

# *Hazlet School*

**“Educating to Inspire”**

## **2019-2020 Student Handbook**

*Home of the Chargers*



# WELCOME TO HAZLET SCHOOL!

**OUR MISSION:** to create a challenging environment for all students, ensuring that each child has the opportunity to reach their academic, physical, emotional and social potential. By working together with families and all educational support systems, Hazlet School empowers students to become lifelong learners and contributing members of society.

**OUR VISION:** “Educating to Inspire”



## **OUR VALUES**

**At Hazlet School, our learning team believes in:**

- (1) *Working as a team* to challenge and to make adaptations to meet the needs of all students to ensure that they reach their learning potential;
- (2) Maintaining a *positive, respectful* and *safe* environment;
- (3) Consistently encouraging the practices that *create responsible members of society.*

## **Timetable**

A.M. Attendance in Homeroom	8:55-9:00 a.m.
Period 1	9:00-10:00 a.m.
Period 2	10:05-11:05 a.m.
	(K-5 Recess 10:50-11:05 a.m.)
Period 3	11:10-12:10 p.m.
	Lunch Break 12:10-12:50 p.m.
Period 4	12:50-1:50 p.m.
Intervention	1:55-2:15 p.m.
Period 5	2:20-3:20 p.m.
	(K-5 Recess 2:15-2:30 p.m.)
P.M. Attendance in Homeroom	3:20-3:25 p.m.
	(Dismissal at 3:25 p.m.)

## Attendance and Dismissal

Attendance is taken during homeroom (8:55-9:00 a.m. and 3:20-3:25 p.m.), as well as at the start of each class. ***Please call the school (306-678-2133) and let us know if your child will be absent from school or leaving during school hours (as they're not allowed to leave school grounds without parental permission).*** Students are expected to immediately proceed to their homerooms/classes when the bell rings indicating the start of class. Failure to report to class on time will result in a late slip (see Lateness Policy for more details including consequences).

At 3:20 p.m. all students report to homeroom for attendance, clean up and dismissal. The dismissal bell rings at 3:25 p.m. Students are expected to promptly go to their bus. Buses will not leave the parking lot until 3:30 p.m. Parents are expected to inform their bus drivers if their child(ren) will not be on the bus in the morning or afternoon, or if another child not usually on the route will be accompanying their child.

### Teaching Staff

Mrs. Bobbi Caswell  
Mrs. Sara Sletten  
Mrs. Brytni Wilson

Mr. Wade Caswell  
Mrs. Amanda Dickie  
Mrs. Kerri Keenleyside (Principal)

### Support Staff:

Dixie Anderson  
Diana Baumann  
Fiona Bos  
Carla Erdelyan  
Courtney McIntosh  
Sab Shiels

Educational Assistant  
Educational Assistant  
Office Manager  
Educational Assistant/Library  
Educational Assistant  
Facility Operator

### Student Support (Division) Personnel

Michelle Dewar  
Denyne Fontaine  
Kevin Hanna

Literacy Coach  
Math Coach  
Student Services Counselor

### **Bus Drivers**

Lisa Garven                      Jim McLauchlan    Amanda Anderson    Kimberly Little

### **Chinook School Division Administration**

Kyle McIntyre – Director of Education

Steve Michaluk – Superintendent of West Cluster (incl. Hazlet School)

### **School Community Council Members**

Teresa Benson

Amber Kirk

Bobbi Caswell

Diana Baumann

Kerri Keenleyside

Sara Sletten

Dru Diduck

Kristy Sletten

Kimberlie McIntyre

## **School Policies and Procedures**

### **Student Registration**

Parents are asked to complete a registration package (available at the main office). We also require a photocopy of the student's birth certificate to be kept on file for purposes of confirming legal name and date of birth. The registration package must be completed and returned prior to the start of the student's attendance.

Once the completed package is returned, students coming from within the Chinook School Division/Saskatchewan may begin classes within 2 days following; students coming from outside of Saskatchewan may begin classes within 3 days following. This allows time to contact previous schools and obtain report cards, transcripts, and Student Support information (if applicable).

**Student fees** will be collected for the purpose of applying those funds to our curricular and extra-curricular travel costs for the school year. Fees are **\$25 for K – Gr. 5 students; \$50 for Gr. 6-12 students**. Payments can be made by cash or cheque payable to Hazlet School and are **due Oct. 1, 2019**.

## **Duties of Students**

Please review the expectations established in sections 150 and 151 of the *Education Act of Saskatchewan* below.

### **General duties of pupils**

**150(1)** In the exercise of his or her right of access to schools and to the benefits of educational services pursuant to this Part, a pupil shall comply with subsections (2) and (3).

(2) Every pupil shall co-operate fully with all persons employed by the board of education or the conseil scolaire and any other persons who have been lawfully assigned responsibilities and functions with respect to the instructional program of the school or any special or ancillary services that may be provided or approved by the board of education, the conseil scolaire or the department.

(3) Every pupil shall:

- (a) attend school regularly and punctually;
- (b) purchase any supplies and materials not furnished by the board of education or the conseil scolaire that the principal considers necessary for any particular course of instruction;
- (c) observe standards approved by the board of education or the conseil scolaire with respect to:
  - (i) cleanliness and tidiness of person;
  - (ii) general deportment;
  - (iii) obedience;
  - (iv) courtesy; and
  - (v) the rights of other persons;
- (d) be diligent in his or her studies;
- (e) conform to the rules of the school approved by the board of education or the conseil scolaire and the conseil d'école; and
- (f) subject to subsection (4), submit to any discipline that would be exercised by a kind, firm and judicious parent.

(4) For the purposes of clause (3)(f), discipline must not include the use of any of the following:

- (a) a strap, cane or other physical object;
- (b) a hand or foot in a manner meant to punish.

1995, c.E-0.2, s.150; 1998, c.21, s.61; 2005, c.11, s.16.

### **Pupil accountable to supervisor**

**151(1)** Every pupil is accountable to the teacher for the pupil's conduct on the school premises during school hours and during those hours that the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted during out-of-school hours.

(2) Every pupil is accountable to the principal for the pupil's general deportment at any time that the pupil is under the supervision of the school and members of the teaching staff, including the time spent in travelling between the school and the pupil's place of residence.

(3) Subject to the stated policies of the board of education or the conseil scolaire every pupil is accountable to the driver of a school bus and to any other person appointed by the board of education or the conseil scolaire for the purposes of supervision during hours when pupils are in the personal charge of those employees of the board of education or the conseil scolaire.

(4) The employees of the board of education or the conseil scolaire mentioned in subsection (3) are accountable to and shall report to the principal in accordance with the procedures approved by the board of education or the conseil scolaire.

1995, c.E-0.2, s.151.



## Course Registration

Students will have the opportunity to choose their classes for the following school year at the end of the 1<sup>st</sup> semester in the current school year (January/February 2020 for 2020/21). In consultation with the principal, and with the assistance of the Division-approved “myBlueprint Educational Planner” online program, course surveys will be completed by February 14<sup>th</sup> and signed by both student and parent. Online course offerings and registrations (dependent on student need and availability) will be completed by early May for the following school year (see “Online Course Policy” below).

## Programming

### Grades 6-9 Program

- (a) Class Load: students are required to take all Gr. 6-9 subjects offered
- (b) Student Support: In some circumstances, students may also be scheduled for time with the Student Support teacher to help them with difficulties in particular subject areas. Students may be pulled out of classes for this time. Students may also receive extra help from an educational assistant who may come into the classroom or may pull students out of class.

### Grades 10-12 Program

- (a) Class Load: We encourage students to carry as many credits as possible and **students require a minimum of 24 credits to graduate**, however we no longer stipulate the number of credits that students carry in any given year as long as they are poised to get their 24 credits to graduate. **Students are required to carry 10 credits in the Grade 10 and 8 credits in the Grade 11 and 12**

years unless programming changes have been approved by the Student Services Teacher and Principal.

**Graduation Policy:** In order for students to participate in a Graduation ceremony, the student must be in a position to Graduate with a 50% or more academic average in all courses required for an official High School Diploma.

### Credit Requirements

#### Regular Program – 24 Credit Policy

<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
<p>- minimum 8 credits required to obtain Grade 10 standing</p> <p><b>compulsory courses are:</b></p> <ul style="list-style-type: none"> <li>- English Language Arts A10</li> <li>- English Language Arts B10</li> <li>- Social Studies 10, History 10 or Native Studies 10</li> <li>- Science 10</li> <li>- Mathematics 10</li> <li>- 3 electives at level 10 or higher)</li> </ul>	<p>- minimum 16 credits required to obtain Grade 11 standing</p> <p><b>compulsory courses are:</b></p> <ul style="list-style-type: none"> <li>- English Language Arts 20</li> <li>- Mathematics 20</li> <li>- 6 additional elective credits at level 20 or 30</li> </ul>	<p>- minimum 24 credits (5 of which must be 30 level) required for Grade 12 graduation.</p> <p><b>compulsory courses are:</b></p> <ul style="list-style-type: none"> <li>- English Language Arts A30</li> <li>- English Language Arts B30</li> <li>- Social Studies 30 - Canadian Studies or History 30 – Canadian Studies or Native Studies 30 – Canadian Studies</li> <li>- a Science 20 or 30</li> <li>- a Social Science 20 or 30</li> <li>- 2 credits in Arts Education or Practical and Applied Arts at level 10, 20 or 30</li> <li>- Wellness 10, Physical Education 20 or Physical Education 30</li> </ul>

#### Earning Credits Out of School

- (a) Students may earn additional credits in the following areas:
- (i) Video conferencing (Division administered)
  - (ii) Special Project credits
  - (iii) Royal Conservatory of Music
  - (iv) On-line courses (Division administered through Chinook Cyber School)

Please see the Principal for further details.

## **Online Course Policy**

Students can choose from a variety of online course options offered by Chinook School Division – Chinook Cyber School for either semester. This method of learning requires a great deal of self-motivation on the part of the students.

Students will be given an equal amount of in-school time as an in-house class to complete their online course (5 periods/week). At the school level, we also provide support in the form of an online supervisor who oversees the class time that students have to work on online classes. This supervisor is in charge of keeping track of student progress and communicating with the online teacher where necessary.

Registration for all online courses in Chinook Cyber School will take place in consultation with the principal, and will occur in May of the current year for the following school year. Priority will be given to students who: require those core subjects in order to graduate; core electives; student needs; and finally student wants. Once enrolled, a student may drop the class but this will affect eligibility in Cyber School classes for the school year.

**Students will be expected to complete a MINIMUM OF 40% of the coursework by the end of the first reporting period (November – Semester 1 and March – Semester 2) that semester. Failure to do so will have a direct impact on their academic average used for Honour Roll calculation (see “Hazlet School Awards” below).**

## **Student Support Program**

Our Student Support Teacher's mandate is to collaboratively plan and work with classroom teachers to provide special assistance to individuals and small groups of children. These children may require assistance in academics, organizational skills, study skills or behavior.

Children who work with the Student Support Teacher are identified for assistance by teachers, their parents and school consultants. The assistance provided varies according to the individual needs of the child.

Parents or guardians who are concerned about their child's progress are encouraged to discuss their concern with the classroom teacher, the Student Support Teacher (Kerri Keenleyside).

## **Student Support Centre (Library)**

Our school library, as part of the total school program, is designed to assist our students to become independent, lifelong learners. To facilitate the operation of our programs, our library contains a variety of media including books, periodicals and audio visual/computer software. Students are trained and encouraged to make use of all materials at times during the school day convenient to their learning program. Carla Erdelyan (Mrs. E) is in charge of our library.

## **Assessment & Evaluation Plan**

The Chinook School Division Assessment Committee has done extensive research on improving assessment and evaluation practices used within the division. Assessment involves collecting information & evidence about an individual's achievement and performance on a specific objective or task. It is for the purpose of improving student learning/performance. It informs teachers and students, so they can improve their teaching and learning by providing feedback that is specific and descriptive. Evaluation involves reviewing evidence collected and making a judgment about whether or not students have learned what they were supposed to and how well they have done so. It is for the purpose of communicating a student's learning to others. It informs teachers and others so they can make decisions about programming and placement. Evaluation provides formal feedback from the teacher which is summarized into a single number, letter, symbol, (e.g. 75%, A-, 8/10), etc., so the learner knows how well they did compared to some standard.

**1.** Information about assessment & evaluation practices will be provided to you by your teacher. The nature of the evaluation used depends on the nature of the course being taught (i.e. Social Studies 10 vs. Math 10). Social Studies 10 would be more activity based with projects and research assignments whereas Math 10 evaluation would be more test oriented. Evaluation is continuous, informal and formal.

Parents should be aware that at the 6-12 grade level we expect the students to communicate our expectations to parents regarding assessment and evaluation; however, if you cannot find this information in the student's notebook feel free to contact the teacher for clarification.

**2.** Final Exams will be at the discretion of the teacher excluding classes that require a government departmental examination.

**3.** Final exams for Grade 9 - 12 students will be scheduled twice a year at the end of the second reporting term – semester 1 (January) and at the end of the fourth term (June) – semester 2. During final

exams, students must stay for a minimum of one hour. A study room will be provided and students will be expected to attend unless they have a note allowing them to go home. During “Exam Week”, K-8 students will have regular classes while Gr. 9-12 students may leave with written permission from their parents/guardians.

4. Leaving the school: if students are not writing a final exam, they are allowed to leave the school (or stay home) during the examination periods in January and June. Signed notes from the parents are required to confirm arrangements to go home.

5. Portfolios – each elementary student will be expected to start and maintain a portfolio that tells the story of their learning, gifts, talents and goals for the 2018-19 school year.

6. Recommends - as per Chinook School Division Policy there will be no recommends given to students. This is based on the current models of best practice which would indicate that if a final exam is to be used as evidence for evaluation then all students in the course should participate.

7. Cheating – cheating on assignments and exams is a practice that is completely unacceptable. Not only does this practice impact a student’s level of understanding of concepts, it also impacts the student’s reputation. Students who are caught cheating will be penalized at the discretion of the teacher.

## **Attendance Policy**

1. Expectations: all students are expected to attend school unless unable to do so. These expectations are established in Section 156 of the Education Act of Saskatchewan and set out below.

### **Attendance compulsory**

**156(1)** Except as otherwise provided in this Act, every parent, guardian or other person having charge of a pupil who is of compulsory school age shall take all steps that are necessary to ensure regular attendance of that pupil:

(a) at the school determined or authorized by the board of education of the school division in which the pupil resides and for the period during which the school is in operation in each year.

2. Acceptable (excused) absences: under the Attendance Policy of Hazlet School, the only acceptable reasons for a student's absence are as follows:

- (a) Medical appointments and illnesses;
- (b) Inclement weather or bussing problems;
- (c) Family funerals;
- (d) Mandatory court appearance;
- (e) A holy day of a church of which the student is a member.

3. Establishing reasons: the school will make every effort to accurately document the reasons for all students' absences.

When a student knows they will be absent for a given day, the office would appreciate being informed **ahead of time** by the parents of the reason for the absence. In the case of illness, the administration would appreciate a phone call from the parents or guardian before 9 a.m. on the morning of the absence.

When a student is absent and the administration is not notified, the school will contact the home to determine the reason. If the school is not notified and further unable to contact the parents or guardian and is unable to establish a reason for the absence, the student will be marked as having an unexcused absence.

4. If a student is found to have skipped a class (left school grounds without an acceptable excuse and prior permission from their parents/guardians), they will be expected to serve detention equal to the amount of class time they missed.

### **Attendance Guidelines**

1. Attendance will be taken at 8:55 a.m. and again at 3:20 p.m. in the student's homeroom for all Kindergarten to Grade 12 students.

2. Reasons for absence: anytime a student will be away, a **parent/guardian should call the school ahead of time** to advise and provide the reason for the absence.

3. Gr. 6-12 students wishing to leave the school premises at lunchtime must have returned the authorization form signed by their parent/guardian issued at the beginning of the school year. Kindergarten-Grade 5 students must have a note for each visit downtown. ALL STUDENTS must sign in and out at the office if leaving throughout the school day.

Students are not allowed to leave school grounds during class time unless the administration has received permission in the form of a note or a phone call from their parent/guardian.

4. Parents wishing to pick up students during school hours are asked to inform the office when and why the student will be leaving school early. Also please advise if your child has permission to leave the school with someone else (i.e. another parent or student).

5. A student's work is their own responsibility. If a student misses school for any reason, it is their responsibility to have their homework completed upon returning to class.

6. If an exam is missed, the student will be expected to write the exam immediately upon their return to school, unless prior arrangements have been made with the teacher.



## Lateness Policy

Students need to develop habits of being prompt for school which will serve them in good stead for future employment. Students who are late due to legitimate reasons will be marked as an excused absence.

Students who are late for attendance and/or classes without a legitimate reason will be given the following consequences:

- (1) First offense in the calendar month – verbal warning
- (2) Second offense in the calendar month – 15 minute detention at lunch or after school or length of late period (whichever is greater) on the day it occurs
- (3) Third offense and subsequent offenses – 30 minutes detention at lunch or after school or length of late period (whichever is greater)
- (4) Six or more unexcused lates – student will be dealt with according to the discipline policy.



## Driving

If a student must bring a vehicle to school they **will not drive it between 8:55 a.m. and 3:25 p.m.** If special circumstances require them to drive during school hours, they will need **permission from the principal.**

Students with vehicles will **not be allowed to transport other students** during school hours without permission from the principal. Violation of this driving policy will be dealt with in accordance with the terms of the Discipline Policy.

All students participating in school-sponsored activities away from their home school must travel to and from that activity by Board of Education approved transportation.

### **Dress Code**

**Appropriate clothing is required.** Clothing should be suitable for a school environment where learning is the key focus. The clothing being worn should not be a distraction or offence to others. Clothing or accessories advertising alcohol or drugs, or have obscene messages printed or implied, will not be allowed in school. The following guidelines will be in place throughout the school year:

- cleavage, abdomen, and buttocks should not be exposed;
- clothing that fully exposes the back is not permitted;
- all undergarments must be covered on the upper and lower body (excluding bra straps over the shoulders);
- clothing bearing a printed message will be judged improper if the message is subject to more than one interpretation, is observed to be sexual or promote intoxicants or drugs;
- short shorts or skirts/dresses that may be considered revealing are not permitted;
- bare feet are not allowed.

Phys. Ed. Clothing: student **must** wear gym clothes and running shoes to physical education classes. Because of problems with marking the gym floor, only non-marking shoes should be worn.

Any clothing that is to bear the school name, initials, or is representative of the school in any way must have a showing of the school colors (green and gold/yellow).

## Emergencies and Drills

An Emergency Management Plan for Hazlet School has been created and will be updated annually by the local Emergency Management Team (which includes the principal, one or two staff, and local emergency responders) in order to provide guidelines to plan for and respond to emergencies that may occur at school. Instruction, practice and emergency drills (including fire, shelter-in-place, lockdown, and duck, cover and hold) will be held from time to time during the school year. All teachers will instruct their classes as to the correct procedure to follow in the event of an emergency or emergency drill. All routes are posted in each room.



## Communications

Student Communication:

- (a) Phone Calls – students should use the phone in the office to make calls. **Students may only make calls during breaks and lunch time, except in emergency situations with the permission of a teacher.**

Further, all incoming calls for students come through the office. School telephone numbers are 678-2133 or 678-2105; the fax number is 678-4808.

**All parents wanting to contact your child, please try to call at break time only and please keep calls to a minimum on a daily basis.**

(b) Messages – the office manager will relay messages to students. Students may be called to the phone in cases of urgency.

(c) Communications with the home – weekly bulk emails providing upcoming activities and events will be sent to each family, along with a monthly Calendar of Events.

(d) Report Cards – K-8 students will receive report cards twice a year (at the end of January and at the end of June); Gr. 9-12's will be issued report cards in early November and at the end of January – semester 1, and in early April and at the end of June – semester 2. K-12 parent-teacher conferences will be scheduled for November and March. Parents should not hesitate to call the school or drop by to arrange an appointment with teachers at any time during the school year.



## **Grievance Procedures**

If a parent/guardian is unhappy about something that has happened or is happening at school, there is a definite sequence of actions they must take to resolve the problem.

1. Speak directly to the teacher involved. If they are not satisfied after meeting with the teacher, they should speak to the principal. If this fails to bring satisfaction they may lodge a complaint of grievance with the Superintendent (Steve Michaluk). Upon investigating the circumstances the Superintendent will decide on the actions to be taken and will inform the parents and school of his/her

decision. The Superintendent may also choose to get input from the Board of Education.

In order for the school and parents to work together to provide the best possible educational experience for the students, it is essential that this protocol be followed.

### **Other Rules**

1. Damage to school property: students must respect school property and exercise caution and care in handling equipment. Students may be required to pay for or repair any school property that is damaged or destroyed. Students are reminded that desks are meant to be sat in, not on.
2. Smoking/vaping: Hazlet School is a smoke-free facility and neither smoking nor vaping (and all related products) is not allowed in the building or on the school grounds at any time by staff, students or community members.
3. Drugs and alcohol: possession, consumption, or being under the influence of drugs or alcohol on the school premise or grounds is forbidden at all times. Any breach of this rule will be dealt with and may result in suspension.
4. Lunch will be eaten in homerooms (K-5) and in the PAA room (Gr. 6-12) between 12:10 and 12:50 p.m.
5. Noon hours: students in Grades 6-12 may leave the school grounds at noon, provided their parents have indicated that they may do so with a note sent to the school. **Driving is prohibited without the consent of the principal.** Inside and outside supervisors will be on duty throughout the noon hour.

6. Administering medical aid: staff members may not make available to students any drug product without getting prior permission from a parent or guardian, nor should students apply medical products to other students.

7. Reporting injuries: any injury occurring on school property shall be reported to the supervising teacher, noon hour supervisor or the principal.

Please be aware that voluntary student insurance is available to families through Manulife Agencies. The Board has coverage for students during "board sanctioned school events". This additional insurance is not specifically endorsed by the Board but encouraged.

8. Doors on lockers should be kept closed and to this end locks or fasteners are recommended.

9. CD's, DVD's, or music/videos containing inappropriate messages (swearing, suggestive or explicit lyrics/scenes, satanic or evil messages, etc.) shall not be played at any time.

10. Personal cell phone use: students will not use their phones during class time, except in the event that their teacher has given permission for educational purposes (and no school computers are available). **Personal use of cell phones (texting, social media, etc.) during class time is prohibited.** In the event a student is found to be using their phone inappropriately, their phone will be taken by the teacher and turned in to the office, and they will have lost all rights to have their phone during the school day for a period of five days.

## **Discipline Policy**

If students are called to the office for disciplinary measures they will be subject to conversation about respect and responsibility. Students will be made aware that making a mistake is okay as long as they make the effort to learn from their mistakes and make better choices in the future.

To ensure students are clear on what is expected of them while in school and to assist in ensuring that consequences for misbehavior are consistent and fair, the following discipline policy is in place at Hazlet School, which includes all school property (parking lot, building, or playground) and at all school sponsored events.

The behaviors and consequences outlined in the policy are as follows.

At Hazlet School we want students to strive for the following:

Behavior that displays respect to:

- a. Self – (eg: taking pride in work being done, presenting best efforts in everything undertaken)
- b. Other Students - (eg: treating others with respect at all times, avoiding behaviors such as verbal and physical harassment, and mistreatment of the property of others)
- c. Staff – (eg: following the directions of a staff member when first asked to do something)
- d. The building (eg: cleaning up after yourself, walking in the hallways, helping to maintain a good working environment for everyone)

Students who are deemed to be disrespectful in any of these or other ways will be disciplined in the following fashion:

- Staff member will outline the behavioral concerns with the student and give students a warning about their behavior. The incident will be recorded in a central location.
- When the behavior is recorded, if it is found that the student has had two prior recorded issues with other staff members then the matter will be referred to and dealt with by the principal.

If a student is referred to the principal the following discipline process will be used:

- meeting with the principal and phone call to parents. Detention for a minimum of 1 hour (which may be arranged to take place outside of class time)
- further occurrences past three in a two week period will result in a meeting with the student and parents to plan for behavior intervention. In-school suspension to a maximum of three full days.

***The following behaviors, pursuant to Section 154 of the Education Act, will not be tolerated:***

- (1) refusal to conform to the rules of the school***
- (2) overt opposition to authority***
- (3) gross misconduct, which includes, but is not specific to:***
  - ***fighting or physical abuse***
  - ***being under the influence of or in possession of alcohol or drugs***
  - ***possession of a weapon***
  - ***physical, verbal or sexual violence***

**These behaviors will be dealt with at the discretion of the principal but could result in the following:**

**1<sup>st</sup> Occurrence**

- Minimum ½ day in school separation to maximum 3 day out of school separation.
- Meeting with parents
- Letter home from student and principal
- Involvement of Superintendent
- Meeting with and possible referral to counselor for consistent support
- Police involvement where necessary

**2<sup>nd</sup> Occurrence**

- Indefinite suspension to possible expulsion
- Meeting with parents
- Letter home from student and principal
- Involvement of Superintendent
- Meeting with and possible referral to the counselor for consistent support
- Police involvement where necessary

## **Chinook International Program Student Policies and Procedures**

### **Academic Expectations**

Our expectations are that International students maintain an appropriate level of engagement in ALL classes that they are enrolled in.

Academic engagement can be identified by the following characteristics:

- Handing in assignments complete and on time;
- Participating in all aspects of classroom activities in a positive and productive manner;
- Arriving to class on time everyday, barring any serious illness that has been identified by the host parents, in which case a call from the host parents should be made to the school prior to the start of the school day;
- Arriving to class prepared with all the materials necessary for participating in the class.

### **Online Classes**

International Students will only be permitted to take online classes with the permission and consent of the principal.

### **Educational Services**

Students enrolled in the Chinook International Program shall have access to all services provided by our school. These include counseling services, career guidance, educational psychologist, speech and language pathologist, etc.

## Use of Equipment and Facilities



### **Library:**

1. Access: the library is available throughout the day for students who wish to use the resources.
2. Removing materials: books may be taken out for two weeks. After this, they must either be returned or renewed. All books must be stamped by the librarian.
3. Reference materials: reference books, including vertical file material, periodicals, and encyclopedias may be removed from the library by the teacher only.
4. Returning materials: all books must be returned to the Book Return Box in the library.
5. Behavior guidelines:
  - (a) it is a student's responsibility to be quiet ;
  - (b) absolutely no eating or drinking in the library at any time;
  - (c) the library computers will be used for research only.
6. Penalties:
  - (a) there will be a replacement charge on all lost books;
  - (b) damage to books beyond what is expected through normal usage will be charged to the student.

### **Chromebooks:**

1. Availability: the computers are available for educational use by students with a teacher's permission during the regular school day.
2. Priorities for use: when more than one person/group wishes to use a computer/computers and a conflict arises, the following priority list will take effect:
  - (a) scheduled computer classes
  - (b) teachers
  - (c) students working on an assignment (typing, accounting, or computer literacy/applications) outside of class time
  - (d) students doing extra programming, using an application to work on an assignment for another class, or doing work for the SRC, Yearbook, etc.
3. Using the Internet: access to the Internet is a privilege. Abuse of that privilege will result in its loss. Remember:
  - (a) only log on to account/services already established by the school. Students may not establish accounts of their own unless given permission by the principal or supervising teacher;
  - (b) only log on to those accounts/services for which the principal or teacher has given them permission;
  - (c) do not change user names or passwords to school accounts;
  - (d) avoid content which is inappropriate for "school consumption". Student should use their common sense. If you have to look over your

should while you are viewing it, or if you have to ask, it is probably inappropriate.

(e) avoid unnecessarily printing large files or complex graphics.

4. Using the network: students are encouraged to use the network, and when doing so, to follow these guidelines:

(a) on your first login, immediately set a password to prevent others from tampering with your files. REMEMBER YOUR PASSWORD;

(b) always log out when finished or when leaving your computer for any length of time;

(c) do not save large bitmap (GIF, JPG, PCX, BMP, TIF) files to the network drive. These files consume a great deal of hard drive space and are, therefore, cleaned off the drive at irregular intervals. Students who need to work with these kinds of files should save them to a floppy disk. Students may use graphics files when creating web pages, but they should keep them to a reasonable size (under 100KB) and number.

5. Consequences: anyone who fails to abide by these rules and regulations will be suspended from using the computer hardware and software.

6. See the attached Responsible Use of Technology and the Internet Student/Parent Agreement. Each student will be provided with a copy of this form at the beginning of the school year and be asked to read it, sign it and return it to the school.

### **Community Use of Facilities**

Community groups are invited and encouraged to make use of the facilities and equipment at Hazlet School. The community is welcome to use the gym. We ask that the gym be left clean - the floor swept, any black marks removed, garbage cleaned up and equipment put away. Anyone interested is required to complete the necessary Application Form (available from the Principal) and once approved make arrangements for access with a staff member (unlocking and locking the school).

The school is available for use by the general public for events such as sports activities, meetings, presentations, etc. We discourage the use of the gym for private functions such as birthday parties.

### **Student Groups and Activities**

1. School colors: the traditional school colors are green and gold.

2. The 2019-2020 Student Leadership Council will be formed at the start of the year and will work to improve the level of school spirit in the school on a day to day basis. This year's SLC include: Erin Casey (President); Jordan

Anderson (Vice President); Andra Todd (Treasurer); and Cadence Anderson (Secretary) along with other members of our Gr. 6-12 student body.

3. Extra-curricular athletic activities include: volleyball, curling, badminton, drama, track & field, yearbook, book clubs.

## **Awards and Scholarships**

### **-Hazlet School Awards-**

All grades 6-12 students will have the opportunity to receive an Honour Roll Certificate for achieving an average of 80% or higher. High Honour Roll Awards will be given to Grades 6-12 students who achieve an average of 90% or higher; High Honour Roll With Distinction Awards to those who achieve 95% or higher. These students will be presented with a certificate and a medal.

\*NOTE – Honour Roll is calculated on a term-by-term basis by taking the mean of all the courses that students are enrolled in at the time of calculation. Honour Roll will be published shortly after the release of marks and posted around the school.

**IMPORTANT NOTE REGARDING ONLINE CLASSES** – students will be expected to complete a MINIMUM OF 40% of the coursework by the end of the first reporting period (November – Semester 1 and March/April – Semester 2) that semester. If students are not at least 40% completed, the following formula will be used to calculate their mark in that class:

Percent completion x current course total

For example, if a student has completed 30% of their course at the time of Honour Roll calculation, with a current course total/mark of 91.64%, the mark used in calculating their average for Honour Roll would be 27.5%. The rationale for this is to encourage students to keep up-to-date with their coursework.

### **- Governor General's Award -**

A bronze medal is awarded annually to the student who achieves the highest academic average upon graduation from Hazlet School. The average includes all Grade 11 and Grade 12 courses as listed on the student's official Transcript issued by the Saskatchewan Ministry of Education.

The Chinook School Division website ([www.chinooksd.ca](http://www.chinooksd.ca)) also provides an extensive list of scholarships available to Gr. 11 and 12 students. Click on Programs & Services, then Career Development, and then Scholarships, Bursaries & Awards to access a list of over 8,400 scholarships. This document is broken down month by month according to application deadlines, and each scholarship/award listed includes criteria, monetary amount, due date, and a link for further details.

## 2019-2020 Hazlet School Calendar

<b>Month</b>	<b>Day</b>	<b>Event</b>
September	3	First day of classes; school pictures starting at 10 a.m.
October	14	Thanksgiving holiday
	25	School picture retakes – 1 p.m.
	28	No classes for students; Teachers' Convention
November	11	Remembrance Day holiday
	15	Gr. 9 Progress Reports and Gr. 10-12 Report Cards go out via email
	27	Parent-Teacher Conferences 3:45 -8:45 p.m.
	29	No classes; day-in-lieu for Parent-Teacher Conferences
December	2	No classes for students; Chinook PD day
	20	Last day of classes
December 21 – Jan. 5		Christmas holidays
January	6	Classes resume
	24	Last day of regular classes before exams for Gr. 10-12's
	27-30	Semester 1 final exams
	31	No school for students; staff admin. - K-12 report cards go out via email.
February	3	Semester 2 starts
	15-23	February break
March	16	Kindergarten and Grade 12 Cap & Gown pictures starting at 1 p.m.
	27	No classes; day-in-lieu for Parent-Teacher Conferences
	30	No classes for students; staff PD day
April	8	Gr. 9 Progress Reports and Gr. 10-12 Report Cards go out via email
	10	Good Friday holiday
	11-19	Easter break
	22	Parent-Teacher Conferences 3:45 – 8:45 p.m.
May	18	Victoria Day holiday
June	22	Last day of regular classes for Gr. 9-12's
	23-26	Final Exams
	26	Last day of regular classes for K-8's
	29	K-12 report cards go out via email