

POLICIES / PROCEDURES / SERVICES FOR LAKESHORE STUDENTS
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CHANGE OF PERSONAL INFORMATION

Any change of address or telephone number must be reported **immediately** to the Student Office. (Up-to-date records are **essential** to allow us to contact the appropriate person in case of illness / emergency.)

COMPUTER ACCESS IN LABS AND LIBRARY

Use computer equipment with care and respect. Follow all rules outlined in the On-Line Code of Conduct found in this planner. Be aware that network administrators view files that log your activity. Failure to comply with the On-Line Code of Conduct will result in school discipline.

COUNSELLING

- Each student is assigned a counsellor according to alphabet and program
- See your counsellor regarding course selections, career planning, study habits, educational opportunities, tutoring and personal concerns.
- The Counselling Department is open from 8:30 a.m. to 4:30 p.m.
- Appointments can be made in the Counselling Office before / after school or during lunch.

COURSE SELECTION

- It is our intention that students select courses that meet their interests, abilities and prepare them for their future goals.
- In order to do this, students and parents must make wise and thoughtful course selections in February.
- Guidance counsellors are available for consultation regarding educational and career planning on an ongoing basis.

COURSE CHANGES

Students have an opportunity in the spring to verify the choices they made in the winter and to make any legitimate adjustments. **Only in exceptional circumstances may changes be made in September.**

Students must follow their original timetables until changes are approved and processed.

- Changes for second semester will be made if there is a sound educational reason and space permits. Make requests before the January exam schedule.
- Requests to repeat (i.e. upgrade) a course in second semester will be considered if:
 1. The student has failed the course and it is a compulsory credit.
 2. The course was completed, and the final exam was written.
 3. There is room in the course.
 4. The student has attended regularly and shown a serious commitment to the course throughout Semester 1.

Students and parents are reminded that subjects can be upgraded at night school, summer school, and through option selections for the coming year.