

# **HERBERT SCHOOL STUDENT HANDBOOK**

**2023-2024**



**RESPECT, RESPONSIBILITY, and PRIDE**

## **Mission and Vision**

**Mission:** Herbert School facilitates the learning and growth of all students, fostering their individuality and promoting effective citizenship.

**Vision:** Herbert School is a community where students and staff feel safe and valued - demonstrating respect, responsibility, and pride –while developing an appreciation for life-long learning.

## **Herbert School Staff**

### **Administration**

Mr. Chad Striker - principal  
Mrs. Natasha Olynick - Vice Principal

### **Teaching Staff**

Mrs. Jenna Wall – Kindergarten,  
Mrs. Suzanne Boutilier- Gr. 1  
Mrs. Ashley Fox – Gr. 2  
Mrs. Carrie Gryde – Gr. 3  
Mr. Kevin Falk – Gr. 4  
Mrs. Kassidy Redekop - Gr 5, Middle Years Art  
Ms. Ricki Banford - Gr 6  
Mr. Ryan Gunstenson – Middle Years and High School Science,  
Math, and PAA  
Mr. Frank Meyers - Middle Years ELA and Social Studies,  
Financial Literacy, and Phys Ed.  
Mrs. Tami Krahn - Middle Years and High School Social Studies  
and ELA  
Mrs. Natasha Olynick – Middle Years Math and PAA  
Mrs. Ashley Braun - Middle Years Math and Science  
Mrs. Lori Moon-Penner – Learning Intervention  
Ms. Kari Davis - Student Services Teacher  
Mr. Chad Striker - High School Phys Ed and Law

### **Educational Assistants**

Mrs. Candace Epp  
Mr. Donovan Epp  
Mrs. Kimberley Dueck  
Ms. Abby Friesen  
Mrs. Heather Gerbrandt  
Mrs. Elizabeth Gordon  
Mrs. Lorraine Klassen  
Mrs. Andrea Lacelle  
Ms. Stormy Mulder  
Mrs. Lori Newton  
Mrs. Bohy Wintoniak

### **Support Staff**

Mrs. Anne Francis - Office Manager  
Mrs. Anne Haubrich - Librarian

### **Facility Staff**

Mrs. Tracey Cornelson - Custodian  
Mrs. Martha Funk - Custodian  
Ms. Dawn Wanner - Facility Operator

## Bell Schedule

Time	K - 6	Time	7-12
<b>8:45 am</b>	Warning Bell	<b>8:45am</b>	Warning Bell
<b>8:50 - 9:55am</b>	Period 1	<b>8:50 - 9:55am</b>	Period 1
<b>9:55 - 10:45am</b>	Period 2	<b>10:00 - 11:00am</b>	Period 2
<b>10:45 - 11:00am</b>	Morning Recess	<b>11:05 - 12:05pm</b>	Period 3
<b>11:00 - 12:05pm</b>	Period 3	<b>12:05 - 12:55pm</b>	Lunch
<b>12:05 - 12:55pm</b>	Lunch (dismissal bell at 12:25pm)	<b>12:55 - 2:00pm</b>	Period 4
<b>12:55 - 2:00pm</b>	Period 4	<b>2:00 - 2:15pm</b>	Afternoon Recess
<b>2:00 - 2:15pm</b>	Afternoon Recess	<b>2:15 - 3:15pm</b>	Period 5
<b>2:15 - 3:15pm</b>	Period 5	<b>3:15pm</b>	Dismissal
<b>3:15pm</b>	Dismissal		

*\*Town students are asked to arrive at school no earlier than 8:40am, with the exception of supervised extracurricular activities provided by a coach.*

## School Visitors

All parents and guests are asked to check in at the main office upon arrival at the school. Administration or the office manager will be able to assist you with your inquiry. Guests are required to sign in at the office.

## Home and School Communication

Home-School-Community partnerships and communication are vital for student success at school. At Herbert School, our teachers communicate with parents to update them on students' successes or concerns. We invite parents to contact the school should they have any questions or concerns. In addition to teachers communicating with parents through phone calls, emails, and agendas, the school uses the following methods to keep parents informed about school events:

School Website: <https://www.chinooksd.ca/school/herbert>

Facebook: Herbert School Laurels

Twitter: @herbertlaurels

## Herbert School Community Council

A great way for parents and guardians to become involved in school and to learn about school events is to attend the School Community Council meetings held once per month. We welcome all parents to attend the SCC meetings and are always looking for parents to help with the SCC. Watch the newsletter and school website for SCC meeting dates. If you are interested in joining the SCC or if you have any questions about the SCC, please contact the school at 306-784-2454.

## High School Program of Studies

Saskatchewan Ministry of Education Graduation Requirements

- 24 credits total
- Five ELA credits
- One Phys Ed credit
- Two PAA or Arts Education options at the 10, 20 or 30 level
- Five level 30 options
- One science and one math at 20 or 30 level
- One social science at 20 or 30 level

Herbert School Administration, High School Teachers, Chinook School Division Career Counsellor, and the Student Services Teacher meet with students to create individualized high school programming that fits the needs of each student. [SaskDLC](#) is used to complement the offerings of our school to provide opportunities for interest based courses. Chinook School Division students are permitted to access 1 interest based SaskDLC course in grade 10 and 2 courses each in grade 11 and 12.

## Graduation and Valedictorian

Herbert School graduation is celebrated in June. A class valedictorian will be selected by teachers and administration.

*The student with the highest overall combined average in all gr. 11 and 12 courses will be awarded the position of valedictorian. The student's overall average will be calculated by using all grade 11 and 12 marks – excluding special project marks and dual credit marks - on their transcript as of May 1<sup>st</sup> along with the student's semester two marks in all subjects- including Cyber School Marks - as of May 1<sup>st</sup>. To be eligible for valedictorian, grade 12 students must have completed at least one 30 level science and one 30 level math. In circumstances where there is a tie between two more students in having the highest overall combined average, the high school teachers and school administration will exercise their professional discretion to determine another criterion or criteria necessary to select the valedictorian or they may choose the students whose averages are tied to serve as the valedictorians.*

## Tracking Student Progress

Gradebooks are live for both parents and students for grades 6 - 12. In the event that a student is struggling, teachers will communicate concerns with parents in a solution-focused and timely manner. Parents are encouraged to contact their classroom teacher with any questions or concerns regarding their child's progress.

Report cards for grades K - 9 are published twice per school year, in January and June. Grades 10 - 12 receive a mid semester report card in addition to the January and June reports. Parent-Teacher conferences are set up in November and March for all grades.

## Dropping a Credit Course

If grade 10-12 students wish to drop a class, they **must obtain permission** from their parents, their teacher, and Herbert School administration. There is a course drop form that must be signed by the course teacher, student, and parents. Students are to meet with Mr. Striker and their teacher if they wish to drop a course.

[Herbert School Course Drop Form](#)

## **Chinook School Division Career Counsellor**

Chinook School division has an itinerant Career Counsellor, Mrs. Drew Bailey. She will visit our school and students to help them make decisions about high school programming and decisions for after high school. We encourage parents to take an active role in helping their child make decisions about their future.

## **Awards Gala and Grade 12 Scholarships**

Grade 12 students can apply for local scholarships and bursaries as well provincial and national scholarships. The local scholarships offered are:

**Henry Koehn Memorial Bursary** - \$1000.00 scholarship for any student entering any college, university, or Bible school.

**Herbert & District Chamber of Commerce Memorial Bursary** - For a student entering into a field relating to entrepreneurship, management or small business.

**Herbert & District Rec Board Bursary** - For students entering full time training at any accredited technical or trade school or university. Students must have demonstrated community involvement in recreation or culture either as a volunteer or in a paid position. Must be used within 18 months.

**Herbert & District Health Care Auxiliary Bursary** – For a student entering post-secondary study in health care.

**Herbert Minor Hockey** – Offers a scholarship to a student who has played minor hockey in Herbert.

**Trevor Regier Bursary** – Awarded in memory of Trevor Regier to a student pursuing a career in business administration, accounting, or sports related.

***To access provincial and national scholarships, students will find the Chinook SD Scholarship document on the school website.***

In June, grade 7-12 students' academic and extra-curricular achievements are celebrated at a year-end awards gala. Awards given to students include:

**Grade 7-12 Herbert School Merit Awards** – Awarded to a student in each subject who has demonstrated passion, dedication, respect, responsibility, pride, and perseverance in each subject. The highest grade is not necessarily required for this award, however, it is expected the student will have a mark of at least 70%.

**Grade 7-12 Herbert School Academic Excellence Awards** – Awarded to the student with the highest grade in each subject.

**Herbert School Athlete of the Year Division III and IV (Male and Female)** - Awarded to students who demonstrate excellence in athletics.

**Herbert School Fine Arts Awards for Division III and IV** – Awarded to students who have demonstrated a natural ability in, a passion for, and interest in the fine arts, and have shared their passions and talents with others in the school and community. These students have been involved in a variety of Arts related activities in the school.

**Student Honour Roll Certificates** – Students who have been on the honor roll by achieving an average of 80% or higher over the full school year.

**Herbert School Student Excellence in Attendance Award** – Awarded to students who have achieved an attendance record of 95% or higher.

**Herbert School Student of the Year (One award presented to a student in each grade)** - Awarded to the students who have gone above and beyond in their commitment to their school through excellent work ethic, perseverance, respect, responsibility, leadership and pride in their curricular and extracurricular pursuits.

**Herbert School Achievement Award** – Awarded to the student who, through perseverance, respect, responsibility, and pride, has overcome obstacles and improved as a student.

**Herbert School HEART Award**- Awarded at the discretion of staff to grade 7-12 students who go above and beyond in demonstrating sportsmanship and respect in athletics. The number of students given this award may vary from year to year.

## **Individual Chromebooks**

Students will be provided with school-use chromebooks. Students and parents will sign the *Acceptable Use of Technology Agreement* at the start of each school year. Elementary usage will be in class only. For students in grades 7 - 12, they must be used only under the following conditions:

- All chromebooks must be stored in their proper location (NOT in a locker or backpack).
- Chromebooks are not allowed to be taken home unless directed by a course teacher.
- Students may not use another student's chromebook under any circumstances.
- Chargers are not to be removed from their storage location and are not to be taken home.
- No chromebook usage is allowed during breaks/recess.
- Chromebooks must be well cared for to prevent damage.

Failure to comply with these conditions may result in confiscation of the chromebook, limitations for future use, and/or complete suspension of the chromebook.

## **Dress Code Policy**

The primary responsibility of a student's attire resides with the student and their parent/guardian. Herbert School staff is responsible for ensuring that student attire does not interfere with the health or safety of any student, nor does it contribute to an intimidating or hostile atmosphere for any student.

Students should be given the most choice possible in how they dress for school. Keeping in mind that school is a place for work and learning, there are a few items that are not appropriate for school.

- Swimwear
- Exposed underwear
- Clothing/accessories depicting violent or hostile language or images
- Clothing/accessories depicting drugs, illegal items/activity, or profanity
- Clothing/accessories or gear that restricts your identity
- Clothing/accessories that prevent students from engaging in school activities or tasks

## **Plagiarism Policy**

Plagiarism is the practice of taking another's thoughts, ideas, or work and passing it off as their own. This would include, but is not limited to:

- copying work from a classmate,
- copying quotes or information from a source without proper citation or references,

- using a previously submitted assignment,
- using an AI content generator or text inflator (for example, chatGPT), or
- using internet sources beyond their intended purpose.

This type of academic dishonesty is unacceptable. Any plagiarized work will receive a mark of zero. At the discretion of the classroom teacher and administration, the student *may* be permitted to redo and resubmit the piece. Subsequent plagiarized work will be subject to further disciplinary consequences.

## **Student Expectations and Discipline**

Herbert School aims to provide a safe and caring learning environment. Any behaviours that negatively affect the positive school climate and culture, will be subject to disciplinary consequences as deemed appropriate by administration and at times, in consultation with the Superintendent of Schools. General student expectations are provided by classroom teachers and are extended into common areas of the school. We expect our students to uphold the Herbert School values of respect, responsibility, and pride.

Violations by students may include, but are not limited to:

- Defiance
- Disruptive behaviour
- Harassment
- Disrespect / bullying
- Damaging or misusing school property
- Possession of weapons
- Violence or physical altercations
- Use or possession of drugs, alcohol, tobacco, or illegal substances
- Swearing, vulgarity, racist or sexist language, inappropriate comments

## **Attendance**

Students of Herbert School are required to attend school regularly and punctually. Regular class attendance is essential. Irregular attendance may lower a student's chance of success and disrupts the continuity of the class. We acknowledge that parent/guardian(s) have the right to permit absences in cases of illness or other circumstances. Parent/guardian(s) are encouraged to support the school by promoting a positive attitude towards regular attendance and punctuality.

Teachers will communicate with parents if their child's attendance is affecting their academic learning. Further communication with the administrator and parents may follow. Student athletes at the high school level have specific expectations relating their in-school attendance and their extracurricular activities. Please see *Student Athlete Expectations* for details.

In the event that a student is absent from school, a parent/guardian is required to notify the school by phone or email. If the student rides the bus, guardians are expected to notify bus drivers as well. If a student is

leaving school early, they are expected to communicate the absence with their classroom teacher and sign out at the main office.

## **Noon Period and Off-Campus**

All students who eat lunch at home are required to return to school between 12:25 and 12:55pm. Students are expected to be in their homeroom classrooms from 12:05 - 12:25pm.

Students in grades K - 9 must remain on-campus for the duration of the school day (with the exception of eating lunch at home). Students in grades 10 must have parent permission for off-campus recess privileges. Students in grade 11 and 12 must have parent permission for off-campus recess, spares and to work offsite on their SaskDLC courses.

## **Cell Phone Policy**

If students are bringing a cell phone to school, it must be used in accordance with the [Herbert School cell phone policy](#). In the case of an emergency, please connect with your child through the school phone at 306-784-2454.

## **Parking and Bus Loading**

Bus loading, van parking, staff parking, and handicapped parking are labeled on school property. Students, parents, and guests are expected to park in appropriate designated parking areas. All traffic signage is to be followed, including speed limits and illegal passing in the bus lane.

## **Extra-Curricular Items**

### ***Expectations of Student Athletes***

Participating in extracurricular athletics is a privilege at Herbert School. Athletic programs can provide several benefits to its participants including the opportunity to grow and develop as an athlete, to experience healthy competition, to improve and strengthen fitness, and to build relationships with teammates, coaches, and opponents. As such, students who commit to being part of a Herbert School team must sign the [Student-Athlete Expectation form](#) which outlines specific sport, attendance, and academic expectations which must be upheld.

### ***Fees***

The students of Herbert School have the opportunity to participate in a number of extracurricular activities. These include, but are not limited to: cross country, volleyball, basketball, badminton, track and field, SLC (student leadership council), and the Drama Club. The expenses of these activities can vary greatly and as such, student fees help to offset the costs of travel, uniforms, officials, or any additional supplies that are required. Extracurricular fees for the 23/24 school year will be set at \$25 the following activities: cross country, badminton, track and field, SLC, golf, and the drama club; \$50 for league based junior volleyball and basketball; and \$100 for senior and tournament based volleyball and basketball. A student will pay a maximum of \$200 for extra curricular activities.



Herbert School can direct families to outside programs to help with the payment of fees to ensure all students are able to participate.

***Travel Arrangements***

Transportation, when possible, will be provided for all curricular events, either by bus or school van. In the case when travel for extra-curricular activities is not provided by a school division mode of transportation, parents are responsible for arranging transportation to and from events.