <p><u>and</u></p> <p>Solid black closed dress shoes</p> <p><u>or</u> solid black running shoes</p> <ul style="list-style-type: none"> - with black laces and black soles - No logos, stripes, stitching or soles of a different colour - NO BOOTS INDOORS 	<p>Long sleeved v-neck pullover Sweater in navy</p> <p><u>or</u> long sleeved zip-up cardigan sweater in navy <u>or</u> v-neck pull-over vest in navy</p> <p>Notes:</p> <ul style="list-style-type: none"> - A school shirt (polo or oxford) with a collar must be worn under the school sweater or vest at all times. - While it is not compulsory to wear a sweater or vest, <u>only school sweaters</u> will be permitted to be worn in school. <p>Also Optional:</p> <ul style="list-style-type: none"> - Grey Cargo Shorts (with black or navy socks only) - LCCHS blue hoodies (wearing of hood is prohibited indoors) - Navy zip fleece cardigan <p>Other specifications:</p> <ul style="list-style-type: none"> - pants and skirts must be worn at the waist - Only black belts with plain buckles are permitted - Only solid, navy, navy, or black headbands (2" max) are permitted - The look of the uniform must not be altered
PHYSICAL EDUCATION and FITNESS ROOM ATTIRE		PLEASE NOTE
<ul style="list-style-type: none"> - Appropriate, loose athletic wear (shorts, track pants, t-shirts) - LCCHS gym t-shirt suggested, but not obligatory - Any coloured running shoes with non-marking soles - NO PART OF THE UNIFORM WORN IN CLASS SHOULD BE WORN IN THE GYMNASIUM OR FITNESS ROOM 		<p>ALL LCCHS uniform items must be purchased from our uniform supplier: MONI OUTLET www.monioutlet.com and have the school logo on them.</p>
<ul style="list-style-type: none"> ● Students must remain in school uniform during the lunch hour. ● Outerwear such as jackets and non-uniform sweaters 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. ● Students not respecting the uniform code may be sent home to change. ● On dress-down days, students are expected to be dressed appropriately for school- no midriffs showing, no torn jeans, no inappropriate logos or slogans, no short shorts or spaghetti straps, please! 		

THE FOLLOWING CODE OF CONDUCT OUTLINES EXPECTATIONS IN THE AREAS OF SELF-RESPECT, RESPECT FOR OTHERS, RESPECT FOR PROPERTY, RESPECT FOR SAFETY, PREPAREDNESS (ATTENDANCE, PUNCTUALITY, MATERIALS), AND ACADEMIC INTEGRITY, AND COMMUNITY. IT IS EXPECTED THAT ALL MEMBERS OF THE LCCHS COMMUNITY WILL ADHERE TO THE GUIDELINES OUTLINED BELOW:

LCCHS CODE OF CONDUCT
<p>LaSalle Community Comprehensive High School is a public school and prides itself on being solution focused; providing students with tools and strategies to resolve conflicts, work cooperatively, and represent themselves well, not only in school, but as they go out into the community. The following Code of Conduct details expected behaviours and is aligned with Bill 56, the Lester B. School Board's Policy on Safe and Caring School, and the LCCHS Anti-Bullying/Anti-Violence plan, which protect our school community from any and all forms of harassment, intimidation, bullying, and violence. All of the aforementioned policies can be accessed online via the school and board websites. We are committed to engaging in restorative practices that build respectful, cooperative working relationships. Consequences take into account the seriousness and frequency of the infraction, age of the pupil, and previous discipline measures. Students can be provided counseling or guidance by the school or an outside agency to prevent recurring offenses.</p>
INTERVENTIONS INCLUDE, BUT ARE NOT LIMITED TO:
<p>Written reflection (alone or in combination with any of the following):</p> <ul style="list-style-type: none">- Administrative warning- Parental Involvement- Restitution- Restorative practices- Community service- Exemption from class or activity- Make up time/work- Loss of privileges (being allowed off campus during lunch, involvement in ECAs, trips)- Confiscation of phone, accessories, or prohibited items- Return home to change and/or being provided with uniform replacement on loan- Loss of school bus transportation privilege (temporarily or permanently)- Detention- Suspension from school- In-school, other school, or LBPSB central planning room suspension- Referral to school or off site professionals/agencies- Referral to school/ off site professional (rehabilitation)

- Cours à domicile / Home Study
- Transfer of school
- Police and Youth Protection intervention
- Expulsion
- Other, as directed by administration

Students must comply with the directives given to them by any staff member at ALL times.

RESPECT FOR SELF

RATIONALE

Appropriate attire reflects good judgement and self respect. Our uniform facilitates the identification of students on school grounds and ensures safety for all. 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. Laws in Quebec prohibit drinking under the age of 18 and the use of illicit drugs, cigarettes, or inhalants.

EXPECTED BEHAVIOUR

- The LCCHS school uniform is to be respected and worn with pride throughout the entire school day, including the lunch hour.
- Outdoor clothing, hoods/hats are to be worn outside school only. Appropriate attire must be worn to all school related events, including ECAs, unless otherwise instructed.
- Students should adopt healthy habits including good eating, hygiene, sleep, and physical activity routines.
- Students are expected to attend school and all school related activities free of drugs/alcohol.
- **Being in possession of or smoking cigarettes, cannabis, or use of any kind of inhalant device in or within sight of the school is strictly forbidden.**
- Students must be alert and ready to learn in order to participate fully in class and school activities.
- A student deemed not in a position to learn will be sent home.

RESPECT FOR OTHERS

RATIONALE

This is the minimum expectation for all people. Harassment, intimidation, discrimination, threats, bullying and violence are against the law. These expectations are in accordance with provincial law. **Bill 56** protects all students

from any and all forms of harassment, intimidation, bullying and violence in school. All stakeholders must honour both personal and others' physical health and safety. The following expectations govern all interactions between students, staff, or members of the community whether in person, in writing, or digitally (phone/text, online).

Bullying: any repeated direct or indirect behavior, comment, act, or gesture, whether deliberate or not, **including cyber-bullying**, 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

Violence: 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.

Cyber-bullying 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. Students are expected to engage in the ethical use of ALL digital platforms, at all times, including during their leisure time after school hours.

EXPECTED BEHAVIOUR

- Use appropriate communication (verbal, non-verbal) at all times.
- 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.
- Respect for others must also extend to students' communications with each other on-line, by phone, or by text.
- The use of personal electronic devices are **not permitted in classrooms or hallways when class is in session.**
- Phones and any electronic devices must be "on silent and out of sight" BEFORE entering classrooms.
- All headphones and earphones are forbidden in classrooms and must be out of sight, stored in lockers during class time, unless specifically required for educational purposes.
- Technical devices (camera phones, recording devices) may not be used to film or record others without permission, nor may they be used to invade or otherwise threaten personal privacy.
- The possession, use or sale of illegal substances (drugs, inhalants, nicotine) on or within sight of school grounds is prohibited. The possession, use or sale of weapons on or around campus is also strictly prohibited.

RESPECT FOR PROPERTY

RATIONALE

Respect for one's environment reflects self respect and pride. Respect for school property and others' belongings is expected at all times. Theft, robbery and extortion will not be tolerated. The cost of maintaining school buildings, buses, equipment, and school supplies is funded by parents/guardians and other taxpayers. Vandalism is not condoned by society and will not be accepted at LCCHS.

EXPECTED BEHAVIOUR

- Respect the rights of others to live in a clean and well maintained environment.
- Respect the right of others to safeguard their possessions.
- Use the appropriate garbage, recycling, and composting receptacles provided.
- Take pride and respect school transportation, campus, and classroom equipment at all times.

RESPECT FOR SAFETY

RATIONALE

All members of the community deserve to feel safe and valued at all times. Regular drills are practiced to ensure an awareness of procedures during emergency measures. **Tampering with fire alarms or other safety equipment is strictly prohibited.**

EXPECTED BEHAVIOUR

- Follow fire, evacuation, and lock-down protocols.
- Refrain from any activities on and around campus that endanger personal safety or the security of others.
- Cooperate with the directives of staff and other authorities at all times.
- Refrain from risk-taking activities on school/city property, public transportation, and school buses.

SCHOOL ATTENDANCE

RATIONALE

Regular attendance is a requirement of the Education Act under 'duties of a student'. **Attendance at school is compulsory under Provincial Law until June 30th of the year in which the student turns 16.** The school is legally responsible for every student throughout the day. Skipping class threatens the safety of

students as they are not under the supervision of an adult. Unless attending to a scheduled appointment, experiencing symptoms of illness, or family emergency, **students are expected to be in school every day.** Being punctual demonstrates good time management skills and responsibility.

EXPECTED BEHAVIOUR

- Students are expected to be present in every scheduled class and are responsible for work missed for early dismissals, school trips and absences of any sort. You will be expected to continue this ethic in the workforce.
- Arrive at school on time in the morning, after lunch, and to all classes during the day.
- If tardy, arrive with appropriate parental permission. (Max. 3 times per term)
- Students may only leave the building after contact between the home and school has been made. **This may be done by a note in the agenda or a call from a parent before leaving the school.**
- Students with early dismissals must leave by the main office, for security purposes.

PREPARATION FOR CLASS

RATIONALE

Possessing all necessary materials upon arrival to class demonstrates maturity, responsibility and a good work ethic. Returning to lockers to retrieve items jeopardizes instructional time and disrupts the learning for others. Safeguarding items on loan demonstrates social responsibility and maturity.

EXPECTED BEHAVIOUR

- Students must plan and organize materials and assignments in advance of lessons, which prepares them to be socially responsible adults.
- Students are to arrive to all classes with the necessary materials.
- Students are to safeguard all items loaned to them from the school (textbooks/novels, library books, equipment, etc).

ACADEMIC INTEGRITY

RATIONALE

Completing your own work demonstrates strong work ethic and honesty. Seeking help when needed is an indication of maturity and responsibility. As in other educational institutions, cheating and plagiarism are illegal at LCCHS.

EXPECTED BEHAVIOUR

- Students are to complete all assigned work independently, to the best of

their ability.

- Students are to communicate difficulties with teachers and attend tutorials when needed.
- Student work must be original, not taken from websites or other publications. This includes sharing answers or allowing others to copy work or exams. Copying directly from sources or using Google Translate (or other online writing tools) to write without properly citing sources is also prohibited.
- The use of any electronic device (phone, smart watch, etc..) during class tests and examinations is strictly forbidden.
- Attending teachers' regularly scheduled tutorials and participation in the LCCHS Homework Zone is highly encouraged.

LCCHS IN THE COMMUNITY

RATIONALE

Our students represent themselves, their families, and our school while out in the community, particularly at lunch and while travelling to and from school. ALL students are expected to exercise good judgement and be respectful of store owners, bus drivers, and pedestrians. Our community partners support us and deserve to be treated with dignity.

EXPECTED BEHAVIOUR

- Students should use garbage and recycling bins in the community and not litter.
- Students are expected to be polite while interacting with community members.
- Students must keep noise to a minimum and stay off of private property and out of the laneways.
- Participation in school organized community outreach (food drives, clean ups, fundraisers, etc.) is also encouraged.



LCCHS

BEHAVIOURAL EXPECTATIONS DURING ONLINE OR DISTANCE LEARNING

As valued members of the L.C.C.H.S. community, it is the responsibility of all students and staff participating in online learning to follow the existing Code of Conduct as listed above. NOTE: NO STUDENTS are permitted to make audio recordings, video recordings or take photographs during on-line sessions.

During distance or online studies:

- All elements of the school code of conduct are to be respected at all times.
- All elements of the Anti bullying and anti violence plan are in effect at all times.
- All elements of the LBPSB Safe and Caring Schools policy remain in effect.
- All elements of the LCCHS Academic Honesty Policy (p.14-15 in the school agenda) remain in effect at all times.

When attending virtual classes, ALL participants must:

- Have access to camera and audio functions to fully benefit from classes.
- **Be invited to attend by a teacher via email. No guests are permitted in any class.**
- Be in a quiet, appropriate work space, free from distractions. (i.e., no music, TV, other devices in sight).
- Be the only one on-screen during the class. (i.e. no parents, siblings, etc.)
- Be properly identified by your full name on your screen. (ATTENDANCE WILL BE TAKEN).
- Be appropriately dressed.
- Use respectful language at all times, in speaking or when using the chat function, when/if it is available.
- Submit original work that they have produced independently except for the assistance offered through teachers or other school staff during office hours

ALL PARTICIPANTS HAVE THE RIGHT TO:

- A meaningful and positive learning environment
- Be free of **any type** violence and harassment
- To be treated with respect

ALL PARTICIPANTS HAVE THE RESPONSIBILITY TO:

- Be active online learners
- Be punctual (as platform links need to be locked when meetings start)
- Promote learning for all
- Report abuses to a person of authority

GENERAL SCHOOL RULES

- Students' behaviour must meet the school's CODE OF CONDUCT
- Cell phones, headphones, air pods, and other electronic devices (games, music, etc.) are only permitted in hallways when classes are not in session (i.e: before school, passing time, lunch, and after school).
- **At no time is mobile technology (cell phones, iwatches, 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 bags to the cafeteria, auditorium or to the library. Coats and sweatshirts that are not part of the uniform **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 designated areas only.
- Students must clean up after themselves. Put garbage, recycling, and compost in the containers provided.
- Please note that students are not permitted to order food from a restaurant for delivery at the school. Orders will be turned away upon arrival.
- Headgear & hats may not be worn anywhere in school.
- Students must park on the street. Vehicles parked on school property will be towed away.
- Textbooks 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.

ABSENCES / LATES / EARLY DISMISSALS

Parents are expected to call the school before 8: 55 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 arriving late must enter through the main office doors and report to their level secretaries.
- 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.
- 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

Lockers are on loan to students and remain the property of the school. They are assigned to specific students who must occupy only their assigned locker. The school administration may at any time search a locker to verify the contents. The school will not be responsible for any lost, damaged, or stolen property. **We encourage you to leave your electronics and valuables at home or safely locked in your lockers.**

SCHOOL BAGS

School bags must remain in the locker and will not be permitted in class. Students should consult their schedules and plan accordingly to have the necessary materials for each class during the school day..

EXTRACURRICULAR ACTIVITIES PRIVILEGES

Students deemed not to have completed course requirements will be asked to make up the deficiency before being allowed to participate in extracurricular 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.
4. Students who owe school fees will be obliged to make a payment arrangement prior to signing up for a major trip.
5. For safety and security reasons, and in order to ensure compliance with the rules of conduct during the trip, please be advised that bags and luggage of participants, as well as the hotel rooms, when applicable, can be searched and examined at any moment by the school representatives. By choosing to participate in trips (by signing the waiver), you authorize the school to perform such searches.

FIRE DRILLS and EMERGENCY EVACUATION

Each exit in the school is clearly marked. Instructions are provided in each classroom to designate which exit 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.

- 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.

LOCKDOWN DRILL

Students are expected to follow lockdown 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 prerequisites, 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 Counselor 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>.

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.

Innovation Room

- Available to ALL students at lunch, when available.

Fitness Room

- Available to students at designated times under the supervision of a staff member.

Student Life

- The Student Council, Grad Committee, Yearbook 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. 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

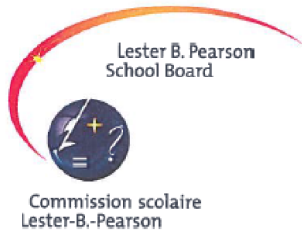
The cafeteria, which is operated by Chartwell's, is open in the morning from 8:30 am to 8:45 am, and during lunch. For a copy of the school's cafeteria menu and a list of prices, please go to www.foodservice.lbpsb.qc.ca **Please note that students are not permitted to order food from a restaurant for delivery at the school. Orders will be turned away upon arrival.**

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 collection of popular and classic fiction, non-fiction, reference books, magazines and online databases. There are several computers, kobos 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 for more comprehensive information.



LASALLE COMMUNITY COMPREHENSIVE
HIGH SCHOOL
240, 9e Avenue, LaSalle (Québec) H8P 2N9
Tel.: 514-595-2050 Fax: 514-595-2136
Internet: www.lbpsb.qc.ca

Student Media Release Consent Form
LCCHS 2021-2022

PLEASE ENSURE THAT THE FORM BELOW IS FILLED OUT ON THE MOSAIK PARENT PORTAL

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 _____
Student's Signature Name Date

X _____
Parent/Guardian's Signature Name Date



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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

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

Student's Signature

Name

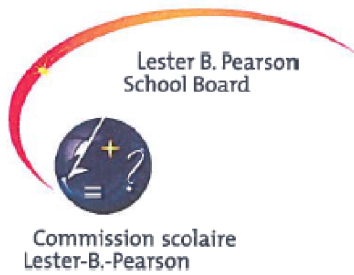
Date

X

Parent/Guardian's Signature

Name

Date



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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.

PLEASE PRINT

STUDENT'S NAME: _____

SECONDARY LEVEL: _____

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

We are 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.