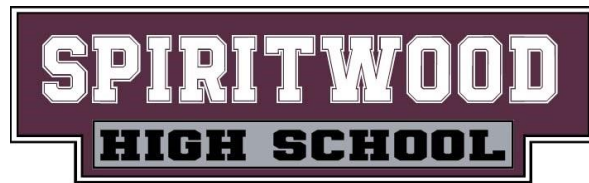


Student Handbook 2023-2024

Spiritwood High School

“Success for All”

Spiritwood High School is a community whose focus is on successful learning in an environment of mutual respect and acceptance.



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1.1 BELL TIMES

Bell times in our school are as follows:

Warning Bell	8:50
Period 1	8:52 – 9:56
Period 2	9:59– 11:02
Period 3	11:12 – 12:15
Lunch	12:15 – 1:00
Warning Bell	1:00
Period 4	1:03 – 2:06
Period 5	2:11 – 3:15
Dismissal	3:15

Normal School Operation hours are 8:30am to 4:00pm. “O Canada” will start period one. Students are considered late for class if they arrive after their name has been called during attendance taking.

1.2 SCHOOL LIBRARY HOURS

Students have access to the library during regular school hours from Monday to Friday. The library will be closed from 12:15-12:30. At 12:30, it will re-open for students to access.

1.3 SCHOOL ENTRANCES

During school hours 8:52 am – 12:15pm and 1:03pm – 3:15pm all entrances, except the Main Entrance, will remain locked. Students and guests are asked to use the Main Entrance and report to the office during these times.

2.0 REPORTS CARDS AND STUDENT LED CONFERENCES

Spiritwood High School’s report cards are composed of reports from each teacher for each subject for every student. For all students, the teacher reports will contain information regarding the student’s progress in relation to Ministry Developed course outcomes. Student Learner Behaviours will be assessed separately from academics and will be reflected using School Division based rubrics. Meeting with your child’s teacher may be set up at any time to develop strategies so that the students can be successful.

There will be two written reports and one Student Led Conference in each semester for students enrolled in grades 7 – 12. At the secondary level, grades 10-12, promotion is based on individual subjects. At the middle years level, promotion is based on the concept of continuous progress consistent with the best interest of the education of the student. All student work shall be taken into consideration for the purposes of promotion or programming. **Teachers will also be available to meet with parents by appointment after each reporting period.**

2.1 ASSESSMENT PRACTISES

10, 20, 30 Level Requirements

- In a school year each student must provide evidence of completion of all outcomes.
- The Ministry requires that for 30 level courses, where a departmental is being written, the exam will carry a value of 40% of the final grade and the semesters' work will be assigned a value of 60% of the final grade.
- In the case of all 10, 20, or 30 level subjects, the comprehensive final exam and/or project will carry a value of no more than 25% of the final grade and the semesters' work will be assigned a value of at least 75% of the final grade.

7, 8, 9 Level Requirements

- Outcome based curricula are in place for grades 7 to 9 and teachers may assign a final project/exam or combination of both for their respective classes. Any final assessments will be held during regularly scheduled class time. Students in grade 7 to 9 will not receive percentage scores.

3.0 CURRICULUM AND COURSE LOADS

Current requirements for students completing Grade 12:

Grade 10 Level:

Students must enrol in ten classes. Compulsory courses are:

- English Language Arts A10/B10
- History 10 or Native Studies 10
- Science 10
- At least one Math course
- Wellness 10
- Three electives at level 10 or higher

Students must pass eight classes in order to be placed in Grade 11.

Grade 11 Level:

Students are encouraged to enrol in ten credits. (Where this is not possible, a student **may** be allowed the equivalent of ONE study class per year in the designated student work area, at the discretion of the principal.)

Compulsory courses are:

- English Language Arts 20
- A Social Science –History 20/Law 30/Psychology 30
- Seven additional elective credits at level 20 or 30

Students require 16 credits to be placed in grade 12.

Grade 12 Level:

Students are expected to enrol in ten credits. (Where this is not possible, a student **may** be allowed the equivalent of ONE study class per semester in the designated student work area, at the discretion of the principal.)

Compulsory courses are:

- English Language Arts A30/B30
- History 30

Students must achieve at least 24 credits (including all compulsory subjects) in order to obtain a completed grade 12 standing.

In addition to the compulsory subjects listed above, the student must complete the following:

- A science 20 or 30
- A Social Science 20 or 30
- A Mathematics 20 or 30
- Two credits in Arts Education or Practical and Applied Arts at the 10, 20, or 30 level.
- One of Wellness 10, Physical Education 20 or Physical Education 30.

3.1 COURSE LOAD APPROVAL

At the beginning of a semester, students wishing to transfer out of one subject in favor of another subject must do so within six classes. Students wishing to transfer must have the required transfer form signed by the teachers of both courses, by their parents and by the principal. It is the responsibility of the student to ensure that all required signatures are expedited before the transfer is completed. Students are encouraged to carry a full course load without spares. Every effort will be made for students to carry a full course load. In the case where spares cannot be avoided, students will be assigned to a spare. **Students may not transfer a class after six class hours.**

4.0 GRADUATION

4.1 Graduation

At SHS, 'graduation' is a formal ceremony, hosted by the school to acknowledge students' academic achievements over the course of their school career. In addition, 'graduation' acknowledges students' participation in the life of the school. This means that participating in the graduation ceremony is a privilege, not a right.

There are two important components to 'high school graduation'.

4.1(a) The most important component of graduation is the successful completion of all requirements for a complete Grade 12, as set out by the Saskatchewan Ministry of Education. By completing these requirements, the Ministry of Education will acknowledge the student's achievements by providing a diploma that says the student has finished their high school education.

Eligibility to complete these required courses and to write the assigned finals/final projects in each course is granted if the student has completed all summative assignments by the date given in each semester of that school year, as per the guidelines set out by Living Sky School Division's 'Assessment Handbook' (p. 11, "....outstanding summative assessments

must be submitted for grading no later than 10 days prior to the mark submission deadline”)

4.1(b) The other component of graduation is the ceremony the school organizes to recognize the achievements of those students who are completing Grade 12. In order to be eligible to participate in the graduation ceremony, a student must meet the requirements for a complete Grade 12 (as determined by the Ministry of Education), **and** a student must have completed the summative tasks assigned to date in the courses they require to graduate, by the Friday prior to the Victoria long weekend in May of the year the student is graduating.

Awards are given to students who exemplify academic proficiency, leadership and citizenship. Graduates are eligible for Spiritwood High School subject awards **ONLY** in the subjects taken at SHS.

4.2 Academic Honesty, based on Section 15 of the Living Sky School Division

Assessment Handbook:

In the current assessment system for most of the courses in SHS, students are evaluated on learning outcomes. Every summative piece assigned by a subject teacher aligns with one or more outcome. Students must be able to do these summative tasks to demonstrate their learning.

Academic dishonesty is primarily a discipline problem, and consequences are administered on a case by case basis, relative to the student’s age, maturity, and intent. The consequence will always include the student re-doing the assignment so that the learning covered by the task is emphasized and accurate evidence of a student’s achievement can be gathered for a summative grade. In addition, parents are always contacted. Efforts will be made to repair the trust between the student and the teacher of the subject in which the student has been dishonest. Students are sometimes unaware of what constitutes plagiarism and cheating, therefore clear guidelines on citing sources, footnoting, etc. for every summative task will be provided by teachers. Such prevention is far more effective than administering consequences after the fact.

5.1 BEHAVIOUR

No individual or group has the right to behave in such a way as to adversely affect other individuals or groups.

Bottom Lines: There are certain behaviors that are totally unacceptable at Spiritwood High School. We call these the bottom line. The following will result in suspension from school under the Education Act Section 153:

- violent behavior (fighting, jeopardizing the safety and well being of others, willful damage of school property)
- drug and alcohol use at school or school sponsored events
- defiance of authority
- harassment (racial, emotional, sexual, physical)
- Criminal offences (which will also be reported to the RCMP).

Depending on the severity of the incident, the Administration team will decide on one of the following consequences:

- in-school suspension
- 1 day suspension
- 2 day suspension
- 3 day suspension

- 5 day suspension

Students who have repeated offences will receive more severe consequences.

5.2 SPIRITWOOD HIGH SCHOOL ANTI-BULLYING STRATEGY

Staff Members will regularly discuss and respond to bullying behaviors. Administration/staff will respond to all members of the bullying incident. Consequences will be determined by administration, in consultation with staff, and in accordance with school behavior policy and Bottom Lines of Behavior. Anti-bullying materials will be included/discussed with students through presentations to the student body throughout the school year from our school Green Team initiatives. In addition, SHS is a part of Sask Tel's anonymous web site, "I am Stronger".

5.3 CLASSROOM EXPECTATIONS

1. At 8:52 a.m. students stand for "O Canada" in their period one class.
2. Students are expected to be on time and to be prepared for class.
3. Class work should be completed in a timely manner. It must reflect quality work.
4. Students are expected to wear dry, clean shoes inside the school. **Proper indoor shoes MUST be worn in the gym.**

5.4 RESTRICTED ACTIVITIES

1. Use of cell phones during class time.

(NEW POLICY: Cell phones can be a source of distraction and anxiety for many. The use of social media can and does consume many students' attention at a level that is not conducive to learning nor to the development of face-to-face relationships with those around them. To eliminate these obstacles to student learning, the staff of SHS, with the support of the School Community Council members, have created a new policy regarding cell phone use in the school.

Students are to keep their cell phones in their school locker, locked and securely in place, during class time.

If a parent/guardian needs to contact you during the school day, they can call or text at the breaks between classes as you will not be answering calls or texts during these times. If there is an emergency and your parent or guardian needs to contact you DURING class time, they can call the school office at (306) 883-2282 and will be able to speak to you forthwith.

If you bring a cell phone to class, the cell phone will need to be parked in the storage device provided by the classroom teacher AT YOUR OWN RISK. If technology is required during a class, devices will ALWAYS be made available by the teacher as cell phones are NOT necessary for learning. However, there may be times that you might be invited to use your cell phone for a class UNDER the direction of the classroom teacher for a specific learning purpose. Other technology devices will be offered for your use, so you do NOT ever need to have a cell phone at school. The consequences for you if can not follow this 'cell phone use in the classroom' policy will be progressive and will involve the office, you AND your parents/guardians.)

2. Food or drink working on computers, in the gym, science lab, library and IA shop.
3. Energy drinks and sunflower seeds in the school.
4. Use of individual electronic devices and headphones are at the discretion of the individual teacher.

5.5 ATTENDANCE

If a student is to be absent, please contact the school (883-2282) as soon as possible. Regular school attendance is essential for success in school. There is a very strong positive relationship between academic success and school attendance. **Students who are absent from school must take responsibility to see that they complete assignments or other work that they have missed.** Failure to keep up with class work will affect grades and the completion of course outcomes.

The Education Act for the Province of Saskatchewan clearly states that every student must attend school regularly and punctually and shall furnish to the school such information as is required with respect to any period of absence for which exemptions have not been given. *For Spiritwood High School, a note signed by a parent/guardian or a telephone call from parent/guardian is required.* The Education Act lists the following as acceptable reasons for absence:

- illness (certified by doctor if required)
- suspension or expulsion
- in consultation with the school, extended travel outside the division

Any absence must be verified by a parent/guardian.

5.6 LATES

When a student arrives late for class, he/she will be recorded in attendance as such.

5.7 SKIPPING

Students are considered to be “skipping” when they leave the school (or a class) without permission or the reason for the absence has not been verified by a parent/guardian. If a student needs to leave the school during class time, he/she must go to the office and speak with the principal or Vice-Principal. If the student leaves the school at lunch and becomes ill, his parent or guardian should phone the school and inform the secretary of the reason for the absence. After continued absence, the student will be reported to the Administration who will then determine appropriate consequences.

All “skips” are unacceptable, and the student may face the following consequences:

- Students may make up the time from skipped classes at noon or after school.
- A student/principal/parent conference may be arranged to determine the best course of action for the student.

5.8 ATTENDANCE POLICY FOR GRADES 10 - 12

After continued absences and consultation with staff and parents, the student may be withdrawn from the class where no effort is being made to complete assigned work and/or correct attendance issues. Should the student wish to appeal this decision, the

student must arrange a meeting with the principal and/or designate and the subject teacher. At this time he/she must provide a solution to the attendance or chronic missed work problem.

Circumstances with extended illness or tragic events will be reviewed by the principal in consultation with staff.

5.9 DRESS AND GROOMING

Students are expected to use good judgment in their choice of apparel.

Decisions about “appropriateness” of apparel will be made by the staff. Inappropriate choices include:

- clothing that displays sexual, racial, or demeaning wording or illustrations
- clothing that displays or promotes violent behavior, the use of alcohol/drugs or other illegal activity
- wearing bandanas in school during regular school hours

Students who are considered to be wearing inappropriate apparel may be sent home to change or will be asked to find alternative clothing for the remainder of the day.

5.10 SMOKING AND/OR ELECTRONIC NICOTINE DELIVERY SYSTEMS (IE. E-CIGARETTES AND VAPING OF ANY SUBSTANCE)

Spiritwood High School is a non-smoking facility. Use of any products that appear to be related in any way to tobacco products on school property, (**including in private vehicles parked on school property**) and at school sponsored events is prohibited, including use of electronic nicotine delivery systems, e-cigarettes, cigarettes, and vaping of any substance.

6.1 AFTER HOURS

All students in the school after hours must be supervised by a staff member or an approved rental supervisor.

6.2 USE OF SCHOOL EQUIPMENT

Students must have permission and supervision from a teacher before using any school equipment.

6.3 NOON LUNCH HOUR

Lunches may be eaten in the homerooms or in other designated areas from 12:15 to 1:00. The following areas are not approved: library, stage/gymnasium, mechanical rooms.

6.4 STUDENT PARKING

Student parking is provided at the southeast end of the school. Students must park in a parallel arrangement so that all vehicles can enter and exit. **Under no condition, should vehicles be parked in the loading zone, bus or fire lane.** All vehicles must remain in the parking lot until the last bus has left the loading zone. **Anyone who fails to obey a school bus flashing light risks a fine of at least two hundred fifty dollars. (Bylaw 361/98)**

Students parking in the student parking lot, will complete a parking contract for the school year.

6.5 STUDENT ASSEMBLIES

All students are required to attend assemblies with their current classes or grade level. Courtesy dictates that everyone attending an assembly respect the speaker by being quiet, attentive and using good listening skills.

6.7 PERSONAL BELONGINGS

The responsibility for items of personal property lies with the individual students, and the school assumes no responsibility for loss or damage. Combination locks and lockers are provided for safe storage in the halls and in the Physical Education change rooms. Students must keep their belongings locked up at all times and should not reveal their combinations to other students to ensure safety of belongings. Graffiti is considered to be vandalism. Teachers will ask students to remove any inappropriate material from their lockers. Students are responsible for keeping lockers clean, neat, orderly and locked. **Lockers are the property of the school and school division and therefore may be searched at any time without prior notice** (Living Sky School Division, Procedure 4.21 'Searches by School Authorities).

6.8 SCHOOL SPONSORED TRAVEL

Where private or commercially owned vehicles are used to transport students during a school sponsored educational tour, the following safety measures shall apply:

- the number of passengers shall not exceed the seating capacity available
- all occupants must wear seat belts
- the driver shall be a responsible person holding a valid and suitable driver's certificate, hold a package policy on the vehicle being used and be approved by the principal.

6.9 GUIDANCE AND COUNSELING

The Administration and Special Education department assists students with their educational, career and personal/social development. Concerns/needs should be directed to the Administration and/or Special Ed/ Counseling team for referral.

- Educational: assists in maximizing student academic potential and programming for students.
- Career: assists in acquiring knowledge, skills, attitude and habits necessary for the world of work. A career counselor is available to students in grades 10 to 12. Students in grade 11 complete the CAPS/COPES/COPS aptitude testing as part of their career development process.
- Personal: counseling helps students to understand themselves and others, to relate better with others and develop a positive self-image. Counseling is available at the school daily from the school counselor.

Parents are invited to contact us at any time with questions and concerns.

6.10 BUS INFORMATION

Students must load and unload the buses at Spiritwood High School. Students who do not normally travel on the bus or students who want to ride another bus must obtain an approval form from the office. The approval form must be signed by the principal or vice-principal and a parent or guardian prior to the student getting on the bus. This form is given to the driver to cover liability.

6.11 Nutrition

As per LSSD procedures 4.43, 75% of the food choices that will be offered in the vending machines, canteens and fundraising in SHS will be nutritious in nature. As well, where possible SHS will offer nutritious food and beverage choices through our Breakfast and lunch programs.

7.0 FIRE AND EMERGENCY PROCEDURE

Students should be aware of exit routes and procedures for all the classrooms they use. Exit routes are posted in each classroom.

Any tampering with the alarm system, emergency lights, or setting off a false alarm will result in charges being laid under the Criminal Code 437. The individual will also be suspended from school for a period of time that is appropriate for a serious offense.

Alarm Procedure:

When the fire alarm rings, treat it seriously and follow the procedures below:

- Exit the building with your class to the designated area using the nearest exit.

- Close all windows, and on the teacher's command exit the room by walking to the prescribed exit.
- Close the classroom door on the way out.
- Once outside the building, the teacher and students should proceed as follows:
 - Students will follow their subject teacher to the teacher's pre-arranged spot on the street outside the main doors of the school.
 - Students who are at the school but do not have an assigned class when the fire alarm goes, will exit the building out the nearest door, and then find the librarian and join that group.
 - Students who are out of their class at the moment the alarm goes, should exit the school by the nearest door, then quickly join their teacher and class across the street from the main doors of the school.

Students must stay with their assigned group for safety reasons.

8.0 STUDENT ACTIVITIES

We encourage all students to get involved in extracurricular activities. These may include:

- Student Representative Council
- Social Activities
- Clubs
- School Teams

9.0 COMPUTER USE

NOON HOUR/AFTER SCHOOL USE: The library will be open from 12:30-12:55 p.m. to allow students a quiet place to complete assignments, or read for enjoyment. Computers are for educational purposes and any use of computer equipment must have teacher approval. Student work and assignments always have first priority.