



St. Mildred's-Lightbourn School

The Educational Journey of a Lifetime



Parent Handbook

2011 - 2012

Vision

*Our vision describes how we want
to be seen as a school in the
broader world.*

Our vision is to be respected in local
and global communities for our insights
and expertise in educating young women,
and for the exceptional qualities
of our students and faculty.

Mission

*Our mission describes our purpose
or raison d'être.*

At St. Mildred's-Lightbourn School
our mission is to:

- Inspire, challenge and support girls
to achieve their personal best
- Develop exceptional young women
who have the resilience and character
to excel and contribute to society
throughout their lives



Dear SMLS Parents,

Welcome to the 2011-2012 school year! Each year of your daughter's education brings new experiences as she continues to grow intellectually, socially, emotionally and physically. No matter where she is on her educational journey, our faculty and staff are active participants.

The handbook that you are holding contains a wealth of information that will provide you with important insight into our School. It covers day-to-day interaction with the School, the policies and procedures that guide our activities, and the principles and philosophy as defined in our mission statement. Please take the time to read through the appropriate sections as they have been carefully prepared for you.

Throughout the school year, we look forward to welcoming you into the School for a variety of events. In addition, formal reporting times and parent-teacher interviews provide valuable opportunities for communication regarding your daughter's progress. During the year, you will also be contacted by your daughter's teachers, either by email or by phone. You might be interested to hear that research shows parental participation in a child's school through attendance at events and interviews has a significant positive impact on academic performance! I urge you to take advantage of these opportunities.

Whether you are new to St. Mildred's-Lightbourn School or returning this year, we look forward to working with you to ensure that your daughter's year is successful. Please do not hesitate to contact me or the appropriate individual at school should the need arise. We share your desire to provide an exemplary experience for your daughter as she progresses through her educational journey of a lifetime!

Kind regards,



Dorothy Byers
Head of School

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SMLS Privacy Policy

St. Mildred's-Lightbourn School is committed to maintaining the confidentiality, accuracy and security of your personal information in line with principles established by the Personal Information Protection and Electronic Documents Act (PIPEDA). Information provided at registration is used to connect our constituents and strengthen our School community by informing them of School news, events, issues and opportunities for involvement.

When you, as a parent, student, alumna or other individual, provide personal information to the School such as your name, address, email address and telephone number, it is shared with the Advancement Office and the Parent Association (PA) volunteers so that we may communicate with you. The School solicits financial and volunteer support of its many constituents through the Advancement Office. While St. Mildred's-Lightbourn School aims to celebrate the many donations and gifts to the School by publishing donor names in our Annual Report or Walls of Recognition, our goal is to respect and work with our donors within the principles of the law.

All information is stored in password-protected databases and in secure files on School premises. Access is restricted to authorized staff and volunteers, who have been trained in dealing with our privacy standards and who have signed a privacy agreement.

Under no circumstances is this information rented, sold or given to any organization outside of St. Mildred's-Lightbourn School. Third parties, such as mailing houses, are required to adhere to these privacy standards.

You have the right to access your Personal Information at SMLS upon request through our SMLS Privacy Compliance Officer:

Ann Prawl, Bursar
Tel: 905-845-5830 ext. 809
Email: aprawl@smls.on.ca

The law allows 30 days for a response and 60 days for access.

If you would prefer not to have your personal information shared or have any concerns about the SMLS Privacy Policy, please contact Dorothy Byers, Head of School.

School Year Calendar

A blue-tinted photograph of a school building entrance. The building features a prominent classical portico with two large columns and a triangular pediment. The entrance door is dark with a decorative glass panel. The building is constructed of brick and has several windows with dark shutters. The text "School Year Calendar" is overlaid in a white, curved font across the top of the image.

School Year Calendar

Beginning of FALL TERM	School Opens	Wednesday, September 7, 2011
Junior Kindergarten Students	9:30 - 10:30 a.m.	Wednesday, September 7, 2011
New Senior Kindergarten Students - Grade 5	11:00 a.m. - 1:00 p.m.	Wednesday, September 7, 2011
All Grade 6 & Senior 1 Students, Prefects & New Students Senior 2-Senior 6	9:30 a.m. - 1:00 p.m.	Wednesday, September 7, 2011
All Students	School opens at 8:00 a.m.	Thursday, September 8, 2011
Thanksgiving Weekend	School closes at 3:35 p.m. School opens at 8:00 a.m.	Thursday, October 6, 2011 Tuesday, October 11, 2011
November Weekend	School closes at 3:35 p.m. School opens at 8:00 a.m.	Thursday, November 10, 2011 Tuesday, November 15, 2011
End of Fall Term	School closes at 3:35 p.m.	Wednesday, December 21, 2011
Beginning of WINTER TERM	School opens at 8:00 a.m.	Monday, January 9, 2012
Mid-Term Holiday	School closes at 3:35 p.m. School opens at 8:00 a.m.	Thursday, February 16, 2012 Tuesday, February 21, 2012
End of Winter Term	School closes at 3:35 p.m.	Friday, March 9, 2012
Beginning of SPRING TERM	School opens at 8:00 a.m.	Monday, March 26, 2012
Mid-Term Holiday	School closes at 3:35 p.m. School opens at 8:00 a.m.	Thursday, April 5, 2012 Tuesday, April 10, 2012
Victoria Day Weekend	School closes at 3:35 p.m. School opens at 8:00 a.m.	Thursday, May 17, 2012 Tuesday, May 22, 2012
End of Spring Term	Last full day of classes Junior School (JK-6) Closing Senior School (S1-S6) Closing	Monday, June 11, 2012 Wednesday, June 13, 2012 Thursday, June 14, 2012

Regular work and tests at all grade levels are carried to the end of each term. It is very important that travel arrangements be made to fit in with the School's holiday dates.

Parents are further reminded that, according to the Ministry of Education regulations, secondary school credit standing in any subject may only be granted if students have received the requisite number of hours of classroom instruction.



Main Contact Directory

Main Contact Directory

Main Number: 905-845-2386
Fax Number: 905-845-4799

Direct Dial: 905-845-5830
Website: www.smls.on.ca

	Ext:		Ext:
Admissions	807	Extended Day Program	829
Advancement Office	814	Health Centre	827
Alumnae Affairs	895	Inclement Weather Line	820
Attendance	855	IT Support	843
Buses	805	Made for Millies Store	834
Business Office	858	Parent Association	760
Chaplain	816	Student Services	808

Management Team

email = {1st initial + surname}@smls.on.ca i.e. dbyers@smls.on.ca

Head of School	Mrs. Dorothy Byers	801
Head of Junior School	Ms. Irene McRae	830
Head of Senior School	Mrs. Karen Hansen-Cowper	806
Dean of Academic Administration	Mrs. Janet Worboys	803
Director of Advancement	Ms. Sally Dobie	814
Director of Finance & Administration	Mrs. Leslie Boichuk	839
Director of Global Studies	Mrs. Judy Ross	828
Director of Information Technology	Mr. Kevin Goodridge	841

Non-Teaching Staff

Administrative Assistants

Assistant to Head of School	Mrs. Julia Osená	810
Business Office Administrative Assistant	Miss A-C Mertei	805
Global Studies Administrative Assistant	Mrs. Marina Yangosian	782
Student Services Administrative Assistant	Ms. Donna Curran	808

Admissions

Coordinator of Admissions	Mrs. Donna Cossitt	807
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Advancement

Manager, Alumnae Relations	Mr. Peter Okonski	895
Manager, Communications and PR	Mrs. Vicky DiMichele	838
Manager, Fundraising	Ms. Robyne Balanuik	835
Website Specialist	Mr. Jeff Rankine	884

Business

Alternative Program Coordinator (SMiLeS Camp and Facilities Rentals)	Ms. Marilyn Caird	882
Bursar	Mrs. Ann Prawl	809
Business Office Assistant	Mrs. Cathy Alexander	858
Receptionist	Mrs. Wendy Bowman	800

Health Centre

Nurse	Mrs. Jane Huehn	827
Nurse	Mrs. Jayne Thomson-McWilliams	827

Human Resources

Human Resources	Ms. Jennifer Ayden	881
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Information Technology

IT Support	Mr. Greg Baschuk	843
IT Support	Mr. Alex Campuzano	843
IT Support	Mr. William Dors	892
IT Support	Mrs. Lisa Francolini	837

Learning Strategies

Learning Strategist	Mrs. Kim Marshall	713
Learning Strategist	Ms. Nicola Rieger	893

Plant and Grounds

Supervisor of Plant and Grounds	Mr. Chris Turner	815
Plant and Grounds Assistant	Mr. Edward Szolopiak	815

Junior School Faculty Directory

Junior Kindergarten	Mrs. Claudia Kotkiewicz	823
	Ms. Nadia Filice	736
Senior Kindergarten	Ms. Elena Raffa	705
	Mrs. Myra Eddy	774
Grade 1	Ms. Sylvia Da Rocha	706
	Mrs. Paula Granger	748
Grade 2	Mrs. Vicky McQueen	734
	Mrs. Fiona Mittun*	709
Grade 3	Ms. Stephanie Haggarty	781
	Ms. Jo Oliver	711
Grade 4	Ms. Susan Carnegie	708
	Ms. Diana Osborne	753
Grade 5	Mrs. Clare Staszkiel*	719
	Ms. Alison Chase	764
	Mrs. Carol Steven*	758
Grade 6	Ms. Sue Norwood-Chase	740
	Ms. Anna-Gail James	729
	Ms. Lyndsey Pickering	769
Art	Mrs. Ann Westell*	754
Chaplain	Rev. Maria Nightingale	816

Extended Day	Ms. Myra Eddy	829
	Miss Nadia Filice	829
French	Mme. Pauline Gray	714
	Mme. Ruta Nausedas	773
Junior Resource Centre	Mrs. Susanne Goodridge*	831
Junior School Instructional Leader	Mrs. Barbara Workman-Tan	716
Music	Ms. Jennifer Johnston	762
Physical Education	Mr. Simon Samsworth*	743
	Mrs. Michelle Werbowski	707

* Coordinators

Senior School Faculty Directory

Accounting, Mathematics	Ms. Robin Hahn	704
Art	Ms. Karen Dyne▲	756
Art & Communication Technology	Ms. Leanne Mladen	703
Biology, Science, Music	Ms. Caitlin Dobie	770
Chemistry, Science	Mr. Michael Muir	751
Drama, History	Mr. Tim Pace*	749
Economics, Business	Ms. Lisa Armstrong	767
English, Psychology (AP)	Ms. Sherida Scott-McNabney*▲	765
English, Civics	Ms. Patti Kleeb	722
English, Drama	Mr. Martyn Smith*	745
English, Social Studies	Ms. Alicia Hawryluk	721
English, Social Studies, Art	Ms. Sandra Hutton	710
French	Mme. Susan Nethersole▲	741
French	Mme. Nadia Talaat	735
Geography, Civics	Mr. Brian Speck▲	746
Global Studies (Co-op), Civics	Ms. Erinn O'Shea	742
Guidance, Career Studies	Mrs. Nicki Newhouse	804
History, Law, Politics, Philosophy	Mr. Scott Pollock	747
Librarian	Ms. Catherine McCauley	825
Library Technician	Mrs. Katie Boyd	826
Mandarin	Dr. Rebecca Ren	759
Mathematics	Mrs. Elizabeth Basciano	728
Mathematics	Ms. Linda Moore*▲	712
Mathematics, Computers	Mr. James Chaykowski	752
Music	Mr. Clay Tan	726
Physical Education	Mr. Larry Cain	757
Physical Education	Ms. Carly McClements▲	701
Physical Education	Mr. Simon Samsworth	743
Physical Education	Mrs. Michelle Werbowski	707
Physics, Mathematics	Mr. Nathan Chow	718
Science	Ms. Allison Reynolds*▲	755
Science	Ms. Robin Toffolo*▲	761
Science, Mathematics	Mrs. Sarah Sils*▲	750
Spanish	Ms. Kathy Campbell	725

* Coordinators ▲ Department Heads



Governance, Administration & Community Relations

Governance, Administration and Community Relations

Governance

The ultimate responsibility for the governance of SMLS resides with the Board of Governors. The Board manages the affairs of the School and serves as the trustee of the mission, vision and values, providing oversight of the implementation of the School's strategic plan. Board members are volunteers who commit time, energy and resources to support our independent school. The Board functions at arm's length from the School's administration.

The Board is currently comprised of sixteen members, three of whom are voting ex-officio members. The Head of School is responsible for the day-to-day operation of the School and serves as a non-voting ex-officio member, in addition to a representative from the Sisters of the Church and the Bishop of Niagara's designate. Board members are drawn from the SMLS community and exercise a fiduciary responsibility, oversee the management of the business and affairs of the School and ensure that adequate resources are in place to support the realization of the School's mission, strategic plan and program goals.

Members may be appointed for two or three year terms in such a cycle to ensure continuity of membership. Governors may be re-appointed to additional terms and may serve a maximum of ten consecutive years, although the Board is empowered to extend the terms of the Governors beyond ten years if deemed appropriate. A quorum of seven voting members must be present for a meeting of the Board to be duly constituted.

Currently, the standing committees of the Board are as follows: Governance, Finance, Foundation, Planning, Audit and Risk Management. Committees are chaired by members of the Board and their composition may include non-Board members, such as SMLS parents, alumnae and School staff, in addition to members of the Board of Governors. Each Governor makes an annual written commitment to follow the principles of the Board's Code of Conduct and abide by the Board of Governors' Conflict of Interest Policy.

The Board of Governors evaluates its own effectiveness on an annual basis. In addition, Canadian Accredited Independent Schools (CAIS), as part of its periodic review regarding the accreditation of the School, evaluates the Board with reference to its Standard 8 on Governance and corresponding indicators of effectiveness.

Board members are recruited with reference to criteria including their skills, experience, ability to contribute time, willingness to provide financial support and resources, respect for traditions, and diversity reflective of our community, to best support the goals and vision of the School.

Interested members of the community who wish to be considered as Board candidates are encouraged to complete the “Confidential Board Profile” available on our website’s private parent portal – ‘My SMLS’ – and submit by email to Barbara Smallhorn at bsmallhorn@smls.on.ca for consideration by the Board’s Governance Committee.

Administration

Management Team

Head of School

Mrs. Dorothy Byers is responsible for the overall leadership, vision and direction of the School. She consults with and works closely with the Board of Governors, Senior Management team, faculty, parents, alumnae and the student body. She is an ex-officio member of all Board committees and represents the School at CA+IS, CIS and NAIS events.

Head of Junior School

Ms. Irene McRae is responsible for the day-to-day operation of the Junior School. This involves overseeing curriculum, student discipline and guidance, teacher evaluation, staff professional development and co-curricular programs.

Head of Senior School

Mrs. Karen Hansen-Cowper is responsible for the day-to-day operation of the Senior School. This involves overseeing curriculum, student discipline and guidance, teacher evaluation, staff professional development and co-curricular programs. She also coordinates the Advanced Placement program and SAT (Scholastic Aptitude Test) preparation.

Dean of Academic Administration

Mrs. Janet Worboys is responsible for the scheduling and organization of School activities, as well as the documentation and record-keeping of academic administration. She also performs guidance counselling and assists with university applications for the Senior School, and acts as the liaison to the Parent Association.

Director of Advancement

Ms. Sally Dobie is responsible for fundraising, planned giving, alumnae relations and marketing and communications. She works closely with the SMLS Foundation Committee of the Board of Governors.

Director of Finance and Administration

Mrs. Leslie Boichuk is responsible for the business functions of the School including student billing, financial reporting and plant management. She works closely with the Finance Committee of the Board of Governors.

Director of Global Studies

Mrs. Judy Ross is responsible for planning and delivering the Global Studies experiential learning program, including organizing and hosting exchange groups from our 'sister schools'. Her office also runs The Duke of Edinburgh's Award Program and the Round Square Program, and promotes community service opportunities.

Director of Information Technology

Mr. Kevin Goodridge is responsible for all information technology at the School. He manages the IT department, works closely with faculty and students and monitors the acceptable use of information technology at the School.

Community Relations

Admissions Office

Mrs. Donna Cossitt, Coordinator of Admissions, manages all aspects of the admission process, and is the key contact for prospective students and their parents.

Advancement Office

The Advancement Office is responsible for fundraising, alumnae relations, marketing and communications, and provides support to the Parent Association.

Fundraising at SMLS encompasses annual giving, capital and endowment campaigns, planned giving and events. While parent and alumnae giving remain a cornerstone of the fundraising program, other sources of donations include faculty and staff, foundations and corporations.

The Alumnae Relations program at SMLS is designed to build and strengthen relationships with former students and faculty. Alumnae are invited to stay connected with current SMLS students and the School by participating in the Junior Mentorship Program, Career Carousel, Grad Seminars and alumnae events.

School news and updates are communicated to the SMLS community via the Advancement Office. Information is disseminated through regular email broadcasts, the public SMLS website and private MY SMLS portal, and various publications, including the Annual Report and Report Card, admissions packages, brochures, campaign materials and the SMLS magazine, Jubilate. Through timely and consistent public and media relations, we strive to keep the broader community informed about our School and the many accomplishments of our students.

Business Office

The Business Office is responsible for finance and administration, including accounts receivable and payable, student billing and tax receipts (not related to donations). This office also administers the bus program and Extended Day program, and is in charge of maintaining the School grounds.

SMLS Alumnae Association

The SMLS Alumnae Association consists of 1,600 alumnae with up-to-date contact information. The Alumnae Executive Committee is comprised of 12 volunteers, and their goal is to keep alumnae connected to the School through events and programs. They work actively to promote alumnae involvement and to raise money for the Alumnae Bursary Fund.

SMLS Parent Association (PA)

SMLS has an active and dedicated parent body, whose support through events and fundraising activities benefits our students. The PA runs the Made for Millies Store, selling gym uniforms and other items of clothing and SMLS crested gifts. The PA also assists with communications via Class Moms in the Junior School and Grade Parents in the Senior School.

Every parent with a daughter at SMLS is automatically a member of the PA, and there is an Executive Committee that meets monthly. All parents are encouraged to attend these meetings. If you would like to share your time and talents on the PA, please contact pa@smls.on.ca. Volunteering is a great way to meet fellow parents and contribute to the enhancement of your daughter's education.

PA Mission Statement

The SMLS Parent Association contributes to the overall well-being of SMLS by promoting good fellowship among all those associated with the School and by providing financial support for the School through fundraising activities.

PA Executive

Officers

Head of School	Mrs. Dorothy Byers
Dean of Academic Administration	Mrs. Janet Worboys
Past President	Mrs. Judith Nunn

Elected Officers

President	Ms. Dianne Lemieux
Vice President	Mrs. Andra Carpino
Co-Secretaries	Mrs. Penny Olsen
	Mrs. Vanessa Smith
Manager of Accounts Receivable	Mrs. Kath Jordan
Treasurer	Ms. Lynn Scott

Convenors

Made for Millies Store	Mrs. Rebecca Hutchens
Traditions of Christmas	Mrs. Cherylyn Carson
	Mrs. Caroline Hogwood
Protocol	Mrs. Susan Meleskie
Junior School Communications	Mrs. Sandra Pistilli
	Mrs. Nadine Farran-Gatti
Senior School Communications	Ms. Janet Pickell
Technology	TBD
Social	TBD
Used Uniform Sale	Ms. Simmi Basi Dhillon
	Mrs. Samantha Cheung
Junior & Senior Resource Centre	Mrs. Karen Holloway
Volunteer Coordinator	Mrs. Jennifer Guo
Event Coordinator	Mrs. Amanda Aquino
Gala	TBD
New Parent Liaison	Mrs. Cathy Haugrud
Fundraising	Mrs. Maria Bot



St. Mildred's-Lightbourn School Expectations

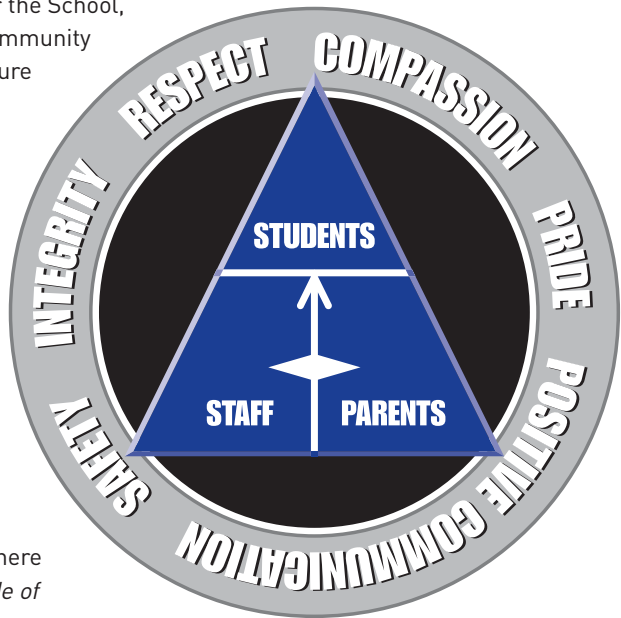
St. Mildred's-Lightbourn School Expectations

SMLS Family Code of Conduct

The goal of St. Mildred's-Lightbourn School is to provide a stable and nurturing environment for girls of all ages, one in which they may grow intellectually, physically, socially and emotionally, while encouraging respect for the School, its traditions and the community at large. In order to ensure that students make the best of their time in school, they are expected to abide by the *SMLS Family Code of Conduct*.

The vast majority of our students are model school citizens and are supported and encouraged to contribute productively to school life. However, students who do not adhere to the *SMLS Family Code of Conduct* can expect consequences from the School ranging from counselling and detention to suspension and withdrawal of services. Any behaviour that threatens the safety and wellbeing of others will result in severe penalties.

In collaboration with several volunteer parents and staff members, we have developed the *SMLS Family Code of Conduct*. The following desired behaviours for students, parents and staff members are based on key traditional values that serve as the foundation of our community. This Code can also be accessed in the private parent portal of our website, My SMLS.



Students

Demonstrate **INTEGRITY** by:

- Having learning as a primary focus.
- Being prepared to participate.
- Striving for high moral standards (i.e. honesty, trustworthiness, etc.).
- Making the most of opportunities and time presented at SMLS.
- Demonstrating social responsibility within the School and the community at large.
- Ensuring that they abide by the Academic Honesty Policy.

Demonstrate **RESPECTFULNESS** by:

- Being present and on time.
- Bringing required learning materials to class.
- Refraining from interfering with the learning of others.
- Ensuring that pagers and cell phones are turned off in lockers.
- Treating all people in our School community with dignity both within the School walls and grounds (i.e. play areas), including leaders and organizers of School events and School bus drivers.
- Treating others and their property with consideration.
- Refraining from damaging or defacing School property.

Demonstrate **COMPASSION** by:

- Recognizing the worth of every person in our own community and beyond.
- Listening with respect and by not criticizing.
- Issuing birthday party and/or social invitations privately via mail, email or phone to prevent any distress for excluded students and their families.
- Refraining absolutely from acts of violence or bullying and actively supporting the School's proactive, anti-bullying campaign.

Demonstrate **PRIDE** by:

- Following regulation School uniform and gym uniform guidelines and recognizing their importance to the School community.
- Attending and supporting all gatherings of the School community held during school hours.
- Taking on leadership roles within the School and community.
- Acting in accordance with the *SMLS Family Code of Conduct* when representing the School at any School function.

Demonstrate *POSITIVE COMMUNICATION* by:

- Focusing on the situation, the behaviour or the issue, versus the individual.
- Getting the facts, giving the benefit of doubt, keeping an open mind and having a period of reflection before reacting to a concern or issue.
- Using positive behaviour and language that does not offend community standards.

Demonstrate *SAFETY* by:

- Signing in at Student Services/Reception when entering the school late.
- Supporting SMLS' policy of providing students with a nut-free school.
- Refraining from bringing anything to school that may compromise the safety of others.
- Not being in possession of, under the influence of, or providing others with alcohol, tobacco or illegal drugs.
- Not smoking and/or drinking alcohol anywhere on School property or in School uniform or on a School trip.

Parents/Guardians

Demonstrate *INTEGRITY* by:

- Having student learning as a primary focus.
- Supporting and demonstrating behaviours contained in the *SMLS Family Code of Conduct*.
- Encouraging and supporting your child's attempts to strive for all forms of success.
- Encouraging students to develop their own full academic and personal potential.
- Being prepared to support and encourage your daughter's participation in school life.
- Encouraging students to make the most of opportunities and time presented at SMLS.
- Being socially responsible within the School and the community at large.
- Not discussing a member of staff with a student or other staff member.

Demonstrate *RESPECTFULNESS* by:

- Ensuring that your child attends School regularly and on time.
- Responding to your child with reason, honesty and sincerity.
- Honouring the privacy of others in maintaining the strictest of confidentiality in dealing with personal matters pertaining to any member of the SMLS community.

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- Treating all people in our School community with dignity both within the School walls and grounds (i.e. parking lots) including leaders and organizers of School events and School bus drivers.
 - Honouring others and their property.
 - Supporting the School staff in maintaining a safe and respectful learning environment for all students.

Demonstrate *COMPASSION* by:

- Recognizing the worth of every person in our community.
- Being open to the ideas, opinions and thoughts of others.
- Showing an active interest in your child's schoolwork and progress.
- Encouraging and supporting your child to seek help and guidance with personal and interpersonal relations.
- Refraining absolutely from acts of violence or bullying and actively supporting the School's proactive, anti-bullying campaign.
- Working together with the School to understand the definition of 'bullying' and 'age-specific behaviour'.
- Contacting the student's teacher and refraining from contacting other parents when dealing with student issues (i.e. bullying).
- Participating fully and positively to any invitation from the School to discuss a student's social issues occurring with other students.
- Preserving student and family privacy during times of conflict.
- Working together with an attitude of mutual support.
- Avoiding the spreading of rumours and misinformation both within the School community and beyond.
- Issuing birthday party and/or social invitations privately via mail, email or phone to prevent any distress for excluded students and their families.

Demonstrate *PRIDE* by:

- Adhering to regulation School uniform guidelines and encouraging your child to recognize their importance to the School community.
- Encouraging and supporting students to have inter-school activities and relations on various levels (i.e. social, academic).
- Taking on volunteer roles within the School and community.

Demonstrate *POSITIVE COMMUNICATION* by:

- Communicating regularly with the School.
- Contacting your child's teacher directly as a first step regarding a student issue.

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- Referring directly to the Teacher or Head of School, any complaints from parents, students and others about individual teachers.
 - Focusing on the situation, the behaviour or the issue and not solely on the individual.
 - Getting the facts, giving the benefit of doubt, keeping an open mind and having a period of reflection before reacting to a concern or issue.
 - Using positive behaviour and language that does not offend community standards.
 - Accessing School information readily available via the School's website (www.smls.on.ca) and private parent portal, My SMLS.
 - Making family contact information (i.e. day, evening and cell phone numbers, as well as email addresses for home and work) available to the School and current for cases of emergencies.

Demonstrate *SAFETY* by:

- Encouraging your child to lead a healthy lifestyle.
- Promptly reporting your child's absence or late arrival.
- Dropping your child in the designated drop-off points only.
- Not parking in the drop-off zone.
- Following the directional areas in the parking lot.
- Only turning right onto Linbrook Road from 8:00 a.m. – 9:00 a.m. and 3:00 p.m. – 4:00 p.m.
- Paying particularly close attention to the safety of our children in the parking lot.
- Adhering to speed limits and designated parking locations.
- Supporting SMLS' policy of providing students with a nut-free School.
- Complying with nut-free fundraising initiatives and providing full ingredient disclosure for any bake sales.
- Keeping your child at home during contraction and recovery from illness.
- Ensuring that your child has fully recovered before returning to School and infecting others.
- Ensuring your child returns to School accompanied by a doctor's note that attests to her full recovery, as well as being checked by the School Nurse after suffering from a communicable condition/disease (i.e. head lice, chicken pox, measles).
- Complying with School visiting procedures by entering via the main front door, signing in/out at reception and wearing a visitor's badge while on School premises.
- Complying with School policy by providing a criminal record (police)

check, submitted to the School receptionist when volunteering for School positions/events.

- Refraining from bringing anything to School that may compromise the safety of others.

Communication Guidelines

Low Risk (i.e. non-urgent, general inquires) = email preferred

Medium and High Risk (i.e. safety issues) = personal contact with teacher, homeroom teacher, advisor, Head of Junior School, Head of Senior School or Head of School

Staff Members (including outside coaches)

Demonstrate **INTEGRITY** by:

- Having students' learning as a primary focus.
- Supporting and demonstrating behaviours contained in the *SMLS Family Code of Conduct*.
- Demonstrating social responsibility within the School and the community at large.
- Not discussing another member of staff with a student or other staff member, other than in a counselling situation.

Demonstrate **RESPECTFULNESS** by:

- Being present and on time.
- Encouraging and supporting students' attempts to strive for all forms of success.
- Encouraging students to develop their own full, academic and personal potential.
- Encouraging and supporting students in their organization of and participation in social/academic/sporting/artistic activities.
- Giving students the attention they merit for any questions, complaints and problems.
- Responding to students with reason, honesty and sincerity.
- Honouring the privacy of others in maintaining the strictest confidentiality in dealing with personal matters pertaining to any member of the SMLS community.

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- Treating all people in our School community with dignity both within the School walls and grounds (i.e. parking lots) including leaders and organizers of School events and School bus drivers.
 - Honouring others and their property.

Demonstrate *COMPASSION* by:

- Committing to fostering the School's mission and values recognizing the worth of every person in our community.
- Listening with respect and not criticizing.
- Allowing students to express themselves without fear or ridicule.
- Encouraging and supporting students to seek help and guidance with personal and interpersonal relations.
- Refraining absolutely from acts of violence or bullying and actively supporting the School's proactive, anti-bullying campaign.
- Working together with parents to understand the definition of 'bullying' and 'age-specific behaviour'.
- Supporting parents when dealing with student issues (i.e. bullying)
- Preserving student and family privacy during times of conflict.
- Working together with an attitude of mutual support.
- Articulating clearly all outcomes and accountabilities to parents and their daughter when resolving conflicts.

Demonstrate *PRIDE* by:

- Supporting regulation School uniform guidelines and encouraging students to recognize their importance to the School community.
- Dressing professionally at all times within the context of a School with a uniform policy.
- Encouraging and supporting students to participate in inter-school activities and develop relationships on various levels (i.e. social, academic).

Demonstrate *POSITIVE COMMUNICATION* by:

- Allowing students reasonable access to all available learning tools.
- Keeping parents fully informed of their daughter's progress.
- Responding to parent concerns by answering calls or emails within 24 hours.
- Focusing on the situation, the behaviour or issue, versus the individual.
- Getting the facts, giving the benefit of doubt, keeping an open mind and having a period of reflection before reacting to a concern or issue.

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- Using positive behaviour and language that does not offend community standards.
 - Referring directly to the teacher, any complaints from parents or students concerning individual teachers or courses.

Demonstrate *SAFETY* by:

- Encouraging students to lead a healthy lifestyle.
- Putting in place and following reasonable expectations and measures to promote students' personal safety.
- Paying particularly close attention to the safety of students in the parking lot.
- Adhering to speed limits and designated parking locations.
- Supporting SMLS' policy of providing students with a nut-free school.
- Complying with nut-free fundraising initiatives and providing full ingredient disclosure for any bake sales.
- Ensuring food provided by Dana Hospitality Inc. is nut-free.
- Participating in regular Epi-pen demonstrations, CPR and health training.
- Complying with School policy by providing a criminal record (police) check, submitted to the School.
- Refraining from bringing anything to School that may compromise the safety of others.
- Participating in AED re-qualification sessions offered by the School, if a member of the Code Green Team.
- Reading and following the procedures for all field trips as outlined in the Risk Management Manual/Staff Handbook.

Academic Honesty

St. Mildred's-Lightbourn School prepares its students for success in their post-secondary education as well as in their personal lives. Academic honesty is fundamental to this goal and requires that students submit their own work and give appropriate credit when using the works or ideas of other authors. Copyright laws apply to print and internet sources. Students are instructed on using different citation styles and are advised that academic dishonesty is a serious offence that will result in penalties. Students having difficulty completing an assignment in a timely manner are encouraged to consult their teacher and/or advisor.

If a teacher detects evidence of dishonesty in a student's work, the following consequences will ensue:

Junior School

Grades 3-5: The student will conference with her teacher, and her parents will be notified. The student will redo the assignment with guidance from the teacher. There will be no penalty.

Grade 6: 1st offence: The student will conference with her teacher and her parents will be notified. The student will redo the assignment with guidance from the teacher. There will be no penalty.

2nd offence: The teacher will notify the Head of Junior School and the student's parents. The student will redo the assignment, with the teacher's guidance, for a maximum of 50%.

Senior School

S1: 1st offence: The student will conference with her teacher and her advisor and parents will be notified. The student, guided by her teacher, will be given the opportunity to redo the assignment within a prescribed time frame. Her assignment will be fully re-evaluated.

2nd offence: A meeting will be held with the student, her parents, the subject teacher, her advisor and the Head of Senior School. The grade coordinator will be informed. The student will redo the assignment for a maximum of 50%.

Additional offence: The student will receive a mark of zero. The student's parents, advisor and the Head of Senior School will be notified.

S2-S3: *1st offence:* A meeting will be held with the student, her parents, the subject teacher, her advisor and the Head of Senior School. The grade coordinator will be informed. The student will redo the assignment for a maximum of 50%.

2nd offence: The student's parents, advisor and the Head of Senior School will be notified. The student will receive a mark of zero.

S4-S6: The student's parents, advisor and the Head of Senior School will be notified. The student will receive a mark of zero.

Internet and Computer Use

SMLS students are offered the use of networked computers that provide access to the internet, local technology resources and email. **These resources are intended for academic use only.** Each student will be provided with her own account once the Acceptable Use Policy has been read and signed by both the student and her parent/guardian. The policy applies to all electronic services and any other message or communication facility such as Hotmail.

The operation of the network relies upon the proper conduct of the end users who are accountable for their online behaviour. Students should realize that the use of the internet is a privilege, not a right, and that inappropriate use will result in the suspension of these privileges. The network administrators have access to all user files, accounts and electronic mail.

While the internet expands classroom and library resources by providing access to electronic information that supports curriculum, it can also lead to sources that may be inappropriate and/or inaccurate. We believe that the students' right to information outweighs the risks associated with the worldwide network. Guidance will be provided on the appropriate use of the available technologies; however, the School will not be responsible for continually supervising or monitoring every communication and internet session.

Blackboard

Blackboard is St. Mildred's-Lightbourn School's comprehensive and flexible e-learning software platform or intranet. Blackboard is accessible at school or at home (by students or parents) through the SMLS website by clicking onto the Blackboard tab and logging in with a user and password protected account, provided by SMLS' IT Department.

Student Acceptable Use Policy

SMLS students are offered the use of networked computers that provide access to the internet, electronic mail and local technology resources. SMLS considers access to computer resources to be a privilege granted on the condition that each member of the SMLS community uses these resources responsibly and in accordance with ethical, legal and SMLS standards. These resources are intended for academic use only, including any activity required to complete course work as required by teachers, support research as part of the learning process, and support organization and information acquisition as part of the learning process.

Purpose of the Policy

The purpose of the Acceptable Use Policy (the "Policy") is to set out conditions for acceptable use of SMLS' technology, including all computers, networks, systems, databases, software, email, fax and use of and access to the internet (collectively the "System"). This Policy applies and must be adhered to by each student (the "User") of SMLS that has access to the System. The objectives of the Policy are to demonstrate and promote the commitment of SMLS to provide an effective technological environment to enhance student learning, to provide appropriate, impartial and effective consequences and discipline procedures where violations have occurred.

This Policy should not be considered all-inclusive. The absence of a statement prohibiting a certain activity does not give tacit approval to conduct that activity. Activity or use not specified in this Policy that is contrary to legal, ethical or SMLS standards are prohibited.

Computer and System Use and Risks

Use of the computer and access to the System are conditional upon the acknowledgement of the terms of this Policy. Use of the System constitutes a User's acknowledgement of the Policy.

SMLS offers access to the System while recognizing that access to and use of the System could present some risks. While the internet provides access to information that supports classroom and library resources and the curriculum, it also provides access to sources that are inappropriate, inaccurate or offensive. There is also the potential for illegal acts to be committed on the internet. Guidance will be provided on search techniques to verify sources, to avoid inappropriate content and the appropriate use of the System; however the School will not be responsible for continually supervising or monitoring every communication and internet session and cannot guarantee that no student will ever access such sources, either deliberately or inadvertently.

Users should assume that all information on the School network, computers and/or systems is public. There is no reasonable expectation of privacy when using the System. Users should also be aware that anything posted to the internet or mailed to others can become part of the “public domain”. Information in the public domain can be available to anyone with internet access.

Computers are for academic use only. As such, using the computer for personal use is not supported. We recognize that personal files (photos, music – including iTunes – movies, calendars and other personal documents) may appear on the computers for a number of reasons. Be aware that any files of this type can be removed without warning (with copies returned to the User) during maintenance, especially if they are causing difficulty in using the computer for academic purposes. Please note that in the case of a hardware or software failure, files may disappear, and despite the best efforts of the IT Department, the files may not be recoverable.

A User shall:

- At all times, exhibit careful and appropriate use of the computer and the System, which includes following all aspects of the Policy.
- (Junior School) Obtain their teacher’s permission each time they wish to access the System.
- Be polite; use appropriate language for all electronic communications.
- Log-off from desktop computers at the end of every session.
- Restrict all digital media (video, images, sounds and messages) to content that is not offensive to others and appropriate to the academic environment.
- Limit searches to appropriate topics and sites.
- Regularly delete old and/or unused files.
- Be responsible for personal data when using the computer for non-academic purposes.
- Be responsible for the cost of non-warranty repairs of the laptop, as identified by Apple.

A User shall not:

- Spill food or drink into the computer.
- Use during class time or abuse at any time any form of online “chatting” (i.e. MSN) email or social networking (i.e. Facebook). This includes but is not limited to accessing online chatting during class, using online chatting for harassment of any kind at any time, using online chatting for communication that breaks any existing SMLS rules or is not legal in any way.
- Allow others to use the computer.
- Download or install any unlicensed software, or obtain copyrighted digital media without permission of the copyright owner (this includes but is not limited to music (i.e. mp3 files, video i.e. QuickTime or images).
- Download or install any licensed software without permission.
- Engage in game playing or other forms of entertainment during class without permission.
- Attempt to connect any non-SMLS computer equipment (other than printers, digital cameras, memory sticks or other approved peripherals) to the System.
- Attempt to alter, remove or tamper with files on the System or any other User’s computer.
- Attempt to access portions of the System which the User knows that the User does not have permission to access.

System Security

It is the responsibility of each User to preserve the overall security of the System. Each User is responsible for her own account and must take reasonable precautions to ensure the privacy of that account. This includes maintaining proper and secure passwords. Users must notify a system administrator or staff member if they suspect a security issue regarding their account.

Users should be aware that computer viruses, adware and malware might inadvertently be downloaded from the internet, file-sharing programs or the network. If a User has any concerns regarding the safety of a file, she should contact a system administrator before opening the file.

SMLS has the right, but not the obligation, to inspect any computer or computer systems, and to monitor the use of the System. Users will not necessarily be notified when such monitoring is to take place, or whether monitoring has occurred. SMLS may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. SMLS may also on

occasion access, read, copy, reproduce, print, retain, move, store, destroy and/or disclose information, including files, messages, documents, stored in or sent over the System. These situations may include, but are not limited to: (i) in the course of regular maintenance of the services; (ii) in the event of a request for documents as part of legal proceedings; and (iii) where SMLS has reason to believe that the System is being used in violation of this Policy or otherwise contrary to the *SMLS Family Code of Conduct*.

Personal Safety

- Never send information about yourself or others that would or could be considered inappropriate.
- Keep in mind that any email you have sent is now beyond your control. It can be copied and re-sent to anyone, so consider what you are sending.
- Keep information about your personal identity (such as your name, address, phone number, age, physical description or school) hidden from strangers you may encounter online.
- Hide personal information in a public online forum where you may not know everyone who might see the information.
- Never reveal personal information online about someone else unless you have their prior permission and you know the information will not be used for harmful purposes.
- Keep your access password or that of anyone else private.
- Never send or post a picture of yourself, another person or a group over an electronic network without prior informed permission of all the individuals involved and, in the case of minors (under 18 years of age), their parent/guardian(s).
- Report immediately to a teacher any message or request you receive that bothers you or that suggests personal contact with you.
- Never publish the specific dates, times and locations of field trips to people who are not directly entitled to such information, or to public forums where unknown persons might access the information.
- A password policy will enforce mandatory password changes every three months.

Laptop Storage

While in the School, the laptop shall remain:

- In a locked locker
- In a locked classroom
- In the possession of the User to which it is assigned

Losses that occur as a result of a laptop being left unattended (meaning not in one of the locations noted above) will be the sole responsibility of the User's parent/guardian(s).

Laptop Transportation

When moved outside of a classroom, the laptop must always be in an approved laptop carrying case. Carrying the laptop outside of a classroom if it is not in an approved carrying case constitutes a violation of the policy. We recommend a backpack or bag designed for protecting and transporting laptops, or a sleeve and backpack combination. Please note that a laptop sleeve does not provide adequate protection for transporting the laptop outside of the School, but may be acceptable for short trips within the School.

Theft of a laptop, damages that occur to the laptop when the laptop is in the User's possession (i.e. when it is not in the possession of the School) and the cost of repairs which are not covered under warranty (as determined by Apple Canada – see note below) are the sole responsibility of the User's parent/guardian(s).

Violations of the Policy

The appropriate disciplinary response to violations of the Policy will be determined based on the User's intention to violate this Policy and the nature of the violation. In addition to being a violation of SMLS' rules, certain computer misconduct is prohibited under Canadian law. In addition, a User may be held responsible for misuse which occurs as a result of allowing their account to be accessed by a third party.

Sanctions

SMLS may take any one or more of the following actions in response to violation of this Policy:

1st offence:

- Verbal warning to student
- Written documentation emailed to student, copy sent to advisor, grade coordinator and Director of IT
- Depending on the nature and severity of the offence, parents may or may not be advised of first offences as the School attempts positive corrective action; however parents will be advised if laptop privileges are suspended or network access is reduced
- Suspend privileges on laptop and/or reduce network access

2nd offence:

- Warning letter submitted to student, read and signed by parent/guardian(s)
- Notify advisor, grade coordinator, copy sent to Director of IT
- Suspend privileges and/or reduce network access
- In-school community service

Continuing offences or serious violations:

- Written documentation letter, Head of Junior and/or Senior School in direct communication with parent/guardian(s)
- Complete and indefinite ban from all computer and network resources
- Suspend or expel the User from SMLS; and/or
- Bring legal action to enjoin violations and/or to collect damages, if any, caused by such violation

All serious violations will be brought before the Administration for review. Conditions for reinstatement will be determined and reviewed by the Administration.

NOTE: for more information on Apple's Applecare extended warranty, please see below:

1. Applecare protection information page
<http://www.apple.com/ca/support/products/proplan.html>
2. Apple's general warranty information page
<http://www.apple.com/legal/warranty/>
3. Follow the English North America link for a PDF with the Terms and Conditions of the Applecare warranty.
<http://www.apple.com/legal/applecare/appgeos.html>

Take a Stand Pledge

I will not bully.

I will be my own superhero.

I will defend the right to be different.

I will rejoice in who you are.

I will not judge.

I will care for those who are hurting.

I will accept your uniqueness.

I will include you in my world.

I will not gossip.

I will not hurt others with my words or actions.

I will not be mean.

I will remain true to myself.

I will step up and lead.

I will stand my ground and defend.

I will be strong and ask for help.

I will be a friend and not stand by.

My name is _____

and I won't be afraid to **STAND UP**

... for what I know is right

... for my friends, family and community

... for change.

*Written by students, staff and parents of
St. Mildred's-Lightbourn School 2006*



Full School Information

Full School Information

Uniforms

All SMLS students are required to wear a regulation School uniform and gym uniform. The uniform, SMLS track suit and rock-climbing attire can be purchased at InSchoolwear. The gym uniform (t-shirt and shorts), sweatpants, SMLS hooded and crew neck sweatshirts are available at the PA-run Made for Millies Store.

Every June, the PA runs a Used Uniform Sale where parents can sell or purchase gently used uniforms. This year, it will be held on Tuesday, June 19, 2012.

InSchoolwear

482 South Service Road East
Oakville, ON L6J 2X7
Tel: 905-338-3030

Made for Millies Store

In SMLS, outside of main gym
Hours of operation:
Monday-Friday 11:00 a.m. – 1:00 p.m.
Tel: 905-845-5830 ext. 834

Dress and Appearance

- Uniforms must be worn at School on a daily basis as well as **to and from School**.
- Correct SMLS athletic wear must be worn during physical education classes and team practices and is **not to be worn** during the day or to and from School. All team members must travel in their team uniforms and SMLS track suit.
- Appropriate hairstyles are expected. Long hair should be tied back, and hair accessories should be discreet and in School colours (red, white, navy blue). Hair colour must be discreet and appropriate. Markedly unnatural hair colour is not acceptable.
- Jewellery should be discreet. Students may wear one watch and one discreet bracelet. If earrings are worn, they should be studs or hoops of a diameter which cannot accommodate a child's finger.
- Facial piercing (except for religious reasons) and visible tattooing are prohibited.
- Nail polish should be natural or light-coloured.
- Gum chewing is prohibited.

Uniform Infractions

Students are required to adhere to all aspects of our uniform policy. Uniform infractions include: inappropriate footwear and socks/tights, bold nail polish, oversized earrings and jewellery, hair accessories, non-uniform sweaters and pants, facial piercings and visible tattoos. Infractions may also include articles of clothing that are in need of repair.

Students who are in violation of SMLS' uniform policy will receive a uniform infraction from Student Services and must report for detention at lunch as assigned.

Junior School Regulation Uniform

Number 1 Uniform consists of:

- Navy tunic with School crest
- White oxford shirt with buttoned-down collar, short- or long-sleeved (short-sleeved shirts are preferable for Kindergarten because of the extensive use of art supplies; one long-sleeved shirt is required for special occasions)
- Navy cardigan with School crest
- School tie
- Bloomers or boxer shorts
- Navy blue knee socks or tights

The Optional Regulation Uniform consists of:

From November 1 – May 1, depending on weather

- Navy SMLS pants with sleeveless vest
- Regulation turtleneck

From May 1 – after Thanksgiving weekend, depending on weather

- White short-sleeved, SMLS crested polo shirt (NO oxford shirts with skorts)
- Skorts
- Plain white, undecorated ankle socks (NO anklets)

Shoes

- Polishable plain black leather Mary-Jane, velcro or lace-up shoes which fit the foot securely with heels no more than 5 cm (2 inches) including platform (NO patent leather, suede or skinny heels)
- JK and SK: polishable black velcro shoes

Fall and Winter Outerwear

In warmer weather, students may wear a jacket, the SMLS cardigan, vest, sweatshirt or fleece vest. These items (other than the cardigan or vest) are only to be used as outerwear and not as part of the indoor uniform.

Regulation Gym Uniforms

Gym uniforms are required for students in Grade 2 and up, and consist of:

- SMLS navy blue t-shirt
- Navy SMLS gym shorts
- Gym bag
- Running shoes with good support and non-marking soles
- White socks

Optional:

- SMLS tearaways
- Navy or grey SMLS sweatshirt
- Climbing wall pants and shirt
- SMLS track suit

EVERY ARTICLE OF CLOTHING MUST BE CLEARLY IDENTIFIED WITH NAME TAPES

Senior School Regulation Uniform

Students have the option of wearing five regulation indoor uniforms, each of which must be accompanied by classically-styled, low-heeled, polishable, plain closed-back black leather shoes. No shoes raising the heel (including the platform) more than 5 cm will be permitted. In cases where a student has a medically diagnosed condition, the alternate shoe must be black.

Number 1 Uniform consists of:

- Kilt
- White oxford shirt with buttoned-down collar, short- or long-sleeved
- School tie
- Blazer with School crest
- Navy blue knee socks

The Optional Regulation Uniforms consist of:

Number 2 Uniform: Kilt, School turtleneck and v-neck sweater or blazer, with navy tights or knee socks

Number 3 Uniform: Kilt, shirt, tie, v-neck sweater or vest, with navy tights or knee socks

Number 4 Uniform: Navy SMLS pants, shirt, tie, vest, with navy socks (Nov. 1 – Apr. 1)

Number 5 Uniform: Kilt, navy SMLS crested polo shirt, with navy knee socks (May 1 – Thanksgiving)

- Although students may wear any uniform on a daily basis to and from School, #1 Uniform must be worn on special occasions (i.e. Eucharist) and when representing the School at certain outside events.
- Kilts **must not** be more than 15 cm (6”) above the knee when kneeling.
- Ties and blazers must be regulation. Burgundy blazers are reserved only for members of the Prefect Body. Grads may wear the special ‘Grad Tie’. The Athletic Council also has a tie.
- Correct SMLS athletic wear must be worn during physical education classes and team practices and is not to be worn during the day or to and from School. **All team members must travel in their team uniforms and SMLS track suit.**
- Parents are to ensure that their daughters are appropriately attired upon leaving home.

SMLS Traditions

The House System

The tradition of the House System is a vital and integral part of life at St. Mildred’s-Lightbourn School. Every student and staff member belongs to one of the three Houses: **Brant-Massey (red)**, **Cartier-Vanier (green)** and **Grenfell-Alexander (blue)**, and sisters are placed in the same House. Each House has a House Head, selected from the Prefects (S6 students), and in Grade 6, there are House Reps. They are responsible for organizing spirit-raising activities, and run Michaelmas and Sports Day, which are devoted to House competitions.

Students and Houses work to earn House Points. Each student contributes to the success of her House in a number of ways: academic effort, intramural participation, service to the School, club participation and involvement in various other sports activities. The goal of this program is to combine House spirit and School spirit, giving a family atmosphere and unity which otherwise might be difficult to attain within our diverse student body. It also encourages students to work together and with staff, developing leadership skills and personal growth, and rewards students who would otherwise be reluctant to participate in School life.

The student with the highest point total at the end of the year receives a personal plaque and her name engraved on the House plaques displayed at the School. The House with the top average points per student receives recognition at the final Chapel of the year and the House and academic year is engraved on the House Cup.

Religious Knowledge and Chapel

While St. Mildred's-Lightbourn School has a traditional and formal association with the Anglican Church of Canada and celebrates the Eucharist, church seasons and festivals (led by our School Chaplain, Reverend Maria Nightingale), we recognize that our students represent a wide range of religious backgrounds, including many Christian denominations and world religions.

The only requirement is that every student, regardless of her religious affiliation, must attend School Chapel and Eucharists, and in the case of Junior School, Religious Knowledge classes taught every week.

In Junior School, students begin every Tuesday, Wednesday and Thursday in Chapel with stories, prayers and songs (they have homeroom on Mondays and Fridays).

Senior School students attend Chapel three times a week as well, and it is generally a short service led by our School Chaplain, Head of School, individual teachers, Prefects and/or specific classes.

Leadership and Mentoring

Student leadership and mentoring opportunities are encouraged beginning early in Junior School. Students develop these skills through making announcements in Chapel, participating in skits and presenting prayers. They can also be House Reps, Reading Buddies, and work with Kids Helping Kids Chapel Club, where they create, plan and facilitate fundraising initiatives for children locally and globally.

Big Sister/Little Sister Program

All Senior School girls are paired up with a Junior School classroom through their advisor groups. Various activities (House challenges, getting-to-know-you games, values "lessons", etc.) are organized throughout the year by our Junior School Liaison Prefect, to allow the junior and senior girls to interact. The main objective of the program is to facilitate the forming of relationships between students in the Junior and Senior School.

Community Service

The School fosters a sense of caring and responsibility to the wider community. SMLS introduces students to a lifelong commitment to community involvement by encouraging class projects and fundraisers. The Terry Fox Walk, Kerr Street Ministries, United Way, The Inside Ride and Special Olympics are annual charities for SMLS. In order to receive their graduation diploma, all students from S2 to S6 must complete a minimum of 40 hours of community service.

Co-Curricular Programs

St. Mildred's-Lightbourn School recognizes the value of experiences that take place outside of the classroom and offers a vast array of co-curricular activities. These include clubs, drama/musical presentations, choir, bands, visual arts and team sports.

In **Junior School**, clubs are offered three times a year (one session per term) from 3:30 to 4:30 p.m. Students are able to join one club with limited participation and one with open participation once per term.

In **Senior School**, students can choose from a variety of varsity sports teams, competing against other girls' teams from CIS schools.

FALL	WINTER	SPRING
Basketball (U16, U20)	Badminton (U14, Jr., U16)	Floor Hockey (U12, U14)
X-Country Running (U10, 14)	Basketball (U12, U14)	Golf (U12, U14, Sr.)
Field Hockey (Exhibition)	Ice Hockey (Sr.)	Soccer (U14, Jr., U16)
Golf (U12, U14)	Volleyball (U14, 16, 20)	Softball (U12, 14)
Soccer (U12, 13, Mid., Sr.)		Track & Field (U14)
Swimming (TAD, U14, Int., Sr.)		
Tennis (U14)		

The Global Studies Program

The Global Studies Program is a unique and innovative program, designed to extend and enhance the compulsory Ontario Curriculum to connect students with the world beyond the School walls, via technology and real-life experiences:

- In Grades 3 and 4, students participate in a one-day activity-based Global Studies day with specific tie-backs to the Ontario Curriculum.
- In Grade 5, there is a one-day field trip to Bronte Creek Provincial Park and an overnight experience at the Norval School for a two-day program of experiential learning.
- In Grade 6, students spend a day at the Harbourfront Canoe and Kayak Centre for fun water-based activities. Mid-year, there is a theme day focused on the Junior Duke. The year ends with a three-day trip to the nation's capital, Ottawa.
- In S1, students participate in an overnight team-building and high ropes experience at Canterbury Hills Conference Centre in Ancaster in September, as well as a four-day trip to Quebec City in the spring.
- In S2, students participate in a three-day, two-night winter sports and adventure program at YMCA Camp Wanakita, Georgian Bay, with A.L.I.V.E. Outdoors, as well as a five-day trip to New York City in the spring.
- In S3, the program focus is on team-building, multiculturalism and tolerance, and the development of leadership skills. This includes a four-day outdoor education experience at YMCA Camp Kitchikewana, Georgian Bay.
- In S3/S4, students participate in an exchange program with our 'sister school' in Perth, Australia and St. Michael's Collegiate School in Hobart, Tasmania.
- In S4, we offer a two-week learning opportunity at our 'sister schools' in China and Japan, an eco-service adventure in Ecuador, and local job-shadowing/community service. Five days are also devoted to developing personal-life management skills.
- In S5, we offer a five week co-op education program in addition to other innovative opportunities such as mini-gap work placements in our 'sister schools' in Scotland, England, France, Spain, China, Japan and Australia, or volunteer work overseas in developing countries with Projects Abroad.

The timetable is adjusted to allow for the completion of Ministry credits prior to the S5 Experiential Learning block.

Students in both Junior and Senior School participate in the following components of this program:

The Duke of Edinburgh's Award Program

The Duke of Edinburgh's Award Program is recognized internationally. Founded by His Royal Highness, The Duke of Edinburgh, in Great Britain in 1956, the program is designed to help young people develop a sense of responsibility in themselves and their community by expanding their horizons. It has evolved into one of the most comprehensive individual development, self-training and personal achievement programs in the world, and since its inception, over 2.5 million people in over 60 countries have participated.

The program is open to those between 14 and 25 years of age and consists of four sections: community service, skills development, physical fitness and expeditions. There are three levels: Bronze (entry age 14), Silver (entry age 15) and Gold (entry age 16). The Bronze Award is a compulsory part of our Senior School program while the Silver and Gold Award are strongly encouraged. SMLS strongly supports this initiative, as its goals parallel our own.

The Junior Duke

Students in Grades 6, S1 and S2 will have the opportunity to participate in the Duke of Edinburgh's Award Program at a junior level (ages 11-13) and be recognized and rewarded for their efforts to lead an active lifestyle, help others and develop their hobbies and interests.

An 'adventurous journey' is an integral part of the core program. Grade 6 students spend an activity-based day developing water skills in the local creek using dragon boats and canoes and learning basic water safety. S1 students enjoy an overnight sleepover in cabins at Canterbury Hills to build team skills and experience high ropes climbing. S2 students participate in a three-day winter sports activity experience in Algonquin Park, dog-sledding and developing skills associated with shelter building and winter wilderness survival.

Round Square

SMLS is proud to be recognized as a regional member of the international association of like-minded independent schools called Round Square. Round Square schools are committed to developing the "I.D.E.A.L.S." of the organization: Internationalism, Democracy, Environmental Awareness, Leadership and Service. Young Round Square Club (Grade 6, S1 and S2) and a Senior School Round Square Club are offered. Members have the opportunity to attend regional conferences and participate in exchanges.

School Procedures

Five Day Schedule

Due to the recurring number of classes missed on Mondays and Fridays throughout the year, classes operate on a 5-day schedule. The first day of school on Thursday, September 8th is Day 1.

Absence/Late Reporting

Tel: 905-845-5830 ext. 855

Parents must call the School before 9:00 a.m. to inform Student Services if their daughter will be absent or late. Please try to schedule your daughter's appointments outside of school hours, and please provide a note for dismissal or return to school. Students who are absent because of illness must bring a note from their parent/guardian immediately upon their return.

Junior School students arriving after 8:15 a.m. are considered late. Upon arrival, they are to check in with their homeroom teacher and then sign in at Student Services. If late to Chapel, parents must accompany their daughter to the dining hall and wait outside the dining hall doors until the formal part of the service is over.

Senior School students arriving after 8:45 a.m. are considered late and must sign in at Student Services with a note from their parent/guardian. All students are to attend Chapel (Mondays, Tuesday and Fridays), unless they have a spare period 1. If late to Chapel, students will be expected to wait in the atrium. Students will be required to serve a detention during lunch the day they are late to either class or Chapel. If they are late to afternoon classes, the detention will be served the following day.

Participation in activities such as sports, clubs or trips are co-curricular and students must keep up with their regular schoolwork, including tests, homework and assignments when absent. Classes and all scheduled School activities, such as Sports Day, Chapel and Eucharist, are a compulsory part of School life. Punctual and regular attendance at all these events is expected.

Parents are to email Mrs. Byers, Head of School, if they are taking their daughter out of School for a holiday beyond our specified dates. Please refer to our SMLS Calendar in the parent portal section of our website, My SMLS.

Elite Extended Training/Competitions

Extended or cumulative absences from school can have a detrimental effect on grades, and regular attendance is critical to success. If your daughter is involved in “high level” or elite training in an athletics or arts discipline, it is essential that you contact the Head of Junior or Senior School early in the school year to assist her in her planning.

Closing for Inclement Weather

Parents should check the School website or call the Inclement Weather Line (ext. 820) for information regarding School closing. Radio station CFRB 1010 will also announce school closures after 6:30 a.m. If a severe storm starts during the school day, the bus company will try to have the buses leave earlier. The School will remain open if at all possible, but for our students’ safety, we are guided by road conditions and the bus company.

Please ensure that your daughter knows where to go if you will not be home. If a small child’s parents cannot be reached, we will keep her at School. However, we ask for your cooperation in making suitable arrangements for the safety and well-being of your daughter when emergency conditions occur.

- Please indicate your Inclement Weather Procedures on the back of the Master Contact and Consent Form.
- Please notify the School if your telephone number/email address changes.

Parking

Parents **MUST NOT** leave their cars during drop-off and pick-up. The inside lanes (closest to the School) are for drop-off and pick-up **ONLY**, and after drop-off or pick-up, parents must move to an outside traffic lane.

In the west parking lot (by the soccer field) use both sides, as the middle is for exiting only. There is limited student parking available in the east lot (by the new wing). All vehicles need to be authorized and display a parking permit sticker available from the Business Office. Students are to see Mr. Turner regarding parking concerns.

Leaving School Property

Students from JK-S2 MAY NOT leave SMLS grounds during school hours unless they have written permission from a parent or guardian. S1 and S2 students may go home for lunch with written permission from their parent/guardian, and S3 students may leave the grounds only at lunch. S4-S6 students may leave the grounds when they do not have a scheduled class or other School activity. All students are expected to be back in time for the start of their next class.

All students who leave the School during the day, for any reason, **MUST SIGN OUT** at Student Services and provide a note of explanation from a parent/guardian upon leaving or returning. Students who become ill must be signed out through the Health Centre.

Out of Bounds

To ensure our students' safety, they are not permitted in the following areas:

- pine trees in the back of the main gym
- near the creek
- in the parking lot (during school hours)
- in the gym, fitness centre or change room, unless a member of staff is supervising a class or activity.

Field Trips/Overnight Excursions

Field trips are an integral part of the School program. Permission forms are sent home prior to each trip, and the cost will be billed to parents' accounts. If the trip takes place through lunchtime, a boxed lunch will be provided. Cell phones are not permitted on overnight excursions.

No student will be allowed to participate in any off-site trip/excursion without a completed Health Form on file for the current school year.

Theme Days

These are designated days when students are not required to wear the School uniform. Parents will be informed ahead of time.

Lost and Found

Lost and Found for clothing is located in the gym change room of the Senior School. Precious items are kept in Student Services.

Lockers

All students from Grade 6 and up are issued lockers, which belong to the School and must be treated accordingly. School-issued locks must be used at all times. The School will not be responsible for any possessions taken from lockers, and has the right to examine lockers at any time.

Cell Phone/Electronic Device Policy

Students are not to use cell phones during class time and are expected to leave them in their lockers during the day. Cell phones may be used in the locker areas, atrium and exit areas during lunchtime and spares. If there is an emergency, please call the School and a message will be delivered immediately. Cell phones are not permitted on overnight excursions.

School Services

Health Centre

Tel: 905-845-5830 ext. 827 Hours: 8:30 a.m. to 4:00 p.m.

The Health Centre is located by the main gym. Nursing staff provide first aid, assessments, and care of arising or ongoing conditions. Should your daughter become ill during the school day, parents/guardians or designates are required to pick up the student immediately, as we do not have an infirmary facility.

Students should bring to school only medication which has been prescribed by a doctor. All medication must be in the original dispensing container from the pharmacy. This should be given to the School nurse first thing in the morning where it will be secured in a locked cupboard along with any instructions. Common over-the-counter (OTC) medications are also kept in a locked cupboard in the Health Centre and are administered after a nursing assessment. Parents of Junior School students are contacted prior to administration, whereas Senior School students may request OTC medication from the nursing staff.

A confidential record is kept for each student regarding immunization, existing health conditions, treatments and administration of medications. The annual Health Form provides the basis of this record. Parents are required by law to provide the Regional Municipality of Halton Health Department with a copy of the student's immunization record. Photocopies of these documents are preferred and should be included with the annual Health Form. These are then forwarded to the Health Department, complying with regulations concerning mandatory

immunizations for school attendance. Please update us on any changes in your child's health status throughout the year.

No student will be allowed to participate in any off-site trip/excursion without a completed Health Form on file for the current school year.

Accidents

In the case of a serious accident, parents will be notified immediately and the nurse and/or teacher will complete an injury report. Copies of these reports are sent to the Head of School.

Lunch Program

Tel: 905-845-5830 ext. 858

The SMLS lunch and beverage program is provided for all students, and the cost is included in tuition fees. Each day there will be a variety of healthy hot and cold options and a morning snack. All students will enjoy their meal in the new dining hall.

Out of consideration for those who are allergic, nuts and any foods containing nuts **must not** be brought to School. While SMLS and our food services provider, Dana Hospitality Inc., make every attempt to provide food not containing nuts or nut products, the School cannot guarantee the risk of cross-contamination. The Health Centre will deal with individuals who have severe allergies and/or intolerances, as indicated in their Health Form, on an individual basis. For more on Dana's Allergy Awareness Program, please visit the private parent portal of our website, My SMLS.

Bus Program

Tel: 905-845-5830 ext. 805

The Bus Program, provided by Stock Transportation, is available on a regular or occasional basis as an alternative to driving your daughter to School. All students participating in the bus service are expected to behave with common courtesy and obey the rules, as set out by the driver as well as all expectations set out in the *SMLS Family Code of Conduct*. In order to provide consistent service to our regular riders, occasional riders will be accommodated on a daily basis as space permits and picked up and dropped off at a designated group stop, as the routes are designed around regular ridership. Buddies are provided for students in JK-Grade 1.

March Break, PD Day and Summer Programs

Tel: 905-845-5830 ext. 882

SMLS offers co-ed day camps for children aged 3 1/2 years to Grade 6. Through traditional camp activities supported by trained teaching professionals and experienced counsellors, children enjoy the benefits of SMLS' well-equipped facilities and programs that promise fun. Traditional day camp format provides a variety of activities (sports, drama, crafts, indoor/outdoor play) during themed days/weeks. For more information, visit the Camps tab on our website.

March Break travel opportunities for students in S3 and higher are announced each year. Summer programs are announced in Chapel, via School email blasts and posted on the School's website.

Bursaries

Tel: 905-845-5830 ext. 807

Families seeking financial assistance on the basis of need should submit their requests by February 15th of the preceding school year. All applications are reviewed in the strictest confidence.

Tel: 905-845-5830 ext. 814

Individuals, corporations, associations or foundations interested in making a tax-deductible donation to our scholarships, bursaries and student awards can contact the Director of Advancement for more information.

Scholarships

Tel: 905-845-5830 ext. 807

Through the generosity of charitable donations earmarked toward the School's Endowment Fund, \$30,000 in scholarships were awarded in 2010-2011. Information on the 2011-2012 scholarships and application forms will be available through our Admissions Office from mid-February 2012, and completed forms are to be submitted to the Admissions Office by April 15, 2012.

Each scholarship is for one year and the names of recipients will be announced at the Closing Ceremonies in June 2012. These scholarships are designed to recognize and reward all-around proficiency including academics, co-curricular involvement and community service for students entering the following levels:

Junior School

Grade 6 2 – \$1,000 scholarships

Senior School

S1 (Grade 7/8) 2 – \$1,000 scholarships (one funded by the SMLS Alumnae Association for a current SMLS student; one may be awarded to an S2 student)
1 – \$5,000 scholarship (funded by the SMLS Foundation Committee for a student entering SMLS from another school)

S2 (Grade 8/9) 2 – \$1,000 scholarships
1 – \$2,000 scholarship

S3 (Grade 10) 3 – \$1,000 scholarships
1 – \$2,000 scholarship

S4 (Grade 11) 3 – \$1,000 scholarships

S5 (Grade 12) 2 – \$1,000 scholarships

S3-S6 2 – \$1,000 scholarships (includes The Jane Pepino Scholarship)
1 – \$5,000 scholarship (The Jacuzzi Hansen Memorial Scholarship)

The Junior School



The Junior School

Curriculum Objectives

- To foster intellectual curiosity and initiative.
- To develop critical thinking and problem solving skills.
- To meet the changing technological requirements of the information age.
- To respect and seek to understand other cultures and faiths, to give attention to issues of values, ethical behaviour and spirituality.
- To encourage the involvement of parents in the education of their daughters.
- To recognize the role of co-curricular activities as a meaningful and rewarding aspect of the program.
- To maintain a well-qualified and committed faculty who support the Mission of the School.
- To continue to increase leadership opportunities for students and faculty.
- To provide an appropriate physical environment for student learning.
- To ensure understanding of and participation in the School Vision.

Important Dates and Times

Daily Schedule

8:15 a.m.	Attendance Taken
8:15 a.m.	Junior School Chapel (Tues. - Thurs.)
2:00 p.m.	Junior Kindergarten Dismissal
3:00 p.m.	Senior Kindergarten Dismissal
3:10 p.m.	Grades 1 and 2 Dismissal
3:15 p.m.	Grade 3 Dismissal
3:20 p.m.	Grades 4 and 5 Dismissal
3:25 p.m.	Grade 6 Dismissal
3:50 p.m.	Buses Leave

Junior School students should not arrive without permission before 8:00 a.m. Students must be in the classroom by 8:15 a.m.

Report Cards and Interview Cycles

Term 1	November/December	Report Cards/Interviews
Term 2	March	Report Cards
Term 3	June	Report Cards

Parent/Teacher Interviews

Homeroom teachers make contact with parents/guardians approximately every four weeks. Personal interviews can be scheduled at the request of parents or teachers. Should you have a concern involving more than academics, please contact:

Ms. McRae, <i>Head of Junior School</i>	905-845-5830 ext. 830
Mrs. Byers, <i>Head of School</i>	905-845-5830 ext. 801

Parent Information Evenings

Visits to classrooms will take place at 7:00 p.m.:

- JK-Grade 3, Monday, September 12, 2011
- Grades 4-6, Wednesday, September 14, 2011

Program Course Selection Evening

Grade 6 parents and students are invited to a Program Course Selection Evening dedicated to learning about the S1 program on Tuesday, January 17, 2012 at 7:00 p.m.

Homerooms

From JK-Grade 6, each class is divided into groups called homerooms. The homeroom teacher is responsible for closely monitoring each student's progress, and is an important point of contact for parents.

Extended Day Program

Tel: 905-845-5830 ext. 829

The Extended Day Program is available for students from JK-Grade 6. Your daughter will be supervised either in the morning session from 7:15 – 8:15 a.m. and/or the after school session from 3:30 - 6:00 p.m. A variety of activities are offered, and homework assignments can be completed. This is also a valuable time for students to interact with their peers.

This service is also available on an occasional basis before or after school. Arrangements must be made 24 hours in advance by calling the Extended Day Program coordinator and your child's classroom teacher. Keep in mind that students up to and including Grade 6 are NOT allowed to be in the School unsupervised before 8:00 a.m. or after 4:00 p.m. Students must leave the Extended Day Program in their School uniform.

Class Parents

Through the SMLS Parent Association, parents can volunteer to be “Class Parents”, who chaperone school trips, assist in the resource centre, and help with a variety of other projects.

Class Parent Responsibilities

- Introduce yourself to the classroom teacher and discuss his/her expectations for the class parent. It works well if both class parents for the grade meet with the grade teachers at the same time.
- Assist the teacher with special events (i.e. arranging for volunteers for field trips).
- Coordinate special grade events with the other class parent, ensuring activities, snacks, etc. are the same for all classes.
- Contact each family in your daughter’s class and introduce yourself as their class parent.
- Obtain contact information for each student.
- Assist in obtaining signed permission forms to release personal information on a class list (name, home phone, email).
- Prepare class list for distribution to all classes in the grade.
- Keep class list up-to-date.
- Be up-to-date on all upcoming SMLS events.
- Foster fellowship and friendship in the classroom.
- Help recruit volunteers for school events when required.
- Obtain approval for all literature you wish to send home to our families.
- Liaise with the Junior School Communications Convener when applicable.
- Sign confidentiality agreement.

Junior Resource Centre (JRC)

The Junior Resource Centre provides resources to the Junior School students and provides access to networked computers from Grade 5 – S6, class email accounts and internet sites. The library stocks a large collection of videos, software and various online databases which are accessed through our web page, as well as print and electronic curriculum-based materials.

Students and parents are required to sign the Acceptable Use Policy Agreement in order to access the School network. Abuse of any of the systems will result in withdrawal of privileges.



The Senior School

The Senior School

Curriculum Objectives

- To foster intellectual curiosity and initiative.
- To meet the changing technological requirements of the information age.
- To respect and seek to understand other cultures and faiths, to give attention to issues of values, ethical behaviour and spirituality (based in the Christian tradition).
- To create more opportunities for involvement in the wider community by broadening the community aspect of the program.
- To encourage the involvement of parents in the education of their daughters.
- To develop links with business and alumnae.
- To recognize the role of co-curricular activities as a meaningful and rewarding aspect of the program.
- To build the co-curricular program by stressing teamwork, interdependency, interpersonal skills, citizenship and responsibility.
- To maintain a well-qualified and committed faculty who support the mission of the School.
- To continue to increase leadership opportunities for students and faculty.
- To provide an appropriate physical environment for student learning.
- To ensure understanding of and participation in the School vision.

Important Dates and Times

Daily Schedule

8:15	–	8:30 a.m.	Attendance/Chapel/Advisor Time
8:30	–	9:50 a.m.	Periods 1 + 2
9:50	–	10:00 a.m.	Recess
10:00	–	11:20 a.m.	Periods 3 + 4
11:20 a.m.	–	12:00 p.m.	Period 5
12:00	–	12:50 p.m.	Lunch
12:50	–	2:10 p.m.	Periods 6 + 7
2:15	–	3:35 p.m.	Periods 8 + 9
3:35 p.m.			Senior 1 – 6 Dismissal
3:50 p.m.			Buses Leave

Report Cards and Interview Cycles

	S1-S2	S3-S6	S5
Progress Report	October	October	October
Interviews	November/April	November/March	November/February
Reports	December/June	January/June	December/June
Exams	June (excluding S1)	June	April

Parent/Teacher Interviews

Advisors contact parents every six weeks, and interviews take place in November and March/April (except S5). Additional interviews initiated by either parents or teachers may be scheduled at any time by appointment. Parents are encouraged to call the School if they have concerns to share with their daughters' teachers. If you should have a concern that involves more than academics, please contact:

Mrs. Hansen-Cowper, <i>Head of Senior School</i>	905-845-5830 ext. 806
Mrs. Worboys, <i>Dean of Academic Administration</i>	905-845-5830 ext. 803
Mrs. Byers, <i>Head of School</i>	905-845-5830 ext. 801

S2-S5 Course Selection Evening

Students and parents are invited to a presentation about course offerings for the following year. Students select courses after counselling from subject teachers and Student Services.

For Grades 6-S2, it will take place on Tuesday, January 17, 2012 and for S3-S5 on Thursday, January 19, 2012, at 7:00 p.m.

Assessment and Evaluation

Assessment and evaluation are based on the provincial curriculum expectations and the assessment levels outlined in the Ministry document Program Planning and Assessment, as well as in the curriculum policy document for each discipline. The final percentage grade for S2-S6 is as follows: 70% of the grade is based on evaluations undertaken throughout the course and 30% of the grade is based on a final evaluation in the form of one or a combination of the following: an examination and performance assessment, such as a performance, an essay or another method of evaluation suitable to the course content and expectations.

Assignment Deadlines

SMLS encourages and supports student learning through outcome-based assessments. When assessments are not completed by due dates or students are absent, the following procedures will be followed:

Course Assignments

Scheduling Conflict:

- If a student is aware that she will be absent the day an assignment is due, she will be required to inform her teacher and submit the assignment PRIOR to her absence. All assignments are to be submitted at the time stipulated by the teacher.

Illness:

- The student may arrange to submit an assignment upon her return to School. A note from the student's parent/guardian is required and must be submitted to the teacher along with the assignment within 24 hours of the student's return; otherwise the terms of the late policy apply.

Extension Requests:

- If a student determines that she will not be able to submit an assignment by the established due date, she will be allowed to negotiate a new due date with her teacher. This negotiation must take place not less than 24 hours, and not more than 7 days, prior to the due date. In cooperation with the teacher, the student must complete and sign an Extension Request Form (available from her teacher) stipulating the terms of the extension.
- **Students may not exercise the Extension Request more than once per course in a single academic year.**
- Extension Requests are granted at the discretion of the teacher and students should not presume that submitting a request guarantees approval.

Late Policy:

- In the case of a late submission that does not meet the criteria of a Scheduling Conflict, Illness, or Extension, that assignment will have 5% deducted for each day late (up to 5 school days, at which time a final grade of zero will be assigned).

Tests

Scheduling Conflict:

- If a student is aware that she will be absent the day a test is scheduled, she will be required to inform her teacher(s) and a mutually agreeable time will be set to complete the test.

Illness:

- The student will be required to make up tests upon her return to school.
- A note from the student's parent/guardian is required and must be submitted to the subject teacher(s) within 24 hours of the student's return.

Major Term Assignments Weighed 10% or Greater

(e.g. ISU, research papers, seminars)

Scheduling Conflict:

- If a student is aware that she will be absent the day an assignment is due, she will be required to inform her teacher and submit the assignment **PRIOR** to her absence.

Illness:

- The student may arrange to submit her assignment upon her return to school. A physician's note is required and must be submitted to the teacher along with the assignment, within 24 hours of the student's return; otherwise the terms of the late policy apply.

Extension Requests:

- Due to the extensive period of preparation given to students for all major assignments, extension requests will not be granted.

Late Policy:

- In the case of a late submission that does not meet the criteria of a scheduling conflict or illness, that assignment will have 5% deducted for each day late (up to 5 school days, at which time a final grade of zero will be assigned).

Examinations

One examination is required by the Ministry of Education for most courses and students must be able to apply concepts rather than merely recall content. SMLS sets formal examinations in S2-S6, in addition to regularly-scheduled unit tests throughout the year. Performance assessments are equivalent to exams and students must be present for both unless there is an extraordinary extenuating circumstance. In the case of illness, a medical note to explain and document their absence must be presented.

Detentions

Detentions are to be served as they are assigned, and take priority over any other school activities, except Advanced Placement classes. Students that miss a detention will be immediately referred to the Head of Senior School for appropriate consequences.

School Services

Academic and Personal Counselling

S1-S2 Mrs. Newhouse ext. 804

S3-S6 Mrs. Worboys ext. 803

Student Services provides information and assistance to students, staff and parents relating to personal, educational and career goals. Students are offered many opportunities related to post-secondary counseling, including meeting with university reps, visiting universities, and attending open houses and career fairs.

Students and parents are encouraged to use the reference materials available in Student Services, which include university and college calendars, information on study skills, brochures on personal topics, and information on careers, summer programs, exchanges and other opportunities.

Appointments can be requested by the student or counsellor, and although counselling is available through either of our two counsellors, students are assigned to a specific one based on grade level. Starting in S1, the program has a guidance component delivered or facilitated by our counselors.

Advisor Groups

Senior School students are divided into advisor groups where a designated staff member provides pastoral care. The groups meet regularly every Wednesday for 15 minutes. This is a chance for girls from different grades to get to know one another and their advisor, and to share experiences. Various school-related announcements and House challenges are driven through advisor groups. Advisors are the first line of contact for parents on concerns of a general nature, and they make contact at least every six weeks.

S4-S5 Grade Meetings

These grades meet as needed for a scheduled 42 minute session. This compulsory program is designed to meet the academic and social needs of students at this age level.

Grad Seminar

All grads are scheduled into a compulsory 42 minute weekly meeting, covering a variety of topics to ensure that they have a successful year and plan for post-secondary studies. The Grad Seminar also facilitates the online university application process.

Advanced Placement

Advanced Placement (AP) courses offer students challenges beyond the regular curriculum. Successful completion in AP may assist students in placement for university study. The program is offered concurrently with final year courses in a number of disciplines.

SAT Preparation

With increasing interest in study in American universities, and the demands made by those in Canada, SMLS offers an opportunity for girls to prepare for the SAT (Scholastic Aptitude Test) Exam. Information is distributed in September and the course (in conjunction with College Preparation International) runs in the early fall.

Academic Prizes, Awards, Bursaries and Scholarships

St. Mildred's-Lightbourn School recognizes outstanding achievements by individual students in S1-S6 through Proficiency Awards (80% average). In addition, a variety of prizes and special awards are awarded in recognition of academic excellence in individual disciplines, outstanding leadership, participation and attitudes as follows:

- S1-S3** Diane Elizabeth Cross Memorial Prize for Mathematics
- Dr. Swayze Award for Academic Improvement
- Drama Prize
- Dunwoody Trophy for Highest Aggregate Over 2 Years
- English Prize
- Foster Prize for English
- French Prize
- Jean Dewar Scholarship
- Junior Student of the Year
- Leadership Potential
- Mathematics Prize
- May Lo Memorial Scholarship
- Sarah MacKay Award for Citizenship
- Science Prize
- Sharlene Wallace Music Award
- The Duke of Edinburgh's Award

S4-S6

Anne Ross Scholarship
Art Prize
Award for Special Service
Biology Prize
Chemistry Prize
Class of '71 Award for Outstanding Contribution
 Made by a New Girl
Computer Studies Award
Creative Writing Award
Diane Elizabeth Cross Memorial Prize for Mathematics
Dorothy Andras Music Prize
Drama Prize
Elsa Fisker Memorial Prize
English Prize
French Prize
Jayne Thomson Music Award
Jean Dewar Scholarship
Kate Kitching Geale Memorial Prize for Participation
 & Achievement
Khatoon & Shirin Academic Scholarship
Law Prize
Lieutenant Governor's Community Volunteer Award
Lynda Palazzi Entrepreneurial Award
Mathematics Prize
May Lo Memorial Scholarship
McBurney Prize for Outstanding Contribution
 Made by a Prefect
National Technology Achievement Award
Outstanding Contribution to the Arts
Physical Sciences Prize
Prize for School Spirit
Rosemary Barbara Cameron Memorial Scholarship
Ruggiero Family Award for Community Service
S5 Work Experience Award
Scott Hogarth Award for Excellence of Character
Senior Student of the Year Award
Social Science Prize
Teresa Mackinley Award for "Joie de Vivre"
The Colleen McMorrow Distinguished Service Award
The Dr. David Alan Reid Kay Memorial Prize for Chemistry
The Dr. David Alan Reid Kay Memorial Prize for Physics
The Duke of Edinburgh's Award

The Gordon Herington Memorial Scholarship
The Governor General's Academic Medal
The Harry Barrett Award
The Hilliard Award
The Jacuzzi Hansen Memorial Scholarship
The Jane Pepino Scholarship
The Jing Nan Heng Mandarin Prize
The Lifetime Award
Witheridge Prize in Media Literacy
World Issues Prize

Prefects

Each spring, the students in S1- S6 elect their Prefect Body for the following academic year. The Head Girl is the 'head' of the entire student body and represents the students at all major School functions. She leads the group, serves as a liaison between the staff and the student body, helps maintain tradition and establishes new policies. After a year of responsibility, her final duty is to give a valedictorian address at the Senior Closing Ceremony.

The Games Captain is responsible for sports and sports-related activities in the School. She organizes and encourages the intramural games, is responsible for seeing that students are aware of games and practice times and oversees Michaelmas and Sports Day.

The Prefect Body has a multitude of responsibilities as a team and specific responsibilities within their portfolios. The positions include Head Girl, Games Captain, House Heads, Junior School Liaison, Arts, Student Life, Social, and Global Studies. They organize and coordinate day-to-day activities, and begin their day assisting at Chapel, checking for infractions of rules and dress code, raise money for charities and have other special duties. Together, the Prefect Body contributes much richness to the life of St. Mildred's-Lightbourn School. The ten elected girls are easily identified by their burgundy blazers.

Prefect Selection

S5 students interested in being a Prefect must submit a letter of application, résumé and faculty references to Mrs. Newhouse, the Prefect Advisor. The applications will be screened to ensure all candidates meet the requirements, and the résumés will be posted for the student body to review prior to the election.

Those applying to be a Prefect must meet the following criteria **PRIOR** to the beginning of the selection process:

-
- Minimum overall academic average of 75% on most recent report card
 - Proven involvement in SMLS co-curricular activities and school life (minimum one major and one minor event in the current school year)
 - Solid and respected character
 - No major discipline/attendance infractions
 - Silver Duke of Edinburgh's Award is completed prior to nomination
 - Respect of both staff and peers
 - Responsible, both socially and academically
 - Confirmed return to SMLS in S6/graduation year – dues and option sheet submitted on time
 - Completed minimum 40 hours of community service prior to nomination
 - School evidence of initiative/leadership

Senior Resource Centre (SRC)

Last spring we opened a new resource centre that provides a peaceful and welcoming environment for students to use for study, group work and quiet conversation. It is stocked with an extensive range of resources to help students effectively and ethically locate, analyze, evaluate and communicate information.

Our collection is developed to meet curricular expectations and includes print and electronic resources, videos, DVDs, magazines and journals. Books are loaned to students for a two week period and may be renewed. Students are responsible for materials loaned by the School; if they are lost or damaged, accounts will be billed accordingly.

The SRC staff encourages a lifelong love of reading, and offers students the choice of reading clubs in each one of the senior grades. Students are introduced to new resources through classroom book talks and special displays.

Textbooks

Tel: 416-461-3542

Website: www.alphatextbooks.com

SMLS supplies textbooks for S1 and S2 students. Starting in S3, students are required to purchase their textbooks, based on the list provided each June. For your convenience, our supplier, Alpha Textbooks, visits the School in June to collect used books. This is an optional service.

Drop-Off/Pick-Up Guidelines

Grade	Drop-off	Pick-up	Time
JK	East parking lot	East parking lot	2:00 p.m.
SK	East parking lot	East parking lot	3:00 p.m.
Grade 1	East parking lot	East parking lot	3:10 p.m.
Grade 2	Front parking lot	West parking lot	3:10 p.m.
Grade 3	Front parking lot	Front parking lot	3:15 p.m.
Grade 4	Front parking lot	Front parking lot	3:20 p.m.
Grade 5	Front parking lot	East parking lot	3:20 p.m.
Grade 6	West parking lot	West parking lot	3:25 p.m.
S1-S3	West parking lot	East parking lot	3:35 p.m.
S4-S6	West parking lot	West parking lot	3:35 p.m.

Please time your daughter's pick-up according to the dismissal time for her grade.

SK and Grade 1 parents require a parking pass to enter the parking lot at pick-up time.

Please do not leave your car during drop-off or pick-up. We will assist the students in and out of the car.



St. Mildred's-Lightbourn School
1080 Linbrook Road, Oakville, Ontario L6J 2L1

Tel: 905-845-2386 • Fax: 905-845-4799

Email: info@smls.on.ca

Website: www.smls.on.ca

Charitable Registration # 11919 1963 RR0001

