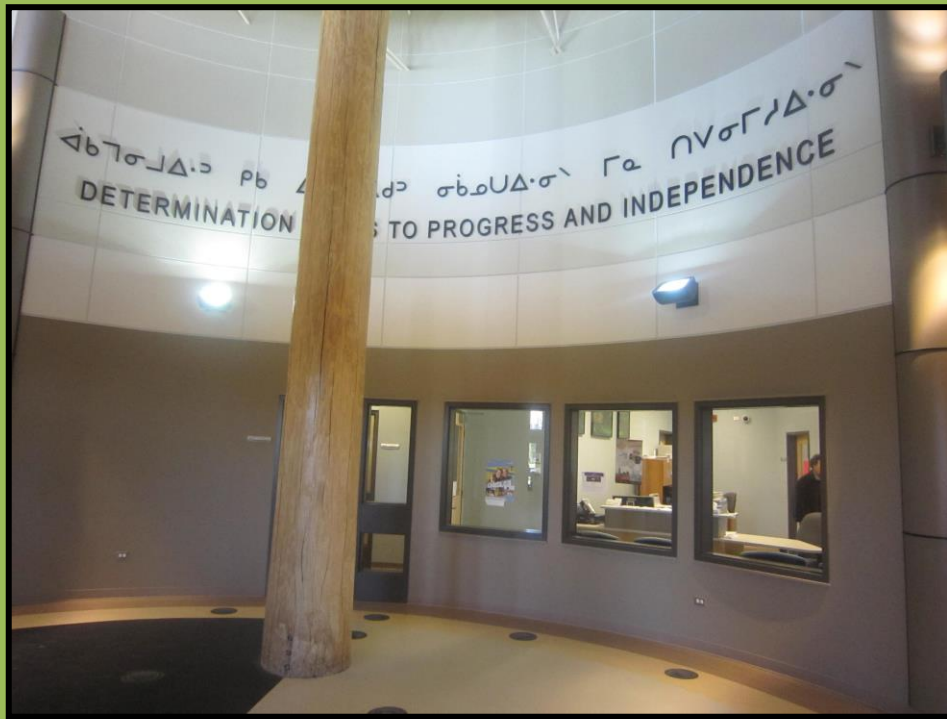


2014-2015

WELCOME BACK TO SCHOOL



Oscar Lathlin Collegiate Student Handbook

Our Senior Years courses fulfill the needs of students in the areas of General Academics, Business Education, Technology Education, Special Education, Physical Education/Health, Community and Native Studies. Our staff teaches the provincially mandated curriculum along with many school initiated courses which reflect the needs of the Swampy Cree people who live in and around the Opaskwayak Cree Nation. The instructional approach utilized by the school incorporates the ideals of the **Mission Statement of Opaskwayak Educational Authority**, which states:

By embracing Opaskwayak's vision of nikanootawinek mena tipanimisowinek, Opaskwayak Educational Authority Inc. will deliver, and support, high quality education at all levels. We will do what it takes to promote and foster a reawakening of cultural, spiritual and traditional knowledge that will enhance and support each individual's potential.

Oscar Lathlin Collegiate administers all Provincial Standards Tests, and annually submits final marks to the Records Department of Manitoba Education, Citizenship and Youth. Our courses are accredited and are recognized by all post-secondary institutions.

In accordance with the New Directions requirements, students must complete 30 high school credits in order to graduate.

OSCAR LATHIN COLLEGIATE ADMINISTRATION

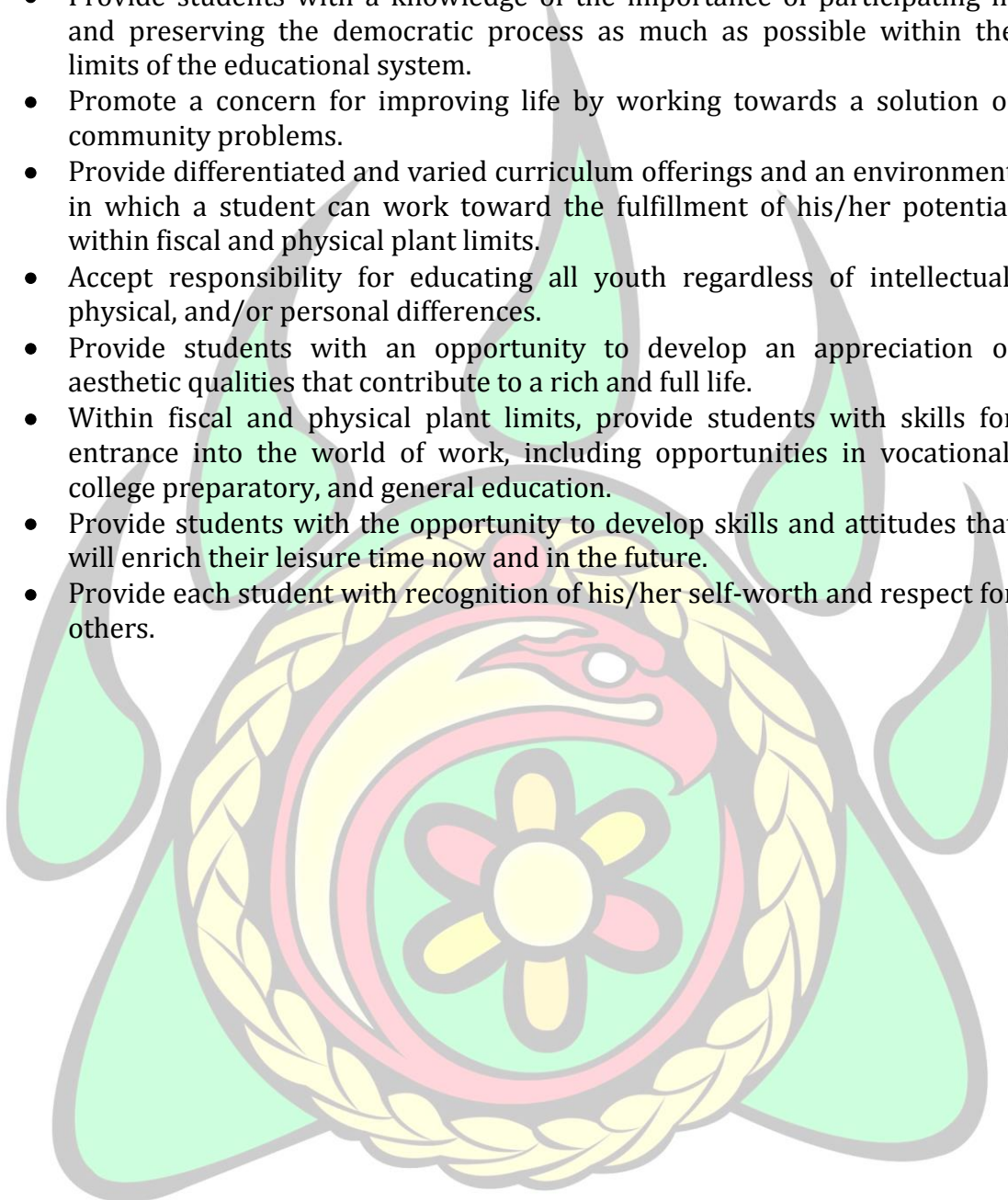
Mr. Ron Constant	Principal
Mrs. Jennifer Bercier	Vice-Principal
Mr. Gordon Miller	Head of Resource
Ms. Carleen Fosseneuve	Guidance Councillor
Mrs. Georgina Constant	School Councillor
	Student Success Officer
Mrs. Ernestine Dorion	Records Clerk
Mr. Garner Lathlin	Receptionist

EDUCATION OBJECTIVES

We believe that education should:

- Provide students with the basic learning tools necessary to enable them to assimilate knowledge for the rest of their lives.
- Provide students with a knowledge and appreciation of their heritage. (Cree languages, culture, and spiritual traditions)
- Provide students with the awareness that change is inevitable, and that change must be a factor in planning and organizing.

- Provide students with an environment in which to learn the responsible use of freedom. Students must also learn that each personal decision has a consequence.
- Provide students with the opportunity to develop personal integrity, responsibility, dependability, initiative, self-discipline, and leadership.
- Provide students with a knowledge of the importance of participating in and preserving the democratic process as much as possible within the limits of the educational system.
- Promote a concern for improving life by working towards a solution of community problems.
- Provide differentiated and varied curriculum offerings and an environment in which a student can work toward the fulfillment of his/her potential within fiscal and physical plant limits.
- Accept responsibility for educating all youth regardless of intellectual, physical, and/or personal differences.
- Provide students with an opportunity to develop an appreciation of aesthetic qualities that contribute to a rich and full life.
- Within fiscal and physical plant limits, provide students with skills for entrance into the world of work, including opportunities in vocational, college preparatory, and general education.
- Provide students with the opportunity to develop skills and attitudes that will enrich their leisure time now and in the future.
- Provide each student with recognition of his/her self-worth and respect for others.



GENERAL INFORMATION

BLOCK SYSTEM TIMETABLE

The block timetable system this year will continue with two extended courses per block, and a semestered class running over two blocks. This gives each student the ability to complete 10 credits per year.

ATTENDANCE POLICY

Oscar Lathlin Collegiate believes that regular attendance contributes significantly to student achievement. Therefore, we consider attendance to be compulsory.

If a student accumulates ten (10) unexcused absences in any Block Classes and up to sixteen (16) unexcused absences in Semester Classes, he/she will not be allowed to earn a senior high credit in that course. However; ***excused absences*** (court dates, funerals, medical appointments, documented illness, and other extenuating circumstances pending approval from administration) may be removed from the total count of absences if the student completes assigned make-up work.

NOTE: A student who misses classes as a result of participation in school related activities is not considered absent.

LATENESS FOR CLASSES

Classes start on time, and students are expected to be in attendance. If a student is more than 10 minutes late, then he/she will be marked absent. Three (3) lates will be considered as one (1) day unexcused absence. In order to be let into class, late slips will need to be displayed. These will be written out by the office and may come with stipulations.

ANNOUNCEMENTS/MORNING EXERCISES

Daily announcements will be made available in the office in the form of the **Sasqwatch** and either displayed or read by homeroom teachers.

During morning exercises, everyone should stand until the National Anthem and the Lord's Prayer are completed.

SUPPLIES DISTRIBUTION

Students may receive school supplies from their Teacher Advisors/Homeroom Teachers in a scheduled meeting at the beginning of the school year. **Any replacement supplies must be purchased by the students themselves.**

LOCKER/CAUTION FEES

Students from grades 9 to 12 will be charged a \$25 fee for textbooks, lockers, and locks. When items are returned to the school, the condition of these items will be reviewed. If there is minimal or no damage, the caution fee will be refunded in its entirety to the parents/student. Normal wear and tear from use of above material will be taken into consideration at the time of damage assessment.

Students are responsible for lost or damaged books and will be expected to pay for them. The amount charged for lost or damaged textbooks and resource books will be determined by Administration, and will take into account the original cost and replacement cost of the book. A student's marks and transcripts will be withheld until his/her account has been cleared.

All lockers and locks will be assigned, and records of assignment will be kept in the office. Students will be responsible for the upkeep of their own lockers. No swapping or sharing of lockers will be allowed. Unauthorized padlocks will be removed by the maintenance staff.

TEXTBOOK RETURN POLICY

Those enrolled in Oscar Lathlin Collegiate as full-time or part-time students must return textbooks for courses. Failure to do so may result in the following:

- Not being allowed to register for courses until textbooks are returned to the classroom teacher.
- Not being issued a transcript of marks until textbooks are returned.
- Not being issued a report card – original or copy.

LOCKER CHECKS

The school administration is allowed to do locker inspections to ensure the safety of all students.

PHYSICAL EDUCATION DRESS/INDOOR SHOES

Indoor shoes, white socks, a t-shirt, and shorts/sweat pants are mandatory for participation marks.

NO HATS

To show respect to classmates, instructors, and visitors, students are not to wear hats in the school. If informed of certain medical conditions, administration may permit exceptions to this rule.

NO TRENDY ITEMS

Trendy items include portable music players (MP3, Ipods, etc.), cell phones, video games, skateboards, and rollerblades. They are not allowed in the school except in designated areas. Blatant misuse is subject to the discipline policy.

POSTERS

All posters put in the school must be approved by the main office. Unapproved posters will be taken down. Students who put up posters must see that they are taken down when an advertised event is over.

HALLS

Students must not loiter in hallways while classes are in session. Movement in the hallways is to occur during scheduled breaks and not while classes are in session.

EXIT DOORS AT DISMISSAL

Junior and Senior Years students should proceed to the white doors to catch the buses at dismissal time. There will be staff supervising doors and hallways to ensure there is an orderly exit from the school.

SMOKING

All OEA facilities are considered smoke – free. If you are caught smoking outside of designated areas during school hours, you will be subject to disciplinary procedures.

ILLNESS

Students who are ill during school hours are asked to report to the main office. (Limited first aid and related support can be provided.)

VISITORS

All visitors coming into the school building must report to the main office.

FIRE DRILL

When the fire alarm sounds, please move quietly out of the building with your class or supervising staff member. Once outside, please move away from the building. Re-enter the school when you are advised to do so by the supervising teacher or staff member.

LUNCH ROOMS

Lunch rooms for junior and high school students will be assigned and announced.

LIBRARY

The library provides several multi-media resources and services to students, and offers a good collection of general and research-specific reading material. The library clerks will provide help and advice so that students can learn to access all available resources. This includes:

- Helping students find information relating to classroom work and assignments.
- Providing books and magazines to meet the personal reading interests of staff and students.
- Teaching students research strategies so they can become independent lifelong learners and informed decision makers.

Access to word processing and Internet is provided for occasional student use. The library is also a place for quiet study. Food and drinks are not allowed.

Students who are disruptive will be asked to leave. Students who persist in unacceptable behavior will lose their library privileges.

Library materials are loaned for a period of 14 school days. Students are responsible for loss, damages, and the prompt return of all materials.

The library is open from 8:30 a.m. to 4:30 p.m. daily, Monday to Friday.

COMPUTER USE POLICY

- Students intending to use the Internet must have an *Internet Acceptable Users Policy* signed by a parent or guardian.
- Students are not permitted to install any programs in the computers.
- Students misusing the computers will be dealt with accordingly.

Persons violating appropriate use policies will be dealt with according to the discipline policies of the school.

DISTANCE LEARNING COURSES REGULATIONS

A student is allowed to take an Independent Study course if the course desired is not offered by the school, or the course desired cannot be scheduled into the student's timetable.

In order to be eligible, a student must have satisfactory academic progress in all subjects and be in regular attendance in all current courses.

OPTIONAL SUBJECTS

Optional subjects with enrolments of five (5) or fewer students will be cancelled.

CHEATING

Academic dishonesty will not be tolerated. A student guilty of plagiarism or cheating on a test will receive a zero for the assignment or the test, and a written notification sent to the parent(s). The second incident will involve a suspension of one day. A third offence will result in loss of the course credit.

BEHAVIOURAL OFFENSES

All students of Oscar Lathlin Collegiate will have to uphold an acceptable standard of behaviour within as well as outside the classroom (hallways, school grounds, school buses, school trips, etc.) Behavioural offences will be dealt with according to the discipline policy.

CHALLENGE EXAM

Transfer students who have not completed the term work or received a final grade in a course may wish to write a challenge exam to obtain credit at Oscar Lathlin Collegiate.

To organize a challenge exam, students must meet with the Principal and the teacher responsible for the course, and discuss the time and date for the exam. Challenge exams are worth 100%.

ASSIGNMENT DUE DATE POLICY

Course work is essential to obtaining credit in Senior Years. Assignments handed in on the date assigned by teacher will contribute to improved marks. Senior years teachers will penalize late assignments.

Assignments are due during class time or at 4:00 p.m. - if this is acceptable to the teacher. Extensions may be granted in cases of excused absences.

EXTRA-CURRICULAR ACTIVITIES

GRAD COMMITTEE

Each school year, a President, Vice-President, and Secretary-Treasurer are selected by potential graduates. This student Executive Grad Committee is responsible for fundraising for the banquet and Safe Grad which often follow the graduation ceremony. At least one teacher advisor is required from the teaching staff to help co-ordinate and monitor the activities of the Executive Grad Committee.

STUDENT COUNCIL

Teacher advisors are required to assist the student council in planning events for the school. Teacher advisors also set up the election process once a year for the students from Grade 7-12.

SCHOOL ACTIVITIES

Different activities are offered during the school year. Information regarding these is posted in the hallways or in the general office. Please get involved!

FIELD TRIPS

Field trips can be designated as educational or social/cultural and are discussed with the Vice-Principal to ensure maximum instructional time. Field trips are recorded in the attendance system. While on a trip, refer to the guidelines below:

- There is a curfew of 11:00 p.m. All students must be in rooms and lights out by 11:30 p.m.
- All school rules are in effect (as per discipline policy).
- No smoking, alcohol, or drugs are allowed (as per school policy)
- Students are not allowed to leave a field trip to visit family and friends. However; family and friends can visit, provided the student has given prior notice to the trip supervisor.
- Any breach of discipline policy and / or criminal activities may result in suspension from and/or being sent home from the trip. This may also result in the student losing privileges for additional field trips.

ACADEMIC SUPPORT AND STUDENT SERVICES

COURSE CHANGES

Requests for a change of course must be received in the general office no later than two (2) school days after the commencement of the block. These changes are subject to the approval of the school administration and a *Course Change* form is required for entrance.

WITHDRAWING FROM COURSES

Students wishing to drop a course must notify the school administration by submitting a complete *Request to Discontinue Course* form. This form requires the signature of the parent/guardian, teacher, and principal. A course discontinued in any other manner will be recorded as a Failure. Special consideration will be given when a course is discontinued for medical reasons.

WITHDRAWAL FROM SCHOOL

No students should withdraw from school without first seeing a counselor.

RESOURCE AND ALTERNATE ACADEMIC SUPPORT

Supports are in place to assist Senior High students who require adapted or modified programming to meet their needs. Students may have to participate in an assessment, and will be provided with a range of placements and resources.

GUIDANCE COUNSELLING/SOCIAL COUNSELLING

Career guidance will be integrated into subject teaching. A specific interest inventory will be completed by grade 9 students and filed in a portfolio with the English teacher. Subsequent changes in interests will be noted as the student is guided towards appropriate post-secondary training.

Emotional, social and behaviour referrals by staff are directed to any one of the counsellors, and as needed, followed up by the Vice-Principal. Planned interventions may involve the teacher, parents/guardians, the counsellor and an administrator.

Students may request private counselling.