

Lisgar Collegiate Institute
Ottawa-Carleton District School Board
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STUDENT HANDBOOK



This agenda belongs to:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____ POSTAL CODE: _____

PHONE: _____

STUDENT NO.: _____



Mr. David McMahon
Principal

Mrs. Anne McKillop-Ostrom
Vice Principal

Mr. Bruce Summers
Vice Principal



TIME	DAY 1	DAY 2
8:50 - 10:05	PERIOD 1	PERIOD 2
10:10- 11:25	PERIOD 2	PERIOD 1
11:25 - 12:25	LUNCH	LUNCH
12:25 - 1:40	PERIOD 3	PERIOD 4
1:45 - 3:00	PERIOD 4	PERIOD 3

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ACTIVITIES, CLUBS AND ORGANIZATIONS

While your chief aim should be success in your academic courses, you can at the same time broaden your outlook and further develop your talents by joining and participating actively in some of the extracurricular activities of the school. These various activities and organizations are directed by members of the staff and form a valuable addition to school life. We recommend that you participate in the athletic programme and become an active member of one or two extracurricular activities.

Music Ensembles:

Senior Orchestra	Wind Ensemble	Senior Jazz Band
Intermediate Orchestra	Symphonic Band	Junior Jazz Band
Junior String Orchestra	Junior Concert Band	String Jazz
String Ensemble	Lisgar Singers	

Service Clubs and Activities, Cultural and Special Interest Clubs and Organizations:

Alpine Ski and Snowboard Club	Language Club
Amnesty International	LEAF (Lisgar Environmental Action Force)
Anime Club	Lisgar Business Venture Club
Audio-Visual Club	Lisgar Christian Fellowship
Badminton Club	Lisgar Computer Club
Best Buddies	Lisgar Debating Society
Biomedical Club	Lisgar Sports Council
Cappies: Theatre Critic Team	Lisgarwrite
Dance Club	Literary Teacup
Drama Club	Live It Up
Earthquake Relief Project	Math Contest Club MC^2
French Literature Society	Mural Maniacs
Games Room Club	Reach For The Top
Rowing Club	Running Club
Gay Straight Alliance	Ski and Snowboard Club
GO Club	Space Sim
Improv Club	Students' Council
Key Club	Ultimate Club
Kiwanis Education Club	VOX LYCEI
Knitting Club	

Students' Council

Lisgar's Students' Council organizes and directs most student activities throughout the year. The Co-Presidents for the following year are elected in the Spring, and they appoint Directors for the Committees of Council: Fund-raising, Leadership, Goodwill, Night Events, Spirit, Publicity, and Student Affairs. The Co-Presidents also appoint a Treasurer/Secretary. There are two levels of Council: Executive (which includes Co-Presidents, Directors, Treasurer/Secretary, and Teacher-Advisor) and Core (which includes executive, convenors, grade reps, club and organization reps, and student trustee). The Students' Council Executive for 2011-2012 is as follows:

Co-Presidents:	Jack Krentz and Nick Rogers
Student Trustee:	Roy Sengupta

ADVANCED PLACEMENT (AP) PROGRAM

Enrolment in a course is subject to the permission of the AP teacher or Department Head. The AP fee is due by the end of the first month of the semester in which the classroom component is taught. (i.e. September 30th or February 25th.) The current fee is \$125.00 for each course. Students who decide not to write an AP exam must notify Lisgar's Student Service office, in writing, by March 4th. No refunds will be given after this time. All AP exams are written in May. Students will also write the regularly scheduled exam at the end of the semester and must meet the requirements of the Ontario curriculum in order to earn a credit towards the secondary school diploma (OSSD). *Non credit-bearing for OSSD*.

2011 – 2012	AP Course Offerings	Exam (4 to 5 hours in length)
MCV4UR	Calculus AB	Wed. May 9, 7:45 am
ENG4UR	English Literature and Composition	Thurs. May 10, 7:45 am
Latin	*Latin Vergil*	Thurs. May 10, 12 noon
CHY4UR	European History	Fri. May 11, 12 noon
AMU/AMS4MR	Music Theory	Mon. May 14, 7:45am
FEF3UH	French Language	Tues. May 15, 12 noon
EWC4UR	English Language and Composition	Wed. May 16, 7:45am
MDM4UR	Statistics	Wed. May 16, 12 noon
Spanish	*Spanish Literature*	Fri. May 18, 7:45 am

AGENDA: YOUR STUDENT PLANNER AND TIME MANAGEMENT

Success follows the wise use of time. A regular study schedule - a set of routines - is immeasurably valuable. Use this planner to set it up, and then stick to it. Resist the temptation to "cram" for tests. Twenty minutes of study each school night is many times more effective and far less tiring than 3 hours spent the night before a test or exam. The Student Services Department will be happy to supply you with suggestions for improving your study skills, and, if necessary, will counsel you in this area.

Using Your Agenda

1. On the monthly calendar pages, record all test dates as well as all other deadlines for major assignments.
2. Remember to "chunk down" your preparation time for these tests and assignments and write these "chunks" on your calendar pages.
3. Each Sunday night, check the calendar to see what is coming up for the week.
4. Consistently and accurately record all your homework for the day in your agenda on the daily planner pages.
5. Be realistic. Use your agenda to schedule your other commitments and interests; however, be sure to give your homework and review the high priority they deserve.
6. If you want to be the best you can be, you must organize, plan, do your homework, and review for tests.
7. If you do not have any homework on a given day, use the time normally set aside for homework to review, practice, and reach ahead.
8. Remember to keep track of the marks you receive for evaluations at the back of your agenda.
9. Use your agenda to organize your examination study guide.

ATHLETICS

Athletic Eligibility and the OFSSA Transfer Rule

If you are a student in grade 10-12 and did not attend Lisgar last year, you are required to fill out a transfer appeal to be eligible to play on an interscholastic team. Transfer forms may be picked up from the Athletic Director in the physical education office. Strict transfer submission deadlines for each season of play are set by The National Capital Athletic Association (NCSSAA). It is essential that new students have their transfer forms and documentation submitted as soon as possible for submission to The NCSSAA.

Interscholastic Sports:

Student interest and commitment, availability of interested staff members to coach and advise teams, constraints of practice and game times and budgetary limitations will determine which sports are offered.

Fall Teams:	Winter Teams:	Spring Teams:	Athletic Clubs:
Junior Girls' Basketball	Junior Boys' Basketball	Girls' Rugby	Ski club
Senior Girls' Basketball	Senior Boys' Basketball	Junior.Boys' Rugby	Rowing Team
Cross Country Running	Nordic Skiing	Senior.Boys' Rugby	
Junior Boys' Soccer	Junior Girls' Volleyball	Track and Field	
Senior Boys' Soccer	Senior Girls' Volleyball	Girls' Soccer	
Senior Boys' Volleyball	Junior Boys' Volleyball		
Girls' Ice Hockey	Badminton		
Boys' Ice Hockey	Snowboarding		
Golf			
Swimming			
Seven a side Rugby			

Intramurals:

Participation is the major focus of the intramural program. A wide variety of activities are open to all Lisgar students. The events are organized by **Lisgar Sport Council** and take place during the lunch period. Some of the events include basketball, volleyball, indoor soccer, floor hockey, table tennis, low organization games and student-teacher challenges.

Lisgar Sport Council:

This student organization is open to all students wishing to develop their leadership skills by organizing and facilitating intramural and interscholastic events. Students who contribute to athletics through the LSC and interscholastic sports over the course of their high school careers may be eligible for the Lisgar Athletic "L" Award upon graduation.

ATTENDANCE PROTOCOL

Regular attendance and punctuality are keys to success. We expect students to be on time and to be absent from class only when ill or when excused by parents. If you must be absent, notify the school at once. Active learning and the completion of assignments on time will allow you to reach your potential. Give yourself and fellow students the chance to optimize this potential. Come to class with all books and necessary learning materials.

Absence from School

If you are absent from school and you are under the age of eighteen, your parent or guardian should contact the Attendance Office at 232-7874 or email lisgarattendance@ocdsb.ca before school hours. The Synvoice Attendance System will phone home automatically to report daily absences in subject periods. On returning to school after any absence, you are required to show a note to your Period 1 teacher that day. You will receive a permit that must be shown to your teachers the next time you are in attendance in each class. Students are responsible for all work missed during an absence, regardless of the reason for the absence. If you have missed any evaluation or a due date for an assignment during your absence, you must speak with your teacher to make appropriate arrangements regarding make-up tests or extensions for assignments.

Extended Absence Protocol

Students requesting an extended absence must have a parent make this request in advance in writing to

the Principal.

Lates to Classes

Lates to classes will be addressed and consequence by teachers. Teachers will refer students to a Vice-Principal, should the need arise.

Lates to School

Students who arrive late to school during the first period will report directly to their first period class. If the late is explained by a note written by a parent, the student will give this note to his or her first period teacher. If a student arrives late to school during the second period, the student must report to the Main Office. If a student who has been absent from school all morning arrives at school during the lunch hour or during the afternoon, the student must sign in at the Main Office. If a student who has been in school all morning arrives late after lunch, the student should report directly to class.

Leaving School during the School Day

If you need to leave the school during the day, you must bring a note from your parent or guardian (if you are under 18) to the Main Office prior to signing out. The note should state the following: student name in full, present date, reason for signing out, name of parent/guardian, his/her signature, and his/her day contact phone number. If you do not have a note, staff in the Main Office will need to phone home to verify the reason for leaving school. You may request the privilege of writing your own notes if you are over 18 years old; these notes should be written as official letters in the aforementioned format. Should you return the same day, you must sign in at the Main Office. If you need to leave school during the day for illness, you are expected to report to the Main Office where staff will consult with parents and/or administration.

Truancy

Habitual neglect of duty to attend class will result in escalating consequences:

- a) subject teacher /parents informed if the student is under 18 years of age;
- b) Referral to Vice Principal
- c) Habitual neglect of duty as a student is a reason for suspension.

AWARDS

Lisgar Collegiate “L” Award

The Lisgar “L” is to be awarded for all-round achievement, including academic work, non-academic activities, and character, with emphasis on non-academic rather than academic achievement and on character and influence.

OCDSB Silver Medal

Recognition will be granted to Secondary School students who obtain an average of 90% or over in the current year's work (the last 12 months) in grades 9, 10 and 11. In grades 9, 10 and 11 the courses (8 in grades 9 and 10; 7 in grade 11) used to calculate the Silver Medal awards can be at any grade level (e.g. a grade 10 student could be taking seven grade 10 courses and one grade 11 course). For the grade 12 Silver Medal award, the 6 courses must be taken at the grade 12 level (4U/M/C/O/D) but **need not be taken during the grade 12 year** (a grade 12 credit from the **previous year** could be used). Courses taken at day school, on-line, at night school, summer school, Saturday language school and through correspondence can be included as long as they were completed in the last 24 months.

Lisgar Academic Achievement Award

The LAAA will be presented to students in grades 9, 10, and 11 who have attained a standing of 80% or over in the best 8 full credit courses (grades 9 and 10) and the best 7 full credit courses (grade 11) at any grade level in the current year's work (in the past 12 months) taken anywhere.

Ontario Scholar Award

The Ontario Scholar Award is granted by the Ministry of Education. The student must have a minimum of 80% on the best 6 grade 12 (4U/M/C/O/D) university preparation, university/college preparation, and/or college preparation courses authorized under OSS and he or she has been recommended by the school Principal for the Ontario Secondary School Diploma (OSSD). Courses may be completed any time, anywhere (i.e. day school, summer school, night school, on-line, correspondence, Saturday school).

Special Awards

For specific descriptions of each of the following Special/Arts/Athletic Awards, please check the binder in the Student Services Office or the Lisgar website. Some of these special awards will be presented to graduating students at the Commencement in June; others* will be presented at the Undergraduate Awards Ceremony in the Fall.

NOTE: This Lisgar Awards Committee reserves the right to modify criteria or choose not to declare an award winner for special awards.

ARTS AWARDS

The Robert O. Hursti Award
The Music Director's Award For Band
The Music Director's Award For Orchestra
The Kit Dinning Choral Award
The Director's Award For Drama
The Producer's Award For Drama

ACADEMIC AWARDS

The Argue-Muir Memorial Prize
Dr. Jennifer Armstrong Environmental Award
The Adam Ballantyne Scholarships
The Dorothy Bishop Memorial Prize For Literature
The Marguerite Buchanan Prize for English*
The John Carruthers Prize*
Karen Carson Cairns Prize
Rene Charron Language Award
Cosh Family Scholarship
Isaac Couch Prize
Michel Francois Award
Gazal Special Spirit Bursary
Governor General's Medal
Lieutenant Governor's Award For Volunteers
David Lamperd Biology Award
The Lisgar Collegiate Spanish Prize
C.P. McArthur Award*
Richard and Sybil Macdonald Medal
Walter B. Mann Prize For Excellence In Writing
Marion Meech Award
Mary Kettles Geography Prize*
R.N. MacMillan Award*
Stephen Messinger Memorial Award*
The Keith Milliken Memorial Award
Harry Monsour Memorial Award
J.W. Neil Scholarship
J. H. Nichol Family Award
L.W. Rentner Memorial Award
Rotary Club of Ottawa Youth Citizenship Award
William Aird Ross Scholarship
Shenkman Scholarship
Wallace H. Showman Prize For Classical Studies
Students' Council Award Of Merit
Students' Council Physics Prize
The Betty Mae Swerdfager Mount Memorial Prize*
John Thorburn Prize
University of Waterloo Pascal Math Contest*
Larry Wade Chemistry Prize
J. W. Wallack Art Grade 12 Award
The J. W. Wallack Grade 11 Award
The Thomas Wardrope Scholarship

ATHLETIC AWARDS

The Frances I. Lee Award

The Donald Macnabb Memorial Trophy
The Girls' Athletic Association Executive Award
Mohammad Zamiruddin Memorial Trophy
Catherine Smith Trophy
The Joe Leggett Trophy
The Ed Mitchell Trophy
The Murray Shoup Trophy
The Fallis-Laughton Trophy
The Pat O'Brien Trophy
The Hartman Chung Award
The 150th Anniversary Award
The Lisgar Athletic "L"
Lisgar Leadership Awards

CHARACTER DEVELOPMENT

All stakeholders in the school community have identified eight qualities as the focus for character development initiatives at Lisgar. Consult the back cover of this planner.

CODE OF STUDENT BEHAVIOUR

Introduction: School Board Code of Conduct (Policy P.125.SCO)

“The Ottawa-Carleton District School Board Code of Conduct sets clear standards of behaviour that apply to all individuals (trustees, students, parents, volunteers, teachers and all other Board staff members) involved in the system when they are on District or school property, on school buses, at school related events or activities, or in other circumstances that could have an impact on the school climate.

The standards of behaviour in the OCDSB Code of Conduct fall into two categories. **In category one**, all members of the school community shall: (a) respect and comply with all applicable federal, provincial and municipal laws; (b) demonstrate honesty and integrity in all matters including copyright and academic acknowledgement; (c) respect differences in people, their ideas, and their opinions; (d) treat one another with dignity and respect at all times, and especially when there is a disagreement; (e) respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, gender identity, sexual orientation, age, or disability; (f) respect the rights of others; (g) show proper care and regard for school property and the property of others; (h) take appropriate measures to help those in need; (i) seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully; (j) respect all members of the school community, especially persons in positions of authority; and (k) respect the need of others to work in an environment that is conducive to learning and teaching; **In category two**, all members of the school community shall not: (a) engage in bullying behaviours; (b) commit sexual assault; (c) traffic weapons or illegal drugs; (d) give alcohol to a minor; (e) commit robbery; (f) be in possession of any weapon, including firearms; (g) use any object to threaten or intimidate another person; (h) cause injury to any person with an object; (i) be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs; (j) inflict or encourage others to inflict bodily harm on another person; (k) swear at any member of the school community; (l) engage in hate propaganda and other forms of behaviour motivated by hate or bias; (m) commit an act of vandalism that causes damage to school property or to property located on the premises of the school; nor (n) engage in plagiarism or other means of academic dishonesty.

Under the leadership of their principal, **teachers and other school staff** members maintain order in the school and shall hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these standards when they: (a) help students work to their full potential and develop their sense of self-worth; (b) empower students to be positive leaders in their classrooms, school and community; (c) communicate regularly and meaningfully with students and parents; (d) maintain consistent standards of behaviour for all students; (e) demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and (f) prepare students for the full responsibilities of citizenship; (g) demonstrate conduct in keeping with the provincial Code of Conduct, the OCDSB Code of Conduct, and school rules.

Students shall demonstrate respect for themselves, for others, and for the responsibilities of

citizenship through acceptable behaviour. These standards are demonstrated when students: (a) come to school prepared, on time, and ready to learn; (b) show respect for themselves, for others, for those in authority, and for District and school property; (c) refrain from bringing anything to school that may compromise the safety of others; and (d) follow the established rules, take responsibility for their own actions, and encourage/assist peers to follow the rules of behaviour; (e) demonstrate conduct in keeping with the provincial Code of Conduct, the OCDSB Code of Conduct, and school rules.

Parents play an important role in the education of their children, and should support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role with respect to the OCDSB Code of Conduct when they: (a) show an active interest in their child's school work and progress; (b) communicate regularly and meaningfully with the school; (c) help their child be neat, appropriately dressed, organized, and prepared for school; (d) ensure that their child attends school regularly and on time; (e) promptly report to the school their child's absence or late arrival; (f) demonstrate conduct in keeping with the provincial Code of Conduct, the OCDSB Code of Conduct, and school rules; (g) encourage and assist their child in following the rules of behaviour; (h) assist school staff in dealing with disciplinary issues involving their child; (i) demonstrate respect for all students, staff, other parents, volunteers, and all other members of the school community; and (j) are engaged in the initiatives that foster a positive, safe school environment."

Central Areas Policy

The Cafeteria and the Library Resource Centre are available for students who have a study period. The Library is available for quiet study, while the cafeteria may be used for group work. It is important that when you are in the corridors, you refrain from behaviour which might disrupt normal class activity.

Conduct in Public

Much of the fine reputation of the school has been gained as a result of the public's perception of our students. When in public, you represent Lisgar C.I. Please conduct yourself accordingly, by being considerate, courteous and respectful when dealing with anyone. In local restaurants, please clean up after yourselves. At school games, by all means support our players enthusiastically, but also respect the achievements of the other team. Profanity is not acceptable either within or outside the school.

The expectation is that all students will demonstrate self-respect, respect others, and take responsibility for their choices, decisions, and actions.

Electronic Device Policy

Students who bring cell phones or any electronic devices to school do so at their own risk. Students must not allow these devices to interfere with the learning process. Before entering a classroom or an assembly, students must turn off cell phones and other small communication devices, and these devices must remain off and out of sight.

If a parent or guardian needs to contact a student during the day, messages can be left in the main office. In an emergency, the student will be contacted immediately. Students may make urgent calls in the main office. Waiting for an important call is not a valid reason to have your cell phone on in class.

Using an application (e.g. calculator app) on a cell phone, iPod, or other such device must be pre-approved by the classroom teacher. Personal music equipment (CD players, MP3 players, iPod's, etc.) may only be played outside the classroom with the use of earphones. In the classroom, these devices including earphones, must be out of sight, unless they are being used with teacher approval.

IT IS THE RIGHT OF ALL LISGAR STAFF TO CONFISCATE THESE ITEMS SHOULD THEIR USE INTERFERE WITH THE TEACHING AND LEARNING PROCESS. IT IS EXPECTED THAT STUDENTS WILL RESPECTFULLY COMPLY. DISRESPECT TO TEACHERS AND THE LEARNING ENVIRONMENT WILL BE REPORTED TO PARENTS AND THE VICE-PRINCIPAL. SUBSEQUENT ISSUES MAY RESULT IN THE STUDENT LOSING THE PRIVILEGE OF BEING IN POSSESSION OF THE DEVICE ON SCHOOL PROPERTY. PROGRESSIVE DISCIPLINE PRACTICES WILL APPLY.

Harassment and Violence

Every student has the right to attend school without concern for her/his safety. Should you at any time have concerns about this issue for yourself or others, advise a member of staff immediately. Students should be aware that intimidation or harassment, either verbal or physical, is unacceptable and will not be tolerated. The Lisgar community has always operated on the basis of respect for others. Students who do not accept this assumption must understand that there will be consequences for inappropriate behaviour.

Everyone must be aware that harassment is illegal under the Ontario Human Rights Code. It can be described as one or a series of comments or conduct of a gender-related, sexual, ethnic, or religious nature that is known, or might reasonably be known, to be unwelcome, unwanted, offensive, intimidating, inappropriate, or hostile.

Because of legal implications, no matter what age the student is, nor who the harasser is, the incident must always be reported to a member of the school administration. No act or threat of violence, whether verbal or physical, will be tolerated. Consequences will be determined by the Ottawa-Carleton District School Board policy.

Provincial Code of Conduct: Standards of Behaviour Respect, Civility and Responsible Citizenship

“All members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority; and
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.

Safety

All members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.”

Respect for School Property

Lisgar expects you to exhibit pride in your school by keeping the areas you use clean. You are expected:

- a. To clean up your place in the cafeteria after eating and your desk area in the classroom;
- b. To keep your locker neat and tidy and not write on it or any other property which is not your own;
- c. To use the waste receptacles in the halls, washrooms and outside;
- d. To clean up after meetings of school clubs or activities, inside or outside of the school; and
- e. To reduce, reuse, recycle. Labeled containers are available in classrooms, hallways and cafeteria for recycling paper, empty cans, glass, juice boxes. Please use the appropriate containers.

Smoking

The smoking policy is in agreement with the policy of the Ottawa-Carleton District School Board, which states that there shall be no smoking anywhere on Ottawa-Carleton District School Board property. The “Smoke-Free Ontario Act” is designed to reduce the number of children and teens who start smoking and to protect Ontarians from second-hand smoke. The “Smoke-Free Act” states the following: (a) Giving a cigarette to a friend under 19 could cost you \$365 (b) If you are under 19, buying tobacco from a retailer could cost the salesperson \$365 (c) Smoking anywhere on school property including sitting inside a vehicle could cost you \$305.

COMPUTER RESOURCES AND RULES

Lisgar has extensive computer resources which are available to you even if you are not registered in a computer course. The following rooms are full computer labs: 354 and 157 (both in the South Building) as well as 204, 206 and 409 (North Building). There are also a number of computers in the Library. Throughout the year, one of the computer labs is open at lunch for students from 11:43am – 12:20pm every day.

RULES FOR USE OF OCDSB COMPUTER FACILITIES

As a condition of access to Lisgar Collegiate Institute’s computer labs, students must agree to the following:

1. The use of the computer labs and of the Internet is strictly for educational purpose
2. Students will be responsible for the computer they are working at, and will report any incidents of vandalism or theft to the teacher. They will report to the teacher the appearance of any unusual software, graphics and files.
3. Students will respect the privacy of information in other people’s files, and will not copy, destroy, or use it.
4. Students will not attempt to hack or crack the system, load onto the computer any hacking or cracking programs, attempt any unauthorized access to the system, attempt to delete, alter or reposition any electronic documents unless authorized to do so by the teacher or test the network for security breaches. Students will not alter configuration or BIOS settings, enter or tamper with the operating system or system settings including, but not limited to, changing the desktop, resolution, icon properties or cursor, unless authorized to do so by the teacher.
5. Students will not exploit any security gaps I detect, nor will they pass the information to anyone else, but I will report them to the teacher immediately. Students will not help others to break the rules.
6. Students will do their best to avoid infecting the school computers with viruses by using anti-virus software to check USB memory sticks at home or elsewhere.
7. Students agree to abide by the Internet Acceptable Use Guideline and understand that failure to live up to this agreement will have consequences that must be accepted. Students also clearly understand that there may not be a second chance. The full version of the guideline is available at the following URL: <http://www.ocdsb.ca/ab-ocdsb/p-n-p/Policies%20and%20Procedures/P%20100%20IT%20Internet%20Use.pdf>
8. The use of text passages found on the Internet in essays, projects, Independent Studies, etc. without attribution or credit constitutes plagiarism, even if there is no copyright on the material.
9. Students will not send offensive material to others, download it off the Internet, nor knowingly access it.

10. Students understand that complete privacy of their own documents and communications cannot be guaranteed. Students also understand that the teachers have the right to monitor use of the computer system, and the Internet, and will remove obscene, abusive, harassing or inappropriate communications without notice.
11. Students realize that their postings (and e-mail) must meet the same standards as public written communication including those regulating vandalism, nuisance, harassment and respect for intellectual privacy and property.
12. Students understand that there is to be no playing of unauthorized games, nor brought into the labs. This also applies to Internet games. The production of chain letters is also prohibited. No commercially prepared programs are to be brought into the computer labs.
13. Students will not print unnecessarily, nor waste resources. Teachers will have the right impose limitations on storage, printing and access time, and students will not attempt to circumvent these limitations. Students must also follow proper shutdown procedures.
14. Students will use only that software provided by the teachers or authorized by them. Students will not attempt to install unauthorized software on the system or onto any computer, including executable and zipped files, nor will they attempt to make a copy of copyrighted software.
15. The use of Facebook and other social networking is prohibited.
16. P2P sites are prohibited. Streaming audio and video are prohibited. Downloading of MP3, MPEG, AVI and other large graphics, video and audio files is prohibited. Proxy sites are prohibited. Students will not download any files without the authorization of the teacher.
17. The use of chat rooms is prohibited. MUDs and RPGs are also prohibited.
18. Students will not share login or password with others, and will not seek to obtain those of others. Students will only work in their own file area and will not communicate anonymously.
19. Students are responsible for remembering their own password, for keeping informed about these rules and abiding by them. Ignorance of the rules will be no excuse. A fee will be levied for students who require a password re-issued or changed.
20. Food, water and other drinks are not allowed in the computer labs. School bags and coats may not be allowed in the computer labs. The labs are only available for students working on assignments. Friends must wait for you elsewhere. All other school rules also apply.

Students understand that if, in the consideration of the school or board administration, they violate this agreement, they may immediately lose access. Penalties for violation of this agreement may involve any of the following: warning; contact with a parent if the student is under 18 years of age; detention; in-school sanction, suspension; a file kept on me which will be inserted into my OSR along with a letter sent to the principal and parent or guardian; denial of network access; denial of out-of-class usage; contact with School Resource Police Officer; if access is not required for course credit, denial of all access for the remainder of the term, restitution for any costs involved in fixing the system at the overtime rate for technical staff.

CONTESTS

Accounting: OBEA (Gr. 11/Gr. 12); COIN Challenge Gr. 12

Biology: University of Toronto Biology Exam (Gr. 12);
Sanofi-Aventis Biotalent Challenge (Gr. 12)

Chemistry: Chem 13 News (Gr. 12), Chem. Institute of Canada (Gr.12), Avogadro (Gr.11), Crystal Growing Contest (all grades)

Chess: Ontario Ottawa-Carleton High School Chess Tournament

Computer Contests: ECOO and DWITE (*Contact teacher: Mr. Creelman*)

Geography: Great Canadian Geography Challenge (Grade 9)

Languages: Concours d'Art Oratoire, Concours de Français, Latin Sight-Translation Competition

Physics: OAPT (Gr. 11), Sir Isaac Newton (Gr.12), Physics Olympiad (Gr.12)

Science: Cerebral Challenge, Science Fair, Science Olympics, Galileo Challenge (Gr. 9/10)

Math Contest Information

To register, see Mrs. Van de Walle in the Math Office (room 309)

On-line resources are available at

www.cemc.uwaterloo.ca and www.artofproblemsolving.com.

CONTEST	DATE	GRADE LEVEL	DEADLINE FOR ENTRY	FEE (\$)
CIMC/CSMC (2.5 h)	T Nov. 22, 2011	9/10 (Int.) 11/12 (Sen.)	Oct. 28, 2011	10
AMC 12 (75 min)	W Feb. 22, 2012	Open	Feb. 10, 2012	5
Pascal (1 h)	R Feb. 23, 2012	9	Jan. 27, 2012	4
Cayley (1 h)	R Feb. 23, 2012	10	Jan. 27, 2012	4
Fermat (1 h)	R Feb. 23, 2012	11	Jan. 27, 2012	4
AIME (3 h)	W Mar. 28, 2012	-	None	No Fee
Euclid (2.5 h)	W Apr. 11, 2012	12	Mar.23, 2012	14
Fryer (75 min)	R Apr. 12, 2012	9	Mar.23, 2012	8
Galois (75 min)	R Apr. 12, 2012	10	Mar.23, 2012	8
Hypatia (75 min)	R Apr. 12, 2012	11	Mar.23, 2012	8
CNML	1 - Oct. 18, 2011 2 - Nov. 15, 2011 3 - Dec. 13, 2011 4 - Jan. 10, 2012 5 - Feb. 14, 2012 6 - Mar. 13, 2012	Open	None	No Fee
CCC: Jr / Sr	T Feb. 28, 2012	Open	Jan. 27, 2012	8

COURSE WITHDRAWAL

If a student withdraws from a grade 11 or 12 course following five instructional days after the first report, “w” (for withdrawal) and the student’s mark at the time of withdrawal will be entered in the credit and achievement columns of the Ontario Student Transcript.

DAILY SCHEDULE

Lisgar Collegiate Institute is a semestered school; the school year is divided into two equal sections. The first semester runs from September through January; the second runs from February through June. Final examinations, where appropriate, occur at the end of each semester. **Regular attendance and completion of homework are essential for success in a semestered school program.**

Lisgar operates on a two-day cycle. The times of the periods are shown below. **Day 1** will occur on **odd-numbered** calendar days. **Day 2** will occur on **even-numbered** calendar days. Lisgar is open for student activities from 7:30 a.m. until 5:30 p.m. The cafeteria is available as a study area from 8:00 a.m. to 3:15 p.m. each day.

DEPARTMENT HEADS

English and Languages:	Ms. Isaac
Fine Arts, Business and Law:	Mr. Arrigo
Mathematics, Computer Science, and Technological Studies:	Ms. Asselstine
Healthy Lifestyles:	Mr. Ruff
Science:	Ms. Hewitt
Social Sciences and Library:	Ms. Crabtree
Student Services:	Mr. Spidell

DRESS CODE

This policy was created in collaboration with members from School Council, Students' Council, school administration and staff, in consultation with other schools in the Ottawa-Carleton area. The policy is also consistent with and compliant with the Government of Ontario's Code of Conduct and the policies and Procedures of the OCDSB (Policy P.104.SCO)

The dress code adheres to the following principles: (a) Respect for learning; (b) Decency; (c) Cleanliness; (d) Respect for the rights and dignity of others; Safety of persons and property; (f) Promotion of a drug-free and alcohol-free environment; g) Non-gang affiliated

At Lisgar the dress code means you must remember to:

1. Keep midriff and back areas covered; underwear should be covered and not visible; tops should have straps on both shoulders. (Sexually explicit, tight or revealing clothing should not be worn – this includes clothing that is excessively low cut in the front or back, “muscle shirts”, or see-through clothing).
2. Wear clothing with appropriate wording or graphics (not related to the consumption of alcohol or illicit drugs, not advocating violence, not related to weapons). In addition, wording or graphics should not be profane, sexist, racist or demeaning to another person or his or her religion;
3. Not wear hats, caps, visors, and hoods (with the exception of religious headgear) in school buildings, to allow staff and students the opportunity to identify intruders; and
4. Leave bandanas, do-rags, low-slung pants, or other articles of clothing deemed inappropriate by police and the Safe Schools policy at home, as they are recognized by the OCDSB School Committee to be associated with gang membership. If in the opinion of administration the clothing or the manner it is worn reasonably suggests that it is gang related, the student will be directed to refrain from wearing that clothing at school or at school related events and activities.

* The administration will use their discretion to determine appropriateness of clothing and update the dress code as needed.

Expectations:

Students who are asked by any school staff member to comply with the dress code will be expected to do so.

EVALUATION

All students must write one formal exam in most courses. Students who miss examinations or summatives due to medical reasons must submit a medical certificate to the Principal. In these cases and in other cases of extenuating circumstances (e.g. death in the family), the principal shall decide on the alternative form for the final evaluation in consultation with the subject teacher.

The OCDSB's Assessment and Evaluation Policy (P.083.CUR) and Procedure (PR.584.CUR) can be

viewed on the website (ocdsb.ca). *Lisgar Collegiate Institute's Assessment and Evaluation and Reporting of Student Achievement: Guiding Principles* can be found on the school's website (lisgar.ca).

ACADEMIC DISHONESTY

Introduction

“Work that is plagiarized or not the student’s original material will not be included among the assessment evidence that is considered for grading purposes. Teachers will inform students of what constitutes academic fraud at the beginning of the semester/school year. The behaviour of academic fraud will be consequence within the guidelines of the school code of conduct. Fraudulent work provides ‘zero evidence’ of a student’s knowledge or skills related to the expectations being evaluated. A mark of zero will represent the student’s absence of evidence of that learning. The student will be given additional opportunities to demonstrate achievement of the defined curriculum expectations.” (Section 5.3 of Procedure PR.584.CUR – Assessment, Evaluation and Reporting of Student Achievement)

Consequences for plagiarism or for cheating on quizzes, tests, and examinations will vary based on the age, maturity, and intent of the student as well as on the frequency of this behaviour. The series of consequences which will follow after a first-time instance of plagiarizing or cheating will include: a debriefing of the incident with a member of the administration, a phone call home to a parent if a student is under the age of 18, the addition of the student’s name to a log, a written apology to the teacher, a learning component which includes the completion of a “Dishonesty” assignment as well as research into the consequences of cheating at the post-secondary level, and remaining out of class for the next scheduled class. A grade 9 or 10 student who plagiarizes or cheats a second time will be given a half day in-school sanction; subsequent instances of cheating will be consequence based on a progressive discipline approach. (i.e. day long in-school sanction and referral to Behavioural Consultant, one day suspension) A grade 11 or 12 student who plagiarizes or cheats the first time will be given a half day in-school sanction; subsequent instances of cheating will be consequence based on a progressive discipline approach (e.g. day long in-school sanction and referral to Behavioural Consultant, one day suspension). The student will be given an additional opportunity to demonstrate achievement of the defined curriculum expectation. Students who plagiarize or cheat on quizzes, tests, and examinations may forfeit eligibility for in-school bursaries/scholarships/awards and letters of reference as well as participation in co-curricular activities.

Plagiarism, whether done accidentally or deliberately, is the undocumented and/or unauthorized use of another’s work in written, verbal, or graphic form. To avoid plagiarism, students must credit all electronic, print, and oral sources used in the completion of work. Such sources include the following: graphics, music, slogans, codes, models, inventions, recordings, film, television, videos, Internet information, academic assignments, books, periodicals, government publications, promotional materials, lyrics, ideas, interviews, lectures, discussions, group work, etc. Consult the library style guide and/or your teacher for guidance on how to document sources. Even if a bibliography or “Works Cited” is not part of the assignment, prepare and submit a list of any sources used and consulted. To avoid unintentional plagiarism, keep track of all sources, take careful notes, and maintain a working bibliography.

Collaboration

The amount of collaboration with others that is permitted in the completion of assignments can vary, depending upon the instructions provided by the teacher. Students must assume that collaboration in the completion of assignments is prohibited unless explicitly permitted by the teacher. A final evaluation must be based on a student’s individual process and product.

EXPENSES

We continue to strive to meet your expectations for a high quality program and provide all students with a variety of experiences. In order to accomplish this, it is necessary to request a School Fee. The voluntary School Fee is \$20.00. This subsidizes the cost of the following:

- Student Planner and student card
- Students’ Council activities and events
- Interscholastics Programme
- Extracurricular activities, Field Trips, Special Events

The family fee is \$25 (if two children are attending LCI in 2010-11) and \$40.00 (if three children are attending LCI in 2010-11). The yearbook will be available for purchase until the end of September at a cost of \$35.

Course Fees:

Materials required to meet the expectations of the core curriculum are available without cost to the students. However, for some courses, it is necessary to collect a fee to ensure the viability of the program. In some courses, there are activities and field trips planned which enhance the curriculum. This information will be distributed in September by the subject teachers and in February when Option Sheets are completed.

If you would like to give an extra amount to assist students who are experiencing financial difficulty, all donations will be greatly appreciated.

Please note: No student will be denied an opportunity to fully participate in any core course or extracurricular activity in which he/she would like to be involved, due to financial constraint. For confidential assistance with regard to fees, please contact a member of the administration, guidance counsellor or classroom teacher.

EXTRA HELP IN A SUBJECT

1. Before or after the class, ask the teacher when and where you could meet with him or her to get extra help. Write this in your agenda.
2. Get the names, email addresses, and phone numbers of two students (in each of your courses) whom you can call or email for help when you're doing homework or when you need to be absent from class.
3. The Mathematics department provides Math help in Room 316 from 8:15am -8:45am on Tuesday mornings as well as from 3:15pm – 4:15pm on Wednesday afternoons in Room 316. "The Student Support Room" (Room 203) is open from 8:00am until 3:30pm every day.
4. See your guidance counsellor.
5. Seek extra help from a friend.
6. Get extra help from someone in your family.
7. See your guidance counselor to get a tutor. You can also go to the counselling office bookshelf and copy down names and phone numbers of tutors from the two binders provided. One binder has the names of tutors who are students in the school. Some of these tutors are free and some need to be paid. All of these students have been approved for tutoring by their subject teachers. The other binder contains the names of tutors who are not students at Lisgar. Lisgar does not evaluate these tutors. Some are university students and some are retired teachers; others have tutoring businesses. Most of the tutors in this binder will need to be paid. The binders are on the shelf for any student or parent to access.

FIELD TRIPS

1. If you are on a field trip, you are considered to be in school. You are responsible to your teachers or chaperons as if you were in the building.
2. You are responsible for completing assignments missed because of a field trip. Before the trip, make arrangements with teachers whose classes you will miss.
3. The Ottawa-Carleton District School Board forbids smoking, alcohol, or drugs on any trip organized

by the school.

GRADUATE EXIT OUTCOMES

Consistent with Lisgar Collegiate Institute's long tradition of excellence in academics, the arts and athletics, students will pursue their full potential as responsible individuals by focusing on the following areas:

Citizenship

The student will:

- * demonstrate strong citizenship values within both the school community and the community at large;
- * demonstrate pride in school;
- * accept responsibility and act accordingly in relations with others;
- * respect and accept people of different heritage;
- * support initiatives to preserve the environment;
- * support activities which foster equity and social justice; and
- * contribute actively to the welfare of the community.

Communication

The student will:

- * demonstrate the knowledge, skills and attitude needed to understand and express ideas clearly and effectively; and
- * demonstrate proficiency in reading, listening, writing, speaking and presenting to varied audiences.

Culture

The student will:

- * be tolerant of other cultures and be familiar with diverse art forms;
- * be familiar with a variety of art forms, i.e. visual art, literature, theatre, music and film;
- * participate actively in one or several art forms;
- * understand Canada's diverse cultures and appreciate their systems of values;
- * possess an understanding and tolerance of diverse religious practices; and
- * be aware of historical issues both in Canada and in the world.

Healthy Living

The student will:

- * demonstrate the ability to make personal decisions which lead to a healthy lifestyle;
- * demonstrate a confident and positive sense of self as well as respect for the dignity and welfare of others;
- * make informed decisions and choices in consideration of one's personal values, abilities and aspirations;
- * participate in leisure and fitness activities; and
- * strive for balance in life's activities.

Intellectual Development

The student will:

- * demonstrate ongoing intellectual growth;
- * use creative and critical thinking to solve problems and analyze issues;
- * recognize and apply strategies for effective learning;
- * demonstrate a commitment to lifelong learning;
- * demonstrate flexibility and adaptability to change;
- * value and pursue academic achievement; and
- * make appropriate use of technology, appreciating its limits and potential.

Leadership/ Teamwork

The student will:

- * demonstrate the ability to use acquired social and communication skills to work towards a common goal;
- * delegate responsibility effectively;
- * compromise, achieve group consensus;
- * makes informed decisions;

- * motivate oneself and others; and
- * set goals for oneself and others.

Social / Interpersonal Skills

The student will:

- * demonstrate the ability to interact productively with others in a social environment;
- * display a positive and responsible attitude;
- * demonstrate initiative;
- * display self discipline;
- * be sensitive to others' feelings;
- * be considerate of others' opinions; and
- * cooperate with others.

HOMEWORK

It is your responsibility to ensure that homework is completed and assignments are submitted on time. Use your student planner to record homework and important due dates. Remember that since the next day's work often depends on completion of work at home, persistent neglect of homework will affect your performance.

LIBRARY



The Lisgar Library offers a wide range of print and electronic resources to encourage reading and promote the development of research skills. In September, grade nine students will visit the library for an orientation session. Instruction related to locating, selecting, evaluating, communicating and the ethical use of information will be offered throughout the school year. Students are encouraged to conference with Mr. Grose, the teacher-librarian, for advice on research assignments. The Lisgar Library is usually open from 8:30 am to 4:00 pm.

The computer-classroom area of the library provides students with access to the Internet and on-line databases. Chat-lines, games, and other inappropriate sites must not be accessed from within the school. A coin operated printer/copier is available for students who need to print

work at school. All networked computers in the school provide on-line access to *Alexandria*, the catalogue of the library's collection at <http://10.3.31.12> or via the link on the library's home page. To assist students in properly documenting sources of information, the *Lisgar Style Guide* is available in the library and on-line. Through Knowledge Ontario and the Ministry of Education, students have free access to extensive, authoritative reference, periodical and newspaper databases in both English and French. Information on these databases and other on-line resources is available through the library website at www.lisgar.ca/library.php. The library also has a collection of e-books that are accessible via the internet. Students can obtain passwords at the circulation desk to be able to use many of these resources on home or public library computers, as well as those in the school's labs and classrooms.

Remember, your student card is also your Lisgar Library card. Books are normally loaned for a 3 week period; however, extensions can usually be accommodated if the book is brought to the circulation desk for renewal on or before the due date. Overdue charges are posted in the library and on the website on the library's general information page.

Students are encouraged to obtain a public library card to be able to access the Ottawa Public Library's extensive electronic databases and print resources. Senior students should use their public library membership to obtain "The Capital SmartLibrary card" which lets individuals 16 years of age or older

borrow books from the University of Ottawa Library and Carleton University Library.

Become involved with the Lisgar Library. Students who are interested in volunteering in the library should apply at the circulation desk. Recommendations for new book titles are welcome; submit them to the library blog. Click on the “Be Heard” link on the Library home page to complete a user survey. Let us know how the Lisgar Library can help you.

PARKING

We regret that there is absolutely NO student parking available at Lisgar and as a result, any student vehicle parked illegally on school property will be ticketed and towed at the owner’s risk and expense.

SAFE SCHOOLS PROTOCOL

Suspensions/Possible Expulsion

Students and parents/guardians may access OCDSB Policies and Procedures related to (a) Student Suspension (P.020.SCO; PR 511.SCO) and (b) Student Suspension/Investigation/Possible Expulsion (P.026.SCO; PR.511.SCO) at <http://ocdsb.ca>

Fire Drills

The exit you should use in case of emergency is posted in each room. When the alarm goes off, leave your books and bags in the classroom and move as quickly as possible as instructed by your teacher.



DO NOT RUN. DO NOT GO TO YOUR LOCKER. The first students out of the building should hold the doors open. When you have left the building, proceed to the field near City Hall or to the location indicated by your teacher. The Code of Student Behaviour will apply under these circumstances. Do not return inside the school until instructed to do so. The sounding of the fire alarm is to be considered a significant and serious matter. **ALWAYS ASSUME THAT THE ALARM IS SOUNDING FOR A FIRE.**

Lockdown Exercise

As part of the OCDSB’s Safe Schools Initiative, Lisgar holds Lockdown Exercises each year. A Lockdown is designed to provide students with a secure area to go to in emergency situations other than fire. During a Lockdown Exercise students will respond to a pre-arranged signal by moving to the nearest classroom, or other designated safe area, and remain there with a teacher until the all-clear message is received.

SECURITY OF PERSONAL PROPERTY

You will be assigned one locker in which to keep your books and other necessities for normal daily activities. **Locker changes must be approved by administration.** Dudley Shackle guard locks, available from the Main Office, are recommended. Lock combinations must be registered with the Main Office. Keep your locker locked at all times. Do not let your combination be known to others. Always make sure your locker is securely closed before you leave it. Remember that the locker remains the property of the school; **however, the school is not responsible for lost or stolen articles. Since lockers are considered school board property, a search of such property by school or board administration is lawful at any time there is reasonable cause. Students are not to share lockers.**

REMINDER: Locks will be removed from all lockers immediately after the exams. Locker contents will be turned over to social agencies. Clean out your locker and remove your lock from your locker no later than the last day of your final exam in June.

PLEASE NOTE: Do not bring valuables to school. Do not leave valuables of any kind in the change rooms during Physical Education classes. In exceptional situations, please contact the main office for emergency safekeeping. Portable Ipods, MP3 players, cell phones, and other personal electronic devices should be left at home. There is no insurance available at school to cover your loss.

Lost and Found

The lost and found is located in the VP area. Please ensure that all books, calculators etc. are marked with your name.

STUDENT SERVICES

Counselors offer assistance with academic concerns and career aspirations. In addition to offering their support, they can help you to access Board and community resources. For more details, please pick up a brochure in the Student Services office, room 219.

Ontario Student Record

You and your parent or guardian are entitled to examine your student record folder. An appointment is required to do so.

Ontario Student Transcript (OST)

The Ontario Student Transcript (OST) will include:

- for Grades 9 & 10 courses, the student's achievement with percentage grades for successfully completed courses only;
- for Grades 11 and 12 courses, all courses taken or attempted, percentage grades earned and credits gained. A course and mark will not be recorded on the OST if the student withdraws before 5 instructional days after the first provincial report card of that semester.

Special Education

Whatever your learning exceptionality, visit the Student Support Room. (Room 203) Provisions for extra time and other accommodations are made through the Learning Support Teachers.

Telephone Numbers

Children's Hospital of Eastern Ontario (CHEO)	737-2328
Operation Go Home	230-4663
Ottawa Distress Centre (24 h)	238-3311
Al-Anon	723-8484
Ottawa Hospital - Civic Campus	722-7000
Ottawa-Carleton Regional Police	236-1222
Ottawa Hospital - General Campus	737-8000
O-C Police Youth Liaison	236-1222
Ottawa Hospital - Riverside Campus	722-7000
AIDS-Sexual Health Info Line	234-4641
Queensway-Carleton Hospital	721-2000
Royal Ottawa Hospital	722-6521
Children's Aid Society (24h)	747-7800
Sexual Health Centre (179 Clarence Street)	234-4641

Important Dates for the 2011-2012 Calendar

Complete Details of all events available at <http://lisgar.ca/calendar.php>

September 6th - First Day of School
September 13th - Photo Day
September 21st - Clubs Day
September 22nd - Mock Timetable for Parents

October 10th - Thanksgiving
October 13th - Undergrad Awards Ceremony
October 20th - Parent Teacher Conferences
October 21st - PA Day
October 28th - Hallowe'en Dance
October 31st to November 9th - Grad Photos

November 18th - United Way Breakfast

December 24th to January 8th - Christmas Break

January 25th to January 31st - Final Exams

February 1st - Second Semester begins
February 9th - Report Cards distributed
February 16th - Mock Timetable for Parents
February 16th - Semi-Formal Dance
February 17th - PA Day
February 20th - Family Day

March 10th to March 18th - March Break
March 22nd - Parent Teacher Conferences
March 29th - Ontario Secondary School Literacy Test

April 6th - Good Friday
April 9th - Easter Monday

May 21st - Victoria Day

June 20th to June 26th - Final Exams
June 27th to June 29th - PA Days
June 29th - Commencement