

**LEASIDE HIGH SCHOOL  
STUDENT HANDBOOK 2018-2019**

**M. Cocco  
Principal**

**C. Haid  
B. Nixon  
Vice-Principals**

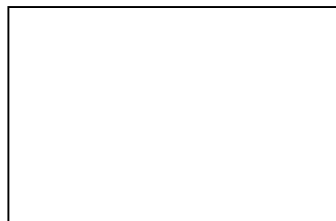
Susan Wright, Office Administrator  
Tom Maloney, Head Caretaker

200 Hanna Road  
Toronto, ON M4G 3N8

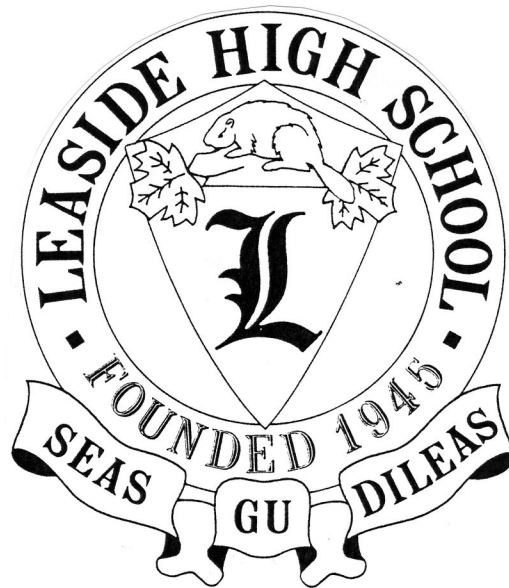
Telephone: 416-396-2380  
Fax: 416-396-2371

Web Site: <http://schools.tdsb.on.ca/leasidehigh/>

**Student Name:** \_\_\_\_\_



Student Fee - \$50.00



### **HISTORICAL FACTS**

#### **Founded**

September 1945 as "Leaside High School."

#### **Motto**

'Seas Gu Dileas.', Gaelic for "Stand Faithfully."

Leaside is the only Canadian secondary school with a Gaelic motto.

#### **Crest**

The crest is the fusing of the two best designs, resulting from a contest organized by the Student Council. The Old English "L" is surrounded by the Canadian beaver, maple leaves and the school motto, against a green and gold background. Len Lawrence and Joe Patterson were the winning designers.

#### **School Colours**

Black, Green and Gold

## **IMPORTANT DATES 2018 – 2019**

Labour Day.....	September 3, 2018
School Year Begins (Semester 1) .....	September 4, 2018
PA Day.....	October 5, 2018
Thanksgiving Day .....	October 8, 2018
Mid-Term Reports Distributed .....	November 9, 2018
Parent-Teacher Interviews.....	November 15, 2018
PA Day.....	November 16, 2018
PA Day.....	December 7, 2018
Christmas Break.....	December 25, 2018 to January 4, 2019
Examinations .....	January 24 to 30, 2019
PA Day.....	January 31, 2019
Semester 2 Begins .....	February 1, 2019
PA Day.....	February 15, 2019
Family Day .....	February 18, 2019
Spring Break.....	March 11 to 15, 2019
Grade 10 OSSLT Literacy Test.....	March 27, 2019
Mid-Term Reports Distributed. ....	April 18, 2019
Good Friday.....	April 19, 2019
Easter Monday .....	April 22, 2019
Mid-Term Reports Distributed .....	April 20, 2019
Parent-Teacher Interviews.....	April 25, 2019
Victoria Day.....	May 20, 2019
Final Examinations .....	June 17 to 21, 2019
Commencement .....	June 26, 2019

## **STUDENT COUNCIL EXECUTIVE 2018-2019**

Male Captain.....	Dawson O'Brien
Female Captain .....	Mary Guan
President.....	Joseph Bozzo-Horwich
President.....	Yanni Kalaboukis
Vice-President.....	Raeesa Alibhai
Vice-President.....	Katerina Karadimas
Treasure .....	Aidan Tsang
Social Convenor .....	Sophie Johnston
Social Convenor .....	Joanna Owen
Communications Officer .....	Matt Daigle
Communications Officer .....	Jennifer Wong
Design/Tech Specialist. ....	Jennifer Lamarche
Design/Tech Specialist .....	Ava Marinelli

## **SCHOOL POLICIES - GENERAL INFORMATION**

1. Public Health regulations prohibit the dispensing of medications of any kind including aspirins to students by Leaside High School staff.
2. A telephone is available in the Main Office for student use only in an emergency situation. Telephone messages to students cannot be relayed to them during the school day.
3. Lockers are available through home form teachers.
4. When announcements are read over the P.A., all students are expected to stop, be quiet and listen attentively.

## **LEASIDE'S STUDENT COUNCIL**

1. For students who wish to run for Leaside's Student Council Executive, they must follow all eligibility guidelines listed in the SAC rules, e.g. candidates are not eligible to run for a position should they organize an unsanctioned/non-TDSB event; candidates must maintain a 75% average.
2. Please Note: To be eligible to be elected on Student Council Executive, candidates must demonstrate leadership experience through a previous role (i.e. captains and presidents must have been involved in Student Council in previous years [such as grade reps]). For other Student Council positions, candidates must have demonstrated leadership responsibilities through other clubs within the school (i.e. LAA, GSA, ACT, etc.)

## **STUDENT SUPPORT SERVICES**

Welcome to the Student Services Office.

Students are welcome to drop into the Guidance Office before and after school, at lunch or during spares. Please feel free to discuss anything: school progress or problems, educational and career planning, personal or social issues. *All interviews will be treated in a confidential manner (where permissible).*

Through consultation with a counsellor, you also have access to community agencies and School Board resources such as Psychological Services and our Social Worker.

Your Guidance Office is a good source of educational and vocational information. Our collection of printed material on careers, universities and colleges is available to you on a loan basis. To take advantage of our many services, make an appointment in the book in the Guidance Office. Students are assigned a counsellor according to their surname.

## **FULL TIME AND PART TIME STUDENT STATUS**

Students at LHS are expected to maintain full time student status each year. A full time student is one who is enrolled in 6, 7 or 8 courses within a school year with a minimum of three in any one semester. (Grade 9 and 10 students must be enrolled in 8 courses; Grade 11 a minimum of 7; Grade 12 a minimum of 6. Part time status may only be granted to a student in his/her final semester at LHS who has already achieved his/her OSSD. Part time students must take two credits.

## **DROPPING/CHANGING COURSES AND TRANSCRIPT DISCLOSURE**

Guidance Counselors or Administrators are the only ones who can approve the dropping of a course. Requests for timetable changes must meet the criteria listed on the timetable change form. A course may not be dropped if it means the student would become part time, unless the student qualifies to be part time.

Students can make a request to drop a course by completing the appropriate form up until five days after the first report card is issued and, if approved, the report card mark will not appear on the permanent transcript.

After that date a W for "withdrew from course" will appear on the transcript along with the student's percent grade at the time of the withdrawal. Students are expected to complete a course for which they have a passing grade. The final date for making a request to drop a course is four weeks prior to the first day of exams in each semester.

## **NIGHT SCHOOL POLICY**

Students may take a night school course at a TDSB high school only if the course they require is not available or cannot be timetabled at day school. Students may not attend TDSB night school while enrolled as a part time student at LHS.

Students will not be allowed to take a night school course if they are carrying a full timetable at day school. Courses taken at summer school or night school will be recorded as such on the transcript.

## **TRANSCRIPTS**

The Guidance Department will only submit FINAL marks for courses taken at Private Schools. These FINAL marks will only be added at the end of each semester, along with Leaside FINAL marks. Leaside will **NOT** track or accept responsibility for courses taken at a private school. Concerns around post-secondary acceptance/rejection involving private school courses will be the responsibility of the private school administration.

## **FRENCH IMMERSION CERTIFICATES**

Ten (10) French Immersion credits are required to earn the Certificate of Bilingual Studies in French Immersion. Eleven (11) French Immersion credits are needed to earn the Honours Certificate of Bilingual Studies in French Immersion. To earn a Bilingual Certificate French Immersion credits **MUST** be earned at a TDSB school.

To receive the certificates, students must have completed the FOUR Français courses (grades 9 to 12). The remaining credits **MAY** be completed at any level in other subjects offered. (We would recommend that students consider taking three to four of the optional credits in grades 9 and 10).

## **EXTENDED FRENCH CERTIFICATES**

Seven (7) Extended French credits are required to earn the Certificate of Bilingual Studies in Extended French. Eight (8) Extended French credits are needed to earn the Honours Certificate of Bilingual Studies in Extended French. To earn a Bilingual Certificate, Extended French credits **MUST** be earned at a TDSB school.

To receive the certificates, students must have completed the FOUR Français (FEF) courses (grades 9 to 12). The remaining credits **MAY** be completed at any level in other subjects offered. (We would recommend that students consider taking two to three of the optional credits in grades 9 and 10).

## **PEER HELPER NETWORK**

Peer helpers, with staff support, organize programs and provide support for their peers (e.g. peer tutoring).

## **PARENT INVOLVEMENT**

We are very fortunate to have an active School Council at Leaside High School. Parents are encouraged to participate. Meetings for 2018/2019 are scheduled on **September 25, October 30, November 27, January 29, February 26, March 26, April 30 and May 28**. All meetings begin at 6:30 in the library.

For more information contact the school at 416-396-2380.

## **SCHOLARSHIPS/AWARDS**

Refer to the Guidance Department and/or Leaside's school web site for further information.

The Grade 9 – 12 marks used for the local Leaside High School Scholarships/Awards application **MUST** be earned at Leaside or through the Public School Boards' programs.

## **COMMUNITY INVOLVEMENT HOURS**

Students who have documented evidence of completed Community Involvement Hours are asked to give **PHOTOCOPIES** of these documents to the Student Services Office.

## **RESPONSIBILITIES OF THE STUDENT/PARENT**

- Refer to the TDSB website ([www.tdsb.on.ca](http://www.tdsb.on.ca)) Community Involvement for detailed information.
- Organize an eligible volunteer activity.
- Obtain official documentation stating the activity and the number of hours served.
- Provide a photocopy of the documentation for Student Services. Keep all original documentation at home.
- Check each semester to ensure that the total number of hours has been recorded on the student report card.
- **Please note:** Community Involvement hours must be completed outside of the instructional school day only (i.e. lunch hour/spare, weekends, evenings, holidays, P.A. days, and during the summer). Community Involvement hours completed during the instructional school day will not be accepted. Check the TDSB website ([www.tdsb.on.ca](http://www.tdsb.on.ca)) for eligible/ineligible activities.

## **PROCEDURES AND EXPECTATIONS**

### **ATTENDANCE AND PUNCTUALITY**

To experience success at Leaside, regular, punctual attendance is expected. There is a definite correlation between unauthorized absences and failure to earn credits. You have a responsibility to yourself, your parents and your teachers to attend regularly and punctually.

### **ABSENCE FROM CLASS BUT NOT FROM SCHOOL**

There may be times when activities occur such as field trips, sports activities, or special events that require a student to miss specific classes. In all circumstances it is the student's responsibility to communicate directly with the subject teacher in advance of the event that will prevent the student from attending any scheduled class. If the activity requires leaving the school property, the parent/guardian's written authority for that specific event must be on file. It is the student's sole responsibility to catch up on any work missed and evaluations (when possible) due to any absence.

All absences including those for Holy Days for students under 18 years of age must be explained in writing by a parent/guardian. Upon return from the absence, ALL students must present a note to the Main Office.

### **NOTES DUE TO FAMILY CIRCUMSTANCES**

Parents have the right to withdraw their children from school, however, it is not recommended. In such cases where it is necessary to withdraw a student from school, the student is responsible for all work missed and will be subject to school policies regarding missed assignments and missed tests.

### **NOTES FOR ABSENCES**

Must include the following information:

- (a) student's name and home form clearly printed
- (b) date(s) of absence including times for part of a day
- (c) reason for absence or lateness
- (d) signature of parent/guardian (if student is under 18)

Upon returning to school from an absence, ALL students must present a note to the Main Office and they will receive an admit-to-class slip.



## **SIGN IN AND SIGN OUT**

Students with appointments out of the school are requested to sign out in the main office (with parental consent if under 18), and sign in when returning from an appointment.

If a student becomes ill during the day, he/she must go to the main office, telephone a parent for permission and then sign out. Accurate emergency numbers are necessary so that the school may make contact.

## **STUDENT LATES**

Students who are significantly and regularly late for classes will be required to report to the main office and meet with a Vice Principal.

## **IDENTIFICATION**

Students are required to identify themselves to staff members and report to the main office when requested to do so.

## **LOCKERS**

It is the responsibility of each student to secure his or her assigned locker and to maintain the locker in clean and tidy condition. Students are required to use only the locker assigned to them. For security purposes, students should not share lockers or disclose their lock combinations. Money and valuables should not be kept in school lockers. **ALL valuables should be left at home.** Please be advised that the administration has the right to open lockers if deemed necessary.

## **PERSONAL PROPERTY**

**The school is not responsible for lost or stolen articles. Students are responsible for their money, valuables and textbooks at all times, including in the change rooms and in their lockers.**

Cell phones and other electronic equipment are to be turned off and should not be visible in the classroom unless they are used for instructional purposes and are permitted by the teacher. These items may be confiscated by the staff if deemed a disruption. They will be returned only when students provide assurance that these items will not be used within the school as a distraction.

## **FIRE ALARM**

Everyone is required to vacate the building immediately when a fire alarm sounds. Misuse of the fire alarm is a criminal offence.

## **ASSEMBLIES**

Assemblies are produced so that we may present events of importance to the entire school. They include presentation of awards, promotion of school spirit, presentations on health, social and political issues, professional performances and performances by own and visiting schools. Students are expected to attend assemblies under the supervision of their teacher, sit in the designated rows for their class, and demonstrate a high standard of respect and courtesy. If there is a platform party, the audience is expected to rise and remain quiet both as the platform party enters and exits.

## **CAFETERIA**

Students are required to put all garbage in the containers when lunch has been completed. Students are required to sit on chairs in the cafeteria and **not** on the tables.

## **VISITORS TO THE SCHOOL**

All visitors must report to the Main Office. Any visitor who is in the school for any reason not deemed to be school-related business will be dealt with as a trespasser under the Trespass to Property Act.

## **HOMEWORK**

Studies show that students who review class work at the end of each day retain significantly more information than those who do not. It is useful to establish a regular home study routine. Set aside a specified part of each evening for assigned homework, review, and completion of long-range assignments.

Students are encouraged to make good use of any class time provided to work on homework assignments.

If you require help to develop good study habits, contact a Guidance counselor, your teacher, or Administration.

## **STUDENT DRESS CODE**

TDSB is currently reviewing the Dress Code Policy in all TDSB schools. More information will follow as it becomes available.

## **SMOKING ON SCHOOL PROPERTY** (\*subject to change)

Smoke Free Ontario Act has banned smoking or holding a tobacco product, e-cigarette or vaporizer in and on school grounds. **NO ONE**, including visitors, staff, or students, **REGARDLESS OF AGE**, is permitted to smoke, use e-cigarettes or a vaporizer **AT ANY TIME** in the building or on school grounds. Any person convicted of this offence will be subject to a maximum fine of \$1000.00 for a first offence or \$5000.00 for any further offences\*. It is illegal to sell or supply tobacco to a person less than 19 years of age on or off school property. The supply of tobacco to a person less than 19 years of age can result in a fine ranging from \$2000.00 - \$50,000.00\*. Students under the age of 16 will be summoned to court with a parent/guardian, and the fine amount will be determined at that time by a Justice.

At Leaside, the consequences of contravening the code are: 1) the parent/guardian be involved immediately, 2) further non-compliance with the rule, the student be suspended. 3) the student may be issued a fine.

## **PARKING FACILITIES**

Students are encouraged not to drive to school because of limited parking facilities. No student is guaranteed a parking space. Student parking is permitted only on the east side of the tennis courts and is available on a first-come, first-served basis. **The parking spaces located to the north side of the tennis courts are reserved exclusively for teaching staff. The parking spaces along the Lawn Bowling facility are reserved for the members of the club.** Cars illegally parked may be ticketed and/or towed at the owner's expense.

## **INSURANCE**

### **A. Accidents**

Accident insurance is available through a Board provider at a reasonable cost to each student. The plan covers all accidents in connection with school activities, either while at school or travelling from one school to another.

### **B. Personal Belongings**

You are provided with a locker to assist you with storage of personal belongings. Your locker combination should remain private. As no one can guarantee the security of your personal belongings, you are well advised not to bring expensive items (including watches, jewellery, cameras or electronic items) or large amounts of cash to school. **Students are also reminded not to leave any valuable items in the Gym change rooms.** The TDSB does not carry insurance for the loss of personal

belongings of students. **It is strongly recommended that every student purchase a high security lock for lockers in the school and change rooms.**

## **ASSESSMENT AND EVALUATION POLICY**

### **PURPOSE IS TO IMPROVE STUDENT LEARNING**

- Assessment & Evaluation is based on the provincial *Growing Success document* and the curriculum expectations and the achievement levels outlined in the Ministry documents for each discipline. More information is available at [www.edu.gov.on.ca](http://www.edu.gov.on.ca).
- Assessment is the process of gathering information from a variety of sources that accurately reflects student progress. Assessment for the purpose of improving student learning is seen as both 'assessment *for* learning' and 'assessment *as* learning'. As part of 'assessment *for* learning', teachers provide students with descriptive feedback and coaching for improvement.
- Teachers use Diagnostic Assessments at the beginning of a unit to plan instruction based on identified student needs. It does not count toward a final mark.
- Teachers use Formative Assessment to determine how well the student has understood new material and developed targeted skills. Teachers may give a short quiz, or listen to/observe/read a student's work as it is being developed for the purpose of providing feedback on areas that need additional work before the student is evaluated. Formative assessment helps students learn how to monitor their own progress.
- Evaluation refers to the process of judging the quality of student work on the basis of established criteria and assigning a value to represent that quality. In Ontario secondary schools, the value assigned is in the form of a percentage grade. It includes marks, but not limited to assignments, demonstrations, projects, performances, and tests.

### **HOW ASSESSMENT AND EVALUATION WORKS**

- Assessment and evaluation is a continuous process that occurs from throughout a semester.
- 70% of the mark will be based on evaluations conducted throughout the course. Students will be provided with multiple and varied opportunities to demonstrate course expectations.
- 30% of the mark will be based on a final evaluation in the form of an examination, performance, essay and/or other

method of evaluation suitable to the course content and administered towards the end of the course, usually in the final three weeks. **All students are required to be present for all final evaluations.**

- Learning skills and work habits are an integral part of a student's learning. They will be assessed and reported separately from academic achievement (unless identified as a curriculum expectation in a specific subject). The learning skills and work habits categories are: Responsibility, Organization, Independent Work, Collaboration, Initiative, and Self-Regulation.

### **ACADEMIC HONESTY AND STUDENTS' RESPONSIBILITIES**

- Regular and punctual attendance is linked to successful results and is essential for optimal learning and effective assessment. It is the student's responsibility to communicate with the teacher about any absences. Students are responsible for ALL work missed.
- Students are responsible for providing evidence of their learning within established timelines, and that there are consequences for cheating, plagiarizing, not completing work, and submitting work late.
- Students are expected to demonstrate academic honesty on all assignments, presentations, tests, and examinations.

### **PLAGIARISM**

Plagiarism is defined as the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work.

It can take many forms, including the following:

- Submitting an essay/assignment written by someone else, e.g., buying an essay online, downloading an essay from a website, having someone else complete one's assignment, or copying or using work including homework done by another student;
- Piecing together material from one or several sources and adding only linking sentences;
- Quoting or paraphrasing material without citing the source of that material, including, but not limited to books, magazines, journals, websites, newspapers, television programs, radio programs, movies, videos, photographs, and drawings in print or electronic form;
- Copying and pasting from the internet or other electronic sites without citing the source; and

- Omitting quotation marks for direct quotations even if the sources have been cited.

## **CHEATING**

Cheating is usually defined as the act of practicing deceit or breaking the rules. In the context of assessment and evaluation, cheating would be defined as the deviation from the behaviour expected in an evaluation situation. Examples include but are not limited to:

- Copying another student's homework;
- Using another student's work on a test or any other evaluation;
- Bringing unauthorized notes or notations into an evaluation;
- Asking for or giving someone an answer during an evaluation;
- Unauthorized use of electronic media to obtain answers during an evaluation;
- Presenting assignments that have been completed by someone else as one's own; and
- Submitting the same assignment for two or more different courses.

Students may be required to submit their assignments through [www.turnitin.com](http://www.turnitin.com).

Authorized copies of tests/exams are released to students by the teacher only for purposes of review. Other copies obtained from students, tutors, other individuals or websites may not be authorized.

## **CONSEQUENCES OF ACADEMIC DISHONESTY**

It is the intention of the TDSB to provide a consistent and fair approach to dealing with instances of academic dishonesty, specifically with plagiarism and cheating. The consequences of academic dishonesty will include the following:

- Communication with the student;
- Communication with the principal/vice-principal;
- Communication with the parent(s)/guardian(s);
- Up to a zero for the assessment tool as there has been no evidence that the student has demonstrated research skills required to demonstrate achievement of the course/curriculum expectations; and
- A record of academic dishonesty.

Please keep in mind that students who plagiarize may not be given the opportunity to redo an assignment for marks. Furthermore, a "loss of trust" may be the result of plagiarism and therefore the student's other work will be scrutinized further.

### **CHARACTERISTICS OF EFFECTIVE, APPROPRIATE ASSESSMENT & EVALUATION**

In order to assure that assessment and evaluation are valid and reliable and that they lead to the improvement of student learning, teachers' use assessment and evaluation strategies that:

- address both what students learn and how well they learn
- are based both on the categories of knowledge and skills (knowledge/understanding, thinking/inquiry, communication and application/making connections) and on the achievement level descriptions given in the achievement chart for each discipline. The names of the categories differ slightly from one discipline to another, reflecting differences in the nature of the disciplines.
- are varied in nature, administered over a period of time and designed to provide opportunities for students to demonstrate the full range of their learning.
- are appropriate for the learning activities used, the purposes of instruction and the needs and experiences of the students.
- are fair, transparent, and equitable to all students.
- accommodate the needs of exceptional students, consistent with the strategies outlined in their Individual Education Plan.
- accommodate the needs of students who are learning the language of instruction.
- ensure that each student is given clear directions for improvement.
- promote students' ability to assess their own learning and to set specific goals.
- include the use of samples of students' work that provide evidence of their achievement.
- are communicated clearly to students and parents/guardians at the beginning of the course and at other appropriate points throughout the course.

### **ASSESSMENT AND EVALUATION PRACTICES**

#### **A. COURSE WORK**

- At the beginning of the semester, students are provided with a written course outline describing the expectations, content

- and evaluation for each course based on ministry guidelines.
- Students are informed of the types of assignments and tests that they should expect and are told how their final grade is calculated.
  - Students who are assigned a group task will receive marks which represent the individual contributions of the knowledge and skills represented in the product, and which are aligned with the curriculum expectations of the course.
  - Individual effort in creating the product and contributions to the group will be reflected only on the Learning Skills and Work Habits side of the Report Card, *unless the ability to work in a group is part of the subject curriculum expectations.*

#### **B. DUE DATES**

- Students do not have an automatic right to submit work late. Students are expected to submit work on the established due date, since deadlines exist in the world of work. Students and teachers require deadlines as a reasonable management strategy to balance everyone's workload.
- The teacher may, as a last resort, deduct up to a maximum of the full value of the assignment.
- Teachers will clearly state the following regarding late assignments and the assignment of a mark of "zero" to all students i.e.: if seeing a marked assignment would give another student an academic advantage, then a late assignment may not be submitted after the marked work has been returned to the rest of the class.
- Assignments that are 'time sensitive' – work that must be completed before the next section of the course begins – or assignments that adversely affect the progress of other students if not completed – presentations to a class or group – are examples of cases where the deadline for an assignment is an 'absolute' one.
- If an assignment is handed in after the assignment is marked and returned to students – the teacher will not accept it.
- Students and/or their parents/guardians must inform the school ahead of the due date if a request for accommodation of religious beliefs, practices and observances requires a rescheduled submission of student work.

#### **C. MISSED ASSIGNMENTS AND TESTS**

- Students who miss a test/alternative assessment without prior communication to the teacher shall receive a mark of zero on that evaluation.
- In the event of absence for extenuating circumstances, students will be required to provide a valid note upon return to school.



- All students should develop better time management skills to avoid mark deductions.
- If several evaluations are missing, and there is no evidence that the student has achieved a number of curriculum expectations the missing or incomplete evaluations will affect the 70% grade and could lead to a failing grade.
- All students will not be penalized for their first late assignment. **\*This term is only applicable when the teachers have NOT previously returned the evaluated assignment back to the class.** A second late assignment will result in the following consequence:
  - Grades 9 and 10: 5% deduction on the first day, 5% additional deduction on the second day
  - Grades 11 and 12: 10% deduction on the first day
- **A family vacation is not considered a valid reason for missing any type of assessment. It is expected that students and their families prioritize the importance of education by scheduling vacations during non-school times.**
- **Students and their families who go on vacation during regularly scheduled school time must realize that students are responsible for all work missed and they may not be able to complete evaluations that have been scheduled during the absence.**

#### **D. MISSED ASSIGNMENTS AND TESTS**

- **Culminating activities take place in the last 3 weeks of each semester. In performance based courses, these culminating activities constitute the final 30% of the mark. Students must be present for all final evaluations.**
- **Students who miss a final evaluation/culminating activity without a valid reason shall receive a mark of zero on that assessment and it will be calculated into the final grade.**
- **Leaving early for a family vacation or summer job will not be considered a legitimate excuse for missing these evaluations.**
- **Should a student be too sick to complete an end-of-course evaluation, the student must provide documentation of the illness. A physician must verify that the student was too ill to participate in the evaluation for a specific medical reason. The documentation must be submitted to the office within one day of the missed evaluation. Until this documentation is provided, the student will receive a zero.**

- When the documentation is submitted as outlined above, the Vice-Principal will arrange for the student to complete the end-of-course evaluation at the earliest opportunity.

#### **E. EXTRA TIME**

- Extra time will be provided for special education students and students with special circumstances. Extra time considerations will be arranged through cooperation with the Special Education Department, Student Services, Administration and the classroom teacher.

#### **F. MORATORIUMS**

Moratoriums are defined as days where there should not be **any** excursions or any activity that has assessment based on the 70% of the course work connected to it. Moratorium days include four days prior to the scheduled January/February and June exam/evaluation days.

The following should not occur on any moratorium day:

- in-class tests or quizzes of any length;
- group work where assessment takes place;
- presentations;
- major assignment due dates;
- dismissal of students to spectate at sports events.

#### **Exceptions to a moratorium are:**

- in-class formal scheduled assessments;
- sports teams participating in events that are already scheduled or become unavoidable – as in play-offs or championships; early dismissals, however, will be avoided if possible;
- It is important for both students and parents to understand that evaluation is a continuous process from semester start to semester end. In particular, the months of January and June are critical months during the school year. Evaluations will be ongoing throughout these months and student attendance for all types of evaluations is required.

#### **COMPUTER POLICY**

##### **Section 1: Computer Lab Code of Ethics**

1. Using, deleting, examining, copying, or modifying files or data on disks belonging to other users without their consent is prohibited.
2. Unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or

causes it to malfunction is prohibited. Deliberate crashing the system is expressly forbidden.

3. Using software designed to destroy data, provide unauthorized access to computer systems, and crack passwords is prohibited.
4. Loading software on any computer without authorization of computer personnel is forbidden. This includes commercial, shareware, and freeware.
5. Making illegal copies of licenses or copyrighted software is prohibited.
6. Use of school computers for non-educational or non-school related activities is prohibited unless authorized by computer personnel.

## **Section 2: Internet Code of Ethics**

Access to the Internet is provided to students for educational research and electronic communications for educational purposes only. Therefore:

1. Use of the Internet without the knowledge and permission of a teacher or other authorized personnel is prohibited.
2. Use of the Internet without a clearly defined educational objective, understood by both student and teacher, is not allowed. Therefore, network and online games and engaging in personal online discussions or chats are prohibited.
3. Use of the Internet to view, copy, save or distribute unauthorized text files, graphics files, sound files or video files is forbidden.
4. Internet activities that use excessive network resources in ways that prevent others from accessing the network are not allowed.
5. Web page publishing material with abusive, harassing, threatening, or objectionable language is forbidden.
6. Use of the Internet for any non-educational or non-school related purpose is prohibited unless authorized by computer personnel.

## **Section 3: Electronic Mail Code of Ethics**

The electronic mail system is to be used for school-related business. Whenever you send electronic mail, your assigned user name is included in the mail message. You are responsible for all electronic mail originating from your user name. Therefore:

1. Sending electronic mail messages using an unauthorized user name is prohibited. Any unauthorized attempt to read, delete, copy, or modify the electronic mail of other users is prohibited.
2. Attempts at sending harassing, obscene and/or other threatening electronic mail to another user are prohibited. This includes the use of insulting, sexist, racist, obscene, or suggestive electronic mail.

3. The use of abusive or otherwise objectionable language in either public or private messages is prohibited.
4. Attempts at sending unsolicited junk mail, "for profit" messages, or chain letters are prohibited.
5. Use of email for non-educational or non-school related purposes is prohibited unless authorized by computer personnel.

#### **Section 4: Network Security Code of Ethics**

As a user of a network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

1. The use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
2. The interception, copying, distributing, decryption or use of the login names and/or passwords of others is prohibited.
3. Intentional attempts to "crash" network systems or programs are prohibited.
4. Any attempt to secure a higher level of privilege on Network systems is prohibited.

The use of the network is a privilege, not a right, which may temporarily be revoked at any time for abusive conduct. In some instances, this may result in removal from class and a limitation on future course considers.

#### **Rationale for Student Activity Fees/Student Activity Card**

Research shows that there is a high correlation between student involvement in extra-curricular life of the school and student achievement and enjoyment of secondary school. As well, there is a great deal of competition for students entering colleges and universities and these institutions as well as employers are placing more and more importance on the student who has been highly involved in all aspects of school leadership and school life. We wish to encourage students to become involved in our many co-curricular programs so that they have a wide range of enjoyable experiences in high school.

**In order to provide these experiences, we are requesting that each student pay a fee of \$50.00 to be collected when timetables are picked up. Students may pay by cash or cheque made out to Leaside High School.** Please speak with an administrator in the event of financial hardship for a student or family. Confidentiality will be respected. When students pay their fee, they will receive their photo-identification card, the Student Agenda, the yearbook (later in the year) and the opportunity to access all student activities/teams and groups/clubs for the school year. In designing the card and requesting a **\$50.00** activity fee we have these objectives in mind:

**Safety** – It is important that Leaside remain the safe school it is. We need to be able to distinguish legitimate Leaside students from trespassers who might endanger the safety and security of our students. Upon request, all students must be able to identify themselves to school staff by presenting a photo ID card which they will be required to carry at all times in the school.

**Library Books and Materials** – An individualized photo identification card provides confirmation for students to take out library books and materials without fear of forged signatures.

**Admission to Athletic Activities** - For reasons related to safety and security, student spectators can be admitted to athletic activities only with a Student Identification Card.

**Personal Development** – We want to encourage students to become involved in enrichment, leadership and social activities, which contribute to a well-rounded education. As mentioned above, employers, colleges and universities now require that students show evidence of active involvement in school and community activities. The \$50.00 fee helps to provide a budget for funding leadership councils, clubs, sports, teams, conferences, and special interest groups.

**Agenda Booklet** – The Leaside student agenda costs the school over \$7.00 per student. We believe that this is a necessary planning tool for developing good habits of organization and time management. The agenda also includes the Code of Student Behaviour, attendance and evaluation policies, consequences for plagiarism, requirements for dropping courses, and many other items of information. A careful review of this document early in the year by both parents and students has the positive effect of establishing an understanding of the expectations we have for our students.

**Special Events and Assemblies** – Special student events such as the Grad Formal, annual Lawn Party, conferences, student recognition events, assembly speakers and dramatic presentations are valuable experiences for students and all require some additional funding.

**Yearbook** – The cost of selling the yearbook in the traditional manner would be over \$90.00. Because of our ability to mass-produce, the cost is much less and every student receives the yearbook as part of the package.

## **ATHLETIC POLICY**

### **Eligibility**

Students attending Leaside High School are eligible to participate in intramural leagues as well as extra-curricular athletic teams or clubs. Students must have a Student Activity Card to be eligible to participate in all school athletics. Students may not change teams/sports mid-season.

Students participating on athletic teams must adhere to the Toronto District Secondary School Athletic Association (TDSSAA) constitution, playing regulations, Code of Conduct and eligibility requirements prior to participating and must fill out the necessary participation, eligibility and medical forms prior to trying out for a team. These forms are available from the Coach or the Phys. Ed. Office. Transfer forms should be filled out at the beginning of the school year in order to meet TDSSAA deadlines.

Athletes participating on any athletic team will have the opportunity to attend the Annual Athletic Banquet and support the Leaside Athletic Association.

### **Leaside Athletic Code of Conduct**

- Playing on a Leaside team is a privilege not a right.
- All Leaside High School athletes must remember that their actions before, during and after athletic competition reflect not only themselves but their teammates, coach and school.
- All athletes are expected to demonstrate respect to their peers, opponents, coaches, spectators and referees.
- Athletes are expected to be a positive influence on their team and appropriate behaviour is expected at all times.
- Athletes are excused at the time of dismissal indicated by their coach as posted on the weekly bulletin. Athletes abusing their dismissal time will be suspended from participating.
- Athletes must respect all the equipment and return their uniform upon completion of the season.
- Athletes are to respect any phys.ed. classes or other practices/games occurring prior or during any athletic competition. Athletes are not to interfere with other classes or activities during competition.
- Athletes participating on teams have a responsibility to their teammates and coaches and must be at all games/practices on time.
- Athletes who quit a team once the season has begun may not be permitted to participate on any athletic teams for the next season. The same rule also applies for students (with the discretion of the administration) who have been removed for academic, disciplinary or attendance reasons.
- Athletes have the opportunity to attend Study Hall during lunch hours.

### **Academic and Attendance Eligibility**

- Academically, a student must have a minimum of 60% average and passing a minimum of two credits per semester.
- Athletes may participate in **ONE Major** sport at a time.
  - Fall Major Sports:** Rugby 7's, Football, Boys Soccer, Girls Basketball, Girls Field Hockey, Boys Volleyball, Girls Ultimate Frisbee, Cross Country
  - Fall Minor Sports:** Golf, Tennis, Spirit Squad
  - Winter Major Sports:** Hockey, Swim, Girls Volleyball, Indoor Soccer, Ski/Snowboard, Boys Basketball
  - Winter Minor Sports:** Badminton, Spirit Squad, Archery
  - Spring Major Sports:** Girls Slo Pitch, Fast Pitch, Boys Baseball, Girls Soccer, Rugby, Co-Ed Ultimate Frisbee, Girls Lacrosse, Co-Ed Volleyball, Waterpolo, Track and Field
  - Spring Minor Sports:** Badminton, Spirit Squad, Archery, Boys Ball Hockey
- Athletes who do not meet the Leaside Academic Policy or minimum average will be granted a probationary period. The athlete will be provided with the opportunity to tryout for the team BUT should the athlete be selected for the team, he/she will be required to attend Study Hall while on probation for a minimum of two weeks.
- Regular attendance is mandatory in all classes and teachers must be notified of any absence prior to the athletic competition. The school curriculum and classes are a priority. Students who participate in athletics are expected to participate in all aspects of their classes, including Phys. Ed. classes, on the day of any athletic competition.
- Missed tests or assignments due the day of an athletic competition must be done prior to the event or negotiated with the teacher.
- On the day of any game or competition, students must be in attendance in all classes up to the dismissal time. Skipping classes or abusing the dismissal time will result in suspension from the team.

### **Consequences**

- Skipping class - first offence – warning  
 - second offence – 1 game suspension  
 - third offence – suspension from team

#### Missed Tests or Assignments

- Students who miss any test or assignment without prior communication with their teacher may receive a mark of zero.
- Students should attend Study Hall for any missed classes due to a game, tournament or event.

#### Disruptive Behaviour

- Students may be suspended from school teams after consultation with the coaches, Physical Education dept and/or administration

#### Academic Ineligibility

- Students who fail to meet the academic or attendance requirements will be suspended from all sports at Leaside High School until standards are met. Students' academic progress will be monitored and checked during each semester. Final report card marks in June will also apply to the fall sports season.

### **2018-2019 LEASIDE CLUBS AND ACTIVITIES**

Clubs and Activities will be announced during the school year. The following is a list of clubs and activities that have been available for students in previous years.

#### **CLUBS AND ATHLETICS**

##### **CLUBS**

Student Council  
 Model United Nations/G20  
 Science Fair  
 Band/Choir  
 Adolescents for Community  
 Teamwork (ACT)  
 Schoolreach/Reach for the Top  
 Classics Club  
 Canadian Computing  
 Competition  
 Educational Computing  
 Organization of Ontario  
 L.H.S. Tech Crew  
 Mathematics Contests  
 Film Club  
 GSA (Gender Sexuality Alliance)  
 Chronicle (School Newspaper)  
 Clan Call (School Yearbook)  
 Leaside Athletic Association  
 Student Action Team  
 Fashion Show  
 Drama Club  
 Library Council  
 Robotics Club - Lancebotics  
 Environment Club  
 Peer Tutors/Helpers  
 White Pine Reading Club  
 Cake Club  
 DECA

##### **ATHLETICS**

Archery - Co-Ed  
 Volleyball (Girls/Boys/Co-Ed)  
 Dragon Boat  
 Girls' Field Hockey  
 Ice Hockey (Girls/Boys)  
 Badminton  
 Soccer (Girls/Boys)  
 Tennis  
 Cross-Country (Girls/Boys)  
 Basketball (Girls/Boys)  
 Girls' Softball/Fastpitch  
 Girls' Lacrosse  
 Rugby (Girls/Boys)  
 Boys' Football  
 Boys' and Girls' Golf  
 Boys' Baseball  
 Swim  
 Water Polo  
 Track & Field (Girls/Boys)  
 Ball Hockey (Girls/Boys)  
 Ultimate Frisbee  
 Table Tennis  
 Ski (Girls/Boys)



## **STUDENT CODE OF BEHAVIOUR**

### **SCHOOL GOAL:**

Students at Leaside should come to value themselves, other people, the environment, and the benefits of learning.

### **THE SAFE SCHOOL MISSION OF THE TORONTO DISTRICT SCHOOL BOARD:**

To provide 'learning environments that are safe, nurturing, positive and respectful'.

The following rules are in effect while on Board property, on school contracted transportation, and at school-sponsored events.

### **RULES THAT PROMOTE A RESPECTFUL LEARNING ENVIRONMENT**

- Students shall behave in a manner that shows consideration and respect for the rights of all members of the school community.
- Students shall not express, and should not condone, any negative bias or harassment based on race, colour, culture, ethnicity, linguistic origin, disability, socio-economic class, age, ancestry, nationality, place of origin, religion, faith, sex, gender, sexual orientation, family status, or marital status.
- Students shall respect the ideas and opinions of others.
- Students may work individually in the hallways during unassigned periods, but must respect classes in progress.
- Students shall not use offensive language or display offensive words or symbols.
- Clothing shall be appropriate to a learning environment and shall not display messages that violate or undermine school rules.
- Head coverings are prohibited unless worn for religious reasons.
- Students shall not commit acts of theft, and should leave valuables at home.
- Students shall stand and refrain from talking during the National Anthem.

### **RULES THAT PROMOTE A SAFE LEARNING ENVIRONMENT**

- Students must identify themselves when asked to do so by a teacher.
- Students shall not inflict or threaten, or encourage others to inflict or threaten, any physical, sexual, or verbal harm on another person.

- Students shall not be in possession of any weapon.
- Students shall not spread information that is false and is likely to cause alarm or harm to another person.
- The following are not permitted: open flames not monitored by a teacher, laser pointers, and unsafe athletic or dance activities.
- Skateboards are prohibited on school property. Other forms of transportation are permitted provided they are not used for recreational purposes on school property.
- Students are prohibited from participating in games at the front of the school, which involve physical activity (e.g. frisbees, snowballs, soccer, football, tennis balls, etc.).

#### **RULES THAT PROMOTE A HEALTHY LEARNING ENVIRONMENT**

- Students shall not possess, be under the influence, or make available to others, drugs or alcohol.
- Students shall not possess lit tobacco products, e-cigarettes or vaporisers on school property.

#### **RULES THAT PROMOTE A CLEAN, ATTRACTIVE, SCHOLARLY LEARNING ENVIRONMENT**

- Students shall not vandalize, deface, or misuse school equipment or property.
- Students shall not gamble.
- Students shall not cheat or commit plagiarism while completing tests, examinations, or assignments.
- Students shall use school-owned technological equipment (computers, photocopiers, audio-visual equipment, and science equipment) for school-related purposes only.
- Students shall properly dispose of all their waste, both inside and outside the building. Recycling is encouraged.
- Food and drinks (except water) may only be consumed in the Cafeteria or in designated areas, and are prohibited in classrooms.
- Students leaving school early and missing classes shall sign out at the office.
- All students who have missed classes due to a non-school activity must provide a written explanation upon their return. Students who are under the age of 18 require a note from a parent or guardian and those students over the age of 18 may write their own notes.

- ALL personal communication devices (cell phones, headphones, etc.) shall be out of sight, and turned off during classroom instructional time unless permitted by the teacher.
- Students are expected to follow all class rules as outlined by their teachers.
- Students shall attend all scheduled classes and arrive on time and be prepared to learn.
- Students must not play with sports equipment in the halls e.g. basketballs and soccer balls.
- Students may only park in the designated parking spaces which are located on the east side of the tennis courts. Student vehicles parked in the staff parking spaces are subject to being tagged and/or towed at the owner's expense.

### **SCENT POLICY**

Scented products have an impact on everyone. For some people, perfumed, scented or fragrant products are enjoyed, but for those who have asthma, allergies or environmental sensitivities, exposure can result in illness, absence from work and even hospitalization.

We want our school to be a clean and safe environment for all of our staff, students and visitors. To help achieve that, we encourage the Leaside community to reduce the use of fragrances and scented products.

- Be considerate of those who are sensitive to fragrance chemicals.
- Avoid using scented products and use scent-free alternatives, instead.
- If you do use scented products, use them sparingly. A general guideline for scented products is that the scent should not be detectable more than an arm's length away from you.
- Do not apply scented products in a public area.
- Avoid using laundry products or cleaning agents that are scented.
- Air out dry-cleaned clothing before wearing.

### **CONSEQUENCES**

- The consequences imposed as a result of not honoring school regulations will depend on several factors, including which rule was broken, and the severity of the offence. Breaking school rules may result in one or more of the following: Warning, detention, counselling, interview with principal or vice-principal, parental involvement, academic penalty, loss of privileges, confiscation of personal property, withdrawal from classes, restitution, suspension, police involvement, and recommendation for expulsion.

NOTE:

- *Some rules have mandatory consequences (e.g. drugs, alcohol, weapons, and violence).*
- *Tobacco Control Enforcement Officers may issue \$490.00 fines.*

### **THE LHS LIBRARY PROGRAMME**

With teacher-librarians and a wealth of online and print resources in our active learning commons library, students learn to locate, assess, and process the information they need for assignments, to read for depth, and to become independent life-long learners. Teacher-librarians collaborate with classroom teachers across subject areas to design and carry out research assignments, select and teach effective and ethical use of print and online resources, and maintain a physical and virtual programme that students can access 24/7.

**Library Hours:** The library is open for student use whenever possible from 8:15 a.m. – 4:00 p.m.

**Services:**

- Teacher-Librarian support for: research, collaboration, and study, which are the primary focus of the library
- A number of digital pathfinders and resources are available to help improve research skills and support students as they complete assignments. The teacher-librarian can show students how to access these.
- Classes scheduled to use space and/or computers in the library take priority, but students on spares may use the library and computers when space allows.
- French and English resources: non-fiction, fiction, Young-adult fiction, manga and graphic novels.
- Virtual Library (see below)
- 15,000 books; magazine subscriptions; 44 desktop computers and laptop cart (32 laptops)
- Graphic organizers, research pathfinders, note taking templates
- Printing & Photocopying: 10¢ per page
- Bristol boards and other supplies for sale when available

**Loans:**

- To borrow materials, students must provide their student number or student card
- Books for 3 weeks; Magazines, manga & graphic novels for 7 days
- Maximum 5 books in total, 3 per assignment

- All items may be renewed, as needed
- Overdue fines are 10¢ per day per item
- The replacement value of lost or damaged materials must be resolved, by payment or in kind.

### **Library Activities:**

A variety of activities are run through the library to encourage and celebrate a love of reading, which include: library volunteers; White Pine book club; guest speakers.

**Connect to your TDSB Virtual Library** 24/7 to find online resources (news/magazine/journal articles, e-books, pictures/videos, helpful web sites/tools) for projects and personal interest.

### **How to connect from outside of TDSB:**

- a) Go to **<http://aw.tdsb.on.ca>**
- b) Sign in with student/employee number and network password
- c) Locate "my home" tab (top navigation bar) and select "Leaside High School"
- d) Locate "Virtual Library" (left navigation bar)

### **Types of Resources:**

Use the left navigation bar or home page to choose the type of resource to meet your needs. Many resources have read-a-loud, translation features and include images and video.

1. **Encyclopedia** - A great place to start an inquiry on most topics.
2. **eBooks** - Easy to access online to build your knowledge about a topic or to read for pleasure.
3. **Online databases** - Find topic overviews, current news/magazine/journal articles, images, video on many subjects from hundreds of sources.
4. **Images & Media** - Find streamed video, images, and music for projects, homework and for personal interest.
5. **Library Catalogue** - Login to the library catalogue to see your account and to access eBooks.

**User Names and Passwords:** Some resources need user names and passwords when outside of TDSB. Use the table below to find: descriptions of resources, locations (pages) and login and password.

**PASSWORDS MAY NOT BE POSTED ELECTRONICALLY  
OUTSIDE OF THE TDSB NETWORK.**

<b>Resource Name (page)</b>	<b>Login</b>	<b>Password</b>
Britannica Online (Encyclopedia)	trillium	trillium
Career Cruising (database)	Ask Guidance	Ask Guidance
Cdn Literary Reference Centre	trillium	trillium
Cdn Points of View (database)	trillium	trillium
Cdn Reference Centre (database)	trillium	trillium
Capstone (eBooks)	trillium	trillium
CultureGrams (database)	trillium	trillium
Encyclopedie Universalis Jr/Sr	trillium	trillium
Global Issues in Context (database)	trillium	trillium
Gale Virtual Ref Library (eBooks)	trillium	trillium
History Ref Centre (database)	trillium	trillium
InfoBase e-Books (eBooks)	trillium	trillium
Jobs People Do (database)	TDSBjpd	TDSB
Naxos Music Library (streaming library)	trillium	trillium
OERB also see Educator Access	tdsbstudent	tdsb
Imagine the Learning/Research Success (Inquiry guides)	tdsbresearch	tdsbresearch
Research Success, French edition	recherchetdsb	recherchetdsb
Science Ref. Centre (database)	trillium	trillium
Teen Health & Wellness (database)	tdsb	trillium

## **SCENT AWARENESS**

Scented products have an impact on everyone. For most people, perfumed, scented or fragrant products are enjoyed, but for those who have asthma, allergies or environmental sensitivities, exposure can result in illness, absence from work and even hospitalization.

We want our school to be a clean and safe environment for all of our staff, students and visitors. To help achieve that, we encourage the Leaside community to reduce the use of fragrances and scented products.

### **What can you do to help?**

- Be considerate of those who are sensitive to fragrance chemicals.
- Avoid using scented products and use scent-free alternatives, instead.
- If you do use scented products, use them sparingly. A general guideline for scented products is that the scent should not be detectable more than an arm's length away from you.
- Do not apply scented products in a public area.

- Avoid using laundry products or cleaning agents that are scented.
- Air out dry-cleaned clothing before wearing.

## **EMERGENCY LOCKDOWN PROCEDURES**

**EMERGENCY SIGNAL: A designated sound followed by the PA announcement: "This is a Leaside emergency. The school is now in a lockdown mode" indicates the school follows lockdown procedures.**

- A life-threatening situation occurring on school property.
- Stay out of hallways. Alert others. Find a classroom.
- If in class, lock doors, turn lights off, close windows, stay low (under a desk) and out of sight of windows.
- Wait for further instructions.

## **FIRE ALARM/EVACUATION:**

- Stay with your teacher and your class.
- Leave the school immediately and in an orderly way, through the primary exit indicated on the instructions posted in each room.
- If primary exit is blocked, leave school via alternate exit.
- Once outside, report to your teacher for attendance taking and stay well away from the building.
- Re-enter the building after the 'all clear' signal is given.

## **WHAT TO DO IF...**

1. **YOU NOTICE SOMETHING/SOMEONE SUSPICIOUS**  
- **Report** your suspicion immediately to a staff member.
2. **YOU BELIEVE YOU HAVE BEEN A VICTIM OF HUMAN RIGHTS DISCRIMINATION, BULLYING, OR HARASSMENT** - **See** a Guidance counselor or Vice-Principal. It is a policy of the TDSB that students should not have to suffer bullying or harassment from anyone.
3. **YOU WANT TO MAKE A P.A. ANNOUNCEMENT** - The announcement is to be emailed by the staff advisor to the main office by 8:00 a.m.

4. **YOU WANT TO START A NEW CLUB** - Find a staff advisor and apply to Student Council for a charter. All students participating in extra-curricular activities must have a Student Activity Card.
5. **YOU LOSE OR FIND SOMETHING VALUABLE** - Report immediately to the main office.
6. **YOU ARE INJURED AT SCHOOL** - Tell a teacher and the main office. Parents/Guardians will be notified.



### SCHOOL DAY SCHEDULES

<b><u>REGULAR DAY SCHEDULE</u></b>	<b><u>SHORT DAY SCHEDULE</u></b>
Anthem/Announcements    8:40 – 8:45 Period 1                        8:45 – 10:00 Period 2                        10:05 – 11:20 LUNCH                            11:20 – 12:25 Period 3                        12:25 – 1:40 Period 4                        1:45 – 3:00	Anthem/Announcements    8:40 – 8:45 Period 1                        8:45 – 9:45 Period 2                        9:50 – 10:50 LUNCH                            10:50 – 11:55 Period 3                        11:55 – 12:55 Period 4                        1:00 – 2:00
<b><u>ASSEMBLY DAY SCHEDULE</u></b>	<b><u>DELAYED START DAY</u></b>
Anthem/Announcements    8:40 – 8:45 Period 1                        8:45 – 10:30 <i>Assembly #1</i> 8:45 – 9:30 <i>Assembly #2</i> 9:45 – 10:30 Period 2                        10:35 – 11:40 LUNCH                            11:40 – 12:45 Period 3                        12:45 – 1:50 Period 4                        1:55 – 3:00	PLC                                8:30-10:00 <i>(Professional Learning Communities/Staff Meetings)</i> Anthem/Announcements    10:00 – 10:05 Period 1                        10:05 – 11:00 Period 2                        11:05 – 12:00 LUNCH                            12:00 – 1:05 Period 3                        1:05 – 2:00 Period 4                        2:05 – 3:00

