



# STUDENT HANDBOOK

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Learning to Learn!



**Swift Current Comprehensive High School  
1100 – 11<sup>th</sup> Avenue North East  
Swift Current, Saskatchewan  
S9H 2V6**

**Main Phone Line**                    306-773-2801  
**24 Hour Attendance Line** 306-773-2801 (Option #1)  
[scchsattendance@chinooksd.ca](mailto:scchsattendance@chinooksd.ca)  
**Fax**                                        306-773-9285

**Office Hours 8:00 am to 4:15 pm Monday to Friday**



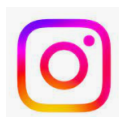
<https://schools/chinooksd.ca/scchs>



[scchs\\_school@chinooksd.ca](mailto:scchs_school@chinooksd.ca)



**@SCCHS\_Comp**



**@scchs1**

**\*\*THIS INFORMATION IS SUBJECT TO CHANGE WITHOUT NOTICE\*\***

## INTRODUCTION

The Swift Current Comprehensive High School prides itself on the academic, technical, vocational, and extra-curricular activities it offers to its students. Whether you choose to attend university, college, technical school, or if you choose to enter the workforce, SCCHS offers each student the opportunity to succeed following high school. SCCHS believes in the concept of life-long learning and in every subject or activity, this concept is encouraged and stressed. In every learning opportunity at SCCHS, students will be encouraged to develop their abilities to become life-long learners who will be successful in an ever-changing world.

SCCHS staff and the Chinook School Division believe in the development of the whole person. Education is the ability for a person to make him or her whole in today's very demanding world. As part of this "whole person philosophy," the staff at SCCHS works diligently to provide students with a multitude of opportunities. These opportunities in the classroom, art rooms, shops or gymnasium, offer a student the chance to discover their skills and aptitudes. These opportunities are meant to engage students in the high school experience which, will in turn, create a sense of pride in themselves and their school.

SCCHS is a great place to be! It is one of the leading secondary schools in the province due to the students and staff who walk through its doors on a daily basis. Our graduates are successful in their careers, professions, families and communities due to the efforts of so many students, parents and staff. Work hard, have fun, and enjoy the Comp Experience!

## Chinook Education Plan and New Provincial Education Plan

The first year of the new Provincial Education Plan will be in place from 2023-2030. The Board has approved the Division's Level 2 plan draft, which is aligned with the Provincial Education Plan. The following priority outcomes and actions have been identified for 2023-2024, along with the enduring strategies that will continue within Chinook:

### Teaching and Learning

Improve student outcomes through effective assessment practices that guide and strengthen responsive instruction.

- Implement effective assessment practices outlined with *Supporting Student Assessment in Saskatchewan*
- Implement literacy strategies in selected schools
- Renewal of Professional Learning Communities

### Student Transitions

Enhance opportunities for learners and their families and support transitions as learners enter and progress through school to graduation and determine a life pathway.

- Develop effective family engagement approaches
- Create a division family engagement team
- Utilize continuum/assessment developed provincially

### Mental Health and Well Being

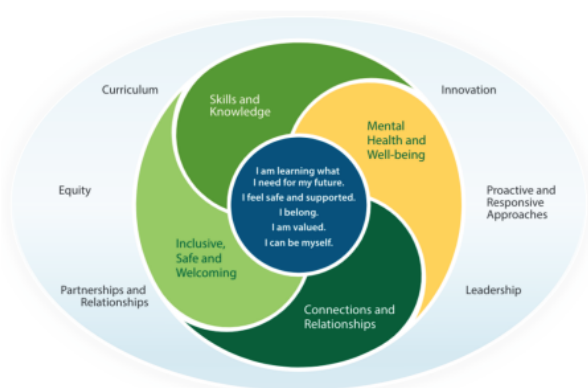
Enrich and enhance mental health and well-being capacity in students.

- Support the Chinook Mental Health team to attend provincial PD opportunities and to provide guidance on the implementation of mental health supports in schools
- Examine and create board policy that addresses diversity, equity and inclusion in schools

### Inspiring Success

Actualize the vision and goals of [Inspiring Success: PreK-12 FNMI Education Policy Framework](#).

- Build background knowledge Inspiring Success: PreK-12 FNMI Education Policy Framework
- Assess our division using the *Indigenous Education Responsibility Framework* and create goals
- Create a division team to help guide goals and implementation



## STAFF LISTING

<b>Principal</b>	<b>Mr. Regier</b>	<b>Teaching Staff</b>	<b>Teaching Staff</b>
		Mr. Bailey	Mr. Richards
<b>Vice Principal</b>	<b>Mr. Kelln</b>	Mrs. Bender	Mr. Sharp
		Mr. Braun	Mr. Siemens
<b>Vice Principal</b>	<b>Mrs. Arntsen</b>	Ms. Breadner	Mr. Spence
		Ms. Bridal	Mrs. Striker
		Ms. Cave Ginter	Mr. Thingelstad
	<b>Main Office</b>	Ms. Collins	Mrs. Tomolak
	Office Mg. – Mrs. Christiansen	Ms. Dennehy	Mrs. Tuplin
	Reception – Mrs. Mackay	Mrs. Derksen	Mrs. Schneider
	Attendance – Mrs. M. Martens	Mr. Derksen	Mrs. Schriwastava
	Facility Rental – Mr. Peifer	Mrs. Dureault	Mr. Wiens
	Security – Mr. Reil	Mr. Evjen	Mrs. Wittman
		Ms. Fast	Mr. Wong
	<b>Student Services</b>	Mr. Garner	
	Secretary – Mrs. Bredahl	Ms. Gutscher	
		Mrs. Hassett	<b>Educational Assistants</b>
	<b>Counsellors</b>	Mrs. Herrick	Ms. Abdul-Rahman
	Mrs. Murdoch	Mr. Herrick	Mrs. Bennett
	Mrs. Pool	Mr. Jackson	Mrs. Brandt
		Mr. Jago	Mrs. Calkins
	<b>Career Counselor</b>	Mr. Johnson	Mrs. Carlson
	Mrs. Kohlman	Mr. Judge	Ms. Carter
		Mr. Kroeker	Mrs. Cortez
	<b>Library Clerk</b>	Mrs. Langendoen	Mrs. Fisher
	Ms. Perez	Ms. Lamont	Ms. Gelowitz
		Mr. Lehmann	Ms. Ginter
	<b>RCMP Liaison Officer</b>	Mr. Marchand	Mrs. Juffinger
	Cst. Curti	Mr. Martens	Ms. Kendall
		Mrs. McIntyre	Mrs. Kalousis
	<b>Driver Education Instructors</b>	Mrs. Meyer	Mrs. Lang
	Karen Davidson	Mr. Millar	Mrs. Martens
	Brianna Sherwick	Mr. Murdoch	Mrs. McGuire
		Mr. Nicholson	Ms. Mogro
	<b>Custodial Staff</b>	Mrs. Orthner	Mrs. Murray
	Mr. Fehr	Ms. Pasley	Mrs. J. Neustaeter
	Mr. Ford	Mrs. Philippon	Mrs. L. Neustaeter
	Mr. Koethler		Ms. Peralta
	Mr. Moran		Ms. Peterson
	Mr. Maclachlan		Mrs. Ravino
	Mr. Olfert		Mr. Schlamp
	Mr. Scheetz		Ms. Scriven
	Ms. Sprague		Ms. Sierra
	Mr. Stark		Ms. Weiner

## **SCHOOL CALENDAR** [2023 - 2024 School Calendar](#)

### **BELL SCHEDULE**

Warning Bell	8:45 am
Period One	8:49 am – 9:51 am
Period Two	9:55 am – 10:58 am
Period Three	11:02 am – 12:04 pm
Period Four (Noon Hour)	12:04 pm – 1:10 pm
Period Five	1:16 pm – 2:18 pm
Period Six	2:22 pm – 3:24 pm

### **SCCHS SLC FEE POLICY**

All students upon registering at the Swift Current Comprehensive High School will pay a Student Leadership Council (SLC) Fee of \$20. Fees must be paid in full at time of registration.

### **SCHOOL LOCKERS**

Grade 9 Students: will have lockers issued by their Homeroom teachers.

Grade 10 -12 students: will come to the Main Office and a locker will be assigned to them.

Gym Locker: will be assigned by assigned Phys Ed Teacher.

Team Locker: will be assigned by the Coach.

Lockers are the property of the school and may be inspected in situations that are deemed necessary by school administration.

### **TUITION FEE POLICY**

1. Any student under 21 years of age who does not receive financial support or reimbursement from the school division in which he/she resides will be assessed a tuition fee.
2. Any student 21 years of age or over will be assessed a tuition fee.
3. The tuition fee is \$600 per credit and is due at the time of registration. If EAL (English as an additional language) is required, it is reviewed on a case by case basis and additional fees may be charged.
4. Where a student who has paid fees withdraws from school or discontinues a class, he/she could be eligible for a refund of fees as follows:  
Withdrawal during – Month 1 – 80%  
Month 2 – 40%  
Month 3 – 0%

### **OUTSTANDING FEES POLICY**

Students with outstanding bills for lost texts, lost library books, SLC Fees, etc. will be issued invoices periodically until these bills/fees have been collected or materials returned.

## PEANUT/NUT SENSITIVE ENVIRONMENT

For the health and safety of all involved in the learning process at SCCHS, this school is a Peanut /Nut Sensitive Environment. All learners are expected to treat others with consideration and respect by refraining from having and eating peanut/nut products within the school.

## SCENT SENSITIVE

All learners are expected to treat others with consideration and respect by limiting the use of products with strong scents, such as perfume and cologne.

## MLD (Mobile Learning Device) POLICY

MLD's have become a means of communication for many students and families and the resources available on many MLD's have potential to support learning activities. To protect the learning environment, the following policy guides the use of MLD devices at SCCHS.

SCCHS will be using cell phone holders in each room. When the student enters the class, they will place their cell phone in the holder. After the class begins and the instructions are given the teacher may decide to have students use their phones during the class. If a student is using their phone and needs to leave the classroom for any reason (e.g. washroom), the phone is to be left in the classroom, either in the cell phone holder or on the teacher's desk.

SCCHS believes it is important for students to learn how to manage both with and without their cell phones. We understand that a cell phone is a key tool in today's world, and we are not trying to eliminate it from the learning environment but provide opportunities to using it responsibly and in a way that support learning rather than posing as a barrier.

We find that the biggest concerns are:

Using social media during class time	Student's Favorite Excuses	Reality
Distraction from classroom and studies	My mom is texting me	I will lose my streak if I do not send a quick snap
More concerned about social streaks than learning	I am just emailing my other teacher my homework	Sports highlights
Using social media to meet up in the bathroom	I am on a break	TikTok trends

If there is an issue or a concern with a phone in the classroom the phone will be brought to the office and returned at the end of the school day. If your student leaves earlier than the end of the school day, please call the office and let them know that they can return the phone.

Teachers/Staff at any given time in the building may ask the student to put their phone away, place on a desk, or designated area. If they do not comply the consequences are as follows:

Consequences:

First time - MLD is confiscated and returned at the end of the day.

Second time - MLD is confiscated and Parent/Guardian is contacted by Administration.

- Third time - MLD is confiscated and in-school suspension for defiance of school policy.
- Fourth time - MLD is confiscated and an out-of-school suspension for overt opposition to authority.
- Fifth time – MLD will be turned into the Main Office at the start of each school day. The device will be returned at the end of the school day. The length of time for this step will be determined or for the remainder of the school year.

Note: Irresponsible use of an MLD may lead to more severe consequences on the first or any offence.

If your child has developed anxiety about being away from their phones, please have them check in at student services and connect with a counsellor.

If you ever need to reach your child during the school day you can contact 306-773-2801.

## **DRESS AND APPEARANCE**

The purpose of a dress policy is to reflect and promote respect for self and others.

Students are encouraged to develop a sense of pride in themselves and in our school. Parents and SCCHS staff work together to prepare students for success, now and in the future. School should be considered a workplace, where the business is learning. Students and staff are expected to dress accordingly.

- Dress and appearance should reflect cleanliness, tidiness, neatness and appropriateness and not interfere with student learning.
- Messages (written or symbolic) on clothing must be appropriate for school ex: nothing illegal, obscene, sexual, or profane. Nothing promoting alcohol or controlled substances.
- Eyes need to be fully visible

School photo expectations:

- Eyes need to be fully visible
- Hair away from your face and eyes
- No sunglasses
- No headwear unless its for religious or medical reasons
- No facepaint

## **EXAM RULES**

### **1. BE ON TIME**

- Please arrive in your exam room 10 minutes before the scheduled start time.

### **2. BE PREPARED**

- Please ensure you have the correct writing tools, erasers, rulers, etc.
- Hand in all textbooks and books to your classroom teacher and library.
- Calculators are allowed in select exams. Please check with your teacher if they are allowed.
- Students are required to remain in the examination room a minimum of one hour and are asked to be quiet in the hallways out of courtesy to other student who are writing exams

### **3. NO COMMUNICATION DEVICES**

- No cell, smart phones, smart watches, etc.

- Anything that allows connection to the internet, talking, texting, etc. Must be turned off and left at the front of the exam room.

#### **4. NO BACKPACKS/BAGS**

- Leave them at home or store in your locker

#### **5. NO FOOD/DRINKS**

- Only allowed clear plastic water bottles with no writing on them

#### **6. VACATIONS**

- Vacations are not a valid reason to miss final exams.

#### **7. ILLNESS/MEDICAL APPOINTMENTS**

- Should you fall ill on the scheduled exam day. A parent must contact Administration to arrange for an alternate writing day.
- Please try to arrange for all medical appointments to avoid final exams.
- Should the appointment be unavoidable, parents must contact Administration to arrange for an alternate writing day.

### **EXAM CONFLICTS**

Students anticipating an exam conflict during final exams must complete the Final Exam Reschedule Form in the Main Office. The student, teacher and Administration will work together to reschedule at a time jointly agreed upon.

NOTE: Vacations and medical appointments are not considered exam conflicts. Conflicts arise when two exams of senior level fall on the same exam day.

***Every effort should be made to write final exams and conflicts need to be cleared with the teacher and administration. The school can reserve the right to not clear a student depending on the reason.***

### **VANDALISM POLICY**

Students who are caught vandalizing school property will receive an automatic fine of \$100 or the cost of repair/replacement of item, whichever is greater.

### **FREE TIME POLICY**

Students are discouraged from loitering in school hallways during times when they have no assigned classes. Students not in an assigned class may access the Library, the Cafeteria and/or the area outside Student Services or they may leave the school. This will avoid distractions for other students who are in class.

### **FOOD SERVICES**

We encourage students to meet their friends in the cafeteria and support food services.

Cafeteria Regulations:



1. Tables or chairs may not be reserved for other students who expect to eat in the cafeteria at a later time.
2. Lunch bags or similar refuse must be placed in garbage receptacles located for this purpose.
3. The lower levels must be vacated by 1:30 pm daily.

Students eating lunch at school are expected to use the garbage receptacles for lunch bags or similar refuse. The cooperation of all students regarding lunch cleanup is essential to our school. Students must show respect to cafeteria staff and noon supervisors, and abide by their requests for rules and procedures. Cafeteria staff and noon supervisors act on behalf of the school administration.

Cafeteria staff reserves the right to refuse service to students who show a disrespectful attitude towards cafeteria staff.

## **PARKING**

We are fortunate to have paved parking for the use of students, staff and visitors. Parking is a privilege with certain responsibilities. Students who abuse parking privileges risk having their car towed away at their expense or an extended loss of these parking privileges. The following regulations will apply:

1. Students are reminded that "RESERVED" stalls are off limits from 8:00 am to 6:00 pm Monday to Friday.
2. Do not park in visitor parking, where curbs are painted yellow, or grassed areas.
3. Do not park in the shop compound north of the school, the east fire lane, the bus loading area south of the school or the lot on the north side of the gymnasium.
4. Cars must not be backed into parking spaces AT ANYTIME.
5. Administration reserves the right to enter any vehicle that is parked illegally to determine the vehicle's owner.
6. The first two rows of the Aquatic Center parking lot is reserved for patrons of the Aquatic Centre and is not available for student use.

## EXTRACURRICULAR POLICY

SCCHS is proud to offer a variety of extracurricular activities as part of our total school program. These opportunities provide students the chance to engage in and supplement their high school learning experience. Participation in extracurricular programs is a privilege. As such, these privileges are extended to students who are in good standing. Good standing means that students must have completed all assignments, work, exams, etc. Also, the student, to be eligible to participate in extracurricular activities, must be passing all of his/her classes. Extracurricular privileges may be denied to students whose conduct, absenteeism or academic standing indicates a pattern of disregard to the learning expectations at SCCHS.

The School Administration, in discussion with classroom teachers may declare a student ineligible to participate in an extracurricular activity in total or part for inappropriate conduct regardless of whether that conduct occurs during the school day, evening, weekend or holidays. Inappropriate conduct could include violation of school rules, commitments established between coach/advisor and the student, or any sort of conduct that falls short of the expectations of a student as defined by the Province of Saskatchewan in The Education Act, 1995.

### SCCHS Extracurricular Pledge Form

I, \_\_\_\_\_, as a member of \_\_\_\_\_ Team/Club, understand that having the opportunity to participate in this activity for the \_\_\_\_\_ school year, is a privilege and I will uphold the Team/Club expectations and standards:

#### Team/Club Expectations

- Students will demonstrate a respectful and positive attitude towards training, coaching, staff/advisors, other athletes/participants, and officials. You will be asked to leave practice/event if you do not.
- Practices/Meets/Competitions/Performances – Student will be punctual, focused, and responsible

#### Travel

- Students are expected to travel on the team van/bus to all out of town activities. They will also stay in the team/club hotel on overnight trips. If a student wishes to return home with their parent(s) after an event or another student is being transported with them, written documentation from both parents stating so and giving permission to do so must be provided.

#### Pledge

- Following the SCCHS Attendance Policy
- I will maintain a passing grade in all of my classes
- Complete all assignments, missed work, and missed examinations
- Seek prior permission from my teacher(s) to be excused from class to participate in extracurricular activities
- Be a positive representative of our school when participating in all off campus activities
- Keep my body chemical free (alcohol/drugs), refrain from vaping, and refrain from the use of all tobacco products (cigarettes/chew/nicotine/etc.). The use of tobacco and alcohol products are not allowed during school sponsored activities.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **COMPUTER/INTERNET USE POLICY**

### Philosophy

The Internet is an electronic highway connecting many millions of computers and people all over the world. SCCHS believes that the use of computers, telecommunications and networked services offers increased learning opportunities with the potential to improve educational excellence. At the Swift Current Comprehensive High School, we are providing internet access because we consider this to be an important component in nurturing life-long learning and personal growth, and in addressing work demands of the 21<sup>st</sup> century.

While the tremendous wealth of research information and interaction available on this worldwide network is an irrefutable asset to the learning environment, not all material is suitable for a school setting. Hence, school internet access will be provided to all staff and students on the supposition that they will follow the expectations listed below, and agree to act in a considerate and responsible manner. On this basis, we further assume that students will have permission from parents/guardians to access these resources. Any violation of the described policy may result in restrictions and/or loss of privileges at the discretion of the teacher or administration.

### **Expectations**

**The following activities on computers/internet are considered inappropriate and are expressly prohibited.**

- Using the internet to express or observe material that is profane or obscene relative to community standards or deemed to promote violence, sexism, racism, or hatred.
- Interference with the operation of any computers or networks within the school system by means of hacking (including attempts to modify/destroy data and/or hardware) or installing virus(es) or illegal software.
- Using internet for any illegal activity including the violation of copyright laws.
- Using the internet for any form of gambling.
- Using the internet for financial/commercial enterprises without prior approval.
- Unwarranted, frivolous use of limited resources such as disk space or printing materials.

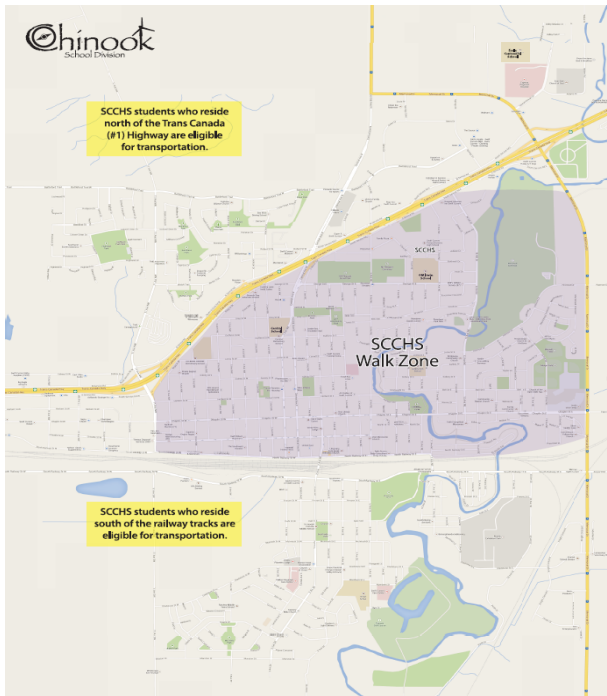
### **DANCE POLICY**

- SCCHS dances are planned for Grade 9 – 12 students.
- Doors open at 6:30 pm and close at 8:00 pm. Students must have their dance pass with them and pay the admission fee.
- All coats, bags, purses, etc. must be left at the coat check.
- Students are free to leave the dance when they choose, but cannot re-enter the school.
- If a student is arriving after 8:00 pm, they must have signed up on the late list or they will not be admitted.
- Guests must have a dance pass and their name has to be on the approved guest list by noon on the day of the dance, or they will not be admitted.

### **PUBLIC TELEPHONES**

Public phones are located outside Student Services, in the main foyer or gym hallway.

## STUDENT TRANSPORTATION



For rural bus information, students should contact Chinook School Division #211 @ 306-778-9234.

City Chinook bus passes are available for those in the designated areas. Passes can be purchased at the Main Office for \$200/semester. Pass must be purchased to ride on any Chinook City Bus.

Those students in the designated Walk Zone are able to obtain a City of Swift Current Bus pass at City Hall. Routes are available on the school website and the City of Swift Current website.

**\*NOTE\*** Chinook School Division buses do not operate when the temperature is  $-40^{\circ}$  or the wind chill reaches  $-45^{\circ}$  C. However, if and when these weather conditions exist, the school will remain open.

## VISITORS

All visitors to the school are expected to enter through the main doors and register at the Main Office upon arrival at the school. All visitors will be issued a "Visitor Badge". A visitor is defined as any person who is not a student of the school or an employee of the Chinook School Division.

## NEW STUDENT ENROLLMENT

If a student in Grades 10, 11 or 12 desires to enroll in classes at SCCHS, that enrollment may take place prior to the beginning of the semester, but that enrollment can also happen after the semester begins, but not after five weeks of classes have passed in that semester.

- Cut-off for Semester One is October 1 of each school year (date varies on calendar year)
- Cut-off for Semester Two is March 15 of each school year (date varies on calendar year)

In some instances, individual circumstances will be taken into consideration for enrollment such as whether or not the student was previously enrolled in another school, whether the student will be auditing a class, etc. The purpose of the policy is to ensure that a student is able to learn the content of each credit course (100 hours of study time) prior to that course's completion at the end of each semester.

## SCHOOL COMMUNITY COUNCIL (SCC)

Saskatchewan Learning has initiated School Community Councils as a part of the restructuring of school division. The council consists of parents, community members, students, teachers and the principal. Meetings of the SCC are held on the third Tuesday of each month at SCCHS with the annual meeting held each May. Meetings are open to the school community. The role of the SCC is to work in cooperation with the school staff to develop and to implement the school learning improvement plan. In addition to this duty, the SCC is a liaison between the school, parents, guardians and community.

## **EMERGENCY MANAGEMENT PLAN**

SCCHS has prepared an Emergency Management Plan and has procedures in place in the event of an emergency. The document is considered “living” and is reviewed and updated on an ongoing basis. To help ensure our students and staff safety, the school will practice drills for Fire, Shelter In Place, Lock Down and Duck Cover and hold during the school year.

## **STUDENT SERVICES**

Counseling is located on the second floor directly above the main office. Their role is to assist students to make the best use of their abilities and interests so they may achieve realistic goals. Services include personal, educational and vocational counselling. The Career Resource Centre, located in Student Services, has current information on post-secondary training institutions, scholarships and bursaries, career and job opportunities.

Students and parents are invited to contact a counsellor whenever they have a concern.

### **GENERAL PROGRAM INFORMATION (*Subject to change*)**

Core compulsory subjects (English, Social Studies, Science and Math) are offered in three programs.

#### **Regular (Courses are numbered 10/20/30)**

These are the courses required for entrance to all university programs and many institute programs.

#### **Modified (Courses are numbered 11/21/31)**

Modified courses are intended for students who experience significant challenge with the content or pace in the regular program. Modified courses are acceptable for entrance to most trades and some technical programs.

Students require a referral and placement testing before registering in modified programs.

#### **Alternative (Courses are numbered 18/28/38)**

Alternate courses are intended for students who have a need for practical academics as well as vocational and life skills programs to prepare them for independent living and the world of work.

**NOTE:** School policy prohibits students from taking more than one English course per semester unless it is their final semester, in which English A30 and B30 may be taken simultaneously.

School policy prohibits students from taking more than five classes per semester without approval from the principal.

## **GRADE 9**

### **Grade 9 Course Selection Form - Completed at school upon registration**

#### **Compulsory Courses**

English  
Math  
Science  
History

Practical and Applied Arts or Core French  
Health/Career Guidance  
Physical Education  
Arts Education or Band

## **GRADE 10**

### **[Grade 10 Course Selection Form](#)**

#### **Compulsory Courses**

English A10 and B10 or A11 and B11

Science 10 or 11

History 10 or 11 or Native Studies 10

Wellness 10 or Wellness 10 w/Band 10

At least one math from:

Math: Workplace & Apprenticeship Math 10

Math: Foundations & Pre-Calculus

Math 11

School policy requires Grade 10 students to take five credits per semester.

Eight credits is the minimum requirement for a completed Grade 10 standing.

## **GRADE 11**

### **[Grade 11 Course Selection Form](#)**

#### **Compulsory Courses**

English 20 or 21 or English 20 w/Band 20

At least one science, one math and one social credit from:

Physical Science 20

History 20 or 21

Work Place & Apprentice Math 20

Health Science 20

Psychology 20

Foundations Math 20

Environmental Science 20

Sport Psychology 20

Pre Calculus 20

Computer Science 20

Psychology 30

Math 21

Health Science 21

School policy requires Grade 11 students to take at least four courses per semester.

Sixteen credits is the minimum requirement for a complete Grade 11 standing. Of these credits, five must be at level 20.

## **GRADE 12**

### **[Grade 12 Course Selection Form](#)**

#### **Compulsory Courses**

English A30 and B30 or A31 and B31

History 30 or 31 or Indigenous Studies 30  
or History 30 w/Band 30

School policy requires Grade 12 students to take at least four credits per semester.

Twenty-four credits is the minimum requirement for a complete Grade 12 standing. Of these credits, at least five must be at level 30.

## **GRADUATION CRITERIA**

To be eligible to participate in graduation exercises a student must be in a position to complete the Saskatchewan Learning minimum requirements for Grade 12 by June 30 of their graduation year.

Students must complete an application for graduation in their homeroom. If SCCHS students, who are not eligible to graduate, wish to participate in the Grand March and Dry Grad with their peers, they need to write a letter of application to the Parent Grad Committee by March 31 of the school year.

## **GRAD FEES**

Grad fees are assessed separately from, and in addition to, the SLC Fee.

## **STUDENT LEADERSHIP COUNCIL**

The Student Leadership Council (SLC) is designed to involve a larger number of students in the operations of the council. With the committee structure, any student that wants to join the SLC will be welcome to do so. We hope that by involving more people, the workload will be divided among more students. It is our hope that this format will provide students more opportunities to get involved in the activities at SCCHS!

The SLC format will be:

**Two Co-Chairs  
Secretary  
Committees  
(with unlimited membership)**

## **SLC POINT SYSTEM AND AWARDS**

Students earn points for participation in all extra-curricular activities. Points shall be accumulated through their years at SCCHS and may lead to any of the SLC rank order awards: these being Minor, Major or Ring Awards.

**1. Ring Awards**

Two top point getters (1 male, 1 female). (Recipients are no longer eligible to receive a "Major Award".)

**2. Major Awards**

16 next highest point getters (irrespective of gender) after "Ring Award" winners.

**3. Minor Awards**

16 next highest point getters (irrespective of gender) after the 16 "Major Award" winners.

**4. Spirit Award**

The Spirit Award is presented to a student that goes above and beyond to build school pride and spirit.

## **ATHLETIC POINTS AND AWARDS**

- Minor Athletic award is presented to a student accumulating 75 points.
- Major Athletic Award is presented to a student accumulating 150 points
- Honour Athletic Award is presented to a student accumulating 225 points.
- In addition, four special individual awards are presented: Outstanding male and female; and Athletic Leadership Awards – male and female.

## POINTS FOR STUDENT INVOLVEMENT

1. If a student has multiple/duplicate roles within the same activity, they can only earn points once for that activity.
2. Students do not have to be given the full points, but rather given points based on effort, attendance and commitment.
3. Max earned per team/club/activity is 25 points.

### CATEGORY 1 - ATHLETICS

Team	Points	Team	Points
Volleyball		Wrestling	25
Gr 9	5	Soccer	15
Junior	15	Badminton	15
Senior	25	Junior Curling	15
Football	25	Senior Curling	15
Basketball		Track & Field	15
Gr 9	5	Cross Country	15
Junior	15	Golf	
Senior	25	Spring	10
		Fall	10

### CATEGORY 2 - COUNCILS

Graduation		Student Leadership Council	
Senior Stick	30	Co-Chairs (each)	40
Senior Pin	30	Secretary	30
Committee Members	20	Committee Heads	30
		General Members	10

### CATEGORY 3 - SCHOOL CLUBS

\*Organizers can give an additional 5 points for students in a leadership role in the club

Business Club (10)	Alpine Club (10)	Art (10)	GSA (10)	SADD (10)
Skills Club (10)	Debate Club (10)	Yearbook (10)	Archery (10)	Chess Club (10)
Peer Support (10)	Best Buddies (5)			

### CATEGORY 4 - MUSIC & DRAMA

Band and Choral	Drama	
Gr 9 Band	Major Role	25
Gr 10 Band	Supporting Role	15
Directorate	Minor Role	10
Sr Band	Full Time Crew	15
Jr Jazz	Part Time Crew	5
Sr Jazz	Pit Band	15
Vocal Jazz	Extra Skits	5
Sr Vocal Jazz	Student Director	25
	Directorate	15
	Stage Manager	25



## DUTIES OF STUDENTS

The Education Act requires that students who exercise the right of access to a school shall:

1. Attend regularly and punctually.
2. Provide themselves with the supplies and materials not furnished by the school which are considered necessary to their courses of study.
3. Observe standards approved by the Board with respect to cleanliness and tidiness of person, general deportment, obedience, courtesy and respect the rights of others.
4. Be diligent in their studies.
  - All student athletes must be in good standing in their academic studies which means that they must have passing marks and have completed all assignments and requirements for that class.
5. Conform to the rules of the school and submit to such discipline as would be exercised by a kind, firm and judicious parent.
6. Be accountable to the teachers for their conduct on the school premises during school hours and while engaged in authorized school activities conducted in out-of-school hours.

## SCHOOL ATTENDANCE POLICY

### Philosophy

Students of the Swift Current Comprehensive High School are required to attend school regularly and punctually. Regular class attendance is essential. Irregular attendance will lower a student's chance of success and disrupt the continuity of the class.

We acknowledge that parent(s)/guardian(s) have the right to permit absences in cases of illness or other circumstances which they may regard as sufficient reasons for permitting an absence. In making such decisions, parent(s)/guardian(s) assume responsibility for lower marks or failing grades which may result. It should be noted that under the semester system, each missed day is equivalent to two days under the year system. Parent(s)/guardian(s) are encouraged to support the school by promoting a positive attitude towards regular attendance and punctuality.

### Procedures

Absences from classes are either cleared or uncleared.

#### 1. **Cleared absences**

- School-sponsored activities
- Absences reported by parent(s)/guardian(s). Parent(s)/guardian(s) will advise the school by 8:30 am on the day the student will be missing by phoning the 24-hour automated attendance line at 306-773-2801 (option #1) or email [scchsattendance@chinooksd.ca](mailto:scchsattendance@chinooksd.ca). We prefer parent(s)/guardian(s) report absences on the automated attendance line, as the report will be entered directly into the computer attendance program. Parent(s)/guardian(s) are asked to give the relationship of the person calling, student's name, student's number, the date and the reason for the absence. Please refer to Page 15 for excusable absence list.

#### 2. **Uncleared absences – Responsibility Room (For students of Grade 9, 10 or 11 age)**

Students with uncleared absences can expect their parent(s)/guardian(s) to be called by the attendance office directly or through the automated School Messenger System. If a parent(s)/guardian(s) does not clear the absence, consequences will be determined according to their age and grade. **Grade 9, 10 and 11** students will serve time in the Responsibility Room. The Responsibility Room works as follows:

It is held in the Lecture Theatre from 12:10 pm – 1:00 pm. Students are to bring their lunch and their homework to do. The time spent is One (1) for One (1) [One (1) class skipped = One (1) noon hour], a whole day skipped equals an in school suspension with lunch period privilege being determined by Administration. Three (3) lates in a class equals One (1) noon hour to spend. Teachers and Administration will supervise the room. No cell phones or I-pods are allowed.

If the noon hours are not served by a predetermined day, then time must either be served after school (a time will be scheduled once weekly) or through an in-school suspension. Parent(s)/guardian(s) would be contacted (1) to arrange for an afterschool time or (2) to inform them of the in school suspension.

If a student has three (3) separate noon hour detentions, a letter will be sent to the parent(s)/guardian(s) and a referral will be sent to Student Services.

For students in **Grade 10, 11, 12** the following Attendance Policy has been developed:

### **SCCHS High School Attendance Policy For Students in Grade 10, 11, 12**

The Education Act states students and parent(s)/guardian(s) are responsible for regular attendance.

- Section 150.3a states, "Pupils shall attend regularly and punctually."
- Section 156.1 states, "Every parent, guardian or other person having charge of a pupil who is of compulsory school age shall take all the steps necessary to ensure regular attendance of that pupil."

#### **SCCHS has a responsibility to:**

- Monitor attendance and inform parent(s)/guardian(s) of problems.
- Provide a process which offers that student a chance to improve attendance.

#### **SCCHS will do this by:**

- Taking attendance each period
- Using the authority School Messenger System to inform parent(s)/guardian(s) of daily student absence(s)
- Having the subject teacher call the parent(s)/guardian(s) after the student's third unexcused absence
- Sending a letter home if a student has four (4) unexcused absences in a class or classes
- Attendance Contract

SCCHS recognizes only two kinds of absences, "excused" or "unexcused". When a student is "excused" from attending class, it does not count against consideration for attendance contracts, credit loss, and suspension. However, SCCHS reserves the right to seek parent(s)/guardian(s) validation of all absences. An excused absence is still recorded as an absence.

Disputes about the validities of an absence or absences will be resolved through a consultation process involving: SCCHS Administration, subject teacher(s), parent(s)/guardian(s), and the student.

For an "independent student", that is one who is over 16 and lives away from the family home, SCCHS reserves the right to make the determination as to whether the student is excused or unexcused.

"Excused" reasons for a student to be away from class are:

#### **Excusable Absence Reasons: (examples include, but are not limited to)**

- a) Illness (written confirmation may be requested i.e. doctor's note).**
- b) Hospitalization or confinement at home under doctors' orders.**

- c) **Medical or dental appointments (written confirmation may be requested).**
- d) **Compassionate or sympathetic reasons (i.e. Funeral).**
- e) **Attendance at a recognized religious observance.**
- f) **When the student's school bus does not run.**
- g) **Student participation in a school sponsored trip, competition, or event.**
- h) **Court**
- i) **Meetings with School Administration or Student Services Staff**
- j) **Represents his or her province or country in festivals, athletic events, or once in a lifetime opportunities.**

**“Personal” is not an excusable reason and will not be accepted by the office.**

Any time a student has not been “excused” he/she will be counted as “unexcused”.

**These times out of class without permission carry the following consequences:**

- 1) Teacher shall take daily attendance for each period.
- 2) The automatic School Messenger Phone System will be used to inform parent(s)/guardian(s) daily of student absences.
- 3) When a student has one (1) or two (2) unexplained (unexcused) absences, the teacher shall discuss the absence with the student at the earliest opportunity.
- 4) When a student has three (3) unexplained (unexcused) absences, the teacher shall make contact with the parent(s)/guardian(s) via a phone call or email (a minimum of three (3) contact attempts).
- 5) After documenting four (4) unexplained (unexcused) absences, the teacher will refer the student to Administration using an Attendance Referral Form. A letter informing the parent(s)/guardian(s) of their son(s)/daughter(s) four (4) unexcused absences and potential future consequences will be sent home. Administration will interview the student, review the student's attendance profile, and take appropriate action.
- 6) After documenting five (5) unexcused absences, the student will be placed on an Attendance Contract.
- 7) A phone call home by Administration at ten (10) unexcused absences will occur, outlining potential future student removal from class.
- 8) When the student accumulates eight (8) more unexcused absences, the teacher will refer the student to Administration via an Attendance Referral Form and the student may lose credit for the class.
- 9) At a combination of twenty (20) excused and unexcused absences, a review of being removed from the course may take place with Administration, parent(s)/guardian(s), and student may occur.

In each and all of the above, the classroom teacher may require the student, outside of regular class hours, to undertake some form of supervised activity related to the absence. School Administration reserves the same right. In extraordinary circumstances the subject teacher, in consultation with Administration, may waive certain consequences.

### **Late Policy**

Students are expected to be on time for class regularly.

There are two types of lates:

- One is an excused late (i.e. appointments, parent cleared, etc.);
- Two is an unexcused late (i.e. cookies, smoking, visiting, etc.).

Chronic lateness is unacceptable and consequences will be at the discretion of administration.

Three unexcused lates equals one unexcused absence.

A late becomes an unexcused absence after 15 minutes.

In Physical Education, being unprepared three (3) times equals one (1) unexcused absence.

### **Procedure Following an Absence**

- 1) The school is notified by a parent(s)/guardian(s) of their son(s)/daughter(s) absence and reason for being absent within 24 hours. It should be noted that absences may not be “excused” after three (3) school days from the date of the student’s absence.
- 2) Let the school know either on the day of the absence or before, if possible, by phoning the 24 hour automated attendance line (773-2801 option #1) or email [scchsattendance@chinooksd.ca](mailto:scchsattendance@chinooksd.ca).
- 3) If there has been no phone call or note received at the office **within three (3) school days**, the student will be classified as “unexcused”.

## **SCCHS LATE ASSIGNMENT POLICY**

### **Philosophy**

Swift Current Comprehensive High School values its tradition of academic excellence as students learn. To support this standard of excellence, SCCHS has a late/missed assignment policy. The policy and procedures for late assignments is based on the following beliefs:

- Good communication between teacher/student, student/teacher and student/parent/teacher is important.
- Consistently completing assignments is critical in the learning process for each class.
- Students need to develop a responsible attitude towards their work.
- Meeting deadlines is important.
- Students need to learn to meet deadlines. Deadlines help students learn time management skills.
- There may be extenuating or special circumstances in a student’s life that prevent them from meeting deadlines. They should be discussed with the teacher before assignment is due.
- Adhering to deadlines ensures that all students have their work corrected at the appropriate time and that feedback is communicated to students.
- Parent and student access to gradebooks to view assignment completion.

### **Due Dates/ Deadlines**

It is important that all assignments have due dates. If a due date for an assignment is missed, teachers will select appropriate interventions to assist with getting the assignment in. At some point a final deadline for submitting the assignment will be determined by the teacher. If the assignment has not been submitted by the final deadline, after attempted interventions, a mark of zero will be given for the assignment.

### **Communication**

Due dates will be clearly communicated to students. Teachers will give a reasonable amount of time for assignments to be completed.

### **Parent Involvement**

It is important for parents to be actively involved in their child’s education, even for high school students. Teachers will contact parents to discuss concerns about late assignments, if the teacher feels that the late assignments are negatively affecting a student’s academic performance. Parent contact and involvement is an important piece of the intervention process.

### **Chinook School Division and Saskatchewan Learning Policies**

SCCHS late assignment policy aligns with these policies. Therefore, marks will not be deducted if an assignment is submitted past the due date. However, if an assignment is not submitted before the deadline, a zero on the assignment will be given.

### **Student Responsibility**

Submitting assignments in an efficient manner; adhering to due dates and deadlines is ultimately the student's responsibility. Students are encouraged to speak to their teachers regarding their individual needs; the hope is to work as a team to ensure student success. Students are therefore encouraged to speak to teachers regarding necessary extensions for assignments, which are almost always granted when students have proven to be responsible (i.e. make plans with teacher(s) for an alternate date and discuss what can be done differently next time to ensure deadlines are met).

### **Focus on Learning**

Teachers will design assignments that are in line with curriculum objectives and learning outcomes. It is critical that these assignments are submitted so the teacher can determine how well the student understands the objectives and outcomes.

### **Interventions**

Teachers will work hard with students to ensure that assignments get submitted. There will be a leveled approach to the SCCHS interventions:

#### *Level 1*

- Discussion with student
- Teachers may request parent emails and phone numbers at the beginning of a course for the purpose of contacting home in situations where a student has one or more missing assignments.
- Students may be given individual printouts of their marks and assignments prior to reporting periods. Students will be offered time and encouragement to submit missing assignments.
- missing assignments may be posted in the classroom
- Assignment and exam dates may be written on the chalkboard daily
- Verbal reminders may be provided for students with missing assignments.
- Students create a plan to work on late assignments and/or negotiate extensions.

#### *Level 2*

- Administration contact and discussion if late assignments are a chronic problem
- Parent contact by either the teacher and/or the administrator to discuss possible solutions

#### *Level 3*

- Possible testing to determine alternative programming such as LAC, Modified courses

### **Procedure**

*The following procedures may be implemented by all teachers at SCCHS in regards to late assignments:*

- *Students with a missing exam or assignment may ultimately earn a mark of 0%, after any or all of the classroom interventions below have been attempted. For each reporting period, late assignments will be assigned a 0 until they are handed in.*
- *When missed assignments have a significant impact on the student's mark, teachers may make referrals to admin or student services to develop a plan for greater success for future assignments.*
- *This policy will be applied in conjunction with teacher course outlines and expectations that are given at the beginning of each course.*

### **Classroom Interventions**

Teachers may implement any or all of the following practices in working with students to meet assigned due dates:

- Teachers may request parent emails and phone numbers at the beginning of a course for the purpose of contacting home in situations where a student has one or more missing assignments.
- When available, students will be given online access to their marks (current grades, missing assignments, etc.)
- Students may be given individual printouts of their marks and assignments prior to reporting periods. Students will be offered time and encouragement to submit missing assignments.
- Students with missing assignments may be asked to take the printout home and have it signed by a parent or guardian, or they may be asked to sign a contract by individual teachers to complete late assignments.

- Printouts of marks and/or missing assignments may be posted in the classroom with students identified by student number to honour anonymity.
- Assignment and exam dates may be written on the chalkboard daily.
- Verbal reminders may be provided for students with missing assignments.
- Study guides are provided for exams, and may be adapted for individual students as required.
- A reasonable time will be given to complete assignments, with assistance from classroom teachers as an option, both in and out of the period for which the individual class is scheduled.
- If a student shows effort in class, he/she may be afforded as much time to complete work with his/her teacher as can be provided (i.e. through the lunch hour or before/after school).
- Students may be encouraged to plan ahead—catastrophe factor may be discussed with individual teachers—not to wait until the last minute to work on assignments and/or negotiate extensions.
- Students may choose to access the Homework Completion Centre in room #261 at noon hour to complete assignments. In addition, students may choose to work in the library during their free time for homework purposes. Library hours are 8:00 am – 4:00 pm.

Students are encouraged to speak to their teachers regarding their individual needs; the hope is to work as a team to ensure student success. We hope to build self-advocacy and negotiation skills in students to better prepare them for a future outside of SCCHS. Students are therefore encouraged to speak to teachers regarding necessary extensions for assignments, which are almost always granted when students have proven to be responsible (i.e. make plans with teacher(s) for an alternate date and discuss what can be done differently next time to ensure deadlines are met). We hope these crucial conversations become learning experiences rather than just extensions.

## **ACADEMIC HONESTY POLICY**

### **Academic Integrity**

Assignments, tests, and exams allow students to demonstrate how well they have learned the material offered in a course. It is important for students to be clear on which ideas and words are their own and which words and ideas are not their own. The general expectation for students is that they are to do their own original, individual work, unless asked to do otherwise by a teacher. In those cases, students must give credit to other people for their ideas or words.

### **Academic Misconduct**

Acts of academic dishonesty go against the general principle of partnerships as defined by SCCHS. All forms of academic dishonesty are considered serious within the SCCHS community. Forms of dishonesty include:

1. **Cheating:** Cheating is dishonest behavior or the attempt to be dishonest on tests or exams. It includes:
  - a. Copying the work of another student;
  - b. Using books, notes, diagrams, electronic devices, or any other unauthorized aides during an exam.
  - c. Communicating advance knowledge of an exam to other students (for example, if permitted to write an exam early);
  - d. Altering answers on an assignment or exam that has been returned.
2. **Plagiarism:** Plagiarism is a form of dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. In partnership with your teachers you will learn how to examine and refer to the ideas of others and these ideas must always be clearly acknowledged according to acceptable practices. Students should ask their teachers or the school librarian if uncertain. Plagiarism includes:
  - a. Not acknowledging an author or source for one or more phrases, sentences, or thoughts incorporated into written work.

- b. Presenting the whole or substantial portions of another person's assignment, paper, or report as an assignment before grading. This includes essays, blended essays, or parts of essays found on the Internet.

### **Consequences for Academic Misconduct**

The first occurrence of plagiarism on an assignment may result in a suspension of up to 5 consecutive noon hours, with an expectation that the plagiarized assignment will be redone and handed in at a deadline decided on by the teacher for whom the student plagiarized. If the student does not hand the assignment in by the required deadline, a zero may ultimately be assigned. The consequences for further academic misconduct may include one or more of the following: the further reduction of grades, the removal of a student from a course, or the further suspension or expulsion from school, depending on the nature of the misconduct.

### **DISCIPLINE POLICY**

As partners in the teaching and learning process, the staff and students believe that this partnership is based on:

- Mutual respect
- Understanding each other's responsibilities
- Communication
- Creating a positive learning environment

SCCHS strives to create and promote a caring and respectful school environment which encourages the well-being and educational success of every student. Each student and parent should feel welcome, comfortable and supported.

An important component of a positive environment is having clear behavioral expectations and discipline policies.

Behavioral expectations at SCCHS are based on three guiding principles:

- Respect
- Responsibility
- Safety

#### Specific expectations involving respect:

- Respectful behaviors include positive, friendly, cooperative attitudes, honesty, tolerance and conforming to the rules of the school.
- Disrespectful behaviors include: rude behaviours, inappropriate behaviours, profane language, racist behaviors, bullying, harassment, discrimination, vandalism, theft and inappropriate physical contact.

#### Specific expectations involving responsibility:

- Attend classes regularly and punctually and ensure any absences are cleared with the Attendance Office.
- Come to class prepared.
- Complete homework and assignments.
- Report any actions which violate the principles of the school.
- Assume responsibility for your actions
  - i.e. If you make a mess, clean it up
  - i.e. If you accidentally damage something, report it
  - i.e. If you do something wrong, accept the consequences.
- Students are expected to follow school policies as outlined in the Student Handbook.
- Students will cooperate with requests/instructions from staff members.

#### Specific expectations involving safety:

- Unacceptable safety risks include dangerous driving practices, threats to injure others, weapons, arson, throwing projectiles (stones, snowballs, water balloons).

## SCCHS Discipline Policy Consequences

The following is intended as a guide for teachers and administrators in assessing inappropriate behaviours, assigning appropriate consequences and implementing restorative discipline plans.

<b><u>Level One</u></b>	<b><u>Possible Consequences</u></b>	<b><u>Examples</u></b>
Any minor disturbances that distract from the learning environment.	<ul style="list-style-type: none"> <li>• Loss of spares</li> <li>• Noon or after school detention</li> <li>• Parent/Teacher conference (classroom disturbances)</li> <li>• Student/Admin conference (public area disturbances)</li> </ul>	<ul style="list-style-type: none"> <li>• Profanity – warning (if minor), second time loss of spare, third time 1 day in-school suspension (served in spares if possible)</li> <li>• Hats – remind on first infraction, second time take for a day, third time keep it</li> <li>• Dress code – have student change or turn shirt inside out if suitable (ie. Beer logo)</li> </ul>
<p>Activities and attitudes that show a lack of respect or regard for the safety or property of others.</p> <p>Frequent and repeated incidents of level one rules.</p>	<ul style="list-style-type: none"> <li>• Student/Admin conference</li> <li>• Parent/Student/Admin conference</li> <li>• Parent/Student/Admin mediation</li> <li>• Restitution</li> <li>• In school suspension with education and counseling</li> <li>• Out of school suspension</li> <li>• Payment for repair costs</li> </ul>	<ul style="list-style-type: none"> <li>• Harassment/bullying- up to five days in-school suspension and counseling</li> <li>• Fighting – up to 6 day suspension and counseling</li> <li>• Smoking – 1 day in-school suspension (served in spares)</li> <li>• Theft – RCMP involvement, restoration, loss of privileges, up to 8 days out of school suspension</li> <li>• Throwing snowballs, rocks, food, water balloons – one day in school suspension (served in spares)</li> </ul>
<p>Activities and attitudes that show a lack of respect or regard for the safety of school staff.</p> <p>Frequent and repeated incidents of level two rules.</p>	<ul style="list-style-type: none"> <li>• Student/Parent/Admin conference/mediation</li> <li>• In school suspension with education and counseling</li> <li>• Out of school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Disrespectful/refusing to follow directions of a staff member – one day in school or out of school suspension</li> <li>• Profanity towards staff member – up to 3 days out of school suspension</li> <li>• Possession of weapons on body, locker or knapsack- 1 to 10 days OSS, depending of the severity of the situation, possible initiation of VTRA protocols</li> </ul>
<p>Activities that seriously threaten the safety of others or show a gross disrespect for authority or property.</p> <p>Frequent and repeated incidents of level three rules.</p>	<ul style="list-style-type: none"> <li>• Up to a 10 day suspension</li> <li>• Potential recommendation for expulsion</li> <li>• school transfer</li> </ul>	<ul style="list-style-type: none"> <li>• Bomb threat, Drug trafficking, Possession of a weapon to cause bodily harm to another person – 10 day suspension recommended expulsion</li> <li>• Gross disrespect for authority or property – school transfer</li> <li>• 2<sup>nd</sup> possession of weapons or weapons used to threaten or injure- up to 10 day OSS and Board Review. Initiation of VTRA protocols.</li> </ul>



## CONTEXT OF BULLYING OR HARASSMENT

### Definition

“Bullying is a conscious, willful and deliberate hostile activity intended to harm” (Coloroso, 2002). The act of bullying or harassment is not acceptable at SCCHS.

The four markers of bullying and harassment

1. An imbalance of power
2. Intent to harm
3. Threat of further aggression
4. When bullying escalates unabated – terror

### Types of bullying

1. Verbal Bullying: any exchange of words that are negative (i.e. taunting, name calling, put downs)
2. Indirect Bullying: is hidden and hardest to detect (i.e. kicking, glares, looks, ostracizing, hitting, pinching)
3. Physical Bullying: any physical contact that has the intent to harm ( i.e. kicking, hitting, pinching)
4. Cyber Bullying: any derogatory text messages sent through cell phones and/or computers (i.e. internet websites, emails, MSN, text messaging)

### Those involved in a Bullying Situation

1. The Bully: a person who chooses bullying behaviours with the intent to harm someone or their property.
2. The Target (or the victim): The individual who is on the receiving end of the bullying situation.
3. The Bystander(s): These are four main types:
  - a. Follower(s): actively joins in
  - b. Passive – watches, but does not take an active part
  - c. Disengaged Onlooker(s) – watches what happens; is none of my business; don't take a stand
  - d. Defender(s) – sticks up for the victim. They are the ones who intervene somehow (i.e. interrupt the situation, create a distraction, go and get help).
4. The Intervener: a person who chooses to, or is asked to help settle a bullying problem.

### Teasing vs. Taunting

This is what Friends do:

Teasing:

1. Allows the teaser and person teased to swap roles.
2. Is not intended to hurt the other person.
3. Maintains the basic dignity of everyone involved.
4. Pokes fun in a light hearted, clever and benign way.
5. Is meant to get both parties to laugh.
6. Is only a small part of the activities shared by kids who have something in common,
7. Is innocent in motive.
8. Is disconnected when person teased becomes upset objects to the teasing.

This is what Bullies do:

Taunting:

1. Is based on an imbalance of power and is one-sided: the bully taunts, the bullied kid is taunted.
2. Is intended to harm.
3. Involves humiliating, cruel, demeaning, or bigoted comments thinly disguised as jokes.
4. Includes laughter directed at the target, not with the target.
5. Is meant to diminish the sense of self worth of the target.
6. Induces fear of further taunting or can be a prelude to physical bullying.
7. Is sinister in motive.
8. Continues, especially when the targeted student becomes distressed or objects to the taunt.

Excerpts from *The Bully, The Bullied, and the Bystander*, Barbara Coloroso, 2002. [www.kidsareworthit.com](http://www.kidsareworthit.com) kids are worth it, Inc. 800-729-1588 fax: 303-72-1204

## **Procedure**

When acts of bullying or harassment are identified at SCCHS, Administration or Student Services are informed and the process is as follows:

Investigation/Assessment:

- Conducted by administration of SCCHS
- During investigation, Administration may choose one or more of the following options:
  - The appropriate discipline for that youth.
  - Possible referral to Anti-Bullying Program/Student Services
  - Possible referral to outside agency (Mental Health, Addictions, Justice, RCMP)

Sessions offered include:

Session 1: Why are we here? Harassment is . . .

Session 2: What was incident? What needs were you attempting to meet?

Session 3: RCMP, probation, parents and youth meeting

Session 4: Setting things straight

## **Violence Threat Risk Assessment (VTRA)**

Threat assessment is the process of determining if a threat maker actually poses a risk to a target or targets they have threatened. SCCHS has trained individuals that will perform risk assessments when situations arise. This process has four basic steps:

1. Identify worrisome or threatening behaviour
2. Use a multi-disciplinary team to conduct a violence threat risk assessment. This may include staff members, law enforcement, mental health, social services, etc.
3. Determine if a threat maker actually poses a risk
4. Intervene appropriately

In, short, the threat assessment involves determining how credible the threat is and whether or not the threat maker has the resources and motivation to carry out the threat. Once the seriousness of the threat is determined, the team develops a plan for implementing risk-reducing interventions. The interventions are designed to protect the threat-maker as well as any potential targets.

At SCCHS, all high risk behaviours will be taken seriously and will be assessed accordingly. Determining what actions will be taken in any case (legal, disciplinary, mental health evaluation, etc.) will depend on the context of the incident.

## **SUBSTANCE ABUSE POLICY**

Swift Current Comprehensive High School, acting upon the community's and parent's expectations that the school will provide the most conducive learning environment, believes that unless schools and their students are substance (drug and alcohol) free, optimum conditions for learning will not exist.

Students may not possess, consume or distribute drugs or alcohol in any form while at school, in co-curricular program, extra-curricular, on school grounds, at school related functions on, or off campus, and while coming to and going from school and after school hours where students are responsible to school authorities. Students may not smoke cigarettes or use tobacco products in any form on school grounds, in the buildings, on any school bus or in any school vehicle.

### **Tobacco Replacement Products (Vaporizers and E Cigarettes)**

The school policy on tobacco replacement products (vaporizers and E Cigarettes) falls under the same category as tobacco products. They are not allowed to be used on School property, buses or school

vehicles. If the contents in these devices is determined to be a controlled substance, it would fall under our Substance Abuse Policy. Student consequences will be determined according to these policies.

### **Prevention and Education**

- A. At the start of the school year, and as reasonable necessary thereafter, the administration shall review with the staff appropriate drug use and intervention techniques.
- B. At the start of each school year the administration and staff shall review with the student body the negative impact of drug use and periodically reinforce this message.
- C. At the start of the school year and then as periodically deemed necessary, the administration and staff shall review this policy with the students. As periodically deemed necessary, the administration and staff shall review this policy with parents and guardians.
- D. At the start of the school year and then continually thereafter, the administration shall inform the student body about the services available for any student with a substance abuse question or need for assistance and shall keep that information posted in an area accessible to all students.

### **Role of the Staff**

- A. The School Board expects all staff members to assist in the education of students, including this policy. Subject to their rights and obligations pursuant to employment contracts, all school staff is expected to comply with this policy.
- B. All staff should be familiar with this policy and its impact on students.
- C. Whenever a staff member believes a student is violating this policy, the staff member shall take any action necessary to secure the health and safety of all students.
- D. Whenever a staff member believes a student is violating this policy, the staff member has a duty to immediately report the violation.
- E. All staff should be familiar with the resources available to those students seeking assistance with a substance abuse problem, treat any such request for assistance as a confidential.
- F. All staff and administrators are mandated reporters of student abuse and neglect. Violations of this policy may be reported as such. The police may also be notified.
- G. All staff shall report any violations of this policy to SCCHS administration. SCCHS administration shall report to the superintendent.

### **Definitions**

**Drugs:** Any substance considered illegal by Saskatchewan law; any substance for which the possession thereof is a civil violation under Saskatchewan law; any substance which minors are prohibited from possessing under Saskatchewan law; and the inappropriate use of any product in an attempt to alter the student's mental state. This includes but is not limited to tobacco, alcohol, marijuana and any prescription medication for which a student does not have a valid prescription.

**Substances:** Any product used in an attempt to alter the student's mental state.

**Drug Paraphernalia:** Includes any instrument or implement or combination adapted for administration of controlled substances—e.g., hypodermic syringe, needle, metal or plastic (snorting) tube—under circumstances which reasonably indicate an intention to use such instruments for the purposes of illegally administering any substance.

**Dealing Drugs (trafficking):** A person supplying (or intending to supply) drugs to another person. This includes but is not limited to giving drugs away, selling drugs, looking after drugs for someone else.

**Violation:** The act of disregarding the policy.

**Student:** Includes, but is not limited to, any person enrolled in Swift Current Comprehensive High School; any person attending a school sponsored activity normally intended for Swift Current Comprehensive High School students, regardless of where this person takes educational classes; and any person “home schooled” or “alternatively schooled” or otherwise not attending classes at the Swift Current Comprehensive High School, but who is of student age and on campus or attending a school sponsored activity.

**Attendance at School:** Attendance at school includes but is not limited to the following circumstances; any time a student is travelling to and from school or a school sponsored activity (whether by bus or private vehicle); any time a student is on school property whether during normal school hours or after school for a school sponsored activity; and any time a student is representing the school off school property but on a school sponsored activity.

**Co/Extra-Curricular Activities:** A co/extra-Curricular activity is one provided by and supervised by the school. The following is not an exhaustive list of extra-curricular activities covered by this policy:

1. Driving a private vehicle to and from school when bussing is available for school sponsored activities or co/extra-curricular activities.
2. Seasonal activities such as: soccer, cross country, golf, football, volleyball, basketball, wrestling, badminton, track and field
3. Yearly activities such as: band, drama, choral, SLC, clubs

**School Sponsored Activity:** A school sponsored activity includes, whether graded or non-graded, but is not limited to, any co-curricular event (sports, band etc...), field trips, class trips, dances, and similar educational and recreational activities.

**Expulsion:** The removal of a student from school following a proper investigation of student’s behavior and due process proceedings.

**In school suspension:** A one-on-one or small group setting where the student will have necessary academic support but will not be allowed to socialize with peers for the entire school day. An in school suspension also requires the parents to provide direct transportation to school as the student will be off the bus for the duration of the in-school suspension.

### **Types of Violations**

Can occur in the following ways:

1. Use of tobacco.
2. Use or possession of alcohol.
3. Use or possession of illicit drugs.
4. Use or possession of substances for the purpose of intoxication.
5. Being under the influence of alcohol or drugs.
6. Trafficking in drugs or supplying alcohol.
7. Use or possession of drug paraphernalia.

A list of the type of report which the administration may use to find a violation – it is not a requirement that the administration find a violation.

1. Any student personally observes a violation.
2. Any school employee (staff, administrator or otherwise) personally observes a violation.
3. Any school volunteer, chaperone, coach etc...who personally observes a violation.

4. A police report to the school administration of a violation.
5. A personal confession by the student of a violation.
6. A report personally observed by that student's parents or guardian.
7. Two out of three SCCHS staff members believe a student to be under the influence.

The following are examples of specific situations, which are NOT considered violations of this policy.

1. Anonymous reports are not considered valid and will not be followed up.
2. Reported conduct, which would otherwise be a violation if not observed by at least one other person or to which the student does not admit.
3. The unsubstantiated report from another student.
4. The unsubstantiated report from a community member.

### **General Student Body Consequences and Punitive Measures**

- 1. Student suspected of being under the influence during school hours**
  - a. Notify administration
  - b. Investigation by two out of three SCCHS staff members
  - c. Notify parents
  - d. Notify police
  - e. Student sent home for remainder of school day.
  - f. Referral to intervention counseling for a minimum of 1 session.
- 2. Student use of tobacco products in any form on school grounds, in the buildings, on any school bus or in any school vehicle.**
  - a. Notify administration
  - b. Investigation by two out of three SCCHS staff members
  - c. Notify parents
  - d. Notify police
  - e. 1 day in-school-suspension – 1<sup>st</sup> offense
  - f. 1 day out-of-school suspension – subsequent offences
- 3. First Offense of Drug/Substance Use During School Hours or at School Events.**
  - a. Notify administration
  - b. Investigation by two out of three SCCHS staff members
  - c. Notify parents
  - d. Notify police
  - e. Three day out of school suspension
  - f. Referral to intervention counseling for a minimum of 5 sessions.
  - g. Five hours approved community/school service
  - h. No involvement in co or extra-curricular activities until community service is completed.
- 4. Second Offense of Use During School Hours or at School Events.**
  - a. Notify administration
  - b. Investigation by two out of three SCCHS staff members
  - c. Notify parents
  - d. Notify police
  - e. 5 day out of school suspension
  - f. Referral to intervention counseling for a minimum of 5 sessions.
  - g. Five hours approved community/school service

h. No involvement in co or extra-curricular activities until community service is completed.

**5. First Offense of Possession during School Hours or at School Events.**

- a. Notify administration who notifies police and parents.
- b. Seven day out of school suspension
- c. Referral to intervention counseling for a minimum of 10 sessions.
- d. Ten hours approved community service
- e. No involvement in co or extra-curricular activities until community service is completed.

**6. Second Offense of Possession during School Hours**

- a. Notify administration who notifies police and parents.
- b. Ten day suspension with referral to the Division Board to face possible expulsion from school for up to 12 months.
- c. Twenty hours approved community service.
- d. One semester suspension from extra-curricular eligibility from sports or performance groups with no recourse.
- e. Referral to intervention counseling for a minimum of 20 sessions.
- f. Mandatory successful rehab for minimum of 4 weeks in order to return to school.

**7. Possession of with intent to Traffic**

- a. Notify administration who notifies police and parents.
- b. Referral to addictions services to determine direction of treatment.
- c. Ten day suspension with referral to the Division Board to face possible expulsion from school for up to 12 months.
- d. Mandatory rehab for a minimum of 4 weeks in order to return to school.
- e. Thirty hours of community service.

**8. Self-Referral**

- a. Notify administration who notifies parents.
- b. Referral to intervention counseling for a minimum of 10 sessions.

**Signs of Drug Involvement Checklist**

**Educational Symptoms**

- ❖ Truancy/Class skipping
- ❖ Constant tardiness to school
- ❖ General loss of interest in school
- ❖ Poor school performance
- ❖ Complaints about poor class conduct and attitude
- ❖ Dropping out of organized activities
- ❖ Dropping out of school

**Social Symptoms**

- ❖ Changes in personality and behaviour
- ❖ Changes in friends
- ❖ Unknown friends
- ❖ Changes in hangouts
- ❖ Always going nowhere special
- ❖ Secretive phone conversations
- ❖ Callers who refuse to identify themselves

- ❖ Hang up phone calls
- ❖ Overt hostility and outbursts
- ❖ Constant lying
- ❖ Stealing of small items
- ❖ Disappearance of clothing and money
- ❖ Constant money manipulation
- ❖ Unexplained appearance or disappearance of money

### **Psychological Symptoms**

- ❖ Depression or over activity
- ❖ Talkativeness
- ❖ Loss/increase of appetite
- ❖ Mood swings
- ❖ Confusion
- ❖ Anxiety
- ❖ Hallucinations
- ❖ Unpredictable behaviour
- ❖ Lack of ambition or drive
- ❖ No motivation – apathy

### **Physical Symptoms**

- ❖ Loss of physical coordination
- ❖ Eye changes (red or glassy eyes)
- ❖ Slurred speech
- ❖ Overall changes in physical appearance
- ❖ Dreamy – blank expression
- ❖ Loss of memory
- ❖ Trembling
- ❖ Needle marks
- ❖ Disappearance of drugs from medicine cabinet
- ❖ Unexplained appearance of pills, seeds, drug paraphernalia
- ❖ Sniffle or runny nose

The SCCHS Substance Abuse Policy is an educational policy created with the intent to prevent substance abuse within SCCHS. Through clear definitions, consequences and punitive measures the policy will support the continued effort of creating the most favorable and safest learning environment for all students. SCCHS and their students need to be substance free if optimal learning conditions are to exist.