

SHAUNAVON HIGH SCHOOL

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“Learning today for tomorrow’s future”

**Student Handbook
2023-2024**

SHAUNAVON HIGH SCHOOL
POLICY AND PROCEDURES MANUAL 2023-2024
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OPERATIONAL SCHEDULE

SHAUNAVON HIGH SCHOOL STUDENT HOLIDAYS & REPORTING DATES - 2023-2024

Friday	Sept. 1	- Local Professional Development Day (No School)
Monday	Sept. 4	- Labour Day (No School)
Tuesday	Sept. 5	- First Day of Semester One Classes (Day 2)
Wednesday	Sept. 13	- School Pictures
Monday	Oct. 2	- Teacher Convention (No School)
Thursday	Oct. 5	- PARTY Program - Grade 10 & 11
Friday	Oct. 6	- Term One Interim Assessment Reports
Monday	Oct. 9	- Thanksgiving Holiday (No School)
Wednesday	Oct. 11	- Chinook Career Expo
Friday	Nov. 10	- School Picture Retakes @ 1:00
Friday	Nov. 10	- Term One Grade 10, 11 & 12 Report Cards/Middle Years Progress Reports
Monday	Nov. 13	- Remembrance Day Holiday (No School)
Thursday	Nov. 16	- Parent-Teacher Conferences (4:00 p.m. to 9:30 p.m.)
Monday	Nov. 20	- Day in Lieu of Parent Teacher Conferences (No School)
Wednesday & Thursday	Nov. 22-23	- Grad Photos
Friday	Dec. 8	- Term Two Interim Assessment Reports
Friday	Dec. 22	- Last Day of Classes
Monday-Friday	Dec. 25- Dec. 29	- Christmas Holidays
Monday-Friday	Jan. 1-5	- Christmas Holidays
Monday	Jan. 8	- Back to School (Day 1)
Tuesday	Jan. 23	- Exam Selection
Thursday-Friday	Jan. 25-26	- Semester One Final Exams
Monday-Tuesday	Jan. 29-30	- Semester One Final Exams
Wednesday	Jan. 31	- Administration Day (No School)
Wednesday	Jan. 31	- Term Two Grade 8-12 Report Cards Posted
Thursday	Feb. 1	- First Day of Semester Two (Day 4)
Monday	Feb. 19	- Family Day (No School)
Tuesday-Friday	Feb. 20-23	- Spring Break (No School)
Monday	Feb. 26	- School Classes Resume
Friday	Mar. 8	- Term Three Interim Assessment Reports
Monday	Mar. 18	- Professional Development Day (No School)
Friday	Mar. 29	- Good Friday (No School)
Monday-Friday	Apr. 1-4	- Easter Break (No School)
Friday	Apr. 5	- Day in Lieu of Parent -Teacher Conferences (No School)
Wednesday	Apr. 17	- Term Three Grade 10, 11 & 12 Report Cards/Middle Years Progress Reports
Thursday	Apr. 25	- Parent-Teacher Conferences (4:00 p.m. - 9:30 p.m.)
Friday	May 17	- Term Four Interim Assessment Reports
Monday	May 20	- Victoria Day (No School)
Thursday	June 6	- Colour Day
Wednesday	June 12	- Year End BBQ
Wednesday	June 19	- Exam Selection
Thursday	June 20	- Final Exams
Friday	June 21	- National Indigenous Peoples Day (No Exams)
Monday-Wednesday	June 24-26	- Final Exams
Thursday	June 27	- Administration Day (No School)
Thursday	June 27	- Term Four Grade 8-12 Report Cards Posted
Friday	June 28	- Administration Day (No School)
Friday	June 28	- Graduation 2024

THE SCHOOL SCHEDULE

A. Daily Schedule

The Shaunavon High School day is divided into 6 periods as follows:

8:46 a.m.	Warning Bell	12:06 p.m. – 1:06 p.m.	Noon Break-Period 4 (60 minutes)
8:51 a.m.	“O Canada”	1:02 p.m.	Warning Bell
8:50 a.m. – 9:52 a.m.	Period 1 (62 minutes)	1:06 p.m. – 2:08 p.m.	Period 5 (62 minutes)
9:52 a.m. – 9:57 a.m.	Transition Time (5 minutes)	2:08 p.m. – 2:13 p.m.	Transition Time (5 minutes)
9:57 a.m. – 10:59 a.m.	Period 2 (62 minutes)	2:13 p.m. – 3:15 p.m.	Period 6 (62 minutes)
10:59 a.m. – 11:04 a.m.	Transition Time (5 minutes)	3:15 p.m.	Dismissal
11:04 a.m. – 12:06 p.m.	Period 3 (62 minutes)		

B. School Terms

For Division IV students (Grades 10, 11, and 12), each year is divided into two semesters of approximately 100 days each. The first semester is completed near the end of January and the second at the end of June. Division III classes (Grades 8 and 9) are full-year and consist of four terms, approximately 50 days each.

THE SCHOOL STAFF

A. Teaching Staff

Connie Allemand (Principal)
 Aaron Audette
 Brooke Chabot
 Matthew Fahlman
 Jennifer Foley
 Stephen Hall
 Nancy Leroy
 Jaret Olesen
 Carmen Stevenson (Vice Principal)
 Riley Zielke

B. Support Staff

Tana Audette Library Technician
 Stacey Bredahl Educational Assistant
 Amanda Duke Educational Assistant
 Madison Engen Educational Assistant
 Mia Frederick Educational Assistant
 Claudette Malone Educational Assistant
 Tasha Wilkins Educational Assistant
 Bobbi-Jo Smith Office Manager
 Gerhard Venter Facility Operator
 Kelly Pritchard Facility Operator Assistant

PHILOSOPHY & MOTTO

1. Shaunavon High School’s Value Statements

We will value “Learning for All.”
 We will value the worth of each individual.
 We will value lifelong learning.
 We will value optimal wellness.
 We will value respect and responsibility.
 We will value personal excellence.

2. Shaunavon High School’s Mission

Shaunavon High School exists to create a safe, respectful environment which values and promotes personal excellence and wellness in the support of lifelong learning for all.

3. Shaunavon High School’s Vision

Shaunavon High School is a learning community dedicated to improving teaching and learning by focusing on learning destinations, needs assessments and learning opportunities to ensure “Learning for All.”

4. Shaunavon High School’s Motto

Learning today for tomorrow’s future!

5. The School Crest and Logo are:



SCHOOL POLICIES & PROCEDURES

A. Registration and Fees

1. **Initial Registration:** Upon first entering Shaunavon High School, an electronic registration form will be sent via email to the parent/guardian. The electronic registration form will request you provide personal information such as full name, date of birth, parents or guardians, bus driver, physical address and mailing address. In addition, the form will request you provide medical history, technology consent and parental permissions.
2. **Re-registration:** All students re-registering in the fall will be required to complete an electronic registration form to ensure records are up to date.
3. **Timetables:** Student timetables will be devised based on pre-registration forms, and will be distributed to students prior to or on the first day of each semester. Changes to student timetables must be arranged in consultation with the administration and the parent/guardian.
4. **Student Fees:** Chinook School Division policy requires that no fees for attending classes be charged to students.
5. Students will be **responsible for the costs** of replacing lost or damaged textbooks, Chromebooks and chargers, replacing lost locks, repairing damaged or dirty lockers, or repairing damage they cause to school equipment and/or supplies. Until such costs are paid, students will be ineligible to participate in any extra-curricular activities.
6. **SRC Fees:** An SRC fee of \$30.00 will be collected to finance the operation of student council activities.
7. **Extracurricular Fees:** Students who participate in extracurricular activities involving travel will be charged a fee per activity.

B. Academic Policy

1. **Middle Years Programs:** Students are required to take all subjects offered in grades 8 and 9. Individualization of core subjects is available for those students who require this option.
2. **High School Programs:** Students are encouraged to take as many classes as possible (five) each semester. The principal may grant a student permission to take fewer credits, if in the opinion of the staff and the parent/guardian, the student would benefit from being allowed to concentrate on fewer subjects.
3. **Switching Classes:** At the beginning of each semester, a Division IV (Grade 10, 11 or 12) student may switch classes in his/her program of studies only with the approval of the school Administration and his/her parent(s)/guardian(s). Such changes must be in effect no later than 10 school days after the start of the semester.
4. **Saskatchewan Distance Learning Courses:** Students wishing to enrol in a distance learning course offered by the Saskatchewan Distance Learning must obtain approval from the administration. In addition, to assist student success in such courses, the student will be assigned to a staff supervisor and a mandatory scheduled work period. Grade 11 and 12 students may have open-campus privileges after the supervisor receives confirmation of course completion.
5. **Discontinuing a Class:** A Division IV (Grade 10, 11 or 12) student may discontinue a class only after the student, his/her parent(s) or guardian(s), the teacher of the class and the administration agree that it is in the best interest of the student to do so. After December 1st (Semester I classes) or May 1st (Semester II classes), a student will be permitted to discontinue a class only under extreme circumstances.
6. **Graduation Requirements:** In order to participate in graduation activities, a student must be in a position to complete the Saskatchewan Learning minimum requirements for Grade 12 by June 30 of their graduation year. The student must have:
 - a) achieved a minimum total of 24 credits.
 - b) credit for English A10, English B10, History 10, Science 10, Math: Workplace and Apprenticeship 10 or Math: Foundations and Pre-calculus 10, Math 20 level course, English A20, English A30, English B30, and History 30. (Modified-11, 21 & 31 or Alternate-18, 28 & 38 versions of these subjects may also be used, but will require a parent meeting prior to enrollment)
 - c) credit for at least five level 30 subjects.
 - d) at least one credit from Environmental Science 20, Physical Science 20, Health Science 20 or Computer Science 20.
 - e) at least one credit from History 20, Psychology 20 or Law 30.
 - f) at least one credit from Wellness 10, Credit Physical Education 20 or 30.
 - g) at least 2 credits from Accounting 10 and 20, Career and Work Experience 10, 20 and 30, Computer Science 20 and 30, Construction & Carpentry 10, 20 and 30, Cosmetology 10, 20 and 30, Electrical 10 and 20, Food Studies 10 and 30, Information Processing 10, 20 and 30, Life Transitions 30 or Practical & Applied Arts 20 and 30.
7. **Final Exams**
 - a) **Grade 8 and 9 students will attend regular scheduled classes during the January & June exam schedule.**
 - b) **Students taking level 10 and 20 courses will be involved in exam selection.**
 - c) **Grade 10-12 students will write a minimum of two final exams.**
 - d) **Exam Selection Process:**
 - i) Students have the opportunity to meet with administration to select two courses they wish to write final exams for.
 - ii) Teachers have the opportunity to request that a student write the final exam in their class
 - iii) Students will be notified of the exams they will write at least two days prior to the exam schedule.
 - e) **If a student does not have a passing grade in a class, they are exempt from exam selection and will write the final exam.**
 - f) **Exam Selection is not an option in 30 level courses.**
 - g) **Some level 10, 20 & 30 courses do not have final exams.**

8. Late Assignment Policy

Rationale

- a) Students are encouraged and expected to complete all assignments. A student's success in the classroom can be directly related to the completion of assignments in a timely and thorough manner. A student's mark can greatly be affected by not completing assignments. In the new assessment model, one of the options for a student to show they have learned a concept or skill is by showing it through an assignment, which is important as some students struggle on exams which is another method of showing understanding. Assignments also prepare students for other types of assessments, including essays, class presentations, pamphlets, projects and posters, to name a few. Shaunavon High School staff appreciates the efforts students take to ensure assignments are handed in on time, allowing staff to correct and give feedback to students in a time sensitive manner, which has a positive impact on the students success and understanding.

Explanation

- b) Due to the fact that students are involved in a variety of activities in and out of school, and that these activities can sometimes affect whether a student has the opportunity to complete assignments, we are allowing students to hand assignments in late without receiving any late marks. This policy will help students juggle life, illness, extra-curricular activities, work as well as school. This does not mean there is a limitless time to hand in assignments. Shaunavon High School allows a grace period for teachers to accept late assignments. **If a student is unable to hand in an assignment on the due date, it is the student's responsibility to have a conversation with the teacher to make arrangements for late submission. It is then the teacher's responsibility to contact parents to keep them informed.** No marks will be taken off for being late. Assignments may eventually result in a zero. A grace period may not be allowed when the assignments are in preparation for an exam or project and need to be done sooner in order to have a positive impact on the exam or project. Staff will have the ability to alter these rules if extreme circumstances exist.

Late Assignments and Reporting Periods

- c) Assignments must also be handed in at least one week prior to report cards or interim reports going out, for the assignment mark to be included in their report card mark. In January and June, all late assignments must be handed in one week prior to exam selection for the assignment to be corrected and the mark included in the student's assessment. Staff will have the ability to alter these expectations if extreme circumstances exist.

C. Student, Teacher & Support Staff Responsibilities

1. The student body, SRC, and the teachers have developed and accepted, as a guide, **four responsibilities for students** of SHS, as follows:
- Show respect for school property, staff and fellow students.
 - Come to class prepared and on time.
 - Try your best by being willing to work, learn, and listen.
 - Take part in school activities and show school spirit.
2. The same groups of school personnel also developed and accepted these four items as being **responsibilities of teachers and support staff**.
- Show respect to students.
 - Come to class on time and be prepared.
 - Create a motivated and disciplined class where students can learn.
 - Support school activities and show school spirit.

D. Student Behaviour

1. Within the classroom, students are expected to behave in a manner conducive to their own academic progress and that does not interfere with the learning potential of other students. Inappropriate behavior may result in temporary removal from class and referral to the administration. Consistent interference with the rights of others in the classroom may lead to a student's removal from class until the situation is resolved.
2. Although **minor disciplinary matters may not be referred to parents/guardians** because the school wishes to emphasize student responsibility, any serious concerns, especially those that could lead to student suspension, will be referred promptly. Possible intermediate disciplinary measures before the imposition of a suspension include detentions, parent/student/teacher conferences or referral to the Student Services Counsellor.
3. **Behavioral Expectations of Students**
- Students shall attend school regularly and arrive punctually.
 - Students shall be respectful to all school teaching and support staff.
 - Students shall be responsible to the staff for their behaviour on the school property, on the way to and from school, on school buses and at all school sponsored activities.
 - Students shall be held accountable for any school property they have willfully or carelessly destroyed, broken or damaged.
 - Students shall come to each class properly equipped for the normal subject activities of that class.
 - Students shall attempt to complete assignments to the best of their ability within the time specified by the teacher.
 - Students shall be neat and clean in personal appearance and dress in an appropriate manner.
 - Students shall treat all school guests, including substitute teachers, with respect.
 - Students shall display respect for the school and its property.
 - Students shall treat their fellow students with respect and courtesy. In particular, verbal abuse, aggressive behaviour, such as pushing, chasing an individual, running in the hallways, striking another individual or any other acts endangering student safety will not be tolerated as acceptable behaviour in the school.
4. **Possible Grounds for Suspension**
- Being in possession of or under the influence of drugs or alcohol, or the use of drugs, alcohol, tobacco products or vapour related products on school property.
 - Being in the possession of any weapon or replica (Violence Threat Risk Assessment will be mandatory).
 - Theft.
 - Vandalism including intentional damage to school property.
 - Defiance of school staff, such as insolence, profanity, continual failure to serve assigned detentions, or deliberate lying.
 - Repeated truancy or class skipping.
 - Fighting.
 - Bullying.

5. After a student suspension, sessions with the Student Services Counsellor may be scheduled. Serious aggressive behaviour, involving fighting, physical abuse, continued harassment, or theft will automatically be reported to the RCMP or any other required agencies and assessed by Violence Threat Risk Assessment.

6. **Respect Policy**

The staff of SHS believes that in order to optimize success, students must be educated in a safe, respectful and inclusive environment. School environments include all school property, extra-curricular activities and excursions, and transportation vehicles.

- a) When someone says or does something unintentionally hurtful and they do it once, that is rude.
When someone says or does something intentionally hurtful and they do it once, that is mean.
When someone says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them that you are upset – that is bullying.
- b) Staff supervision has been assigned to help discourage bullying incidents. Any act of reported bullying will result in an appropriate consequence that will aim to deter any further acts. Student referrals for restitution and/or counselling will be part of this process.
- c) It is the responsibility of all students to address bullying behaviour if they are able to and/or to inform staff. Change is not possible without the support of the school community.

E. Attendance Guidelines

1. Every day at school is a valuable learning experience. Students and their parents or guardians are reminded that absence from school is a serious matter and should be avoided if at all possible.
2. The school has legal responsibility to know the whereabouts of students during regular school hours. Whenever a student is absent from school or a particular class, parents or guardians are asked to phone the school at 297-2733 to report the absence. If there is prior knowledge that a student will be absent, a note may be sent. Parents or guardians will be contacted by phone on the days a student is absent for an unknown reason.
3. Whenever it is necessary for a student to be absent, it is the student's responsible for all class work missed, regardless of the reason.
4. The success of students is dependent upon their being in the classroom and being ready to learn. Our current curriculums require **100 classroom hours** for a subject credit. Therefore, it is very difficult for students to be successful when they are regularly absent or late. Also, punctuality is an essential quality needed to be successful in future employment. Therefore, SHS has adopted a policy that encourages students to be at school consistently and on time to obtain credits and ultimately, to successfully graduate.

5. **Late Policy:**

- a) If students are to benefit as fully as possible from each class, it is imperative that they attend classes punctually. It is the student's responsibility to be on time for all classes. Students arriving late must check in at the office and then go directly to class.
- b) A student is considered late when not in the classroom at the time attendance is taken (*please see #8 below to clarify an excusable late).
- c) Teachers will document the late arrival of students. Discretion will be given to the reason, notification and frequency of occurrence.
- d) Should a student consistently arrive late, teachers may administer the following consequences.
 - i) Restitution
The teacher and student will have a conversation in order to understand the situation and to support the student in arriving on time.
 - ii) Parent Contact, Meeting and Consequence
The teacher will contact parents to inform them of the repeat occurrence. A meeting between the student, teacher and administration will be arranged to assist the student in arriving on time. A consequence will be imposed by administration.
 - iii) Parent Meeting and Consequences
Administration will arrange for a meeting between administration, the teacher, the student and parents. It is the goal of this meeting to assist the student in arriving to class on time. A consequence will be imposed by administration.
- e) Should a student continue to be inexcusably late beyond these parameters, further consequences will be imposed by administration (made-up time, in-school suspension, out of school suspension, removal from class).
- f) Based on individual student needs and programming, administration reserves the right to exempt specific students from this policy.

6. **Attendance Policy:**

- a) **Attendance** will be taken at the beginning of each class.
- b) **The Education Act allows for only the following as excusable absences: medical or dental appointments, illness verified by a doctor, religious obligations or extended family travel.**
- c) Inexcusable absences will have consequences and intervention.
- d) When a student exhibits an attendance problem, the following procedure will be followed.
 - i) At 5% of class time missed (approximately 5 absences from a class), the teacher will inform administration that the student is nearing the point where parents must be contacted.
 - ii) At 7% of class time missed (approximately 7 absences from a class), parents will be notified and informed of the importance of attending school by the classroom teacher.
 - iii) At 10% of class time missed (approximately 10 absences from a class), administration will notify parents and set up a meeting to assist in resolving the issue.
 - iv) Should a Grade 10-12 student exceeds a total of 15 inexcusable absences in a particular class, the student may be removed from the class. If removal occurs, the student will be allowed to write a scheduled final exam, but will not be allowed to submit assignments or receive assistance from the teacher from the date of removal onward.
 - v) Consideration will be given when extenuating circumstances exist: e.g. lengthy illness, extended family travel.
 - vi) Administration reserves the right to exempt specific students from this policy based on individual needs and programming.

7. **It is important to note that the Education Act allows for only the following as excusable absences: medical or dental appointments, illness verified by a doctor, religious obligations or extended family travel.**

8. **All late arrivals and absences are considered inexcusable unless the parent has made prior contact to verify the absence as medical or dental appointments, illness verified by a doctor, religious obligations or extended family travel. The school administration will also attempt to verify absences and/or late arrivals as they take place.**

9. **Work Periods:** During a period where no class has been scheduled, a student must report to the classroom assigned by the principal and work on assignments. (Permission from the supervising teacher must be obtained to use the Library during this time.) Distance Learning students will be assigned a work period specifically to complete their course requirements. Exceptions may be granted for students in Grade 11 or 12, with the prior approval of the parent(s) or guardian(s) and the administration.
10. **Driver Education:** Driver Education students are required to miss class time in order to drive as scheduled by the Driver Instructor. Students must make arrangements to catch up on work missed. Administration reserves the right to exempt specific students from Driver Education. SGI will remove the privilege from any student who misses two or more hours of class.
11. **Appointments:** Students and/or parents are encouraged to arrange appointments for students outside of school hours.
12. Students who must leave the school during class time require **PRIOR** parent or guardian permission: i.e. a phone call to the school (297-2733) or an email (shs@chinooksd.ca). Any student who does not have prior permission communicated to the school by a parent or guardian may leave the school only after receiving permission from the administration. Students must notify the office when leaving the school and again upon their return.
13. Students leaving their classrooms for any reason must receive teacher permission.

F. Homework

1. It is the responsibility of a student to be diligent in their studies. Homework is an essential part of a student's routine as it gives the student continued review of the subject matter taught, a chance to apply the content learned, and the chance to complete work that was not finished in class. **It is reasonable to expect a student to have homework on a daily basis.**
2. Students negligent in doing work on a regular basis will be counselled as to possible consequences which may include homework time, detentions, or removal from school activities.
3. Parents can help promote effective homework completion by providing a specific place, a regular daily scheduled time and by being available for questions.
4. When family trips occur on student contact days, students are asked to give their teachers fair notice of at least five student contact days to prepare homework. A homework package may not be available for all classes in advance of the travel. It is most likely the student will be responsible for completing assignments and assessments upon return.

G. Extracurricular Policy

1. Participation in any extracurricular activity is a privilege. These activities are an extension of the student's education; however, academic classes must take precedence. The staff is hopeful that students develop the time management skills to enable them to make a full commitment to all of their classes as well as to extracurricular activities. In order to participate in extracurricular activities, students must:
 - a) attend classes regularly and punctually,
 - b) exhibit appropriate behaviour,
 - c) must be enrolled in classes at or supported by SHS,
 - d) work to the best of their ability and complete homework,
 - e) have the extra-curricular fee paid for the current sport, and
 - f) have all other school fees paid.
3. Should need arise for a student to be suspended from school, that student will be ineligible to participate in extracurricular activities for a period of two weeks following the suspension.
4. Extracurricular Review Committee: If there are violations of the extracurricular policy, teachers are to notify the coaching staff, parents/guardians and administration to assist in resolving the issue. If violations continue, the administration may call together the Extracurricular Review Committee (ERC). The ERC will consist of at least five staff members, three of which must be present at any meeting of the committee. At this time staff will be informed of the infraction and be asked to provide any additional pertinent information relating to the student. Parents will be informed of the concern and that the ERC will meet with the student and discuss possible ramifications. The ERC will review the infraction, as well as meet with the student to hear their viewpoint on the issue. The ERC will then determine a consequence.

Possible grounds for immediate referral to the ERC include:

- | | |
|--|---------------------------------------|
| i) Failing a class | ii) Skipping a class |
| iii) Missed assignments | iv) Neglecting class responsibilities |
| v) Poor behaviour in class | vi) Violation of the Late Policy |
| vii) Being removed from class for behavior | |

Possible consequences the ERC may recommend include, but are not restricted to:

- i) completion of assignments
- ii) allowing the student to practice but not play a sport for 5 school days, 10 school days or 15 school days
- iii) prohibiting a student from practicing or playing a sport for 5 days, 10 days or a month.
- iv) prohibition from practicing or playing for a season.

H. Parking

1. **Restrictions:** All student vehicles should be parked in the student parking lot. Vehicles should be parked so they do not interfere with access to the parking lot, the rink doors, or the garbage containers in the parking lot. The front row of stalls in the parking lot is reserved for Staff. Students who do not follow these rules may have their parking privileges revoked.

2. **Driving Caution:** Students must exercise caution at all times in driving vehicles into or out of the parking lot. Students who drive dangerously either in the parking lot or in town may be reported to the RCMP as well as be asked to leave their keys at the office from 8:46 a.m. to 3:15 p.m. The posted speed limit in schools zones is 25 km/h.

I. Dress Code

1. School dress should reflect good taste, respect and professionalism. Keeping this in mind, the following guidelines should apply:
 - a) Clothing should not be offensive to others (i.e. containing racist, sexist or profane language or images, or references to drugs and/or alcohol).
 - b) Clothing should not be revealing or allow for excessive skin exposure.
 - c) **Head gear** (hats, caps, bandannas, hoods, etc.) **and sunglasses** must be removed upon entering the school building and stored in lockers.
 - d) Students must remove **wet or muddy footwear**. Students should have other footwear available in this event.
 - e) **Physical Education Wear:** Students should wear a change of clothes to Physical Education class that allows comfortable, freedom of movement required by all class activities, along with running shoes that have not been worn outside. All physical education dress should respectfully meet school dress code.
2. All dress code violations are to be reported to administration to adjudicate consistently.
3. Students deemed to be in contravention of the dress code may be asked to put on clothing supplied by the school, or be sent home to find more appropriate garments. Students may be sent home to get clean footwear. Parents may be contacted to assist with this issue. Repeated offenses may be dealt with under the discipline policies.

J. Transportation/School Closure Policy

The Chinook School Division Board has adopted the following policies regarding transportation of students and school closures:

1.
 - a) The Director of Education, or designate is authorized to dismiss students, discontinue transportation services and/or close school in emergency situations.
 - b) The Director of Education, or designate, in consultation with the Manager of Transportation Services, shall cancel all bus routes in affected school areas when the temperature reaches -40°C.
 - c) Buses are to be cancelled pending consideration of the following factors:
 - i) Severe wind chill of -45°C or greater.
 - ii) Adverse road conditions.
 - iii) Limited visibility because of fog or blowing snow.
 - iv) Watches and warnings are issued by Environment Canada through its telephone information services, web site, or through local media.
 - d) The decision to cancel morning buses must be made by 6:30 AM.
 - e) The decision to cancel afternoon buses must be made no later than 1:00 PM.
 - f) If buses are cancelled on any day, the school will remain open with classes continuing as normally scheduled.
2.
 - a) Principals in consultation with the Director are responsible for deciding when to dismiss students or, when applicable, to reschedule classes to ensure the safety and well-being of students.
 - b) When students are dismissed the Principal is to arrange for each student to be directed to a safe, supervised location and then inform respective parents or guardians.
 - c) The Principal is to ensure that the school is accessible to students when classes have been dismissed or when the school has been closed.

K. Fires & Emergency Drills

1. Fire drills will be held to familiarize students with safe exit procedures.
2. **Exits:** Unless obstructed by fire or otherwise made impassable, these exits will be used for the designated room:

<u>Exit</u>	<u>Alternate</u>	<u>Rooms</u>
West	Main or Northwest	7, 8, 9, 10, 11, Library, Student Services Offices
Main	East	Office Areas, Staff Room
Main	Northwest/east	Gym
Main	West	6
Northwest	Main or West	Arts, Chemistry, Physics, La Shoppe
Northeast	Main or East	1, 2, 3, 4
East	Main or Northeast	Computer, Home Ec Lab, CSD Offices
North	Northeast	Industrial Arts Lab

3. **Procedures:** When the fire alarm has been sounded, these procedures should be followed:
 - a) Student nearest windows should shut windows.
 - b) First student leaving room is to check to see if it is safe to proceed.
 - c) When the teacher asks students to leave, they should proceed in an orderly fashion out the appropriate exit to the check point.
 - d) The last person leaving the room or building will close the door.
 - e) The first two students reaching any exit will hold the door open until all students have left that exit.
 - f) At the check point, students should line up in single file in alphabetical order so that all students can be checked by class teacher. If the fire alarm is sounded at any time, students are to line up with their homeroom teacher.
4. All Emergencies Procedures are outlined in the **Chinook School Division Emergency Response Guide**.

L. Communication

1. Student Communication

- a) **Announcements:** Written announcements will be available at the start of Period 2 each day. Anyone wishing to have an announcement included should have it to the office by 9:00 a.m..
- b) **Phone Calls:** Students should use the student phone to make only local phone calls during times other than class time. (See Cell Phone Policy.)
- c) **Messages:** The office manager will relay messages to students but only in emergencies will students be called from class to receive phone calls.
- d) **Posters and Pamphlets:** With the exception of teachers and other staff, anyone placing posters on school bulletin boards must first seek approval from the principal. This restriction does not apply to announcements of in-school activities already approved by a staff member. Any poster not approved for posting will be removed immediately.

2. Communication with Home

- i) **School Website:** <http://www.chinooksd.ca/school/shvnhs/>
- b) **Newsletter:** To help community and parents be informed of activities in the school, the school will publish newsletters monthly to be distributed via an e-mail link on the school website. Print copies of the newsletter will be available at the office for families who request this option.
- c) **Reports and Parent-Teacher Interviews:** After the first and third term reports, the school will host an evening of parent-teacher interviews to discuss student progress. Parents should not wait until interview or conference times to meet with teachers if they feel there is a problem. Appointments with teachers may be made any time during the school year.
- d) **Shaunavon Standard:** Tuesday editions of the local paper may report results and happenings of school activities.
- e) If parents have any questions or concerns, they should contact the teacher directly. If the concerns persist, parents are invited to contact the Principal.
- f) **E-mail** will be used to communicate information regarding assessment, attendance and assignments. Please check your email on a regular basis.
- g) For reasons of security, **student exams will not be allowed to leave the school.** Parents wishing to view their child's work should make arrangements with individual teachers.
- h) **My School Sask Portal** conveniently allows parents and students access to student achievement and attendance at all times. Please see the Holiday and Reporting Periods on page 2 for our reporting dates. Some courses may be updated more frequently.
- i) **LED Sign:** events communication sign located at the entrance of parking lot.
- j) **Google Calendar Link:** will communicate all SHS events to students and parents.
- k) **Social Media:** follow Shaunavon High School on both Facebook and Instagram.

3. Contacting Staff: Each staff member has access to a voice mailbox and a Chinook e-mail address.

M. Guidelines for Dealing with Seizures

1. On occasion, it is likely that staff and/or students may need to be of assistance to someone suffering from a seizure. The following guidelines should be used when you encounter such a situation:
 - a) **Keep calm.** You cannot stop a seizure once it starts.
 - b) **Ease the person to the floor and loosen clothing.**
 - c) **Clear the area** to protect the person from injuring themselves against any hard or sharp objects.
 - d) **Put something soft and flat under the head.**
 - e) **Turn the person on their side** to prevent choking and to keep the airway clear.
 - f) **If the seizure lasts more than 5 minutes call an ambulance.** Contact parents.

N. Other Rules

1. **Tobacco:** The school building and grounds (including the parking lot) have been designated as tobacco free areas and are enforced by law.
2. **Lunches:** Lunches should be eaten in the designated areas.
3. **Energy Drinks:** The school building and grounds (including the parking lot) have been designated as energy drink free areas.
4. **Aerosol Sprays:** The school building (including the change rooms) has been designated as an aerosol spray free area.
5. **Electronic Cigarettes, Vapours, Waterpipes and Flavoured Tobacco:** The school building and grounds (including the parking lot) have been designated as electronic cigarette, vapour, waterpipe and flavoured tobacco free areas.
6. **Reporting Injuries:** Any injury occurring on school property must be reported to the supervising teacher or the principal.
7. **Personal Laptops and Tablets:** Students may bring personal laptops and tablets to classes at the **discretion of the individual teacher.** Such devices are **not permitted while writing exams.**
8. **Noon Hour:** Students living in town may remain at school during noon hours. Those students remaining at school or returning early are accountable for their behaviour to the noon supervisors, the staff and the administration.
9. **Cell Phones:**
 - a) **Cell Phones are prohibited during exams.**
 - b) Students are expected to either not bring their cell phone to school, or store it **turned off** in their locker during class time unless otherwise informed by an individual teacher.
 - c) Students who do not follow cell phone regulations will be referred to the administration by the classroom teacher. The administration will remove the cell phone from the student's possession for the remainder of the school day. Upon the third offense, parents will be required to pick up student's cell phone from administration.
 - d) If a student refuses to surrender their cell phone to the administration, an automatic in-school suspension will be imposed.
 - e) Should a student continue to take their cell phone to class, parents will be informed and further discipline may be imposed by the administration.
 - f) Teachers may require students to utilize the technology that cell phones offer for the completion of curricular outcomes and objectives (internet access, cameras, calendars, calculators, music).

10. **Visitors:**
 - a) All **visitors** to the school **must report to the office**.
 - b) Visitors require administration approval to enter classes in session.
 - c) **Student visitors will not be permitted in classrooms while classes are in session.**

USE OF EQUIPMENT & FACILITIES

A. School Facilities

1. **Science Laboratories:** Students in the laboratories should realize the use of chemicals and equipment requires utmost care. Only those experiments assigned or approved by the teacher are to be performed.
2. **Library:** Access to the library will be when the librarian or a teacher is present. Books may be taken out for two weeks after which they must be returned or renewed. Magazines and periodicals may be signed out for one day. Interlibrary loans are also available through the Chinook Regional Library System (a maximum of 3 books at a time).
3. **Industrial Arts and Home Economics Labs:** Students may work in the Industrial Arts and Home Economics areas only with the permission of the instructor.
4. **Technology Use:**
 - a) Students must follow the **Chinook School Division Responsible Use of Technology Policy** form (which outlines the terms and conditions under which a student may use any technology in the school). Violation of any of the terms may result in the suspension of the student's access to any CSD technology. Further disciplinary action may also result depending on the seriousness of the violation.
 - b) Students will be assigned an individual Chromebook and charger to complete assignments and studies both in the school and at home.
 - c) If there is a problem with any technology, students should advise staff who will attempt to remedy the problem.
 - d) **Students are responsible for the care of their assigned individual Chromebook and charger.** A repair or replacement fee may be charged to students at any time during the school year.
5. **Gymnasium:** Students using the gymnasium must wear appropriate footwear to prevent damage to the finish on the gymnasium floor. Care should be taken to make sure that footwear is clean before entering the gym area. Only equipment issued by the supervisor is to be used at times when a supervisor is present in the gym. Students involved in gym activities must have a supervisor present in the gymnasium.

B. School Equipment

1. **Technology Equipment:** Students wishing to use technology equipment must receive approval from the teacher in charge.
2. **Photocopiers:** **NO material will be duplicated for students without permission of the subject teacher involved.**
3. **Industrial Arts & Home Economics Equipment:** Tools and equipment are **not** to be removed from the school premises.

STUDENT GROUPS & ACTIVITIES

A. Student Representative Council

1. **School Colours:** The traditional school colours are Royal Blue and White.
2. The **school song** is:

Cheer, Cheer, for the old blue and white	Ring out a war cry, ring out a cheer,
For her we battle, for her we fight.	For our opponent, ring out a tear.
Other teams will ne'er surpass us,	We will bring our colours home,
We will fight on to victory.	Flying to victory.
3. **Purposes of SRC:** SRC is an umbrella organization that has general responsibility for most of the non-academic activities in the school. The SRC executive, with the staff advisor's supervision, shall organize the various activities for the students of SHS.
4. **SRC Executive Election Procedures:**
 - a) Nominations for candidates for the position of President of the SRC shall be submitted, on the prescribed nomination form, to the SRC Advisor **prior to or on the nomination deadline**. Candidates must also submit a statement of platform and sign a contract to fulfill the duties of President. The Candidate's address to the student body must reflect the ideas presented in his or her platform. **Failure to do so may result in the disqualification of the Candidate.**
 - b) Candidates must have **acceptable academic standing and attendance**. Past experience and involvement in SRC activities are also desirable qualities.
 - c) Campaign dates will be set based on the need for an election. A secret ballot shall determine the president and vice-president.
 - d) The secretary and treasurer will be appointed by the president on the advice of the SRC advisor(s).
5. The **Room Representatives** on the SRC shall be selected by the SRC advisor in consultation with administration based on student interest.

B. Extracurricular Activities

1. Students are encouraged to participate in any of the following extracurricular activities that may be organized during the school year:

a) Archery	b) Badminton	c) Basketball	d) Cross Country	e) Curling
f) Football	g) QSA	h) Golf	i) Outdoor Education	j) SRC
k) Track & Field	l) Volleyball	m) Yearbook		

C. Valedictorian

1. The Valedictorian shall be a student chosen from the Graduating Class based on a vote of the Graduands.
2. Only those students with an academic average of 85% or above shall be considered. Other criteria to be considered shall be attendance, attitude, and school involvement.

D. Salutorian

1. The Salutorian shall be a student chosen from the Graduating Class based on a vote of the Graduands.
2. Only those students with an academic average of 65% or above shall be considered. Other criteria to be considered shall be attendance, attitude, and school involvement.

E. Scholarships

Grade 12 students will be provided with a list of local scholarships, criteria and the application process in May of the school year.

F. Colour Night Awards

Colour Night celebrates both the academic and athletic accomplishments of our students. Awards which may be presented are:

1. Interschool Athletic Awards

- a) **Football:** coaches awards and Kelly O'Brien Memorial Award
- b) **Volleyball:** coaches awards presented at the junior girls, junior boys, senior girls and senior boys levels
- c) **Cross Country:** coaches awards
- d) **Golf:** coaches awards presented at the junior and senior levels
- e) **Basketball:** coaches awards presented at the junior girls, junior boys, senior girls and senior boys levels
- f) **Curling:** coaches awards presented
- g) **Badminton:** coaches awards presented at the junior and senior levels
- h) **Track and Field:** coaches awards presented at the junior and senior levels
- i) **NASP:** coaches awards
- j) **Dwight Currie Ambassador Award:** For the female and male athlete who best represent our school in terms of sportsmanship before, during, and after competition. They also must show respect toward officials and other coaches during interschool competition. Academic standing has no consideration in this award.
- k) **Kevin Schuhmacher Memorial Award:** Awarded to a student chosen by the staff who shows the most dedication and enthusiasm toward his or her extracurricular sport(s). The student should not be eligible for any other award in that sport.

2. Individual Athletic Awards

- a) **Major Athletic Awards:** To be eligible for a major athletic award, a student must have participated in:
 - i) 2 white sports, or
 - ii) 1 white sport and 2 blue sports or
 - iii) 3 blue sportsWhite and blue sport classifications are based on accumulated hours of season and the organization of the sport.
White Sports: Football, Volleyball, Basketball, Curling, Track and Field and NASP
Blue Sports: Golf, Cross-Country, Badminton and Grade 8 Football
Junior: Awarded to students who have met one of the above criteria in both Grade 8 & 9.
Senior: Awarded to students who have met one of the above criteria in each of Grades 8, 9, 10, 11 & 12.
- b) **Top Athlete Awards:** Awarded to the girl(s) and boy(s) in each grade who the staff feels is/are the best all round athlete(s) based on ability, participation, achievement and attitude.

3. Other Awards

- a) **Yearbook Award:** Awarded to the current editor of the SHS Yearbook in recognition of his/her work and organizational ability.
- b) **Spirit Award:** Awarded to the student(s) who the staff feels did the best job of promoting and fostering school spirit.
- c) **Volunteer Award:** Awarded to the student(s) who demonstrated their dedication to volunteering during the school year.
- d) **Driver Education Award:** Awarded to the student(s) who demonstrate excellence in classroom theory and driving ability.

4. Academic Awards

- a) **Subject Awards:** May be awarded to a student at each grade level in each of the academic areas. The teacher(s) of each subject area will choose student(s) with high academic standing who show a keen interest and ability in the subject.
- b) **Most Improved Student Awards:** An award will be presented to a student in each grade who shows the most improvement in marks, attitude, work habits, and interest in school.
- c) **Outstanding Work Ethic Awards:** Awarded to the students in each grade who consistently put forward their best effort in their academic studies.
- d) **Individual Academic Awards:** The students with the three highest averages in their grade will receive an award. All students with an average of 80% or greater will also be recognized as honour roll students. Honour roll is calculated on June 1.
- e) **Top Academic Student:** This award goes to the student with the highest average in the school.
- f) **Grade 12 Honour Roll Students:** All students in grade 12 who have maintained an average of 80% or greater throughout their schooling at SHS will be recognized.
- g) **Proficiency Awards:** The staff will choose a student at each grade level with a high academic average who displays strong skill in athletics, displays school spirit and participates in other school activities.
- h) **Governor General's Bronze Medallion:** Awarded to the graduate from the prior year with the highest academic average.
- i) **Attendance Awards:** Medals will be presented to those students who have achieved perfect attendance throughout the school year.