



# Collège Sturgeon Heights Collegiate



## Home of the Huskies!

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### Principal's Message

On behalf of the staff of Collège Sturgeon Heights Collegiate, I welcome you to the 2016-17 school year. The information that you will find in this handout is intended to help you to understand the workings of the school and the expectations of all students. Sturgeon Heights is a great school that offers the widest range of programming and co-curricular activities in the province. I hope that you take the opportunity to work hard in your classes and to get involved in some of the many activities available to you. Have a great year.

Ron Pelletier  
Principal/Directeur

### Mission Statement

Collège Sturgeon Heights Collegiate is committed to developing global citizens with inquiring minds and compassionate hearts.

### Vision

Collège Sturgeon Heights Collegiate will provide diverse educational opportunities that prepare students to be responsible citizens of an ever-changing society.

### Values

At Collège Sturgeon Heights Collegiate, we value:

- Students equally
- Diverse and relevant programming
- Education of the whole person
- A strong work ethic
- Analytical and critical thinking
- Essential communication skills
- Partnerships with parents and community
- A safe, caring and respectful learning environment
- Positive connections between staff & students
- The pursuit of personal excellence
- Self-esteem, motivation and independence
- Curiosity and creativity
- Student support services
- Local and global responsibility

### Educational Philosophy

The CSHC Mission, Vision, and Values highlight our sense of purpose for student learning at the school. While some of the key elements of our Mission may be addressed through provincial curricula and course content, others are addressed through extra/co curricular experiences, and in the day-to-day interactions between staff and students. Staff and students will ensure that the learning environment and learning experiences at the school include a focus on citizenship, inquiry, and compassion, and are characterized by CSHC values.

### Decision Making and School Policy

Policies and Decision-Making at CSHC will be guided by our Mission, Vision, Values; school community data; educational research; and the lived experience of staff, students, and community members. School policies will be revisited regularly to ensure that our practices are consistent with our aims and beliefs (expressed in the Mission).

CSHC will seek to incorporate the voice of staff, students, and community in decision-making processes whenever possible. Representation from these groups should aim to acknowledge the diversity of our school community. Participatory decision-making practices will demonstrate and promote the value of active citizenship among our students and community.

## TABLE OF CONTENTS

Principal's Message .....	1	Report Cards Dates.....	8
School Mission, Vision and Values Statement.....	1	Exemption .....	8
Educational Philosophy .....	1	Attendance Policy .....	8-9
Decision Making .....	1	Changing Courses/Deleting Courses .....	9
Table of Contents .....	2	Correspondence and InFormNet Courses .....	9
Frequently asked Questions .....	2-3	Field Trips .....	9
Extra / Co-curricular Activities.....	3	Harassment Policy, Bullying and Appeals .....	9-10
Bell Schedule.....	3	Fire Drills .....	10
Dates to Remember Semester 1& 2 .....	4	Lock Down and Tornado Procedures .....	11
Code of Conduct.....	4	Student Council.....	11
Parent, Staff and Student Responsibilities .....	4	Student Fees .....	11
Behavior Expectations / Responses .....	5	Student Identification Card.....	11
Participation/Home Communication.....	7	Library Use .....	11
Lockers and Valuables.....	7	Student Parking .....	11
Dress Code.....	7	School Dances.....	11
Smoking, Drugs and Alcohols .....	7	Student Service.....	12
Electronic Devices.....	7	Physical Education .....	12
Computer Policy.....	7-8	Extra / Co-curricular Activities .....	12
Assessment Policy .....	8	Teaching Staff .....	12-23
Plagiarism .....	8		

## FREQUENTLY ASKED QUESTIONS

### **What phone number do I call if my child will be absent from school?**

Please call (204) 888-0684 and leave a message on the school voicemail. It is very important to call prior to 8:30 a.m. so that we can advise teachers of the student absences. You may also send an e-mail to [attendance\\_cshc@sjsd.net](mailto:attendance_cshc@sjsd.net)

### **Where can I pick up homework for my child if I made the request for the absence?**

Parents / guardians, who request homework for their child, may pick it up at the school office after 3:00 p.m., provided they have called the school before 9:00 a.m. This gives us the opportunity to contact teachers and collect the necessary work.

### **What is the procedure for dropping off/picking up my child?**

On the west side of the school is the student parking lot and main entrance to the building. It is accessible for drop off and pick up. If you are waiting for you child please do not stop in the fire line as this also blocks the entrance for others. Please pull into the parking lot and find a stall to park in while you wait. It is appreciated if cars are turned off and not left idling if waiting for a longer period of time.

### **Do I have to purchase a lock for my child?**

The school provides students a locker and lock to use for the school year. All students will get a locker. Only locks provided by the school may be used; non-school locks will be removed. If a student forgets the combination to his lock they are to report to the office. The school is not responsible for lost or stolen items. Students are to keep their combination as private information.

### **Where can I obtain information about school supplies?**

Individual teachers will have a supply list for their courses. It is suggested that students come with the basic supplies (binder, paper and pen/pencil) and purchase supplies after getting information from their teachers.

### **Where is the "Lost and Found?"**

The "Lost and Found" container is located in front of the school office. Please check for missing items regularly and if items are found please bring the item to the office.

### **Where can I learn about activities taking place in school?**

Students should listen for the daily announcements. Additional information is shared through the school web page or PowerSchool Parent Portal.

### **Where can I find the dates for parent/teacher conferences and other events?**

Check the school calendar, and webpage. Parents/guardians are encouraged to keep in regular contact their child's teacher(s).

### **What can students wear to school?**

Student dress should be appropriate for a working and learning environment, as well as create and promote respect and responsibility. Students are expected and required to wear clothing that is neat, clean, and safe.

**How can parents/guardians get more involved in the school activities/events?**

Contact the school office, 204-888-0684 to become a member of the Parent Advisory Committee and find out other ways to become involved in the school.

**How can I find out if there are regular classes taking place during snow storms/ inclement weather?**

In the event that school is to be closed for bad weather, public information is provided by the following radio station: CJOB 680 AM. In addition, the division website will have information regarding school bus delays and cancellations (www.sjsd.net).

**How many credits do students need to graduate?**

30 credits are needed to graduate from Senior High. (17 credits are from a compulsory list of courses that all students must complete, and 13 credits are from an optional list of credits, which students have a choice to sign up for.

**How do I know if I am taking the right courses to get into university or college?**

Generally speaking, 5 credits at the Grade 12 level (40S) from an approved list of courses are needed to apply for university entrance. The Senior High guidance counselor will be able to provide detailed information on university or college entrance requirements. They can be contacted through the main office at 888-0684.

**What do I do if my child needs extra help with their school work?**

Teachers offer extra help at school. Please inform your child’s teacher if you feel they need additional support. Students who are experiencing difficulty with work may also be referred to the Student Services Department for possible resource help.

**What sporting events take place in the school and when?**

**SPORTS CALENDAR - Get Involved!**

Activity -When it Happens	Activity -When it Happens
Football - August - November	Badminton - March - May
Cross-country - September - October	Lacrosse - May
Volleyball - September - November	Golf - May
Hockey - September - March	Soccer - May
Basketball - November - March	Rugby - April - June
Curling - December - February	Track & Field (Outdoor)
	Ultimate -Sept April

**What time are classes?**

Here is the school **Bell Schedule**.

The normal length of a class is 68 minutes. Some variations may be made to accommodate special activities and presentations.

Period	Days 1-6	1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday
1	8:30 - 9:38	8:30 - 9:38
2	9:41 - 10:52	9:41 - 10:52
3	10:55 - 12:03	10:55 - 12:03
4 (lunch)	12:03 - 1:11	12:03 - 1:11
5	1:11 - 2:19	1:11 - 1:50
6	2:22 - 3:30	1:53 - 2:35

**Safety**

Student and staff safety is a prime concern. Video cameras monitor the doorways and hallways of the school. All visitors must report to the school office when entering the building.

**Care of School Property**

Students are responsible for the proper care of all books, supplies and equipment supplied by the school.

**Courtesy**

Students can expect to be treated courteously at Sturgeon Heights. Courtesy to teachers, school employees, other students and visitors is an expectation at our school. Each of us must strive to be considerate of others, regardless of racial, religious or economic differences. Students will be expected to show respect for others. Harassment of students and /or staff members will not be tolerated. A copy of the harassment policy is printed within.

# CSHC CODE OF CONDUCT

This code of conduct is in congruency with legislation outlined in the Provincial Code of Conduct found: [http://www.edu.gov.mb.ca/k12/safe\\_schools/pdf/code\\_conduct.pdf](http://www.edu.gov.mb.ca/k12/safe_schools/pdf/code_conduct.pdf)

The St. James-Assiniboia School Division believes that every child can learn if provided with support and encouragement and that parent/guardian engagement in a child's education contributes to the success of our students. Respect, integrity responsibility, consultation and excellence are the core values of the Division, its policies and practices. As such, parent/guardian, students and staff work together in the school setting to ensure success for all learners. In order to achieve our goals, it is expected that everyone involved in the school community will abide by the St. James-Assiniboia School [Provincial Conduct Policy](#) and the Public Schools Act. Students and staff are expected to exhibit self-discipline and to be responsible for their behavior. Responses to behaviors will consider both the circumstances and the needs of the students.

## **Executive Summary**

Students and staff must behave in a respectful manner and comply with the code of conduct.

*The following are unacceptable at CSHC:*

- abusing another student physically, sexually or psychologically, verbally, in writing, or otherwise
- bullying another student
- discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code
- using, possessing, or being under the influence of alcohol or illicit drugs at school

*The following will not be tolerated at CSHC:*

- gang involvement
- possessing a weapon, as "weapon" is defined in section 2 of the Criminal Code (Canada)

Students and staff must adhere to school and divisional policies respecting the appropriate use of: the Internet, including social media, text messaging, instant messaging, websites, and e-mail, and digital cameras, cell phones, and other electronic or personal communication devices identified in the code of conduct or the policies of the school board.

There is a wide array of disciplinary consequences of violating the code of conduct, and there is a process for appealing disciplinary decisions.

## **Parent/guardian will be responsible:**

- To cooperate fully with teachers and other school/division employees to ensure their child complies with school/division discipline and behaviour management policies and the school's code of conduct.
- To take all reasonable measures to ensure the child attends school regularly.
- To assume responsibility with the child where school/division property is damaged, lost, or converted by the intentional or negligent act of that child.
- Honouring their obligations as outlined in the Public Schools Act, the Child and Family Services Act.
- Communicating regularly with school personnel regarding the education of their child.
- Following established protocols for expressing concerns.
- Treating staff and students with dignity and respect at all times.
- Encouraging and support completion of all school assignments.

## **Student will be responsible:**

- To attend school and classes regularly and punctually.
- To comply with school and school division discipline and behaviour management policies.
- To behave in a respectful manner and comply with the school code of conduct.
- To complete assignments and other related work required by teachers or other employees of the school division.
- To treat with respect school property and the property of others who are employed at or attending the school.
- To assume responsibility if he or she destroys, damages, loses, or converts by an intentional or negligent act school or division property.
- Being prepared for all classes by bringing required materials and completing homework assignments.
- Completing missed work.
- Demonstrating academic integrity (i.e. not plagiarizing).
- Engaging in educational opportunities through active classroom participation.
- Being a good citizen.
- Expressing themselves using socially acceptable language and behavior for the school setting.
- Respecting the diversity of all people in the school community.
- Demonstrating self-discipline, and showing courtesy for all people in the school community.

- Showing respect for property, rights and safety of themselves and others.
- Resolving conflicts and difficulties through consultation and problem solving.

#### **Staff will be responsible:**

- To maintain order and discipline among students attending or participating in activities that are sponsored or approved by the school, whether inside or outside the school.
- To behave in a respectful manner and comply with the school code of conduct.
- To ensure that the interventions and responses used or implemented in carrying out duties to maintain order and discipline in school are appropriate, given the frequency and severity of the disciplinary violation, and take into account the student's state of development.
- To report to the principal unacceptable student conduct while at school or at a prescribed school-approved activity as soon as reasonably possible.
- To report to the principal as soon as reasonably possible that a student may have engaged in cyberbullying or been negatively affected by cyberbullying, whether it occurs during school hours or not.
- To seize or cause to be seized and take possession of any offensive/dangerous weapon brought to school by a student and hand over same to the principal.
- To suspend a student from the classroom for up to two days when a student engages in disruptive behaviour and suspension is the consequence for that behaviour under school policy or the school code of conduct.
- To promptly document and report a student suspension to the principal.

#### **Behaviour**

The St. James-Assiniboia School Division believes that behavior is purposeful and responses to behaviours will take into consideration both the circumstances of the situation and the needs of the students. Schools will provide reasonable accommodation for students who have exceptional learning needs that affect their behaviors, and in instances of student discipline issues, staff will take into consideration the student's ability to comply and the amount of support required.

- Expected behaviours must be actively taught both at home and school.
- The strategies used to develop understanding and respect for the rights of others will vary from student to student.
- Discipline is the teaching of appropriate behaviours and promoting the learning of self-management, thereby ensuring student safety.

*In addressing any misbehavior, responses shall be:*

- Chosen initially to ensure a safe and caring learning environment.
- Appropriate for the student's stage of development and considerate of the student's individual needs.
- Reasonable, realistic and timely and incorporate supports including positive and preventative approaches and responses.
- Reflective of the nature and the severity of the misbehavior, its frequency, duration and intent.

#### **Responses**

The following are examples of responses that may be considered in addressing inappropriate behavior:

- **Informal discussion** with the student to reach an agreement regarding the student's behaviour. Parent(s) may be contacted in some circumstances.
- **Parental Involvement** - Contact is made with the parent/guardian(s) to discuss the student's specific behaviour and the steps that must be undertaken to change it. The contact could vary from a telephone conversation to a formal conference at the school with parent(s), student, and school personnel to develop a plan for changing the student's behavior.
- **Formal Interviews** and conferences that may involve students, staff, parents, division personnel and/or police and other community support agencies
- Development and implementation of a **behavioural plan or contract** that may include counseling, mentoring or mediation
- **Removal from the situation** for a period of time
- **Restitution/Compensation:** The student and/or parent(s) are required to compensate for damages incurred to school division property by the intentional or negligent act of a child. Such compensation may be monetary in nature, but could take alternative forms such as community service.
- **Withdrawal of privileges**
- Required **change of location of studies**
- **Student detention:** The student is detained at school and beyond school hours and under supervision. Contact with parent(s)/guardians will be based on the student's age and circumstances. The length of the detention will be determined by the school and will take into consideration the age of the student as well as the individual needs of the student. In the case of students who are transported by school bus, detentions will occur after arrangements for safe transport home occur with parent(s)/guardians.
- **Student Services** - A referral may be made to school division student services personnel who can assist school personnel in the remediation of inappropriate student conduct. Such involvement may include a level of counseling or clinical supports for the student that is beyond the school's capabilities. Parental permission must be obtained for assessments and/or interventions.
- **Outside Agency/Community Involvement** - A referral to an outside agency or a community resource may be necessary to address a student's behaviour (e.g., a physician, adolescent or adult mental health services, Addictions Foundation Manitoba, the anxiety clinic at St. Boniface Hospital, the Lighthouses and Turnabout crime prevention programs, Boys & Girls Clubs, Big Brothers Big Sisters, or Aboriginal Elders). In all cases, parental permission must be obtained.
- **Withdrawal** from course(s)
- **Threat Assessment** - The school will respond to all student threats to self or others through administrative action and/or school division threat assessment protocols or through critical incident preparedness plans. Outside agency and/or police involvement may be requested. Parent(s) will be informed.

- **Police Notification and/or School Resource Officer (SRO)** does not mean that police will lay charges in every situation; however, police should be notified for serious incidents that happen at school, during school-related activities in or outside school, or in other circumstances if the incident has a negative impact on the school environment.
- **Suspension:** In-school or out-of-school JDG-R Student Suspension
- **Expulsion:** involvement of school administration, superintendent and School Board is required as per JKE Student Expulsion

### **Appeals of Disciplinary Decisions**

To appeal a consequence that has been applied to a student, the parents of the student must make an appointment with the principal in a timely manner to discuss the issues.

### **Student Recognition**

Recognition of student success at CSHC will be in keeping with our understanding of learning (the pursuit of specific curricular outcomes and/or the enhancement of behaviours and attributes relative to our Mission), and our desire to acknowledge and encourage student progress. A variety of means of recognizing student achievement shall be pursued in an effort to be inclusive and to communicate the values articulated in our Mission

### **Participation**

Students are encouraged to participate in school activities and to support school teams, bands, choirs and events. At times, committees are formed for specific purposes and student and parent representatives will be requested. Parents are an integral part of the school. A Parent Council/Parent Advisory Committee will be formed in September. Meetings are open to all parents.

### **Home / School Communication**

CSHC recognizes the importance of clear and frequent communication between parents/guardians and the school. To that end the school will provide detailed information on its school website and will provide students with a policy/agenda book, and utilize the automated telephone system to communicate student absence and other important information. Parents and students can monitor academic progress through the Parent Portal which provides live attendance and gradebook information. Mid-term and final report cards will be issued during each semester. Formal conferences with parents, students and teachers will also be scheduled during each semester.

Teachers and school administrators will contact parents/guardians to discuss matters of concern when appropriate throughout the school year. Parents/guardians are encouraged to contact the school at any time to discuss their child's progress. Due to FIPPA regulations, **once a student turns 18 years of age the school is not allowed to contact the parents unless the proper permission form has been filled out.**

### **Lockers**

Locks and lockers are issued to students on an individual basis. Students are advised to not disclose their combination to anyone and to ensure that their locker is secure at all times. Valuables should not be left in lockers. Lockers are the property of the St. James-Assiniboia School Division. **The Division reserves the right to inspect the contents of the locker at any time. Students should consider whether they wish to keep items of a private nature in their locker.**

### **Safekeeping of Valuables**

Money and valuables should not be left in lockers as the school cannot assume responsibility for their safety. We advise students not to bring money or valuables to school that cannot be kept on their person at all times. We trust that our students will continue to show their responsibility and sense of fair play by turning in articles that they find, to the office.

### **Student Dress**

Students should be neat, clean and appropriately dressed for school. "Beach type" clothing is not considered appropriate. Headwear (hats, hoods, toques, bandanas), and outerwear (coats, jackets, etc.) are to be removed and stored in the students' lockers upon entering the building. Bare midriffs, bare feet, short shorts, mini-skirts, and sleeveless muscle shirts are not appropriate. Clothing with inappropriate wording or graphics is not acceptable. The school administration will have the final say in cases of objectionable attire. Students may be sent home to change if their attire is considered inappropriate.

### **Alcohol and Drugs**

Alcohol and drugs are prohibited at all times in the school, on the school grounds, and during any school activities on or off school property.

### **Smoking**

In keeping with school division policy, all students, staff and visitors are not permitted to smoke on school grounds. Students who smoke will be directed to do so on the public sidewalk on the east side of the building **before school, at lunch or after school.** Smoking is not allowed in this area during regular class times. Consequences for not adhering to this policy are outlined in the school's discipline statement.

### **Electronic Communication Devices Usage Policy**

The goal of this policy is to ensure that Collège Sturgeon Heights Collegiate remains an environment that promotes learning above all; and to help students demonstrate responsible usage of an electronic communication device. Electronic communication devices should not be used during class time unless the teacher has granted the student permission to do so. Students on spare may use their electronic communication devices during class time in the cafeteria only.

### Electronic Communication Devices Usage Policy (cont'd)

The camera, video, and voice recorder functions of any electronic device may not be used anytime in the building or at off-site school events without the permission of a staff member. Any student found in violation of the above policy may receive one or more of the following consequences:

- A verbal warning
- Confiscation of their electronic communication device until the end of the day. Parents/guardians will be contacted, and a note will be made in the student's file in PowerSchool.

*Any parent/guardian who requires access to their child can contact the office and someone will assist them in that need.*

Students may NOT have an electronic communication device on their person during any sort final assessment (ex: exam). Any student found in violation of this will be investigated for cheating or plagiarism. This policy was created in collaboration with students, parents and staff.

### Computer Policy

In order for students to access the Internet via school equipment, students must have returned to the office a signed Internet Policy form (available from the office or your homeroom teacher). The school and school division have software that monitors and keeps a record of all Internet traffic entering and leaving the school. In addition, each student has an individual user identification to log onto computers and each computer in the building also has a unique identification number. The combination of these items makes it possible to trace all activity back to an individual user should the need arise. Any abuse of computer use policies or equipment will result in severe consequences, including loss of course credit without warning.

### Assessment Policy

Assessment "for" and "of" learning: Providing descriptive and constructive feedback to children and involving them in self-assessment, record keeping, and communication about their learning is called assessment "for" learning. Assessment "for" learning helps students understand whether they need to improve their learning and how they might improve it. Students tend to be motivated to learn more when they know what they have done well.

Sometimes students are provided with evaluative feedback, which tells the learner how she or he has performed compared to what was to be learned. This is called assessment "of" learning and may be reported using letters, numbers, or other symbols on a report card or within a grading period.

Both assessment "for" and "of" learning provide useful information. The classroom teacher uses both forms of assessment to help make decisions about teaching and to help students learn more. Sometimes evaluative information provides a picture of how a large group of students is performing within a particular program at a certain point in time. Both forms of assessment provide information that may help teachers, administrators, students, and parents work collaboratively to support a child's learning progress. Student grades will reflect their learning of curriculum outcomes and will not be used for direct purposes of reward or punishment with respect to student behaviour or attendance. CSHC acknowledges that many of the key aspects of our Mission, Vision, and Values are currently not deliberately stated outcomes found in Manitoba curricula. Nonetheless, CSHC intends for students to learn these key aspects, and will explore alternative methods (other than student grades) for assessing and reporting student progress in this regard.

Classroom teachers will provide their students with a written outline of general assessment and evaluation guidelines for each course.

### Assignments

When a student has been away from school, it is the responsibility of the student to find out from his/her teachers or fellow classmates the work that he/she has missed.

### Plagiarism

Plagiarism is defined as passing off the words or ideas of another as one's own. This applies to downloading work from the Internet, copying other students' work, copying from other authors or using others' ideas without crediting the source. **Plagiarism will be dealt with seriously.**

### Student Evaluation and Reports

St. James-Assiniboia Divisional, Provincial, and school final examinations will be used as 25 - 30% of a student's mark for the year in chosen subjects. The percentage depends on the course and level. Divisional and Provincial exams cannot be rescheduled and must be written as scheduled or the mark will be forfeited.

Reports to parents will be issued as follows:

Semester I	- First Report	- November 18, 2016	Semester II	-Third Report	- April 28, 2017
	-Second Report	- February 10, 2017		-Final Report	- June 30, 2017

### EXAM Exemption Policy

No courses at CSHC will be offering exemptions this year.

### Attendance Policy

#### Philosophy

Collège Sturgeon Heights Collegiate believes that all students should attend all classes. Each student will be held accountable for his/her attendance with a view that good attendance:

- enhances learning and achievement
- improves self-esteem, motivation and independence
- improves opportunities for future choices

- improves opportunities for employment
- promotes the development of a strong work ethic

## **Attendance Policy (cont'd)**

Poor attendance (absences and lates) for a class is directly related to poor academic performance. Policy guidelines are outlined below.

### **Excused and Unexcused Absences**

Excused absences are those as defined in division policy where parents have notified the school. Excused absences include medical conditions, religious holidays, deaths of family members, etc. All other cases will be considered unexcused absences.

### **Information Gathering**

Attendance is taken on a class by class basis by individual teachers. This information is processed by the school's computerized data management system (PowerSchool).

### **Communication and Action:**

Daily SynerVoice Messages are sent to parents on the occasion of every unexcused absence. Teachers, when concerned, will make direct communication with parents. Attendance information may be accessed on Power-School. A **Warning Letter** will be mailed home on the eight absence of any kind in any course. A **Meeting** may be required with the student, parent and grade level administrator once a student accumulates over 10 absences. The student may lose their credit once they have exceeded 12 absences.

### **Late Policy**

Students who arrive late for classes disrupt the learning of others. Timely attendance is expected of all students. Parents of all grade 9 and 10 students who are absent for first period of the morning or afternoon will be contacted by the school. **To ensure accuracy of communication, all students who arrive late for class must report to the office. Attendance in all classes is taken at the beginning of class. It is the student's responsibility to ensure that attendance records are changed prior to leaving the class.**

### **Changing Courses/Deleting Courses**

Students wishing to request a change of course are to obtain a request form from the office, complete the form and submit it to the office for processing. Normally, requests for change of course will not be considered after the first cycle of the semester. Students wishing to delete a course from their program at some time during the year are required to discuss the decision with the subject teacher and a counselor and to complete a "Request for Deletion" form and submit it to a counselor or the office for processing. This should not occur after the first month of class. Parental permission is required for all course changes.

### **Withdrawal Information**

Grade 9 - 12 students who are absent from classes for extended periods without **explanation will be contacted by the office. If no explanation is forwarded to the school office for the student's absenteeism, a written Withdrawal Notice** letter will be sent. Any student receiving a written Withdrawal Notice will be required to re-enroll if they wish to return to classes.

### **Student Illness at School**

Students will be provided with transportation by ambulance to the hospital in emergency situations. In non-emergency situations, if the student requests to go home because of illness, they will be allowed to go if a phone call to the parent verifies they have permission to leave. It is the parent's responsibility to pick up sick children whenever possible.

### **Make Up Work**

Upon returning after an absence, students are to meet with their teacher(s) to obtain missing or makeup assignments. Coaches shall provide the office with a list of students who miss classes due to approved sports activities. Students who will be leaving school as a part of a Collège Sturgeon Heights Collegiate approved group (i.e. choir, athletic teams, or special event groups) must notify their teachers ahead of time to make arrangements for making up work. It will be the student's responsibility to complete all missed work. Students who are absent for any reason will be required to make up any missed work.

### **Spares**

Grade 9 and 10 students generally do not have spares (free periods) during the day. Grade 11 and 12 students may have spares but must not be in the hallways during this time. They are asked to be in the library, the cafeteria or outside during this time. **They will also need to remember that they are not permitted to be on the outside on the East side of the school during class time.**

### **Correspondence and InFormNet Courses**

Manitoba Education, Training and Youth's Correspondence Branch offers most courses of the Manitoba Curricula. In addition, it has some courses not available in this school which our students may take if their program permits. InFormNet courses are offered to St. James-Assiniboia S.D. students free of charge. Visit <http://www.informnet.mb.ca> to see course offerings and more information. The cost of taking these courses is the sole responsibility of the student. Students should consult with the counselor for further information.

### **Field Trips**

Field Trips are an important part of an education. They enable students to experience, hear or do things that are not always possible in the confines of our school. Field Trips will normally not occur during the last cycle before the end of a reporting period.

It will be the responsibility of the student to check on assignments given during the absence on a field trip and the student will be held responsible for the completion of assignments. Tests have priority over field trips. If the student has missed notes during the absence the onus is on the student to get the assignment from another student or from the teacher. The student is also responsible for obtaining written permission from parents to attend field trips.

**STUDENT HARASSMENT AND BULLYING**

The St. James-Assiniboia School Division affirms its commitment to maintain a learning environment that is free from harassment and at all times supports the dignity and self esteem of students. Harassment of any individual will not be tolerated. An individual who believes she/he is being harassed or bullied should report the incident immediately, following the procedures herein set forth.

- I. Consistent with the Manitoba Education document A Whole-School Approach to Safety and Belonging: Preventing Violence and Bullying, harassment is defined as a persistent act or comment that is hurtful, degrading, humiliating, or offensive. Because it is repeated over time, harassment can be a form of bullying.

**II. Bullying**

The Division believes that bullying can be a serious problem that when occurring, requires prompt and accurate intervention. For that reason, bullying has been included in this policy. Complaints involving bullying of students will be addressed according to the procedures outlined in this policy. Bullying as defined by Manitoba Education in the document A Whole-School Approach to Safety and Belonging: Preventing Violence and Bullying is a pattern of repeated aggressive behaviour, with negative intent, directed from one person to another where there is a power imbalance. Bullies hurt, threaten, and/or frighten others in a repetitive, intentional way. Such behaviour includes, but is not restricted to:

- a) Physical Aggression: hitting, kicking, taking or damaging personal property
- b) Social Aggression: spreading rumours or gossiping, excluding or isolating someone from a group, avoiding or ignoring
- c) Intimidation: exerting control over another by instilling fear through words or actions and when repeated over time, is a form of bullying.
- d) Verbal Aggression: name calling, teasing, ridiculing or threatening, making intimidating phone calls
- e) Written Aggression: hurtful, threatening notes (either signed or anonymous)
- f) Electronic bullying: threatening emails, rumour spreading via text messaging, inappropriate websites, pictures which criticize threaten and/or harass others.

**III. Complaint Procedure**

Any student who believes that she/he, or any parent who believes that his/her child, is being harassed or bullied within the definitions as just outlined, should act promptly in order to resolve the situation by using the following procedures:

- a) Complaints are to be made directly to the Principal or designate.
- b) Once the complaint is received, a prompt and confidential investigation will be made by the Principal or designate.
- c) The Principal or designate will endeavor to resolve the matter and in doing so may:
  - Take appropriate disciplinary action where such is found to be warranted.
  - Inform the complainant and the person against whom the complaint has been lodged of the outcome of the investigation.
  - Take disciplinary action against the complainant if through the investigation, the Principal or designate finds that there were no grounds for the complaint and that it was done willfully or maliciously.

**IV. Consequences of Policy Violation**

Where it is found that a violation of the policy has occurred, the following procedures are in place:

- a) Disciplinary Action  
Appropriate disciplinary action by the Principal or designate to redress the situation which includes notification that continuation or repetition of conduct found to be in violation of this policy will be cause for further action; and/or
- b) Disciplinary Directive  
A directive from the Principal or designate or Chief Superintendent or designate which specifies certain behaviour with which the party(ies) must comply. Failure to comply will result in further action up to and including expulsion.

**Confidentiality**

- a) Protection of Individual Privacy  
All aspects of an investigation (i.e. conversations, documents, identities of the parties) are protected by the Freedom of Information and Protection of Privacy Act. Parties to a complaint are advised to refrain from discussing the complaint with anyone else.
- b) Records  
All records, documents, notes and transcripts shall remain on confidential file in the office of the principal (for students) and the Superintendent for staff. Disclosure of personal information shall be subject to the requirements of the Freedom of Information and Protection of Privacy Act (FIPPA).

### **Fire Drills**

Fire drills may be called at any time by the Principal or the Fire Chief, and are intended to acquaint students with the necessary procedures in case of fire.

1. On hearing the fire signal, proceed immediately to the exit door of the room you are in. Leave books on the desk.
2. Proceed in the direction of the arrow above the classroom door and keep to the side of the hall and stairs - you will usually proceed on the side of the corridor on which your room is located. Note that there are both primary and secondary exits should either one be blocked.
3. You are asked to proceed single file in an orderly fashion by class and to refrain from talking. This is important since it may be necessary to give additional direction over the P.A.
4. When and if you come to a classroom still clearing out students, stop until the students in that room are all out and then proceed to follow them.
5. The first student to reach a door is asked to hold it open until all students are out of the area.
6. Once outside, students should move quickly to at least fifty feet from the building, and then line up according to the student rooms that they were in when the fire bell rang. Line up in double lines facing the school in the area designated by the teacher.
7. Should the alarm ring when you are on a spare, or when classes are not in session, you must leave by the nearest exit.

### **Emergency Locations**

Good News Mennonite Church	ph. 204 - 888-0043
Ness Avenue Baptist Church	ph. 204 - 888-4338
Oakview Place Nursing Home	ph. 204 - 888-3005

### **Lock Down Procedures**

In the event of an emergency dealing with weapons or other similar threats, the following procedures will be followed:

1. the P.A. will be used to inform staff and students that there is an emergency. This may take the form of:  
**“We are in a Lock Down Situation”**
2. students should move into classrooms, rooms should be locked, lights turned off, and students should move away from the door. Teachers will allow a few moments for students who are in the halls to enter the nearest room.
3. students in the cafeteria should move into the kitchen.
4. students who are in washrooms, or are locked out of rooms, should go into a washroom stall and crouch on the toilet with the door closed.
5. students who are outdoors shall vacate the school area and seek protective cover (a fence, house, garage, etc.), or they should drop to the ground and remain still. An administrator will notify teachers in outdoor areas if possible.
6. no one should move from their position unless given an all clear by the principal (or designate).

### **Tornado Drills**

CSHC has developed safety plans in case of a tornado or other natural disaster. These procedures will be practiced annually.

### **Student Council**

The democratic process is important in the election of the Student Council. The Council assumes responsibility for representing the student body. It plans and organizes a variety of events. Students are encouraged to participate in the events planned. These events are planned for students' enjoyment. Student Council assumes responsibility for planning and decision making with respect to the disbursement of Student Council funds under the advisement of a staff advisor.

### **Student Fees**

Student fees of \$40.00 are due when the student receives his/her timetable. If the student is unable to pay due to special circumstances, the student must see an administrator. Student fees assist with payment of the yearbook, lock and locker rental, student activities and student council.

### **Student Identification Card**

Student I.D. Cards will be issued to students who sign and return their Locker and Internet Policy, and Disclosure of Personal Information form. Lost or stolen cards will be replaced at a \$5.00 cost. Students who misuse the Internet will have their student card and Internet privileges revoked.

### **Library Use**

Hours: 8:00 a.m. to 4:00 p.m.

Library use by individual students and entire classes is encouraged. Both daily newspapers are available. As well as the regular collection and a large paperback fiction area, computers are available for research, word processing and Internet access.

### **Student Parking**

There are a limited number of scramble parking spots for students. The annual cost is \$20.00. Each car must display a valid parking pass. Signs are posted in the entire lot in accordance with the city's parking by-law 1316. Students may be towed immediately and **without notice** for the following infractions:

1. No visible parking pass in the car  
If you change vehicles and forget the pass, report license number to the office immediately upon arrival

- Parking in reserved staff areas.  
**Towing is at owner's expense.**

### Student Services

Counselors and resource teachers, as well as representatives from AFM, and WRHA are available to provide services for students, parents, and staff. Anyone wishing to see a counselor or resource staff is encouraged to arrange appointments with him/her directly, or call the school and leave a voicemail message.

The Student Services personnel can assist students, parents and staff in numerous areas:

- Course selection, changes and program planning
- Information on post-secondary institutions
- Academic concerns, support
- Part time and summer employment opportunities
- Individual academic assessments
- Career exploration and planning
- InForMNet, Independent Study Option and other options
- Personal/social/emotional concerns
- Referrals to appropriate agencies and services\*

**\*Please note:** A social worker, a psychologist and an audio-speech therapist are available to students for special testing, counseling and other referral services. Appointments can be made in the office.

### Physical Education

The following is a list of policies and guidelines to be adhered to by all students who are in any way involved in Physical Education at Sturgeon Heights (this includes classes and all extra-curricular activities).

- The Phys. Ed. uniform shall consist of a T-shirt, shorts or sweat pants, socks and running shoes.
- Absolutely no cut-offs are to be worn.
- Footwear must be conventional runners; sandals, platforms, etc. will not be acceptable.
- For their own safety, students are requested not to wear the same running shoes for both street wear and gym classes. Dust which accumulates on the soles of the shoes can be very dangerous and slippery on the floor in the gymnasium. Any person not intending to participate in class for medical reasons must provide a note at the time of class explaining the medical reason. No rings, watches, earrings or necklaces, should be worn during the classes. The Physical Education Department cannot assume responsibility for the safekeeping of your valuables. Money or other valuables should never be left in the Phys. Ed. dressing rooms, or on the gym bleachers.

### Extra / Co Curricular Activities

CSHC offers a variety of extra / co-curricular activities as part of the diverse educational opportunities available to our students. Participation in field trips, intramural athletics, school teams, clubs, and the arts contributes to an “education of the whole person” which is integral to our mission, vision, and values. In keeping with this belief, each student’s participation or pursuit in these areas will be viewed as a learning opportunity, rather than as a reward for attendance, positive behaviour or academic achievement. The same expectations of student behaviour will apply to such activities as apply in every school and classroom setting.

CSHC also acknowledges the special role of extra/co-curricular activities in student life. Teacher-supervisors and coaches are often uniquely situated to influence a positive school experience for participating students. In this regard, staff will always seek to build relationships with students that encourage positive behaviour, attendance, and academic achievement.

Staff supervisors of these activities will also make it a priority to communicate relevant information to CSHC staff including scheduling and student absences in a timely fashion.

Extra / co-curricular programs require a significant personal investment and a substantial time commitment from participants and supervisors. The success of the activities relies upon consistent attendance and pro-social behaviour from everyone involved. Further, the unique demands of these programs often include significant travel, hotel-stays, visits to other schools, and participation in important cultural events. In light of this, circumstances sometimes arise that suggest a student’s behaviour, attendance or academic progress is incompatible with participation in an extra/co-curricular activity. Should this scenario occur, a course of action shall be determined by supervising staff and a school administrator that best facilitates the student’s progress relative to the CSHC Mission. This course of action may include such measures as an attendance or behaviour contract, the provision of extra time or supports for schoolwork, exclusion from the activity, or other relevant strategies. Student and parent signatures will indicate an understanding of this aspect of CSHC policy on co-curricular programs.

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