

# Sir Wilfrid Laurier Secondary School

## Online Student Handbook



### Sir Wilfrid Laurier Secondary School Mission Statement

Sir Wilfrid Laurier Secondary School strives to provide a positive and safe environment in which students, staff and parents are committed to excellence and the creation of socially responsible, adaptable learners prepared to make an effective contribution to the community.

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## Daily Schedule

Sir Wilfrid Laurier Secondary School  
Daily Timetable, September 2023

<b>SWL Daily Timetable 2023-2024</b>		
Time	Day 1	Day 2
8:10	Students arrive at school at 8:10 am or earlier	
8:15-8:20	Travel Time	
8:20-9:35	Class A	Class B
9:35-9:40	Travel Time	
9:40-10:55	Class B	Class A
10:55-11:45	LUNCH	
11:45-11:50	Travel Time	
11:50-1:05	Class C	Class D
1:05-1:10	Travel Time	
1:10-2:25	Class D	Class C

## Attendance

### a) Attendance Expectations

- Classes begin at 8:20 am. Please arrive at school between 8:00 and 8:15 a.m.
- It is your responsibility to attend all of your classes.
- Teachers record attendance in each class.
- It is the responsibility of parents/guardians to inform the school of any absences **in advance** (or the student him/herself if age 18)
- Our automated attendance notification system will telephone and email parents/guardians to inform them of all unexplained absences and lates when the Main Office has not been informed.

- Students struggling with attendance issues will work with their vice principal as well as guidance and student success staff, in partnership with parents and guardians

#### b) Absences

- If you have to be absent from school, parents/guardians need to inform the Main Office through one of the following methods:
  - Email the school attendance address: [swlattendance@ocdsb.ca](mailto:swlattendance@ocdsb.ca), **OR**
  - Call the school 24-hour telephone attendance line at 613-834-4500, voice mailbox 1 (please leave a message)
- In the message your parent/guardian should clearly state your name, their name, and the date and reason of the absence.
- If your parent/guardian forgets to call or email, please ask them to follow up via phone or email so your attendance can be updated and it doesn't look like you "skipped!"
- A "Snow Day" is a regular school day. When school buses are cancelled the school remains open. Even when the school buses are not operating, your parent/guardian needs to inform the school that you will be absent, as the school is still required to record student attendance.
- Extended absences may jeopardize your achievement in courses. For any absence of 5 or more days, please contact your Vice Principal in advance (or as soon as you are able if it is an emergency).

#### c) Absences and Signing Out

- If you must leave school during the day and will miss class time you are required to **sign out** at the Main Office.
- You must have permission from your parent/guardian to authorize you to sign out.
- Your parent/guardian may give permission by telephone (613-834-4500) or by email ([swlattendance@ocdsb.ca](mailto:swlattendance@ocdsb.ca)).
- If there is no telephone call or email, you must call your parent/guardian from the Main Office and a member of the office staff will speak to them to obtain permission.
- We can't let students under 18 leave without permission!

- ★ **It is very important that the Main Office be informed of any address, telephone and/or email changes so that the school can reach parents/guardians during the school day when necessary or in case of an emergency. Your parent/guardian can update your contact information by email to [sirwilfridlaurierss@ocdsb.ca](mailto:sirwilfridlaurierss@ocdsb.ca)**

#### d) Absences and Signing In

- If you are late for a legitimate reason (e.g. illness or a medical or dental appointment), you are required to **sign in** at the Main Office and obtain a permission slip for admittance to class.
- There must be a phone call or email from your parent/guardian to authorize you to sign in.

#### e) Lates to Class

- **Students are expected to be in class and on time.**
- If a student arrives late to school or class with no legitimate reason (e.g. an appointment) they are to report to class and will be marked late.
- Vice-Principals will work with students who are chronically late (in partnership with parents/guardians).

#### f) Absences of Students 18 & Over

- If you are 18 or over, you are responsible for your own attendance with the Main Office and your teachers.
- Your parents may still be involved and contacted by the school if you so desire. You need to fill out the “Over 18” form to ensure the school knows your preference.
- Sign in and out at the Main Office providing appropriate and legitimate reasons for absence.
- You still need to explain every absence!
- An appointment card/email from a medical or dental office may be requested as “third party verification.”

**g) Absences that are Unauthorized (“skipping”)**

- Absences that are unjustified or unauthorized are considered a “skip.”
- Honesty with teachers and parents is the best policy.
- “Skipping” will be dealt with by the subject teachers and the appropriate Vice-Principal on a case-by-case basis.

**h) Absences and Missed Work**

- Students absent from class are responsible for making arrangements with their subject teachers for all material covered during their absence, including regular classwork, as well as assessments and evaluations.
- Teachers maintain a Google Classroom or VLE (Virtual Learning Environment) with an outline of material covered, but this is not meant to be a substitute for daily attendance.
- If you are away from class for more than two consecutive days, your parents/guardians need to be in touch with your teacher directly, or your guidance counsellor, to receive class materials and assignments.
- If a student will be absent for more than three days due to travel, parents **must** directly contact the Vice-Principal prior to the departure date.
- If a student is absent for 5 consecutive days for medical reasons, a medical note is requested

## Assessment and Evaluation Policy (Sir Wilfrid Laurier SS)

Assessment and evaluation are regular and vital parts of the learning process. The Ontario Ministry of Education states that the primary purpose of assessment and evaluation is to improve student learning. Through regular assessment and evaluation, you can get feedback for learning and see how you are achieving in each course, relative to the curriculum expectations for the course. It is expected that all students will complete regular coursework, assessments and evaluations.

Over the course of a semester students will be given many opportunities to demonstrate that they have met the expectations of the curriculum. Many assessments of student work will be undertaken during their efforts towards improvement. Teachers will evaluate the degree to which learning expectations have been met in accordance with Ministry of Education standards and use their evaluations to generate report card marks twice a semester.

The Sir Wilfrid Laurier Secondary School Assessment and Evaluation Policy is aligned with OCDSB [Policy](#) and [Procedure](#), as well as [Ontario Ministry of Education Policy](#).

### Assessing and Evaluating Incomplete, Missing, or Plagiarized Work

It is the responsibility of the student to complete all assigned work, to be present for assessments and evaluations (including tests, quizzes, performances, essays, labs, exams, summatives, etc.), and to be prepared for and to attend assigned presentations and summative evaluations. When the student knows that they will be absent for any assessment or evaluation, they are expected to make arrangements with the teacher before the due date.

In the event that a student fails to hand in an assignment or misses a test, evaluation or presentation, the following steps will be taken:

#### **Late or Incomplete Assignments**

- If an assignment is late or incomplete, the parent/guardian will be informed and the student will be provided with a second opportunity. Note that a second opportunity is provided to help students deal with exceptional circumstances such as illness or emergencies. This may be a different assignment.
- If a student regularly misses deadlines, an academic improvement plan may be implemented.

#### **Missed Evaluations**

- Parents/guardians need to communicate with the classroom teacher or the Main Office in advance of a student's absence from an evaluation
- If this has not occurred, the teacher will contact home to discuss an alternate arrangement
- Late and missed assignments/evaluations will be reflected in the Learning Skills section of the report card, as well as in comments.
- When major evaluations are missed or incomplete, this will be reflected as "incomplete" on the evidence record which will jeopardize the credit
- Note that a second opportunity for tests and presentations is provided to help students deal with exceptional circumstances such as illness or emergencies. Student may be referred to Student Success or their Vice Principal if work completion is an issue or patterns of missing deadlines and evaluations emerge during the semester

#### **Absence of Evidence**

- A mark of "incomplete" will be recorded on the student's evidence record to represent the absence of evidence after a student has been given opportunities to complete an evaluation and display understanding of overall expectations.

#### **Exams and Summative Evaluations**

- ***Legitimate absences during summatives and examinations may only be excused with official documentation provided to the school administration (principal/vice principals).***
- A legitimate absence is one resulting from student illness or a family emergency.
- The teacher will inform the parent/guardian, as well as the department head and vice principal, about a late or missed summative evaluation.
- Where formal evaluations are held, students are required to be present.
- Exams are scheduled for the end of January and the end of June each year. Summative evaluations are administered towards the end of the course. Vacation and work commitments should not be made at these times in order for you to meet your school obligations.

#### **Academic Integrity**

- In keeping with the expectations outlined in the OCDSB Character Development Program, all students are expected to produce and take credit for their own work. Fraudulent work is of no value and provides no evidence of a student's learning.
- Fraudulent work includes, but is not limited to, copying someone else's work, cheating, citing references incorrectly, using online translators, and handing in the same assignment for more than one course.
- A student's parent/guardian will be contacted in such cases and all fraudulent work submitted will be documented and archived.

- As a preventative strategy, the Teacher-Librarian will conduct seminars on academic integrity with Grade Nine and Grade Eleven classes each year, and all subject teachers will review academic integrity expectations at the beginning of the semester with each of their classes.
- Academic dishonesty will have a behavioural consequence. Students who submit fraudulent work may be referred to Sir Wilfrid Laurier's Academic Integrity Committee where they will participate in a workshop on academic integrity, delivered within the context of the OCDSB Character Development Program.
- Upon completion of the workshop, the Academic Integrity Committee will issue a notice that the student must take back to their subject teacher.
- Students will then have an opportunity to redo the original assignment or complete an alternate task, based on a due date negotiated with the subject teacher.

## Athletics and School Sports

We encourage you to participate in sports activities offered at school! One of the best things you can do in high school is to try out for school teams. Get involved! Playing for your school is a rewarding educational experience. Acceptable standards of behaviour, attendance, and academic progress must be maintained to remain eligible to participate, as stated in the Athletic Code of Conduct set out below. Every Sir Wil Lancer and their parent/guardian must sign the Code before participating.

It is recommended that students have an annual medical examination before they participate in any interscholastic sport. Fall interscholastic sports are identified the first week of school in September depending on student interest and commitment, staff, coaches, and budget. Winter and Spring sports will be identified in October and February respectively.

### **SIR WILFRID LAURIER SECONDARY SCHOOL ATHLETIC CODE OF CONDUCT - 2022-2023**

Student-Athletes are privileged to represent Sir Wilfrid Laurier Secondary School and should conduct themselves as suitable ambassadors for our school at all times. All sporting events are school sanctioned. This includes games, practices and tournaments. Students are required to conduct themselves in accordance with OCDSB and Sir Wil policy for all school-related activities. Sir Wil Lancers are expected to be role-models and ambassadors of inclusive, team-building behaviour. Laurier Athletics does not condone any threatening, bullying, or abusive behaviour toward any student. All hazing-type activities are strictly forbidden. Inappropriate behaviour will result in consequences from coaches and school Administration.

**It is a privilege to be on a Sir Wilfrid Laurier team, not a right!**

#### **ACADEMICS:**

Players are expected to be conscientious students and good citizens. Sport-related absences are valid. However, work missed because of athletic activities must be completed to the teachers' satisfaction. All athletes must meet the academic eligibility requirements of the NCSSAA. All athletes should communicate their absences to the classroom teacher **in advance** of the event.

#### **SPORTSMANSHIP:**

Sir Wil players will display good sportsmanship at all times. Good sportsmanship means showing respect in dealing with teammates, coaches, opposition, officials, and spectators. All fans are expected to show good sportsmanship and keep all cheering positive, in accordance with NCSSAA and OFSAA spectator policies.

**TRANSPORTATION:**

Strict adherence to school rules while on buses or visiting schools is expected. Students must be transported in vehicles arranged by the school, unless otherwise approved. All games and practices are cancelled on days when school buses are cancelled.

**ATHLETIC AND TEAM FEES:**

An 'Athletic Fee' of \$70.00/person/team sport or \$35.00/person/individual sport is required for all Lancer sports. The Athletic fee helps to subsidize the cost of uniforms, transportation, Athletic Banquet, and NCSSAA league entry fees. Teams may also charge an additional 'Team Fee' for tournaments, clothing, etc. as determined by the coach.

**UNIFORMS:**

Students need to provide a uniform deposit cheque to their coach to cover replacement costs. School uniforms must be in good condition and washed upon their return. Team uniforms are to be worn for team activities only. Deposit cheques will be cashed for damaged or missing uniforms.

**PLAYING TIME:**

We are committed to the development of all our student-athletes, however, athletic teams are competitive and **playing time is NOT guaranteed, nor is it equitable. Playing time is up to the sole discretion of the coaching staff.** Coaches will be clear about their expectations with respect to playing time. Players are encouraged to talk directly with their coach if they are not happy with playing time – it is not fair to coaches or other players to have parental interference with respect to playing time. This means that some athletes could get very little or no playing time at all. **If you are not in agreement with this, then please do not commit to playing for a competitive team at Sir Wil.**

**ATTENDANCE:**

In order to play on a specific game day, players **must be in attendance** at school and in **ALL CLASSES**, unless the coach has been forewarned of a valid reason (ie doctor's appointment). All absences must be communicated to the office for validation. Players must participate in physical education classes on game days.

**INJURIES:**

All injuries must be reported to the coach, even if they occur outside of school, **especially suspected concussions**. If a concussion occurs outside of school, parents are to fill out the concussion protocol form PR.561.SCO--available in the Main Office and on our website--and bring the form to the Main Office. If a concussion occurs at school the coach will fill out a student accident report and a concussion protocol form PR.561.SCO.

If you have questions about concussion protocols, please contact your Vice Principal and/or email the school at [sirwilfridlaurierss@ocdsb.ca](mailto:sirwilfridlaurierss@ocdsb.ca).

**VALUABLES:**

Players are responsible for the safekeeping of their own valuables during practices, games and field trips. Students should leave their valuables in their lockers.

**SMOKING/VAPING/DRUGS/ALCOHOL:**

Smoking/vaping and consumption of drugs or alcohol is forbidden at any time, on any school premises, on buses or at any school/athletic event. **Students will be subject to disciplinary action by Administration (suspension) and coaching staff.**

**Smoking/vaping at any school event or activity is strictly forbidden, regardless of location.**

Counselling with our addictions counsellor is encouraged for those trying to quit. Please talk to a trusted adult (coach, guidance counsellor, Vice Principal) for a referral to counselling services.



**COMMITMENT:**

Once the commitment to a school team has been made, a player must follow through with his/her commitment to the team. It is unfair to teammates and coaches to leave a team mid-season. It is also unfair to other aspiring players who have failed to earn a place on that team.

**Any player who quits a school team during the season, or is removed by the coach for reasons of commitment or behaviour, will be ineligible to play on any Sir Wilfrid Laurier school team for the following sports season. Athletic and team fees will not be reimbursed.**

Any absences by the athlete from practices or games must be discussed with the coach beforehand or as soon after the absence as possible. Excessive absences could lead to removal from a school team, at the discretion of the coach and/or the Administration. This will result in the player being ineligible for the following season. Players must abide by any decision made by the coaches. Students may leave the team without penalty, until the commitment date; as given by the coach. Under exceptional circumstances, arrangements can be made for a player to leave a team without penalty, pending approval of the Coach, Athletic Director and Principal.

Teams with insufficient interest with regards to attendance at practices, poor effort, attitude, etc. will be subject to cancellation.

**TWO SPORT POLICY:**

Athletes may only play one team sport/season. It is possible to be a member of a team and compete in an individual sport, **provided both coaches are in agreement and you are able to make all practices.** **The athlete must also inform coaches what sport will take priority if a conflict does arise.**

**GENERAL STATEMENT**

The Athletic Code of Conduct has been constructed to assist players, coaches and Administration in making the Sir Wilfrid Laurier Athletic Program rewarding for all those involved. The rules contained in the code are not designed to limit participation, but rather to ensure respect, safety and dedication for the Athletic Program and the individuals involved in it. It is a privilege to be on a Lancer athletic team.

## Buses / Transportation

The OCDSB provides bus service for resident students whose homes are more than 3.2 km (linear distance) from the school. While travelling on a bus, students must abide by all Sir Wilfrid Laurier policies and the OCDSB student code of conduct. Failure to do so may result in withdrawal of bus privileges.

You must get on and off your bus at the assigned time and stop. Don't be late!

Students are only permitted to ride the bus to which they are assigned.

The Ottawa Student Transportation Authority (OSTA) can be contacted at 613-224-8800 or [www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca) . We encourage students and families to subscribe to the OSTA mailing list for updates for notifications of late or cancelled busses (subscribe at <http://www.ottawaschoolbus.ca/cancellation-delay-details/> and see the bottom left part of the screen for "Subscribe to Receive Email").

## Cafeteria Food Services

Chartwells runs the cafeteria services at SWL (as well as many other OCDSB sites). Chartwells is aiming to set up cafeteria services at all OCDSB sites, however, like many businesses post-Covid, they have jobs available but cannot find people to work. The SWL cafeteria will be open when there is staff in place.

We will let students, families and staff when the cafeteria is open.

## Code of Conduct, Expectations, and Safe Schools

A positive School Climate exists when all members of the Sir Wilfrid Laurier Community feel safe, accepted, and valued upholding social justice and the human rights and dignity of each person. Every member of the Sir Wilfrid Laurier school community has the right to learn and work in a safe environment, free of harassment, bullying and, to be treated with courtesy and respect. Harassment of any kind (physical, sexual, psychological, verbal, or written, and including threats, intimidation, bullying, roughhousing, and fighting) will not be tolerated. If you feel that you are being bullied or harassed, please talk to a trusted adult - teacher, guidance counsellor, educational assistant or your Vice-Principal.

The entire Sir Wilfrid Laurier school community is committed to providing a safe and comfortable learning environment for all students and staff. We believe that for this to happen, it is the responsibility of each person to encourage the development of attitudes and values which foster respect.

### School Community Obligation

All members of the school community have an obligation to act in situations involving inappropriate behaviour:

- If it is safe and wise to do so, and one has the skills to intervene, one should do their best to discourage, prevent or stop the inappropriate behaviour;
- If it is not safe and wise to intervene, one should leave the area and seek staff assistance immediately.

Staff and students can work together to maintain a safe environment for learning.

### Expectations

Students should remember that during classes, in assemblies, at lunch hour, on field trips and at sporting activities, they represent our school. Expectations are that students will conduct themselves in accordance with the policies and procedures of the school.

It is the right of all students to be safe and to feel safe when at school, or while involved in school activities. To that end, there is no tolerance for:

- Physical, verbal, written, sexual or psychological abuse - including on social media;
- Bullying or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation or other attribute;
- Deliberate degradation of individual or Ottawa-Carleton District School Board property.

Consequences for these types of behaviour will be dealt with according to the student discipline policy as set out by the [Ministry of Education](#) and the OCDSB ([OCDSB Code of Conduct](#) & [OCDSB Safe Schools Policy](#)). There are consequences for bullying whether it be by the bully and/or by bystanders.

## Commencement Celebrations

Our school staff is happy to celebrate formally with the graduates at the school-sanctioned commencement at the end of June.

While there may be a student-run “Graduation Committee,” it functions as a non-authorized body. Its activities are neither approved nor sanctioned by Sir Wilfrid Laurier Secondary School nor by the Ottawa-Carleton District School Board.

The Administration and staff of Sir Wilfrid Laurier Secondary School assume no responsibility or liability for the events organized and managed by the student graduation committee, nor do we assume a supervisory role. We want to make our position clear so that parents may have appropriate discussions with their children.

## Community Service Hours

Successful completion of 40 community service hours is a requirement for a graduation diploma. **You cannot graduate without completing 40 hours of community service.**

Twenty hours may be granted for “school generated” activities with the remaining or all 40 hours to be completed in the community.

Go to Student Services or to the Main Office to get the sheet you need to record community service hours. Read the back of the sheet before you do the community service because some activities are accepted and other are not. If you require guidance or if you aren't sure if the activity you wish to do is acceptable, please discuss with your Guidance Counsellor, Vice-Principal, Principal or Student Services staff. You don't have to complete all of your 40 hours before bringing a sheet to Student Services. You may submit blocks of hours as you do them. Please ensure that the community supervisor's name, location and contact information are clearly indicated on the form for verification purposes. More information can be found on the School website under the [“Student Services” tab](#).

Students may email their completed volunteer forms to [heidi.holtslander@ocdsb.ca](mailto:heidi.holtslander@ocdsb.ca) or drop off in Student Services. Please be sure to have the student and parent sign the completed volunteer form before emailing or handing in.

## Concussion

If a student has sustained a suspected concussion at school or outside school hours the parent/guardian will need to inform school staff as soon as possible (Vice-Principal or Office Administrator) so we can initiate the Concussion protocol. A student with a diagnosed concussion needs to follow a medically supervised, individualized Return to Learn/Return to Physical Activity Plan.

The Return to Learn/Return to Physical Activity Plan and related documents are available at [PR.560.SCO](#) (also available in the Main Office). The detailed plan and documents are in the appendices on page 11 of

the PR.560.SCO document and are linked below. The signed documents will need to be updated and returned regularly to the Main Office as the student's post-concussion symptoms improve.

A student is released from the Concussion Protocol when we receive the Medical Concussion Clearance Form signed by a Doctor or Nurse Practitioner.

Key parts of the Concussion Protocol are:

Appendix C: [Chart to Identify a Suspected Concussion – Steps and Responsibilities](#)

Appendix D: [OCDSB 910 Tool to Identify a Suspected Concussion](#)

Appendix E: [OCDSB 908 Concussion Assessment Form](#)

Appendix F: [Diagnosed Concussion - Stages and Responsibilities](#)

Appendix G: [Return to Learning \(RTL\)](#)

Appendix H: [Return to Physical Activities \(RTPA\)](#)

Appendix I: [OCDSB 909 Home Concussion Management form](#)

Appendix K: [OCDSB 970 School Concussion Management Form](#)

Appendix L: [OCDSB 971 Medical Concussion Clearance Form](#)

## Counselling and Student Support

In addition to the support provided by our Guidance Counsellors, further counselling may be available upon referral from the school to an OCDSB psychologist, social worker, or counsellors from the Youth Services Bureau and Rideauwood Addiction and Family Services.

### EMERGENCY PHONE NUMBERS

#### **Kids Help Phone**

**1-800-668-6868**

#### **Addiction**

Rideauwood Addiction and Family Services 613-724-4881

Dave Smith Youth Treatment Centre 613-594-8333

Drug & Alcohol Helpline – Ontario Connex - [www.connex.ontario.ca](http://www.connex.ontario.ca) 1-800-565-8603

#### **Assistance and Support**

Alcoholism and Drugs – Alateen 613-725-3431

Alcoholics Anonymous 613-523-9977

Royal Ottawa Hospital 613-724-6508

#### **Birth Control**

Birth Control Clinic 613-232-2667

Sexual Health Clinic 613-563-2437

#### **Community Health Services**

Ambulance 911

Poison Control 613-737-1100

Public Health Nurse 613-722-2242

Youth Health Clinic (Youth Services Bureau) 613-241-7913 ext. 222

#### **Drug Counselling**

Rideauwood Addiction and Family Services 613-724-4881

#### **Eating Disorders**

Eating Disorders Clinic (Ottawa Hospital - Civic Campus) 613-761-4581

#### **Employment**

Apprenticeships Program	613-731-7100
Canada Employment Centre for Students	613-993-9911
Youth Employment Assistance Program	613-230-7887
<b>Family Issues</b>	
Catholic Family Services	613-233-8478
Children's Aid Society (to 16 years)	613-733-0670
Children's Hospital of Eastern Ontario (CHEO) – Youth Clinic	613-737-2406
Divorce Group for Adolescents (Youth Services Bureau)	613-727-1000
Family Service Centre	613-725-3601
Operation Go-Home	613-230-4663
Salvation Army Family Services and Suicide Prevention	613-236-7977
<b>Financial</b>	
Welfare (Student Assistance) – East End	613-749-0022
<b>Gaming and Gambling</b>	
Ontario Problem Gambling Helpline <a href="http://www.opgh.on.ca">www.opgh.on.ca</a>	1-888-230-3505
Gam-Anon and Gam-Ateen	<a href="http://www.gam-anon.org">www.gam-anon.org</a>
<b>Mental Health</b>	
24/7 Crisis Line (Youth Services Bureau)	613-260-2360
Online Crisis Chat (Youth Services Bureau)	chat.yzb.ca
Mental Health Services (Youth Services Bureau)	613-562-3004
Mental Health Helpline – Ontario Connex - <a href="http://www.connex.ontario.ca">www.connex.ontario.ca</a>	1-866-531-2600
<b>Pregnancy</b>	
Birthright	613-744-5683
Centretown Community Health Centre	613-233-9358
Children's Aid Society	613-733-0670
Planned Parenthood	613-230-7797
Youth Clinic - Children's Hospital of Eastern Ontario (CHEO)	613-737-2406
<b>Rape</b>	
Rape Crisis Centre	613-238-6666
Sexual Assault Support Centre	613-234-2266

## Dress Code

All students have the right to express themselves in school through their choice of clothing, hair styles, jewellery, and accessories.

While a student's style is their choice, we want to keep school a place where everyone can feel comfortable.

In April 2022, the OCDSB Board of Trustees approved updates to the [Safe Schools Policies](#), which includes the updated [School District Code of Conduct](#) (that contains a section on dress code). The process to update these policies began in 2019 and included consultations with students, families, staff and community members on a variety of issues, including dress code.

The new student dress code applies to all schools. All students have the right to express themselves through their dress without fear of body shaming, bias, or discrimination.

See our [dress code poster](#) for a brief look at what our dress code includes and what it doesn't.

For more detailed information, you can read the full [dress code procedure PR 628 SCO - Student Dress Code](#).

## Emergency Procedures

### Fire Alarms

Every school year, there will be six fire drills. The fire alarm will go off at some point. Every classroom has a poster that gives instructions to be followed. Leave the building immediately and stay with your class! Follow your teacher's instructions and stay away from the building until you are notified to return. An "all clear" bell will be rung three times to allow everyone to return to class. It is a criminal offence to tamper with the fire alarm system.

### Secure School or Lockdown

A "Lockdown," "Secure School," or "Shelter in Place" is designed to provide students with a secure area in case of an emergency other than fire. Each classroom has posters explaining emergency procedures that must be followed. The PA system may be used to announce the "Lockdown," "Secure School," or "Shelter in Place." If for whatever reason the PA is not available, the announcement may be made by staff or the Administration. It is essential that during a "Lockdown," "Secure School," "Shelter in Place," or drill, students follow all instructions given by teachers and Admin in order to ensure their safety. A student who fails to comply with these instructions may face serious consequences under the OCDSB code of conduct.

## Field Trips and other "Out-of-School" Activities

In order to go on a field trip, you must return a signed field trip form to your teacher before the trip date. If this is not done, you can't go on the trip! If you are away on field trips or other school-sponsored activities you are expected to complete all work missed from scheduled classes. Notify your teachers in advance of the activity so that arrangements can be made for tests and assignments.

Students are expected to return to full time attendance at school immediately following a field trip. Students must travel to and from school authorized activities using school approved modes of transportation. Students are not permitted to drive themselves or other students to such activities.

**As field trips are a privilege, be aware that due to poor attendance, poor academic performance or for behavioural reasons, students can be notified that they are not eligible to attend field trips or sporting events.**

## Graduation Requirements

In order to receive an Ontario Secondary School Diploma and cross the stage at Commencement,

students must satisfy all three graduation requirements:

- earn 30 credits including 18 compulsory and 12 elective credits;
- complete 40 hours of community service;
- successfully complete the Ontario Secondary School Literacy Test or the Literacy Course.

Complete information about graduation requirements can be obtained in our Student Services department or on the [OCDSB website](#).

## Library

**Welcome to the Lancer Library!**

### **Meet your Teacher-Librarian**

Mme Tricia Leduc  
(tricia.leduc@ocdsb.ca)



### **[SWL Library Learning Commons](#) - Google Classroom access code: 6rgb2lg**

This is your link to a variety of resources and guides. The teacher-librarian updates this google classroom regularly and posts direct links to some of your course and summative resources. There are many video tutorials & docs to guide you in how to determine which websites are credible and appropriate academic sources for school work. All guides for documentation, works cited, essay writing, etc. are found here as well. Also, check it out for everything needed to be a successful researcher and writer.

### ***Want to find out which books we have in the Library?***

[Alexandria Smart Search](#) will let you browse our collection or use our Alexandria QR code posted in the Library as well:



### Looking for audiobooks and/or e-books?

See Mme Leduc to find out more about these options!

### *We offer the following in the Library space*

**A vibrant and welcoming environment** where students are encouraged to use the tools available to enhance the quality of their assignments. There are some basic rules in the library:

- ★ No food at lunch;
- ★ Valuables should not be left unattended

### **Information Literacy Skills Continuum: Grades 9 – 12**

- Instruction regarding accessing, evaluating, and incorporating all types of resources
- Senior Grades – accessing scholarly sources, critical analysis , analysing conflicting information, determining purpose and bias
- Information technology workshops – evaluating your sources
- Conferencing and evaluating process for major assignments and summative evaluations
- Equity Education / Character Education

### **High Interest Fiction, Non-fiction, Magazines, Current Best Sellers**

We encourage students to go ahead and buy an interesting book or magazine (they must check to make sure we do not already have it) and provide the teacher-librarian with the receipt (imperative). We will then reimburse the student and put the item in the library!

### **Databases**

- Many teachers require research from databases as the sources are credible and subject specific.
- Scholarly articles and journal articles are available on these databases and THEY ARE FREE.
- You can access them remotely at home or any computer and they are much more reliable than the general Internet.
- Access free databases which subscribe to thousands of magazines and journals FULL TEXT.
- Type in a subject and you will get Articles, Journals, Pictures, Maps, TV and Radio and Government Transcripts, Audio Visual clips, and Newspapers.
- All articles related to your topic will be provided in full text and the reading level is specified for all sources.

### **Access to databases is possible from the following two places**

**OCDSB Research Databases**



[SWL School Website](#) - Login Student Portal (yellow arrow below)

- Using your OCDSB student gmail & password gives you access to the Virtual Learning Environment (VLE)
- In the Research section you can access EBSCO Databases for school work
- See Mme Leduc in the Library if you have any questions

### Ottawa Public Library (OPL) Research Databases

[Online Resources](#) section offers 30+ free databases



- Ottawa Public Library card needed

## Link Crew & Leadership

The Link Crew and Leadership classes are a team of caring grade 11 and 12 students who assist students with the transition from grade 8 to grade 9. They also help students who are new to the school throughout the year. They organize many fun and interesting activities throughout the year. See Ms MacKinnon, Mme Muise or a member of the Administration if you have any questions about the Link Crew and Leadership classes.

## Lockers

- Lockers are the property of the Ottawa-Carleton District School Board. They are on loan to students and must be properly maintained.
- Lockers are assigned at the beginning of the school year.
- You can't just pick a locker anywhere!

- **You may use only the one locker registered to you.**
- You can't change lockers without permission from the Vice-Principal.
- Lockers are not to be shared.
- Only combination locks are permitted. Keep your locker combination to yourself.
- Locks are available in the Main Office for \$5.00.
- Students must clear out their lockers at the end of the school year; if not, valuables left behind will be donated to a local charity.
- A search of lockers by School or District Administration is lawful at any time, without notifying the occupant, if there is reasonable cause to do so.
- The school cannot assume any responsibility for items kept in student lockers. If you bring valuable items to school, you do so at your own risk. It doesn't happen very often but sometimes locker theft does happen. If this should occur, report the incident to the Main Office as soon as possible.

## Ontario Secondary School Literacy Test (OSSLT)

Successful completion of the OSSLT is a diploma requirement for all students registered in a diploma program in Ontario. The test will be administered at the school, usually in the Spring. Check the school year calendar on the board website, school website or in this planner for the exact date.

If you have to write the Literacy Test, do not make appointments or plans to be absent that day! Should a student not successfully complete the OSSLT, other options for fulfilling the literacy requirement for graduation are available. Please speak to your Guidance Counsellor in Student Services.

## School Council

Parents who wish to be involved in their child's education and would like to know more about Sir Wil's dynamic community are invited to join the School Council. This provincially mandated advisory council consists of parents, a teacher representative, student representatives, the Principal and a community representative.

Check the school website [www.sirwil.com](http://www.sirwil.com) for the meeting dates and locations. We usually start at 7:00 pm, and have staff speakers at most meetings that share presentation from 6:30-7:00 pm. We will schedule locations (in-person/virtual) in partnership with the School Council. In-person meetings take place in the staff room (first floor - through the Rotunda past the gym; signage will be posted).

All parents are welcome to attend. Elections for the School Council Executive take place at the September meeting.

## Scents, Cologne, and Perfume

Strong scents can have an impact on students and staff with sensitivities. Personal scented products beyond deodorants or antiperspirants should NOT be used. Spraying body spray or perfume within the school is prohibited.

## Substance Abuse/Smoking/Vaping

Smoking/vaping and consumption of drugs or alcohol is forbidden at any time, on any school premises, on buses or at any school/athletic event. **Students will be subject to disciplinary action by Administration (e.g. suspension).**

**Smoking/vaping at any school event or activity is strictly forbidden, regardless of location.**

Counselling with our addictions counsellor is encouraged for those trying to quit. Please talk to a trusted adult (coach, guidance counsellor, Vice Principal) for a referral to counselling services.

## Student Activities and Clubs

Student life at Sir Wilfrid Laurier Secondary School is guided and enriched by student leaders in various organizations. All students are encouraged to join student organizations in order to get the maximum benefit from their high school years, and to gain leadership experience. There is a wide variety of clubs, teams and co-instructional activities at Sir Wilfrid Laurier. Students will be informed of times for sign-up, try-outs, and meetings and locations as the year progresses. Students are advised to watch and listen to the announcements and to read posters and bulletin boards for updates.

## Students' Council

The Students' Council makes a significant contribution to our school and the community. The Council plans social activities such as coffee houses, theme days, assemblies, spirit weeks and community initiatives. Please support your students' council activities. The co-presidents are elected in the Spring.

## Student Services/Guidance

Sir Wil's Student Services Department offers many services, including:

- assistance with personal concerns
- education and career counselling
- information regarding colleges and universities
- liaison between home, school and community services
- career information
- tutoring contacts
- volunteer opportunities

If students want to change a course, they need to fill out the Google Form on the [school's main page](#). Students must continue to follow their schedule as not all changes will be possible.

## Technology

Sir Wilfrid Laurier provides a high level of technological support for our students. Students must not eat or drink in the computer labs. If computers and other technology are mishandled or damaged by students, they will be liable for the repairs and/or replacement costs. An abbreviated version of the Ottawa-Carleton District School Board Policy and Procedure regarding Appropriate Use of Technology follows:

The District recognizes the benefits that technology can bring to support student learning. The District supports and encourages responsible use of technology through the nine principles of digital citizenship. Users who are given access to the District's technology, its electronic devices, or who use their own technology or personal electronic devices in the District's learning or work environment are required to know and abide by the District's policy (P.100.IT Appropriate Use of Technology) and procedure (PR.622.IT Appropriate Use of Technology) to ensure that all technology is being used in a safe, legal and responsible manner.

### Learning and Technology Plan

The Ottawa-Carleton District School Board's Learning and Instructional Technology plan will ensure that the District's schools are connected and relevant. The District expects that its students will be able to access educational resources online and engage in learning through wireless networks.

### Digital Citizenship

Students will use technology for educational purposes only. By accessing the Internet while on District property or by logging in with a District login, students accept all terms and conditions of the appropriate use of technology policy and procedure. Students will demonstrate appropriate online conduct and manners. Students must follow security procedures and use District virus scanning software. Although the District uses a content filter, students may encounter inappropriate material. Students are required to report any inappropriate use of email, data or unauthorized technology or data to a teacher or administrator immediately. Information created on the District's network may be accessed and is subject to review. Users will refrain from improper/unethical use of technology, including computer hacking, cyber-bullying, and sending or receiving offensive pictures or materials. The Internet must not be used for any purpose that violates the school's Code of Conduct or the Municipal Freedom of Information and Protection of Privacy Act.

### Personal Device Use

The District encourages the use of personally owned devices such as laptops, handheld devices or peripheral devices, in the District's learning or work environment under the terms and conditions of use outlined in the District's procedure. **Personal devices may not be used to record audio or video of people unless the user has been given express written permission to do so.** The school's Code of Conduct will apply to all electronic use as will the consequences. Personally owned devices used inappropriately to access/produce or share unlawful materials will result in full investigation and necessary action will be taken.

### Consequences of Misuse

If a user violates or fails to adhere to this procedure, one or more of the following consequences may occur:

- suspension or cancellation of use of access privileges;
- payment for damages and repairs;
- discipline under other appropriate Board policies, including suspension, expulsion,
- exclusion or termination of employment; or
- civil or criminal liability under other applicable laws.

## Cell Phones

- Sir Wil students are expected to display cell phone etiquette (manners) on school grounds and during school-related functions. Such etiquette requires that students use their cell phones respectfully, at respectful times and in respectful places in order to be considerate of others.
- As with other electronic devices that may be connected to the school internet network, students' access of this network with their own cell phones must follow OCDSB policy and procedure regarding [acceptable use of technology](#).
- Students are advised that cell phones may be used outside of class time as long as the use does not interfere with the learning and working environment of others. It is not acceptable for students to use cell phones in any capacity during assemblies and detentions.
- There may be occasions when it is appropriate for students to use certain cell phone functions during class time, and **staff will make this clear to students. Staff direction on this matter must be respected.**

## Textbooks, Resources & Materials

Textbooks are provided to you in courses where they are required. Some courses require several books! Textbooks and other materials are very expensive and you have to look after them properly. Write your name in pen in the appropriate place inside the textbook issued. Don't lose it or get it mixed up with someone else's books! You **must** return books and materials at the end of the semester, or if you change courses or withdraw from school, in the same condition they were in when they were issued to you. If you lose the books or materials, you will be charged for the replacement or repair costs. Administration reserves the right to withhold the timetables of students who owe textbooks, fines or library books.

## Valuables / Theft

The school is not responsible for any lost, stolen or damaged student property. Do not leave money or valuables be left in Physical Education change rooms or lockers. Bicycles should be secured with a sturdy lock. Inform a member of the school Administration if you suspect criminal activity. Confidentiality is assured.

## Visitors to the School

During the regular school day, Sir Wilfrid Laurier is a closed campus to all except registered students and staff. Visitors to the school, including parents and former students, must check in at the Main Office for assistance. Former students must have an appointment with Guidance or Administration and check in at the Main Office for a permit if they have a reason to be on property.

## Yearbook

Our full-colour yearbooks will be available to purchase (school cash online) at reduced price before publication in June.