



Parent-Student Handbook

2009-2010

Rosseau Lake College

Vision

“Instill the desire, confidence and capabilities to help ourselves and to help others succeed in all aspects of life.”

Mission Statement

RLC is a diverse and welcoming educational and residential community that is committed to the promotion of the core value of "best of self" in each student. We seek to provide a well-rounded educational experience in preparation for post-secondary education through adherence to and celebration of Canadian values, culture and outdoor experiences.

Our Motto

Scientia Auget Vires (Knowledge Increases Strength) is taken from the book of Proverbs (24:5) which reads, “A wise man is strong; yea; a man of knowledge increaseth strength.”

School Crest

The crest was chosen in 1967 by Mr. Ronald H. Perry, founding Headmaster. The maple leaves at the bottom of the crest signify the Canadian setting of the School, while the deer at the top represents the natural surroundings of Rosseau Lake College. The inner crest shows a tower (strength), a tree (growth), and an open book (knowledge).

School Colours

School colours are blue, red and white. Blue and red are dominant.



Dear Parents and Students,

During the 2008/2009 school year, members of the RLC community, alumni, board members, faculty, staff, parents and students gathered in various committees to discuss the future of the school. We were all clearly aware of the challenges posed to all independent schools during this difficult economic time and the fact that any goals we set for the next five years would need to focus on qualities that would not require extraordinary expenses or fund-raising.

There are a lot of “things” we would all like but in the end, what matters most is rarely a thing but a relationship. To that end, the major goals of the current strategic plan focus on the quality of education we offer students, the compensation of faculty and staff that ensures we can attract and retain excellent teachers, and the development of the academic programme in conjunction with the outdoor setting to offer a truly unique learning experience for students who attend RLC.

Academic expectations will rise, with our goal to ensure that every RLC graduate has the option of going to university, regardless of what he/she eventually chooses to do at age 18. We plan to put a greater emphasis on the character development, leadership skills and community involvement that comes from active participation in the Duke of Edinburgh programme. We are embarking on some long-term studies of the environmental qualities of the campus and the local area so that students get some very practical scientific research skills while also beginning a bank of data that will serve future students and scientists in look at long-term environmental changes.

Naturally, we will continue to emphasize a well-rounded education with increased opportunities to participate in various arts activities and athletic endeavours. Our goal is to have every RLC student actively engaged in the many opportunities which exist outside of class, both as a way of discovering new talents in him/herself and as a way of truly enriching the learning experience through the teen years. We know that in a small school every student matters and it is our goal to create a community of young people who respect the opportunities they have to develop life-long relationships in a setting where their participation is critically important to everyone.

For each of us, every day has its challenges. Yet if we are determined to pursue the “best of self” challenges are nothing more than opportunities to reach for a higher goal or purpose. That is the heart of what we hope a Rosseau Lake College education will inspire.

Graham Hookey
Head of School

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Rosseau Lake College Code of Conduct

Introduction

The Rosseau Lake College Code of Conduct has been adopted and included in the Parent-Student Handbook to demonstrate the school's commitment to provide an environment that best fulfills the school's Vision and Mission Statements.

All parents, students, and school staff can access this handbook on the school's website and are strongly encouraged to read it. The Head of School would be pleased to answer any questions that might arise.

Rosseau Lake College promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. Rosseau Lake College believes that all students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety and happiness of others or oneself.

With this right comes the responsibility to contribute to a positive school climate. The promotion of strategies and initiatives such as student character development, along with the employment of prevention and intervention strategies to address inappropriate behaviour, fosters a positive school climate that supports academic achievement for all students. Therefore, the focus on prevention and early intervention is the key to maintaining a positive school environment.

Progressive discipline is used when addressing issues of student conduct. When inappropriate behaviour occurs, a range of interventions, supports and consequences that are developmentally appropriate will be implemented, allowing students to learn from mistakes and focus on improving behaviour. In some cases, short-term suspensions may be a useful tool and in the case of serious offences long-term suspensions or expulsions could be the required response.

Within this Code of Conduct and the Parent-Student Handbook are standards of behaviour that apply not only to students, but also to all members of the Rosseau Lake College community including – parents, guardians, volunteers, teachers and other staff members – whether they are on school property, on school buses or at school-authorized events or activities.

Guiding Principles

- All participants involved in Rosseau Lake College – students, parents or guardians, volunteers, teachers and other staff members – are included in this Code of Conduct.
- All members of the school community are to be treated with respect and dignity.
- Insults, disrespect and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and differences can be addressed in a manner characterized by respect and civility.
- Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.
- The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others and will not be tolerated.
- Alcohol, tobacco and illegal drugs are addictive and present a health and safety hazard to the individuals who use them as well as others in the community. Rosseau Lake College will work cooperatively with tobacco, drug and alcohol agencies to promote prevention strategies and, where necessary, respond swiftly to school members who are in possession, or under the influence, of alcohol or illegal drugs.

Rosseau Lake College Code of Conduct - continued

Roles and Responsibilities

The Head of School, under the direction of the RLC Board of Directors, shall take a leadership role in the daily operation of the school. The Head of School provides leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone under his authority accountable for their behaviour and actions;
- communicating regularly and meaningfully with all members of the school community.

Teachers and school staff, under the leadership of the Head of School, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff upholds these high standards when they:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for students, staff and parents;
- prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that might compromise the safety of others;
- follows the established rules and takes responsibility for his/her own action.

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed in school uniform, and prepared for school;
- promptly report to the school their child's absence or late arrival, especially before and after breaks;
- become familiar with the Code of Conduct and school rules in the Parent-Student Handbook;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues.

Standards of Behaviour

Respect, Civility, and Responsible Citizenship

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.

Safety

All members of the school community must not:

- engage in bullying behaviour/s;
- commit sexual assault;
- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- give alcohol to minors;
- traffic weapons or illegal drugs;
- commit robbery or theft;
- be in possession of any weapon, including firearms;
- cause injury to any person with an object;
- inflict or encourage others to inflict bodily harm on another person or intentionally cause injury to any person by any means;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes damage to school property or property located on the school premises or any property beyond the boundaries of the school;

Scheduled School Weekends and Holidays 2009-2010

September	Mon	7	Welcome Day
	Tues	8	Registration All Students - 9:00 – 3:00
	Wed	9	Classes begin – Semester 1
October	Fri	2	Grandparents Day
	Sat-Sun	3-4	Fall Colours Weekend
	Fri	9	Parent-Teacher Interviews
	Fri-Tues	9-13	Scheduled Weekend (Thanksgiving)
	Wed	14	Classes resume
November	Fri-Tues	13-17	Scheduled Weekend
	Wed	18	Classes resume
December	Thurs - Thurs	10-17	Semester 1 Exams/ISU Presentations
	Thurs	17	Christmas Break depart
January	Tues	5	Students Return from Christmas Break
	Wed	6	Classes resume
	Mon-Thurs	18-21	Semester 1 Exams/ISU Presentations
	Thurs- Mon	21-25	Scheduled Weekend
	Tues	26	Semester 2 Begins
February	Fri - Tues	12-16	Scheduled Weekend (Family Day Holiday)
	Wed	17	Classes resume
March	Fri	5	Parent-Teacher Interviews
	Fri-Mon	5-22	March Break
	Tues	23	Classes resume
April	Thurs-Tues	1-6	Scheduled Weekend (Easter)
	Wed	7	Classes resume
	Fri	30	Scheduled Weekend
May	Tues	4	Classes resume
	Fri-Tues	21-25	Scheduled Weekend (Victoria Day)
	Wed	26	Classes resume
June	Mon-Fri	14-18	Exams - Second Semester
	Sat	19	Closing Day Awards & Ceremonies

Scheduled Weekends and Holidays – Students depart from the school at 12:30 p.m. For the return trip, the bus departs from Toronto at 6:30 p.m. Classes resume the morning following weekends/holidays.

For students travelling on school transportation, parents/guardians must make connecting arrangements to and from the school designated bus stop.

An email with the change to bus departure and arrival times will be sent to parents/guardians a few days before the travel dates.

Weekday Schedule

7:30	Wake-up
7:50	Infirmery opens
7:45 - 8:15	BREAKFAST * - classroom dress
8:15	Students return to houses
8:25	House Inspection
8:30	Day Students Arrive

GRADES 7 & 8	
MONDAY TO FRIDAY	
8:40 - 8:55	Assembly & Homeroom
9:00 - 10:30	Period 1
10:30 - 12:00	Period 2
(Monday - Homeroom from 11:30 - 12:00)	
12:00 - 1:00	Lunch
1:00 - 2:20	Period 3
2:20 - 3:40	Period 4
3:40 - 3:45	Homeroom
4:00 - 5:00	Sports Program*
5:15 -	Day Buses Depart
5:30 - 6:15	Dinner *
HALF DAYS - ACADEMICS	
8:40 - 8:55	Assembly
8:55 - 9:45	Period 1
9:45 - 10:35	Period 2
10:35 - 11:25	Period 3
11:25 - 12:15	Period 4
12:15 - 1:00	Lunch - Cafeteria Style *
1:00 - 5:00	Sports/Study Halls*
5:15 -	Day Buses Depart
5:30 - 6:15	Dinner *
HALF DAYS (SCHEDULED WEEKENDS/HOLIDAYS)	
12:00 -	Day Buses Depart
12:30 -	Buses for Boarders Depart

*** ATTENDANCE AT SPORTS AND MEALS IS MANDATORY AND IS CHECKED**

DAY BUSES
5:15 - Depart daily unless posted otherwise
12:00 - Depart Scheduled Weekends/Holidays

6:15 - 7:00 p.m. - Free time
7:00 - 9:00 p.m. - Supervised prep (Sun-Thurs)
9:00 p.m. - All students to remain on campus

GRADES 9, 10, 11 & 12	
MONDAY	
8:40 - 8:55	Assembly
9:00 - 10:15	Period 1
10:15 - 11:30	Period 2
11:30 - 12:00	Grade Tutorial
12:00 - 1:00	Lunch *
1:00 - 2:20	Period 3
2:20 - 3:40	Period 4
3:40 - 5:00	Sports Programme *
5:15 -	Day Buses Depart
5:30 - 6:15	Dinner *
TUESDAY TO FRIDAY	
8:40 - 8:55	Assembly
9:00 - 10:30	Period 1
10:30 - 12:00	Period 2
12:00 - 1:00	Lunch *
1:00 - 2:20	Period 3
2:20 - 3:40	Period 4
3:40 - 5:00	Sports Programme *
5:15 -	Day Buses Depart
5:30 - 6:15	Dinner *
HALF DAYS - ACADEMICS	
8:40 - 8:55	Assembly
8:55 - 9:45	Period 1
9:45 - 10:35	Period 2
10:35 - 11:25	Period 3
11:25 - 12:15	Period 4
12:15 - 1:00	Lunch - Cafeteria Style *
1:00 - 5:00	Sports/Study Halls
5:15 -	Day Buses Depart
5:30 - 6:15	Dinner *

LUNCH
* Family Style - Mondays
* Cafeteria Style - Tuesdays to Fridays
DRESS REQUIREMENTS FOR LUNCH:
Classroom Dress every day except Mondays for Head of School's Lunch when #1 Dress is mandatory.
DRESS REQUIREMENTS FOR DINNER
* Cafeteria Style - Clean Casual Dress

Weekday Schedule – continued

PREP - Mandatory study in the residences

	Sunday to Thursday	Friday
Grades 7 & 8	7:00 – 8:30	Quiet Hours
Grades 9 - 12	7:00 – 9:00	Quiet Hours
	Return to Residences	Lights Out
Grade 7 & 8	9:30	10:00
Grade 9 & 10	10:00	10:30
Grade 11 & 12	10:30	11:00

Weekend Schedule

Saturday		Sunday	
7:30 – 10:30 am	Cold Breakfast	7:30 – 10:30 am	Cold Breakfast
	Sports Departures		Day Trip Departures
10:30 – 12:00 noon	Brunch/Check-in	10:30 – 12:00 noon	Brunch/Check-in
12:00 – 5:00 pm	Residential Activities	12:00 – 5:00 pm	Residential Activities
5:30 – 6:15 pm	Dinner	5:30 – 6:15 pm	Dinner
6:15 – 9:00 pm	Residential Activities	7:00 – 8:30 pm	Prep – Mandatory for all students
9:00 pm	House Check in	8:30 - 9:00 pm	House clean-up
10:00 pm	7 & 8 curfew	9:30 pm	7 & 8 curfew
10:30 pm	Lights out	10:00 p.m.	Lights out
10:30 pm	9 & 10 curfew	10:00 pm	9 &10 curfew
11:30 pm	Lights out	10:30 pm	Lights out
11:00 pm	11 & 12 curfew	10:30 pm	11 & 12 curfew
12:00 am	Lights out	11:00 p.m.	Lights out

Brunch/Dinner – Cafeteria-style ~ Clean Casual Dress (Sundays) ~ Mandatory check in

Optional Activities ~ Special Events ~ Clubs

Following a scheduled-school leave, students must return by 9:30 p.m.

Students who have leave on unscheduled weekend leave must return to the school by 6:30 p.m. to get organized for prep. Sunday Prep is mandatory for all students 7:00 – 8:30 p.m.

Dress Code

The dress code at Rosseau Lake College describes the formal school uniform, classroom dress, travel dress, and casual dress. The school is committed to its dress code and insists that students do not vary.

The supplier for the school is **TOP MARKS**. Orders may be faxed, mailed, emailed or placed on line. Please see pages 8 & 9, for suggested amounts to be purchased.

Website: www.topmarks.ca (school password RLC01) - Fax: 514-344-5350

Email: info@topmarks.ca - Address: 5760 Ferrier St., Montreal, QC, H4P 1M7

No. 1 Dress - School Uniform (Refer to clothing requirements for purchasing details)

- Single-breasted navy blazer with an RLC crest
- Solid-white, long-sleeved, full-collar dress shirt for boys
- Solid-white, long-sleeved, full-collar blouse for girls
- School tie
- Grey dress pants or grey kilt (kilt length maximum four-inches above the knee)
- School sanctioned grey knee-high socks for girls (grey tights optional for cold days)
- School sanctioned grey socks for boys
- Black conservative, polishable dress shoes (heel height maximum two-inch)
- Black leather belt

No. 2 Dress - Classroom Dress (Refer to clothing requirements for purchasing details)

- Solid-white, long-sleeved, full-collar dress shirt for boys
- Solid-white, long-sleeved, full-collar blouse for girls
- Solid-white, short-sleeve shirt/blouse full-collar
- Navy /khaki pants or kilt (kilt length maximum four-inches above knee)
- School tie
- If desired, RLC crested sweater, vest or fleece
- School sanctioned navy socks (knee-high for girls; navy tights optional for girls on cold days)
- Black conservative, polishable dress shoes (heel height maximum two-inch)
- Black leather belt

No. 3 Dress - Summer (September to October – April to June)

- RLC crested white or hunter green polo shirt
- RLC navy blue/khaki pants/kilt
- Black leather belt
- Black conservative, polishable dress shoes
-

Sports Travel Dress (Varsity Sports Travel)

- RLC crested white polo shirt
- RLC navy blue wind suit
- Sports shoes (only)

Casual Dress

- Casual dress is defined as comfortable, appropriately fitted clothing that can be worn in public without drawing attention. Dress should be neat, clean and generally accepted as appropriate wear in communal places. (Jeans, t-shirts, skirts, blouses or sportswear)

NOTE:

- Visible undergarments are not allowed under dress shirts/blouses (i.e. t-shirts with logos).
- Socks must be worn with all footwear during the academic day.
- On all half-day Wednesdays students are required to wear No. 2 dress until sports time.

Rosseau Lake College School Uniform Requirements

All items listed (except shoes and the wind suit) must be purchased from **TOP MARKS**
(www.topmarks.ca) - Password – RLC01

Boys #1 Formal Dress			
Item	Colour	Quantity	Req/Opt
Blazer	Navy / Crest	1	Req
Dress Pants	Grey	1	Req
Dress Shirt (Long Sleeve)	White / RLC	2	Req
School Tie (Gr.7-11)	Striped	1	Req
School Tie (Gr. 12)	Crest	1	Req
Socks	Grey	4	Req
Leather Belt	Black	1	Req
Leather polishable shoes	Black	1	Req
Dress Shirt (Short Sleeve)	White / RLC	2	Opt

Girls #1 Formal Dress			
Item	Colour	Quantity	Req/Opt
Blazer	Navy / Crest	1	Req
Kilt	Grey	1	Req
Dress Pants	Grey	1	Req
Fitted Blouse (Long Sleeve)	White / RLC	2	Req
School Tie (Gr.7-11)	Striped	1	Req
School Tie (Gr. 12)	Crest	1	Req
Knee Socks	Grey	4	Req
Tights	Grey	2	Req
Leather polishable shoes	Black	1	Req
Fitted Blouse (Short Sleeve)	White / RLC	2	Opt

Boys #2 Classroom Dress			
Item	Colour	Quantity	Req/Opt
Pants	Navy/Khaki	4	Req
Dress Shirt (Long Sleeve)	White / RLC	6	Req
School Tie (see #1 Dress)			Req
Fleece Sweater	Navy / Crest	1	Req
Socks	Navy/Hunter	8	Req
Leather Belt (see #1 Dress)	Black	1	Req
Leather polishable shoes (see #1 Dress)			Req
Dress Shirt (Short Sleeve)	White / RLC	3	Opt
V-Neck Vest	Navy / Crest	1	Opt
V-Neck Pullover	Navy / Crest	1	Opt
Fleece Vest	Navy / Crest	1	Opt

Boys #3 Classroom Summer Dress			
Polo Shirt	White/Hunter	3	Opt
(the white dress shirt or the polo shirt can be worn during this time – no tie required)			

Girls #2 Classroom Dress			
Item	Colour	Quantity	Req/Opt
Kilt	Navy/Khaki	1	Req
Pants	Navy/Khaki	2	Req
Fitted Blouse (Long Sleeve)	White / RLC	6	Req
School Tie (see #1 Dress)			Req
Fleece Sweater	Navy / Crest	1	Req
Knee Socks	Navy/Hunter	8	Req
Tights	Navy	4	Req
Leather polishable shoes (see #1 Dress)			Req
Fitted Blouse (Short Sleeve)	White / RLC	3	Opt
V-Neck Vest	Navy / Crest	1	Opt
V-Neck Pullover	Navy / Crest	1	Opt
Fleece Vest	Navy / Crest	1	Opt

Girls #3 Classroom Summer Dress			
Polo Shirt	White/Hunter	3	Opt
(the white dress shirt or the polo shirt can be worn during this time – no tie required)			

Boys Varsity Sports Travel Dress			
Item	Colour	Quantity	Req/Opt
Polo Shirt	White	1	Req
Wind Suit	Navy / Crest	1	Req

Girls Varsity Sports Travel Dress			
Item	Colour	Quantity	Req/Opt
Polo Shirt	White	1	Req
Wind Suit	Navy / Crest	1	Req

- The school tie is worn with #1 Formal Dress and #2 Classroom Dress
- #1 Formal Dress is worn one day per week and on special occasions
- #2 Classroom Dress is the standard everyday uniform and is worn 4 days per week (November - March)
- #3 Classroom Dress is the standard everyday uniform and is worn 4 days per week (Sept – Oct & April - June)
- Girls kilts – conservative length.
- Varsity Sports Travel Dress is worn for all travel to games. A navy wind suit is required and is purchased through the RLC school store.

**Please refer to the Parent-Student Handbook for additional clothing requirements
Outdoor Physical Education Requirements, Sports Travel Dress, Other Clothing Required**

Clothing & Equipment Purchasing & Requirement Details – continued

(Items marked with an asterisk (*) are available in the school store on Registration Day)

Outdoor Physical Education Requirements

Students taking outdoor physical education courses will be required to wear Classroom Dress clothing during classes. Items marked with an asterisk can be purchased from the School Store on Registration Day.

- 1 * pair RLC shorts
- 1 * pair RLC long sweatpants (optional)
- 2 * short sleeve RLC shirt
- 1 * long sleeve RLC shirt
- 1 * RLC wind suit
- 1 * RLC fleece jacket
- 1 pair running shoes
- 6 pair white athletic socks

Varsity Sports Travel Dress

- 1 polo shirt (Top Marks)
- 1 * RLC wind suit
- 1 pair sports shoes

Other Clothing Required

- 1 swimsuit
- 10 pair underwear
- 2 pair pyjamas
- 1 rain suit (pants, jacket & hood)

(for winter months)

- 2 long underwear, tops & bottoms (synthetic)
- 2 pair warm mitts or gloves for winter months
- 2 pair synthetic or wool socks
- 1 warm hat
- 1 warm ski jacket/parka (down or fiberfill)
- 1 pair winter boots with removable liners

Please adhere to the clothing list - we have limited storage space in our residences. Ensure that every article of clothing is clearly marked with your son's/daughter's name (only those articles of clothing that are clearly marked with a name tag, sewn in or written directly on the article, will be allowed to go to the laundry).

Clothing must be neat, in good condition and must not draw unnecessary attention. Sweatshirts, jackets and t-shirts cannot contain racist, sexist or rude overtones. Jackets must be conservative and tasteful. Storage space is very limited and students should keep their casual wardrobe to a minimum.

All students are expected to be dressed in an appropriate manner at all times. Out of respect for all members of our community, clothing that looks like underwear should not be visible.

Other Items Required

- 1 personal affects kit
- 3 towels
- 4 washcloths
- 2 sets of sheets & pillowcases
- 1 blanket and/or comforter
- 1 alarm clock
- 1 desk lamp

Equipment Requirements

Optional Items

Stereo, bicycle and helmet, any other seasonal sports equipment and helmets as required.

Books & Academic Supplies

The school supplies the students with textbooks and pocket books. Each student will be charged a user fee for the use of the textbooks. If the textbooks are returned in good condition at the end of the school year there will be no further charge. The students are charged for each pocket book they receive and may keep them if they wish.

The curriculum in mathematics emphasizes the use of a graphing calculator. It is a requirement in Grade 10 and higher mathematics to have a graphing calculator. The Ontario Ministry of Education suggests at a minimum the Texas Instruments TI-83 or the TI-83 plus. These calculators are available at all major stationery and electronics stores.

Students should arrive on Registration Day equipped with:

- pens, pencils, ruler, computer paper, binders and loose leaf paper
- seven (7) notebooks
- memory stick
- math sets and calculators
- students in Grade 10 and higher mathematic must have a graphing calculator
- students in Grade 9 mathematics must have a scientific calculator
- students in Grades 7, 8, 9 and 10 should bring coloured pencils and three-ring subject notebooks
- students whose first language is not English are advised to be equipped with a good first-language/English dictionary and/or an electronic translator

Throughout the year some school supplies will be available in the school store and may be charged to the student's account.

Laundry & Bedding

The laundry is sent out on Mondays and returned to the school on Wednesdays. The students will be charged once a month on their personal account based on the volume of laundry submitted. This charge does not include dry cleaning. Dry cleaning will be charged separately.

On a scheduled long weekend or holiday students are encouraged to take their clothes home to be washed. However, it is understood that this is not always possible; the laundry service will be available for those who require it.

Every Sunday the students change their bedding. The bedding is sent to the laundry service on Mondays and returned on Wednesdays

- the school supplies pillows and mattress covers
- students supply sheets, pillowcases, blankets and/or comforters for their beds

Please be sure that every article of clothing/bedding is clearly marked with your son's/daughter's name (only those articles of clothing that are clearly marked with a name tag, sewn in or written directly on the article, will be allowed to go to the laundry).

Appliances

Each residence is equipped with a microwave, a small refrigerator, a television and a DVD player. Students are not allowed to have personal television sets or mini refrigerators at the school. Cooking appliances and baseboard heaters are also prohibited at the school because they present a fire hazard. CSA approved personal heaters may be allowed if approved by the Head Houseparent.

Equipment Requirements – continued

Cellular Telephones

Parents may purchase cellular phones or pagers for their children on the understanding that these items are not to be used in academic buildings at any time; nor are they to be used during prep. The College reserves the right to confiscate communications equipment if it is not used according to the school's guidelines. Cell phones should have password lockouts for security reasons.

Computers

The computer is an essential tool for academic learning. Rosseau Lake College has desktop computers for student use located in the computer lab, the library, and various classrooms. The operating system for these computers is Windows XP and they have Microsoft Office 2003 installed, there are additional educational programmes on many of the RLC computers. For personal computers (desktop or laptop), students are responsible for purchasing their own software and all computer supplies. All school computers are connected to a Windows Server 2003 via a firewall and have high-speed access (Cable Modem) for our main server, e-mail server, web server, and the Internet. The school computers are supervised by faculty in order to avoid misuse. For security and virus protection, students are not permitted to connect their personal computers to the Rosseau Lake College Network (without administrator permission). Every student must sign and comply with the 'RLC Computer Usage Contract.'

Laptops can be taken into the classrooms but must be used in accordance with the directions of the teacher and for academic purposes only. The college has implemented a wireless service and laptops with wireless hardware can be connected to the RLC Wireless Network. The wireless network is also protected with a firewall. The Wireless Network system is provided to the students to assist them in their academic work. Students will be able to use the Rosseau Lake College Website to retrieve, from home or in their residences, homework, assignments and special educational documents that teachers upload periodically during the academic year.

Desk space is limited in the residences; therefore, laptop computers or standard desktop PCs with flat monitors are advised.

Fall Outtrip Personal Equipment List

The following list of personal equipment is MANDATORY for students attending RLC and MUST arrive with the student on Registration Day. This gear is VITAL for the safety of the student while on the annual five-day outtrip and for participation in various outdoor activities at RLC throughout the year. For those living in the Toronto area, we recommend Mountain Equipment Co-op (MEC). You can order on-line (www.mec.ca), by phone (1.888.847.0770) or shop in person (400 King Street West).

NOTE: The following is a checklist for the outtrip. If you have already acquired some of the following items that appear on previous lists, you do not need to purchase the same item again.

Footwear

- running shoes - 1 pair lightweight shoes
- sandals with heel strap for swimming and around camp - clip buckles work the best, avoid velcro if possible – it comes off in the water easily.
- socks - 2 pairs of wool or synthetic socks

Technical Clothing

- 1 pair lightweight long underwear. Synthetic or wool top and bottoms
- 1 fleece jacket - mid to heavyweight pile (depending on your cold tolerance)
- 1 shell (rain) jacket with a hood (Waterproof is preferable to water resistant!)
- 1 shell (rain) pants
- 1 pair – lightweight pants (nylon works well) **denim jeans are very difficult to dry
- 1 pair - shorts (nylon works well)
- 2 lightweight short-sleeve shirts (1 cotton and 1 synthetic)
- 1 long-sleeve shirt
- *Optional* -Sweater – wool or fleece

Fall Outtrip Equipment - continued

Handwear

- lightweight gloves or mitts. 1 pair pile/wool or similar quick drying material

Headwear

- warm, lightweight fleece/wool hat (toque). Hat should cover ears
- baseball cap or other sun hat
- sunglasses

Personal Equipment

- 1 water bottle - one litre size (Stainless steel is safest)
- sunscreen - SPF 15 or better
- lip screen - SPF 15 or better
- sleeping bag - good to 0°C, three season with synthetic fill*
- 1 Self-Inflating pad - 3/4 or full length
- 2 x 20 litre Dry Bags (for water based trips) or a Duffel Bag, to transport gear
- headlamp (Petzl Tikka or Zipka work well for around camp. Petzl Zoom is brighter)
- toiletry bag - toothbrush, small tube tooth paste, floss, small towel (MEC mountain dry towel), hand sanitizer, brush or comb, personal medication, tampons and sanitary pads (do NOT bring perfume, cologne, strong smelling deodorant, etc.)
- optional - camera, book, cards, journal

NOTE: Outdoor Education students – if purchasing a new sleeping bag, a four-season bag is optimal, instead of the three-season bag

The fall outtrip is **mandatory for all students**. Any personal equipment rented for a student for any outtrip will be billed to the student's personal account.

Guidelines for Participation on Rosseau Lake College Expeditions

Leadership Expeditions, Adventure Tours, Ski Trips and Other Overnight Trips

Students participating on school sanctioned trips are ambassadors for the school. The purpose of such experiences is designed to enrich an educational experience, challenge physical and mental capabilities and have fun. Safety and risk management are paramount in ensuring the success of any trip. Facilitating staff must therefore be confident that participants' behaviour will be in the highest standard and pose no risk to themselves or others on trips.

Indicators

- Participating students will have maintained an overall effort level of 3
- Participating students will have maintained a 60% average overall
- Those interested students who have received disciplinary action (see page 13) will have their application reviewed by the Assistant Head of School Student Affairs and the trip facilitator

It may be necessary to rescind the offer of participation to any student not meeting these criteria. Parents will be notified of this process.

Physical Safety Indicator

The facilitator must be confident that participating students understand and follow all safety briefings. If a facilitator has a concern that a student may be unable or unwilling to follow safety instructions this concern will be discussed with the resident risk management specialists (Head of Outdoor education) and the Assistant Head Student Affairs. It may be necessary to rescind the offer of participation to any student not meeting these criteria. Parents will be notified through varied communication about trip itinerary, behavioural expectations of participating students, departure and arrival details. Parents and students must note that while on a trip the rules and regulations of RLC apply to all participants.

Rules and Regulations of Rosseau Lake College

General Rules and Regulations

Rosseau Lake College Philosophy and Discipline Process

The success of the school community as a whole, and each individual who lives and learns here, relies in a large part on the sense of co-operation amongst staff, students and parents in assuring that a tone of civility, respectfulness and courtesy pervades our daily lives. The expectations of the school are based upon common sense and are intended for the physical and emotional health, safety and well-being of all who live and work at Rosseau. The staff at Rosseau Lake College wish to provide caring and consistent supervision for students but cannot effectively be in their presence twenty four hours a day. Therefore an element of trust is important in order to provide a safe and secure educational community. That trust is best established and maintained through respectful behaviour to all.

We strive to apply timely, consistent and appropriate consequences when a student chooses to disregard the rules and regulations. When infractions are of a minor nature, teachers, houseparents, coaches and students leaders counsel students with the intent of ensuring they understand the rules and the potential risks of their choices. When infractions are repetitive or are of a more serious nature, staff may assign specific consequences or may refer the student to higher authorities.

In some cases, as outlined in the *Code of Conduct*, students may be asked to come before the Assistant of Head of School Student Affairs. Discussion with houseparents, teachers, mentors, student leaders and other students may be required to fully understand violations to the Code of Conduct. Discipline sanctions for serious infractions will be brought forward to the Head of School by the Assistant Head Student Affairs.

In cases where school rules are broken it is possible for a student to be guilty by association. A student, who chooses knowingly, to remain in the presence of others when they are breaking the school rules, will also be regarded as guilty of that offence.

Parents and students should be aware that during the discipline process, students are expected to be forthcoming in their description of events. Should a student misrepresent his or her actions, or the actions of others, further disciplinary sanctions will result.

Parents and students are reminded that there are no tuition refunds in the event of a dismissal or withdrawal from the school.

Gating To Residence

Gating may be imposed by the Head of School, the Assistant Head Student Affairs, or by a houseparent(s). The sanction will generally be imposed when students have shown themselves to be disrespectful of school rules and regulations or are behind in academic work. Students who are gated will have no leave of any kind, and may not be permitted to represent the school or engage in any extra-curricular activities. A violation of a gating will compound disciplinary sanctions. All residence gating commences at 6 pm unless otherwise notified.

Work Hours

For more persistent minor offenses or individual serious offences, a sustained period of work tasks in school or the community may be necessary. Work hours will occur on the students free time (weekends, after sports, evenings etc). Students who have excessive disciplinary tasks (Five or more hours) will work in the mornings (6:30 am – 7:30 am) and during free time until the hours have been completed. Failure to comply may result in the student being suspended.

In-School Suspension

At times, depending on the seriousness of the infraction a student may be subjected to an in-school suspension. Under these circumstances students will be allowed to attend classes but will be required to stay in their residence at all other times. Therefore they will forfeit participation on school trips, sports games, and/or any other extracurricular activities. In-school suspension may also be coupled with work hours.

General Rules and Regulations – continued

Out of School Suspension

In certain instances of a serious disciplinary nature, it may be decided to send a student home for a specific period of time, instead of dismissing the student. Students are responsible for any assignments or tests they may miss while they are away, therefore they are encouraged to maintain contact with their teachers in an effort to stay current with their courses and limit the impact the suspension. Students, while suspended, will not be permitted to participate in school sanctioned extra curricular activities. Upon completion of the out-of-school suspension period, the student's parent(s)/guardian may be asked to accompany their son/daughter to the school in order to discuss with the Head of School and/or the Assistant Head of School Student Affairs the conditions under which the student is to remain in the school.

It is the responsibility of the parents or guardians to provide appropriate transportation and accommodation for suspended students.

Probation

Probation is used when it is felt that it is desirable to give a student a final chance after he/she has committed an offence that might have resulted in dismissal or an out-of-school suspension. The Assistant Head of School Student Affairs in consultation with the Head of School may place a student on probation. If the student commits another offence while on probation he/she is liable for dismissal.

During the period of the probation, the Assistant Head of School Student Affairs, mentors, teachers and houseparents will closely observe the conduct of the student. If during this period, the student shows a positive desire to learn from his/her mistake and to conduct himself/herself in accordance with the spirit of the rules of the school, the student will be allowed to remain. At the end of the school year and/or the period of probation, the Head of School, in conjunction with the staff, will make a final decision as to the student's future status at the school.

Dismissal

It is sometimes necessary, in the interest of safety and maintaining the integrity of the school community, or to protect the school's reputation, to dismiss a student who has proven to be undeserving of retaining a place within the school. Such decisions are made by the Head of School after the completion of an investigation. Although dismissals are rare, the most common causes of dismissal are: possession or use of drugs or alcohol on campus or at any school sanctioned event; theft; any act which threatens the physical or emotional safety of anyone on or off campus; persistent bullying or harassment; a willful breach of the law resulting in a criminal conviction; a consensus by staff that RLC cannot meet the needs of a student.

Waterfront

The safety procedures of the waterfront must be strictly observed. Unsafe conduct on or near the water will not be tolerated.

- Canoes, kayaks and sailboats may not be used unless the student concerned has passed the required swim test, and then may only be used with the permission of a staff member that is qualified to supervise swimming and must be on the boat dock.
- Swimming is restricted to the swim dock and only when officially supervised by a qualified member of staff.
- Swimming at night is NOT allowed

NOTE: Any person who is in any boat must wear a life jacket.

Out-of-Bounds

- All buildings in the barn-workshop area, the pump house, the outdoor education equipment building, the Hennigar Outdoor Education Centre (HOEC) and the laundry room are out-of-bounds unless accompanied by a member of staff or on designated school business.
- The kitchen work area and dining hall - except for meals or other specified functions.
- The staff workroom.
- All staff homes unless the staff member is present.
- Science labs unless under direct supervision of a staff member.
- The art room for all students (however, senior students may be given permission by the art teacher to work on projects in the art room).
- The Health Centre unless the nurse/counsellor is present.

General Rules and Regulations - continued

- Local cottages/houses, private property.
- All school vehicles and maintenance equipment.
- The school store.
- Closed student residences.

Meals

Rosseau Lake College provides three meals a day for boarders while at the school. Day students will be provided with lunch Monday to Friday. Day students who wish to have regular meals at the school (breakfast or dinner) will have a charge made to their personal account. If meals are purchased away from the school for school-related activities a charge will be made to the students' personal accounts.

Attendance will be taken at all meals. Students who miss signing in for a meal will receive disciplinary tasks. Students who require a vegetarian diet or a special diet should contact the school nurse. If special food is required the chef may need five days to order the supplies.

Appearance

All students are responsible for what they wear and how they are groomed while at school or on school activities. Dress requirements during the school day are explained under the uniform section of this handbook and requirements outside of class time will be explained by staff who are supervising such activities. Generally, students dressed or groomed inappropriately will be asked to change their attire or appearance. However, should a dispute arise as to what constitutes appropriate appearance, students and staff may consult with the Assistant Head Student Affairs. In the event a student comes to school inappropriately dressed for an out-of-school trip or athletic event, and cannot find suitable clothing, the student will not be allowed to attend.

Casual Dress

Occasionally, throughout the year, there are "casual days" where students are allowed to wear casual dress during the academic day. Students are expected to wear appropriate clothing that does not draw attention, is excessively revealing or depicts inappropriate symbols, acts, words etc. Students who do not comply with these standards will be asked to change.

Grooming

Students are expected to be neat and well groomed at all times, and boys must be clean-shaven. Generally, the length of the boys' hair is to be above the collar and no longer than the bottom of the earlobe. Sideburns are to be kept to the bottom of the earlobe. Trend-setting or attention-seeking hairstyles, including fully shaved heads, or patterns cut into the hair, are not acceptable. Students who dye their hair with unnatural colours will be asked to change their hair to a more natural colour.

Jewellery

Girls and boys are restricted in the use of jewellery. Boys may wear small ear studs except when in #1 dress or during sports. Visible body piercing is not allowed, other than ear lobes, and, in any case, this must not be excessive. Students must conform to accepted standards of good taste when wearing jewellery.

Piercing and Tattoos

Students are not permitted to have any piercing or tattoo work done while they are at the school. If a student wishes to have a non-visible tattoo or piercing they must have done this over a break which is longer than seven days in order to ensure appropriate hygienic care and healing of the area. A student who receives a piercing outside of the prescribed time or while under the care of the school, will be asked to remove it immediately and will be put under the care of the school nurse until it has healed safely.

Portable Music Devices

Students will not be allowed to use personal music devices in the academic buildings during the academic day, except in the common area in the Rowntree Family Academic Centre during lunches or spares.

General Rules and Regulations - continued

Student Motorized Vehicles and Watercraft

Senior students in Grades 11 and 12 may apply to the Director of Campus Life for permission to have motorized vehicles or watercraft at the school; parents must provide the Director of Campus Life with written permission. Use of the vehicle will be determined by the Director of Campus Life. Students with motorized vehicles may only park in designated student parking areas. No students are permitted to drive on the school circle. Students with motorized vehicles are not allowed to depart early from school without properly signed early-leave forms.

Day Student Motorized Vehicles and Watercraft

Should an occasion arise when a day student needs to use a vehicle to travel to and from school, permission will be required from the Director of Campus Life, and the parents must provide written/faxed permission. Day-student vehicles will be parked in the designated student parking area and submit their keys to the Director of Campus Life daily.

Other Rosseau Lake College students are not allowed to enter or travel in any student or non-staff vehicle without required permission. Students must receive permission from their parents and houseparents on each occasion to ride in a vehicle operated by a non-staff member. School staff can only grant permission for students to travel in a non-staff vehicle if written/faxed permission is obtained from the student's parents or guardian on each occasion. Students who ride in another student's vehicle without parental and school permission will receive disciplinary action and a phone call home. The driver of the vehicle will also receive disciplinary action and a phone call home.

All parents are asked to sign and return the vehicle permission form that authorizes staff to transport their children in school and private vehicles.

Student vehicles are NOT to be used for any purpose other than coming to school and departing from school at the end of the day. Vehicles may not be used during the school day unless specific permission is granted by the Director of Campus Life on each occasion.

If the privilege to have a vehicle at the school is abused, it will be terminated.

Academic Rules and Regulations

Classroom Dress

During the academic day, students must wear classroom dress throughout the campus. Non-uniform jackets and coats may be brought into the academic buildings but may not be taken into classrooms, the library, labs or computer Centre during regular class time. Students are not allowed to wear hats or baseball caps in the academic buildings or the dining hall at any time. Lockers are provided for day students to store their coats and hats.

Assessments

Students are assessed once a month. A grade and effort rating is recorded by every subject teacher. Students with poor assessments may be required to attend Extended Prep and Supervised Prep until their marks improve. Parents who are concerned about their son's/daughter's progress should feel free to contact the subject teacher and if issues are not resolved at that level, contact the Head of School.

Excellent Standing List

Students who have achieved an academic standing of over 80% on a minimum of 3 courses; are not failing a course and have all '3s' and/or '4s' for effort marks on monthly assessments are placed on the Excellent Standing List and **may** elect to not do prep Monday to Thursday.

Extra-Curricular Athletics

The extra-curricular programme is a vital part of an education at Rosseau Lake College. Students must attend all compulsory games and practices, unless permission not to attend is given by the school nurse or the coach. During practices and games students are expected to exhibit the highest standards of conduct and sports ethics. Unsportsmanlike conduct in practices or games is not acceptable and athletes may be benched or dismissed from the team at any time for such conduct.

Academic Rules and Regulations - continued

Library

The Library is open for general use daily. Borrowing procedures are posted in the library. There are approximately 15 computers available for the students to use for on-line research and word processing. A printer is available to print class assignments. Boarding students in Grade 12 may sign up to do prep in the library with the Teacher on Duty in their residence at 7pm Monday through Thursday.

The library is for the use of all students and staff and must be respected by all who use it. There is to be no food brought into the library at any time. Students will be charged for lost or damaged books on their personal accounts.

Attendance

Attendance and punctuality are extremely important. The Ontario Ministry of Education requirements dictate that credits are granted on the basis of 110 teaching hours in each subject. A student whose attendance is irregular is putting his/her credits in jeopardy. If the situation is chronic the student may be asked to leave the school.

Late for Class

Students are expected to be prompt for classes, tutorial and evening prep. Failure to comply will result in disciplinary sanctions.

Spare Periods

Only students in Grades 11 and 12 are permitted to have spare periods. Students are expected to use their spare periods effectively. Students should use this time to work in the library or their rooms. Students not using their time effectively, or disrupting others, may be placed on supervised prep.

Missing Classes or Obligations

It is crucial to a student's educational performance that he/she attends all classes. Rosseau Lake College expects parents to support the school by ensuring that students attend all classes and fulfill all school commitments. (Please refer to the schedules, pages 5 & 6) Teachers will not reschedule class work or tests for students who are truant.

The school outtrips are part of our academic programme; and students who miss outtrips will be marked absent on those days. Students who miss outtrips will be required to complete a written assignment. Students who leave early for school holidays will be considered absent on those days. Students who leave early for holidays, or have irregular attendance, may be declared ineligible for academic privileges (e.g. Excellent Standing – over 80%/75%). Students may also be ineligible to receive academic awards at the School Banquets or at the Closing Ceremonies in June.

Tuancy

Tuancy is a serious offence, and subject teachers keep a formal record of all missed classes. Any student who misses a class or a similar obligation without permission will fall under the following sanctions:

First Time: Boarding students will be gated and on extended prep that evening. Day students' parents will be notified and asked to counsel the student.

Second Time: Boarding students will be gated and placed on extended prep for one week. Day students will be excluded from campus activities at 4:00 p.m. for a week and will be required to work in the library. A further call to home will be placed. If the truancy occurs when a test or assignment was due, a grade of "0" will be applied. Boarding and day students will be denied any athletic or extra-curricular play/travel during the week.

Third Time: Assignment of disciplinary tasks of at least 10 hours, to be completed as soon as possible. The student's parents will be called followed by an Interview with the Head of School. The student may be liable for dismissal.

Academic Rules and Regulations – continued

Academic In-School Suspension

If a student's behaviour in an academic situation is inappropriate or disrespectful, the student may be isolated during the academic day in a supervised area where he/she will work on academic work until readmission to regular classes is deemed to be acceptable by the teacher, the Assistant Head of School Student Affairs or the Head of School.

Late or Incomplete Assignments

All students who have late or incomplete assignments will be subject to the following consequences:

- First Day Late: The student will immediately be placed on extended prep and the student may lose 5% on assignment grade for lateness.
- Second Day Late: The student's parents are notified and placed further on extended prep and may lose an additional 5% for lateness.
- Third Day Late: The Head of Counseling or Head of School is made aware and a phone call home is made, further actions will be taken which may include further extended prep, loss of privileges, probationary status or major disciplinary actions, a further 5% may be lost.
- Extended Lateness: In a situation where a student does not submit work after three days, a teacher is under no obligation to accept or grade the work.

If students do not attend extended prep when assigned, they will be gated to their residences, or in the case of day students be excluded from campus activities except for academic commitments. Parents of day or boarding students who are chronically late with assignments will receive a call from the Head of Counseling or the Head of School, an interview may follow, and the student may be placed on academic probation.

Cheating and Plagiarism

Modern technologies have blurred the lines of "cheating" for some students but at RLC we treat it as a serious offence. If a student is caught with unauthorized material, which would assist in the writing of an assignment, test or examination, or if a student is caught assisting another student, a 0% mark will be allocated for that assignment, test or examination. Consequences for cheating may include academic probation, suspension, and dismissal. Plagiarism, or the submission of another person's work as one's own, is a serious offense. Consequences include receiving zero on the assignment and may lead to academic probation, suspension, or dismissal. Parents/guardians will be informed.

Prep Regulations

- Prep is held for all boarding students Sunday through Thursday.
- During prep, residences and the Perry Building are to be kept silent. Televisions, phoning or cooking are not permitted during prep. Computers are not to be used for entertainment. Students must use headphones if they wish to listen to music during prep.
- Students must be working at their desks at all times, and room doors must be left open throughout prep. Group study is permitted during prep with the houseparent's permission but must not interfere with other students' attempts to work.
- Students must remain in their own residence, or the Perry Building, throughout prep. If they must travel they must seek permission from the residence Teacher on Duty and obtain a travel slip. Travel slips indicate the time they left and are signed by the recipient staff member. Students, upon return to residence must submit the signed travel slip to the Teacher on Duty who in turns places it in the residence duty book.
- Students in Grade 12 who have their houseparents' permission may work quietly in the library during prep.
- With permission from the residential teacher on duty, students may work in the computer room or in the art room during prep. The rule of silence applies in the computer room.
- After each assessment, students with an average of over 80% may elect not to do prep Mondays to Thursdays.
- Students who are enrolled in Grade 12 subjects should be prepared to spend more than the designated two hours of prep working on their homework and assignments.
- Sunday evening prep is **mandatory for all students** 7:00 – 8:30 p.m.

Academic Rules and Regulations – continued

Extended Prep Time

Students may be assigned to extended prep time by a subject teacher, residence staff or teacher on duty if it is apparent that the student has assigned work that has been identified as overdue that is not complete by the end of scheduled prep time. Extended prep will be served in the residences and will be supervised by the residence staff. The duration of the extended prep time is from 9:00 p.m. until the work is completed to the satisfaction of the teacher on duty or until bedtime. During extended prep the student is restricted to his or her room or an area designated by the residence staff.

Residence Rules and Regulations

The houseparents are in overall charge of the students in their residence. They are responsible for social and academic guidance, for the development of the students in their residence, as well as for the conduct, cleanliness and safety of the residence. Horseplay, pranks and general fooling around often cause anguish and damage to personal and school property. The school expects its students to be considerate and mature in this respect. Minor infractions will be handled by the houseparents and house captains, while major offences will be handled by the Director of Campus Life and/or the Assistant Head Student Affairs.

Sports Equipment

Students may bring seasonal equipment (skis, bikes, hockey equipment, etc.) but students must take the equipment home during the off seasons. Storage space is very limited. Barbells and fitness equipment should be left at home or kept in the school's fitness room.

Radios, Stereos, TVs, VCRs, DVDs

The use of these appliances will be restricted to certain times. The volume is to be kept low to provide a positive and tranquil environment.

Computers

It is recommended that students bring personal computers to the school. Desk space is limited in the residences therefore laptop computers are advised. The use of a computer is a privilege that may be revoked if a student uses it unwisely. Students must recognize that the playing of games and watching of movies on personal computers may cause distraction and disruption in the residences. The internet access is shut off each night at 11:00 p.m. to ensure adequate rest for students.

Residence Cleanliness

- Rooms, residences and adjacent grounds are to be kept tidy at all times.
- Students shall tidy their rooms and the residences after breakfast at 8:15 a.m. for daily room inspection conducted by the houseparent on duty by 8:25 a.m.
- Articles of clothing, etc., must always be put away neatly - not left on the floor, bed, chairs, etc.
- Study areas must be well organized at all times.
- Each Sunday evening students will do a complete cleanup of their residences and change their bedding.
- There is a Head of School's inspection each Monday.

Posters - Pictures - Wall Decorations

- In order to comply with fire regulations, wall decorations must be kept to a reasonable number. They must not be draped across lights or attached to curtain rods, or to the ceiling.
- Any damage caused to walls by tape or glue will be charged to individual students. Tacks or staples may not be used, except when a tack rail or bulletin board is available.
- Posters must not portray violence or racism. Pin-up posters must be tasteful. Posters depicting banned or controlled substances are not allowed.
- The Head Houseparent reserves the right to determine what is considered to be appropriate.

Credit Cards

Students are advised to bring debit cards rather than credit cards to the school. If parents want their son or daughter to have a calling card they should provide a calling card that can be used for calling home only. Parents should contact the telephone company regarding the "call-home" cards.

Residence Rules and Regulations – continued

Damage to Rooms/Residence

The care and tidiness of each room and its contents are the responsibility of the occupants of the room. Consequently, breakage and damage in the rooms or to a residence in general, will be charged to the individual(s) responsible. The Operations and Plant Manager will inspect each residence twice annually.

House Tasks

Houseparents, and/or house captains, (in consultation with the houseparents) may assign tasks to students for minor misdemeanors in the community. The work will be of a general value to the house.

Overnight Accommodations for Day Students

Overnight accommodations can be arranged for day students when necessary. Charges for extended stays will be made to the student's personal account. Parents of day students must contact the Director of Campus Life at least 72 hours in advance of the overnight stay and complete the required consent form.

Room and Locker Searches

Students and parents must be aware that the dorms are school property and that the school reserves the right to search students' rooms and lockers in order to protect the community. Room/locker searches, whether of an individual student, an entire residence, or the whole school, may be warranted when serious issues arise such as theft, the use of or possession of drugs, tobacco and alcohol. When possible, room searches will be conducted with the knowledge of the Head of School, and or the Assistant Head Student Affairs, and the Houseparents. (Reference page 23 "Search & Seizure")

General

- Students should NOT leave significant amounts of money or valuables in their rooms. The school cannot be held responsible for any personal loss. Students are encouraged to bring a strong box with a lock. If students have brought valuables that do not fit into a strong box, they are advised to give such valuables to their Head Houseparent for safekeeping.
- Students are encouraged to take steps in conserving energy by turn off lights, electronic equipment and computers as much as possible.

Social Rules and Regulations

Curfew

Students are expected to be in their houses and remain in their houses after curfew. Students who are out of their residences after curfew, without permission, will receive disciplinary action.

Absent Without Leave

This includes leave at the end of term and after exams without permission. Disciplinary action will apply.

Inter-House Visiting

It is stressed to all students that inter - house visiting amongst members of the opposite sex is strictly forbidden. Boarding students can have visitors after 5 pm of the same sex but they are restricted to the common areas only.

Social Rules and Regulations – continued

Smoking and Tobacco

In the Province of Ontario it is illegal for anyone under the age of 19 to purchase tobacco products and for anyone under the age of 16 to use tobacco products. In addition Rosseau Lake College will adhere to the “Smoke Free Ontario Act” forbidding the use, sharing or supplying of tobacco products on campus. Infractions under this legislation will be reported to the North Bay Parry Sound District Health Unit. A tobacco bylaw enforcement officer will serve and fine individuals found to be in violation of said act. Rosseau Lake College is a smoke free environment and promotes student wellbeing (physically, mentally and socially) by encouraging students to make healthy choices and making it difficult to make poor choices! Students may NOT use/distribute any tobacco products while in attendance at the school nor in the school’s care off-campus. To promote their own health and avoid disciplinary action, students who smoke are advised to quit before the school year starts. The school will support the use of nicotine gum or patches to assist students in quitting.

- Use of Tobacco (chewing or smoking) while in attendance on campus, or during school sanctioned events off-campus, result in the same sanctions:
- 1st Offence: Parents are contacted. The student(s) will be suspended for three days.
- 2nd Offence: Parents are contacted. The student(s) are suspended for a seven day period to reaffirm their commitment to the school.
- 3rd Offence: Parents are contacted. The student(s) is liable for dismissal.

Suspicion of smoking or possession of tobacco products may result in disciplinary action.

- Selling/providing cigarettes to other students are serious offences that may lead to suspension or dismissal. It is against the law in Ontario.
- Smoking in or around buildings is a fire hazard and may lead to immediate dismissal from the school.

Smoke Free Ontario Act

- Smoking or holding a lit cigarette - \$305 fine.
- Sharing, supplying or selling tobacco to anyone under 19 - \$365 fine.

Firecrackers and Fireworks

Students are not permitted to use or possess firecrackers or fireworks of any kind. They are dangerous and pose a safety and health risk. Those students who are found to have such things will have them immediately confiscated, and disciplinary action will result.

Borrowing and Theft

Students must never borrow or take any item belonging to a fellow student without permission. Stealing is considered a serious offence as it breeds distrust and students who steal are liable to dismissal. Day students should take every opportunity to secure valuable items in their lockers. Boarding students are strongly advised to bring a locked box no larger than 42" x 24" x 12".

Social Rules and Regulations – continued

Search and Seizure

From time to time, proper investigation of an incident in an independent school may involve a search of a student or her/his property. A staff member may have reason to believe that there has been a breach of school regulations and that a search of a student would reveal evidence of the breach.

Section 8 of the Canadian Charter of Rights and Freedom (the “Charter”) provides that “Everyone has the right to be secure against unreasonable search and seizure.” In applying this provision in a school context, Canadian courts have held that in carrying out the duty to maintain order and discipline in the school, the Head of School may search a student. The courts have held that a warrant is not essential in order to conduct a search of a student by a school authority. The courts have recognized that school authorities are in the best position to access information given to them and relate it to the situation existing in their school.

In addition, the Safe Schools Act of Ontario gives schools the authority to take what measure it deems appropriate to provide a safe environment for all. This includes the use of drug-sniffing dogs. If the school has reason to suspect that a student(s) has drugs on campus it reserves the right to use drug-sniffing dogs.

Public Displays of Affection

Students who are physically affectionate in front of others are not conducting themselves in an appropriate and responsible fashion. Couples will first be asked to stop, but disciplinary action will result if a couple’s actions continue, and parents will be informed.

Sexual Intimacy

Rosseau Lake College feels that adolescent development includes issues of friendship, romantic attachment and intimacy. While affirming young people’s needs to understand and express their sexuality, the school feels that intimate sexual contact is not appropriate within the context of school life. Furthermore, because different individuals will reach physical and/or psychological maturity at different times, school officials reserve the right to maintain standards to ensure the protection of individuals who are most vulnerable. Students contravening the aforementioned school standards of behaviour may be liable to dismissal.

Harassment, Bullying or Discrimination

Rosseau Lake College is fully committed to respecting and protecting the personal dignity and human rights of our students and employees. Harassment in any form is against everything for which we stand as an educational institution and it will not be tolerated. Students and employees have a right to work and study in a respectful atmosphere that is free from any form of harassment or intimidation and we all share a responsibility for ensuring that such an environment exists at all times; this includes bullying.

Bullying is defined as “a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause distress and/or harm to another person’s body, feelings, self esteem or reputation. Bullying occurs in a context where there is a real or perceived imbalance.”

The school deems this type of behaviour unacceptable and the student may be liable to dismissal.

The Rosseau Lake College Harassment Policy Document outlines in detail, Principles, Definitions, Policy and Process, Complaint Procedure, Complaint in Writing, Information Resolution, Formal Hearing and Appeals.

Students will be made aware of the contents of this document at the student meetings at the beginning of each academic year. The document is available to parents upon request. Complaints about harassment or discrimination may be made by any member of the school community (students, parents, guardians, and staff) directly to the Head of School.

Pornography

The distribution or acquisition of pornographic material, whether in print or digital form (Internet, CDs, videos, magazines, cell phones) is not only illegal but disruptive to the social environment of the school. Offensive material will be confiscated and disciplinary actions may result.

Social Rules and Regulations – continued

Swearing

The use of foul language reflects poorly on the individual and the school. When it is directed at a teacher, staff member, or student, it is hurtful and disrespectful. Repeated or violent swearing at an individual is considered harassment and serious disciplinary action will result, and parents will be informed. The consequences for swearing at a teacher or member of staff will be suspension and may lead to dismissal. Students must be aware that swearing in any form will not be tolerated and will lead to disciplinary action.

Gambling

Unauthorized games of chance and gambling (dice, poker, etc.) are not permitted. Students are advised not to bet even if it appears to be a harmless game. Gambling and the accumulation of debt or credit may lead to serious disciplinary action including dismissal.

Violent Act Policy

Rosseau Lake College is a place of learning. Students, their families, school staff, and the community have the right to expect that schools be safe and free of violence. Violence has the effect or potential effect of hurting the health and welfare of an individual. It can be physical, verbal (oral or written), emotional, sexual, or racial, and can be directed against one individual or a group of individuals.

The information relating to serious violent incidents leading to reports to the police, as well as the information relating to serious violent incidents leading to suspension or dismissal, must be maintained in the Ontario Student Record file (OSR). This information will be recorded on the Violent Incident Form, as outlined in the Ontario Ministry of Education guidelines.

- The information relating to suspension for violent behaviour shall not be removed from the OSR unless three consecutive years have passed during which no further suspensions for serious violent incidents have taken place.
- The information relating to dismissal shall be removed five years after the date on which the school dismissed the student.
- Where an expelled student has been readmitted to school and is expelled again, the information relating to the expulsions shall not be removed from the OSR until five consecutive years have passed without any further expulsion.
- Where the student has not been suspended or dismissed, the Violent Incident Form shall be removed after three years if no further serious violent incident occurred during that time.

General Policies and Procedures

Attendance

If a day student is to be away from school for part or all of the day the parent/guardian must telephone the Administration Office to report the absence.

Leaving Campus during the Academic Day

All students are expected to be on campus throughout the academic day. High school students can leave campus during their free time but they must sign out and sign in when they return. Middle school students must remain on campus unless they have permission from a houseparent or a teacher. Day students that leave campus temporarily must follow the same procedure. However, if the day student is leaving the school for the day parents/guardians must notify the front office prior to departure.

Medical Policy

The school does not encourage or want students to have medicine or personal medical kits at the school for their own use. Each houseparent has an emergency kit and the houseparent will dispense medication for colds, headaches, etc.

If a student needs to take prescription drugs this must be brought to the attention of the school nurse. All prescription medicine will be given to the nurse who will dispense it during Health Centre hours. It is the responsibility of the student to visit the nurse in the Health Centre to obtain the required medication. A two-day supply may be made available to the student who must take responsibility for consuming the medication. If a student does not take the medication regularly the parents will be informed and further action may result. If it is necessary for a student to have a small supply of prescription medicine available to complete daily doses, arrangements may be made with the School Nurse.

Students who require medical attention should visit the Health Centre weekdays from 7:50 - 8:30 a.m. or 12:00 - 1:00 p.m. Should a student require medical attention at other times, they must inform their houseparent, teacher(s) or the Front Office staff. The school nurse or her designate will drive students who need to see a doctor to Parry Sound or Bracebridge or to the Nurse Practitioner in the village of Rosseau. Please indicate on your child's medical form any special medical needs. When students require special or regular medical attention outside of Rosseau it places a considerable strain on our Health Centre personnel. In such cases an extra charge will be levied.

Dental check-ups, etc. are to be arranged to coincide with the school-designated weekends or during vacations. Please do not send your child back to the school after a weekend or holiday, if he/she is ill or has injuries that require special medical arrangements. We are somewhat removed from a large medical facility and our infirmary is small. We ask parents to please assist us in this regard.

Under Ontario law, students are required to have the appropriate immunization prior to entering school. The Medical Officer of Health is required to enforce this regulation. The law requires all students, to satisfy the requirements. New Students should refer to the Rosseau Lake College Medical History Form and the North Bay - Parry Sound Health Unit Form. Returning students should record any changes in their health on the Returning Student Health Form.

Exemption from Activities for Medical Reasons

Since many activities that take place at the school are of a vigorous nature, anything in a student's medical history that would make it hazardous for a student to participate should be brought to the nurse's attention immediately. Students who are on sports restriction and not on bed rest shall be required to report to their coach during the designated sports time.

Release of Medical Information

Medical information for students will NOT be released to any person(s) other than the parents, unless the parents have given their permission by completing and signing the appropriate section on the last page of the Medical History Form.

General Policies and Procedures – continued

Health Insurance

All Canadian and landed-immigrant students must be covered by Ontario Health Insurance, or other provincial health insurance.

It is mandatory that all non-landed, International students attending Rosseau Lake College have medical insurance coverage with Expert Travel Financial Security Incorporated (ETFS). This plan will provide medical insurance for doctor and hospital visits comparable to the coverage offered by the Ontario Health Insurance Plan. The cost for coverage for 2008-09 is \$598 for twelve months, \$543 for ten months, or \$60 per month. The plan does not cover dental appointments or the cost of over-the-counter medication.

Please contact the school to obtain an application and further information, or visit our website: www.rosseaulakecollege.com - select - 'Parent' from the Menu on the left of the screen - select 'Forms and Handbooks' - 'New Student Forms' or 'Returning Student Forms' - 'International Medical Forms.'

Student Accident Insurance

Parents who wish to acquire student accident insurance will be provided with an application form and should mail it directly to the insurance company. It is very important that each student has complete accident insurance coverage. Please ensure that you take advantage of this insurance plan if you do not have a private policy that will cover your child for extra expenses in case of an accident.

Personal Accounts

A personal account will be set up at the school for each student. This account is to be used for charges incurred by school-related programmes or expenses, such as weekend bus tickets, laundry and school recreational activities. The account is not a charge system to be used at will by students. Students must learn to plan ahead and make all personal purchases while at home for weekends, or make arrangements for their parents to provide extra money for them, if it is required. With the exception of the school store, students are not allowed to charge personal items to their accounts. We ask for the parents' full co-operation in this regard. A statement of the personal account will be mailed to the parents once a month during the school year.

Weekend Leave and Travel Information

Travel Arrangements for School Scheduled Weekends and Holidays

Students travelling south on school transportation (bus times are approximate)

- Students will be transported on buses chartered by the school.
- The buses depart from the school at 12:30 – arrive in Toronto between 3:00 and 3:30.
- The return buses depart from Toronto at 6:30 p.m.
- Students must be in neat, clean, casual clothing when travelling on school transportation.

- The Toronto bus will make the following stops en route:

- Orillia Southbound - The Orillia Square Mall behind Shoppers Drug Mart
 Northbound - Travelodge/Sundial Restaurant

- Barrie Parking lot behind Canadian Tire Store in Bayfield Mall, Bayfield Street
 both Southbound and Northbound

- Hwy. 9 In the car pool area both Southbound and Northbound

- York Mills Subway Station on Old York Mills Road
- Sherway Gardens in front of Toys 'R' Us

- For students travelling on school transportation, parents/guardians must make connecting arrangements to and from the school designated bus stops.

- An email of bus departure and arrival times will be sent to parents/guardians a few days before the travel dates.

Students travelling to other destinations

- Students use public transit.
- Students are asked to wear neat, clean, casual clothing when travelling by public transit.
- The students will travel via Ontario Northland buses to Toronto and to North Bay.
- The students travel by taxi from the school to the bus depot in Huntsville or Bracebridge.
- It is the parent's responsibility to provide transportation from the destination of the Ontario Northland bus depot to their home, and to make arrangements for the student to return to the school by 9:30 p.m. following the scheduled weekend or holiday.

Public Transit Information

Ontario Northland - www.webusit.com Greyhound - www.greyhound.ca

Extra Money for Travel

If a student requires money for travelling, the parent MUST provide the school office with a letter indicating the exact amount the student will require for transportation for his/her school leave. We will advance money for transportation purposes only. The school will NOT advance money for personal use.

Travel Costs

A charge will be applied to the student's personal account to cover the cost of the taxi/school transportation and the bus ticket. Students may sign-up to use school-chartered transportation on scheduled weekends/holidays and the student's personal account will be charged.

If there is a change in a student's travel arrangements it is the student's responsibility to notify the school office before the charge has been applied to the personal account.

Weekend Leave and Travel Information - continued

Travel Arrangements for Unscheduled School Leave

Unscheduled School Leave

Classes are held daily from Monday to Friday. It is crucial to a student's educational performance that he/she attends all classes. Rosseau Lake College expects parents to support the school in ensuring that students attend all classes and fulfill all school commitments. Teachers will not reschedule class work or tests for students who are absent. Students who miss classes may be required to attend tutorials and/or extended prep to make up for the time away.

Deadline for Unscheduled School Leave Requests

Student requests for school leave, outside of the designated school weekends/holidays, will require written permission of their parents, head houseparents and the subject teachers. If classes will be missed the permission of the Head of School will also be required. To request school leave, parents must contact the Head Houseparent in writing (fax or email) two working days prior to the leave. The school staff WILL NOT accommodate requests for school leave without notice of two business days. All signed and approved leave forms will be submitted to the Director of Campus Life before period 1 on Fridays. Students will be responsible for making their own travel arrangements.

Students may be denied leave if they have academic, athletic or other school commitments. Students are required to return to school by 6:30 p.m. in time for evening prep. Sunday Prep is mandatory for all students 7:00 – 8:30 p.m.

The faculty and staff of Rosseau Lake College do not accept responsibility for the behaviour, health or safety of students, who have been granted parentally approved leave, whilst they are off campus.

Parents and guardians are reminded that those who host students for social and other events have full legal responsibility for the actions of the individuals under their charge.

Transportation Arrangements for Unscheduled Weekends

- Students travelling at times other than our school scheduled weekends will use public transit.
- Ontario Northland - www.webusit.com Greyhound - www.greyhound.ca
- Students are asked to wear neat, clean, casual clothing when traveling by public transit.
- School leave must be approved by the Head Houseparent two business days prior to leave.
- The school can advance the cost of bus tickets to Toronto and to North Bay and charge it to the student's personal account.
- The student may travel by taxi to and from the school to the bus depot in Bracebridge. However, school transportation to Bracebridge after sports on Friday and from the bus depot at 5:30 p.m. on Sunday will be provided if it fits into the schedule of the Teacher on Duty. The charge per student for the return trip is \$18.00. For students travelling at different times, the arrangement for a taxi and the cost is their personal responsibility. The bus depot is at Riverside Inn – if students arrive in a snow/ice storm they have the option of reserving a room for the night and returning to the school when the roads are safe for traveling.
- It is the parents' responsibility to provide transportation from the destination of the Ontario Northland bus depot to their home, and to make arrangements for the student to return to the school by 6:30 p.m. following school leave.

Administration Staff Email Contact Information

All RLC students and staff have email accounts. The addresses are first name (dot) last name@rlc.on.ca.

Head of School	graham.hookey@rlc.on.ca
Assistant Head of School Student Affairs	lance.postma@rlc.on.ca
Academic/Administrative	school.office@rlc.on.ca
Director of Campus Life	len.beaulne@rlc.on.ca
Finance Controller	sylvia.scott@rlc.on.ca

For a complete set of email addresses visit our website: www.rosseaulakecollege.com

Financial Information

Student Tuition and Fee Collection Policies

The financial viability of the school is dependent on timely and responsible payment of tuition and fees. It is the policy of Rosseau Lake College that tuition must be paid as per the tuition fee schedule and personal expenses must be paid on receipt of the monthly Statement of Account.

In the event that accounts are in arrears, the following policies will apply:

- Accounts +30 days overdue will be charged a finance charge of 1.25%/month on the balance owing and receive a phone call from the Director of Finance.
- Accounts +60 days overdue will be charged a finance charge of 1.25%/month on the balance owing and receive a phone call and letter from the Financial Controller indicating that students will not be allowed to return at the next break unless the account is current.
- Students will not be allowed to start school in September if tuition has not been paid as agreed for the school year.
- Students will not be allowed to return after Christmas Break if tuition has not been paid as agreed for the school year and/or their monthly accounts are in arrears.
- Students enrolled for the second semester will not be allowed to return after March Break if tuition has not been paid as agreed for the second semester and/or their monthly accounts are in arrears.
- Any accounts overdue at the end of the school year will be charged a finance charge of 1.25%/month on the balance owing and be sent to Small Claims Court, a Collection Agency or to other legal means for collection.

What is Financial Aid?

Financial aid provides funds to families who need assistance to meet the tuition expense of an independent school. Support is provided from the fund-raising efforts of the school. A request for financial aid does not affect the admission decision.

Application for Financial Aid

Rosseau Lake College is a member of the Financial Aid for Canadian Students (FACS) programme. To apply for aid, families must complete the Parents Financial Statement (PFS) that is available from the Admissions Office. Completed forms, including a non-refundable application fee of \$60.00 must be returned directly to Apple Financial Services for analysis to determine need prior to consideration by the Rosseau Lake College Financial Aid Committee. Renewal applications for students currently receiving financial aid must be completed annually and submitted to Apple Financial Services for review by May 31, 2010. Applications for new families will be considered at the same time.

Financial Aid Committee Decisions

The Rosseau Lake College Financial Aid Committee reviews the Parents' Financial Statement and the FACS needs analysis. The Financial Aid Committee does its best to distribute awards as broadly as possible to the most deserving students however; the school's financial-aid budget does not meet the needs of all the applicants. The school holds this information in strictest confidence and families are asked to do the same with all awards. Notice of assistance is made as soon as possible after May 31st, each year.

Taxation

Financial relief in cases of need other than for academic merit is taxable to the recipient and require a T4A form. (As of 2007 - scholarships and bursaries are no longer taxable.)

Tax Credits

Rosseau Lake College provides a child care expense receipt, however, the school strongly recommends that you seek tax advice from your financial advisor before making a claim. The Accounting Office issues receipts if requested by parents.

Financial Information – continued

Bursaries/Scholarships

Bursaries are grants funded by donations and the school's endowment. Members of the alumni, individuals and foundations that support the RLC philosophy and wish to provide the opportunity for talented and deserving students to attend the school, make donations to the Annual Fund. Bursaries are awarded by the school and carry no obligation of repayment, although it is hoped that beneficiaries will, in the future, become donors to the Annual Fund. Some bursaries carry a citation recognizing the various individual attributes, which will contribute to a well-rounded student population. Bursaries are renewable each year, provided the recipient maintains good academic and social standing.

Enrollment Contract

The Enrollment Contract must be signed for every student enrolled or planning to enroll at Rosseau Lake College. The Enrollment Contract covers; Full Disclosure, Tuition Refund, Fees and Financial Arrangements and Promise to Pay. If a student withdraws or is dismissed from the School before the end of the school year, no refunds are available.

Re-enrollment

Parents/Guardians are invited to re-enroll their child(ren) for the upcoming year in early March for students completing both semesters and late May for students enrolled in second semester courses only. Re-enrollment information will be sent out by the Admissions Office. However, re-enrollment is based on successful completion of the school year both academically and socially.

Schedule of Incidental Charges

The annual fee covers the cost of tuition for boarders and day students as well as room and board for boarders. The fee does not include incidental expenses such as laundry, dry cleaning, personal athletic equipment, travelling expenses, books, stationery, medical expenses, special outtrips, or special events. Accordingly, parents are advised that costs for incidentals can be significant and an additional \$2,000 to \$3,000 for boarding students and \$1,000 to \$2,000 for day students should be included in their annual financial planning. Expenses are itemized on each student's personal account that is billed monthly to parents/guardians.

Sports Programme

The sports and activity programme at Rosseau Lake College is compulsory for all students throughout the year. The sports programme will cover the cost of transportation and facility expenses for regular fixtures, but does not cover meals en route, accommodations, transportation and meals for special events and tournaments. Nor does it include equipment rentals on any ski day or transportation and lift tickets for recreational skiing or snowboarding.

Outtrip Programme

While at Rosseau Lake College each student will participate in a variety of outdoor activities. The fall outtrip is mandatory for all students. Depending on the type of outtrip, some trips will have additional costs due to hiring outside experts in their fields. The cost will be billed to the students' personal accounts. Any personal equipment rented for a student for any outtrip will be billed to the student's personal account. Students who opt for special optional outtrips will bear the entire cost of such events.

English as a Second Language Cost

Students whose first language is not English may be required to take an ESL course to improve their writing and speaking skills if deemed necessary by the reading specialist. Our faculty-reading specialist will establish individual levels through testing and recommend an appropriate level of study. If it is the opinion of the school that a student needs English as a Second Language instructions, that student will be required to take ESL and is subject to all applicable fees. An additional fee of \$2,500 will be charged to the student's personal account in September. (The student may be granted one credit of study for the successful completion of 110 hours of instruction where applicable.)

Schedule of Incidental Charges – continued

Ontario Secondary School Literacy Course Cost

The Ontario Secondary School Literacy Course (OSSLC) is an alternative assessment to the Ontario Secondary School Literacy Test (OSSLT). This credit course is designed to support at-risk students in improving their language skills and provide them with an alternative way of demonstrating these skills. Students who have had at least two opportunities to write the OSSLT and who have failed it at least once will be eligible to take the course. The successful completion of this course will satisfy the literacy requirement for graduation. An additional fee of \$2,500 will be charged to the student's personal account at the time of enrollment in the course.

Textbook User Charge

A user fee will be levied against all students for the use of school textbooks. The fee assumes the book is returned in a manner fit for reuse. The charge for the year will be \$160 and will appear on the October statement. If the textbooks are returned in good condition at the end of the school year there will be no further charge. Students will be charged for lost or damaged books.

Paperback Books

Paperback books used in classes are the property of the student and will therefore be charged to the personal account on a cost basis.

Musical Instrument Fees

Students who are enrolled in any music course at RLC will have need of a band instrument for use in class and at home for practice. If a student does not own their own instrument, he/she may rent one from the school. The rental charge for a school instrument is \$155 per school year and will be charged to student accounts immediately following class roll finalization. Students who enroll late or who share an instrument will have the charge reduced and/or pro-rated. All students enrolled in music class or extra-curricular musical ensembles are charged a \$20 fee for music and materials. (This fee is included in school instrument rental). Incidentals such as reeds, sticks, etc. are charged to student accounts separately.

Visual Art Supplies

Students enrolled in Visual Art in Grades 9 - 12 will be issued a binder and a sketchbook by the art department of a specific type and size, which they need for Visual Art. A charge of \$15 to cover the cost of the supplies will be charged to the students' personal accounts.

Day Student Transportation

Rosseau Lake College provides day transportation from Parry Sound, Bracebridge and Huntsville. A monthly fee of \$200 will be charged to the student's personal account.

Overdue Library Books

Students will be charged on their personal account for overdue, lost or severely damaged books. Students will have five days to return overdue books before being charged.

Day Student Lockers

Lockers are supplied to day students. Students can only use the lockers issued by the school on school lockers. If the student returns the lock to the school office in good condition at the end of the school year, the student will not be charged for the use of the lock.

It is expected that day students maintain a clean locker space. In conjunction with the faculty advisor, day captains will ensure that day students will keep the space tidy and organized on a regular basis.

The locker room will be inspected every Friday (after sports) by the Head of School or his designate.

Private Tutoring

To ensure academic success, some students may benefit from support beyond that offered through our regular academic programme. Although access to qualified tutors may be limited, at an additional cost tutors are available for specific subjects, and for general academic support. Arrangements must be made through the Head of Counseling and/or the Head of the Student Success Programme.

Schedule of Incidental Charges – continued

Student Success Strategy

The Student Success Programme is specifically designed to assist students who need extra guidance and support. We offer the programme to recommended students at three different levels.

Level 1 - Learning Strategies Course

Level 2 - Managed Learning

Level 3 - Learning Tutorial

An additional cost will apply based on the level of support required. For details about the programme please contact the Head of the Student Success Programme – pam.bissonette@rlc.on.ca.

Residential Life Programme

Rosseau Lake College provides a weekend programme where students can participate in on-campus activities or opt for off-campus programmes. Students who select off-campus activities will be charged for transportation and any entrance or participation fees.

Laundry

A local laundry firm on a weekly basis performs laundry. The cost for this service will be charged once a month on the personal account and will be based on the volume of laundry submitted. This charge does not include dry cleaning. Dry cleaning will be charged separately.

Meals at the School

Rosseau Lake College provides three meals a day for boarders while at the school. Day students will be provided with lunch Monday to Friday. Day students who wish to have regular meals at the school (breakfast or dinner) will have a charge made to their personal account. Students who require a vegetarian diet or a special diet should contact the school nurse. If special food is required the chef may need five days to order the supplies.

Meals away from the School

When students are away from the school for school-related activities for more than one meal, we often provide \$10 to cover the cost of a meal in a restaurant. This charge will appear on the student's personal account as "Extra Meal Money \$10.00."

Transportation

When students are travelling in a school vehicle or a vehicle chartered by the school, the following fees shall apply:

Parry Sound / Bracebridge / Huntsville	(return)	\$18.00
Medical Transportation	(local)	18.00
Orillia	(return)	63.00
Orillia	(one way)	31.50
Barrie	(return)	70.00
Barrie	(one way)	35.00
Toronto	(return)	85.00
Toronto	(one way)	42.50

Cost of Bus Tickets when travelling by Ontario Northland/Greyhound (July 2009)

Toronto from Bracebridge	(return)	\$70.14
Orillia from Bracebridge	(return)	\$23.31
Barrie from Bracebridge	(return)	\$40.11

Schedule of Incidental Charges – continued

Taxi Service

The school uses taxi companies from the local towns; the cost to the student is dependent upon what the individual company charges. **(Approximate only – costs depends on taxi companies)**

Bracebridge	Century Taxi	(one way)	\$70.00
Huntsville	Al's Taxi	(one way)	65.00

Miscellaneous Charges (approximate only - cost depends on suppliers)

School Yearbook	\$45.00
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School Store

School Ties	
Junior	20.00
Senior	24.00
Outdoor Ed Uniform - Required	
RLC Shorts	25.00
RLC Shirt	25.00
RLC Wind Suit (Outdoor Ed & Varsity Sports – Required)	155.00

Students are charged for medication dispensed from the Health Centre.

Suggestions for Comfortable Accommodations for Parents

Rosseau Retreat B&B	(Village of Rosseau)	705-732-2200
White Oak B&B	(Village of Rosseau)	705-732-2841
The Rosseau, JW Resort & Spa	(Village of Minett)	705-765-1900 or 866-240-8605
Windermere House	(Village of Windermere)	888-946-3376
The Baldwin's	(Village of Windermere)	705-769-3371
Delta Sherwood Inn	(1090 Sherwood Road & Hwy 169 - Port Carling)	800-461-4233
Inn at the Falls	(1 Dominion & Ontario Streets - Bracebridge)	877-645-9212
Sleep Inn	(510 Muskoka Rd & Hwy. #118 W - Bracebridge)	705-645-2519
Journey's End	(King William St. & Hwy. 60 - Huntsville)	705-789-1701
Grandview Inn	(Hwy. #60 - Huntsville)	705-789-4417
Deerhurst Inn	(Hwy. #60 - Huntsville)	705-789-6411
Rocky Crest Resort	(Hwy. #69, 10 km. S. of #141)	800-263-7142
Log Cabin Fine Dining & Resort	(Hwy. #69 - 2 km S. of Parry Sound)	705-746-7122
Quality Inn – Jolly Roger	(Jolly Roger Dr & Hwy 400 - 9 miles S. of Parry Sound)	705-378-2461
Microtel Inn & Suites	(Hwy 400 N - Exit #224 Bowes Street - Parry Sound)	705-746-2700