



**SWAN HILLS
JUNIOR AND SENIOR HIGH STUDENT HANDBOOK
2018-2019**

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SWAN HILLS SCHOOL MOTTO

"TOGETHER WE CAN; TOGETHER WE WILL"

SWAN HILLS SCHOOL MISSION STATEMENT

"Together, we will provide a diverse education to attain achievement, develop strong work ethic, and foster compassion."

SWAN HILLS SCHOOL PHILOSOPHY

The school's motto, "Together We Can; Together We Will" speaks to the program model that is in place at the school. We have committed ourselves to work as a team of staff, students and parents to provide the best opportunities for our students and children. We ensure a high standard of personalized instruction for all children. Swan Hills School provides excellent programs for students by providing differentiated instruction with a focus on the students' learning styles and abilities. The school has established an instructional support team of inclusive education teachers, program assistants, counsellors and an administration team that works closely with the parents, students, community and outside agencies so that all the needs of the students are met.

SWAN HILLS SCHOOL GOALS

1. To maximize individual student achievements and performance.
2. Focus on the development of the whole child.
3. To provide a safe and caring environment.
4. Achieve staff excellence and wellness.
5. Support and encourage parent and community involvement.
6. Foster respect for the global environment.

Bell Schedule

Junior High	High School
Period 1 – 8:40-9:25 a.m.	Block 1 – 8:40-10:10 a.m.
Period 2 – 9:25-10:10 a.m.	
Period 3 – 10:15-11:00 a.m.	Block 2 – 10:15-11:45 a.m.
Period 4 – 11:00-11:45 a.m.	
Lunch – 11:45 a.m.-12:30 p.m.	Lunch – 11:45 a.m. – 12:30 p.m.
Period 5 – 12:30 -1:15 p.m.	Block 3 – 12:30 – 2:00 p.m.
Period 6 – 1:15 -2:00 p.m.	
Period 7 – 2:05 – 2:50 p.m.	Block 4 – 2:05 - 3:33 p.m.
Period 8 – 2:50 – 3:33 p.m.	

SCHOOL PHOTOGRAPHS

School photographs will be taken on *Wednesday, October 17, 2018*. All students' pictures will be taken for school records. Order forms will be sent home before October 1st for any parents/guardians interested in purchasing photo packages. Retakes will be *Tuesday, November 13, 2018*.

RULES OF BEHAVIOUR

We expect that all students:

- Be here
- Be here on time
- Be prepared
- Be a contributing member of our school community in the positive sense.

Self-control, character, courtesy and efficiency are basic expectations of self-discipline. It is key to good conduct and consideration and respect for oneself, other people, property and the environment. Swan Hills School has a no tolerance policy for violence, racism, sexism and anti-religious or ethnic comments.

Swan Hills School Students shall:

1. Maintain a 'hands-off' policy on school property that includes no play fighting/rough play or inappropriate touching including sexual contact
2. Respect school and others' property
3. Not threaten people
4. Not bring to school or use dangerous, unsafe, illegal or threatening items.
5. Wear appropriate clothing and remove hats when entering the building.

When entering or leaving the school, students shall:

1. Enter in a quiet and orderly manner
2. Remove his/her hat
3. Report to the office if late
4. Move quietly through the halls and through designated areas
5. Enter and exit through assigned doors only
6. Leave the building and grounds when dismissed if not participating in extra-curricular activities or assigned to after school programs.

When eating lunch at school, students shall:

1. Be polite and take direction of supervisors
2. Act in an orderly manner
3. Clean up after eating
4. Remain in assigned area.

Consequences for Inappropriate Behavior:

1. **Minor Misbehavior:**
Each teacher will create their own classroom expectations along with appropriate consequences. When that minor misbehavior is repeated or escalates, students will be referred to the office for consequences. Repeated office referrals for minor classroom behavior will result in more serious consequences including in-school suspension.

2. **Serious Misconduct:**
Serious misconduct includes serious hands-on ie. punching, defiance/refusal, theft/break and enter, coercion, harassment/bullying, possessing a weapon or unsafe behavior. Consequences for these behaviors are a 1-day in-school suspension. Repeated incidents result in longer in-school suspensions, out-of-school suspension and other losses of privilege like extra-curricular activities.

3. **Severe Misconduct:**
Students will only receive out-of-school suspensions for misbehavior while on an in-school suspension, repeated serious misconduct, swearing at/name-calling towards staff, fighting, threats or violence to others and drug/alcohol intoxication. Students will receive up to a 5 day out-of-school suspension with other interventions if necessary and losses of privileges like extra-curricular activities.

The following chart outlines specific consequences for behavior:

SWAN HILLS SCHOOL DISCIPLINE CYCLE

*Any misbehavior while on an in-school suspension will automatically be reverted to an out-of-school suspension.

Offense Incidents	1 st Incident	2 nd Incident	Subsequent
Repeated Level One Offenses (3 office referrals in a week or 5 in a month)	1 day in-school suspension	In same month, 2 day in-school suspension Behavior plan implemented	In same month, 3 day in-school suspension Behavior plan reviewed
Serious hands-on with intent to harm	1 day in-school suspension	2 day in-school suspension Loss of extra-curricular	1-3 day out-of-school suspension
Outright defiance or refusal	1 day in-school suspension	2 day in-school suspension Loss of extra-curricular	1-3 day out-of-school suspension
Theft/Break and enter	1 day in-school suspension	2 day in-school suspension	1-3 day out-of-school suspension
Coercion	1 day in-school suspension	2 day in-school suspension Loss of extra-curricular	1-3 day out-of-school suspension
Harassment/bullying (Most issues will first try to be solved with other non-disciplinary interventions prior	1 day in-school suspension with restitution	2 day in-school suspension Safety plan	1-3 day out-of-school suspension Safety plan reviewed

to these disciplinary actions.)	Referral to counsellor	implemented Loss of extra-curricular	Other interventions as required ie. PAWS
Possession of a weapon without intent to harm	1 day in-school suspension	2 day in-school suspension Loss of extra-curricular	1-3 day out-of-school suspension
Unsafe behavior/Vandalism	1 day in-school suspension	2 day in-school suspension	1-3 day out-of-school suspension
Swearing at/name-calling towards staff	3 day out-of-school suspension	3 day out-of-school suspension Behavior plan Loss of extra-curricular	Recommendation for expulsion
Fighting (repeated punching, violence)	3 day out-of-school suspension	3 day out-of-school suspension Behavior plan Loss of extra-curricular	Recommendation for expulsion
Verbal/written threats	1-5 day out-of-school suspension depending on threat VTRA protocol	Same as 1 st incident Loss of extra-curricular privileges	Recommendation for expulsion
Drug/alcohol possession or intoxication	3 day out-of-school suspension Appointment made with Mental Health and Addiction Loss of extra-curricular	Recommendation for expulsion	

STUDENT ABSENCES

Policy

All students between the ages of six (as of opening date of the school term) and 17 must attend school unless excused under appropriate sections of The School Act. Regular attendance is primarily the responsibility of the student and his/her parents or guardians. Students who are habitually absent for inexcusable reasons shall be reported to the Principal. Excessive absences not only affect the student; they also interfere with the flow of the teaching and learning in the classroom. 20% or more inexcusable absences may result in a referral to the Attendance Board.

Responsibility of Students

1. To attend all classes,
2. to advise their teachers when they know in advance that they will be absent from classes, and
3. to complete all work that was assigned during the absences.

Responsibility of Parents

1. To encourage their child to attend all scheduled classes and be aware of the school's attendance policy, and
2. to inform the school by phone call or note on the day their child is absent.

If you are late for school

If you have a valid reason for being late, please bring a note from your parents or have them call the school. Students who are consistently late will be given consequences in accordance with our school's discipline cycle. If you arrive late come to the office to receive a late slip. If you do not report in you will be marked absent and your parents/guardians will be contacted.

If you are late for class

Students who are late will be subject to consequences established by that teacher and Swan Hills School Late Policy. Any students who arrive more than half way through the class will be marked absent. *Lateness interrupts the class for everyone. Please be considerate of others and develop good employability skills by being on time.

If you have to leave school

(e.g., a dentist appointment) Have your parents call the school to inform us in advance. Students are also asked to bring a signed note to their subject teacher that explains where you are going and what time you need to be dismissed. All students must sign out at the office before leaving and sign back in upon returning to the school.

If you feel sick

Ask to go to the office. Do not leave the school. If necessary, we will ask your parents/guardians to pick you up.

1. If you go home at lunch and do not return

A parent/guardian will have to call the school and inform the office that you won't be returning. Otherwise, the office will be calling home and you will be marked absent.

2. If you have a personal problem bothering you

Do not miss class to work through your problems unless you have permission from your teacher or the office. If your problem persists, remember you can speak to a teacher, or we can help arrange for referral to the PAWS project. Be sure to talk to someone. It will help.

MARKS AND ASSESSMENT

1. Reporting Schedule

a) Semester Courses -students will receive one progress report throughout the semester and a final report card at the end of each semester.

b) All Year Courses (grade 7 – 9) - students will receive 2 progress reports throughout the year and a year end report card.

Parents and students will also have online access to *Powerschool* to allow them to check course progress throughout the year.

2. Missed Tests and Assignments

Since testing and assignments are essential to complete student assessment and evaluation, it is the responsibility of a student who misses a test or assignment to discuss his/her absence with the teacher before the absence when possible or immediately upon return. Major tests and assignments should be posted on the school website. www.swanhillsschool.ca

Grades 7 to 12 Policy for Overdue Assignments

Late assignments will be accepted until the last class day three weeks prior the end of Semester 1 and 2.

Although a grade will be awarded for late assignments, students may not receive any teacher feedback for those late assignments submitted two weeks after the assigned due date.

Students in Junior High will be referred to the office when assignments are not handed in after a week's time. Students will be required to complete incomplete assignments during their options' classes.

Junior High Programming Recommendations:

Grade 8 and 9 students, who receive grades below 60% in the core subjects, may be encouraged to pursue a Junior High Knowledge and Employability Program. Please note, students who receive a Knowledge and Employability Program are still eligible to pursue a diploma in high school. They are **not** required to pursue a certificate.

Grade 7 students, who receive grades below 60% in the core subjects, may have their programs modified and adapted as needed.

Grade 9 through 12 Programming Recommendations:

If Grade 9 students plan to pursue an academic program in Grade 10, it is strongly recommended that students have a grade of 65% in each of the core subjects: Language Arts 9, Mathematics 9, Science 9 and Social Studies 9.

Grade 10 Programming Recommendations:

Grade 10:

English 10-1	65%
English 10-2	50% to 64%
English 10-4	below 50% (Students will receive a certificate, not a diploma)

Grade 10:

Social Studies 10-1	65%
Social Studies 10-2	50% to 64%
Social Studies 10-4	below 50% (Students will receive a certificate, not a diploma)

Grade 10:

Science 10	65%
Science 14	50% to 64%
Science 10-4	below 50% (Students will receive a certificate, not a diploma)

Grade 10:

Math 10C	65%
Math 10-3	50% to 64%
Math 10-4	below 50% (Students will receive a certificate, not a diploma)

Grade 11 Programming Recommendations:

Grade 11:

English 20-1	65%
English 20-2	50% to 64%
English 20-4	below 50% (Students will receive a certificate, not a diploma)

Grade 11:

Social Studies 20-1	65%
Social Studies 20-2	50% to 64%
Social Studies 20-4	below 50% (Students will receive a certificate, not a diploma)

Grade 11:

Science 20	65%
Science 24	50% to 64%
Science 20-4	below 50% (Students will receive a certificate, not a diploma)

Biology 20	65%
Chemistry 20	65%
Physics 20	65%

Grade 11:

Math 20-1	75% to 80%
Math 20-2	66% to 74%
Math 20-3	50% to 65%
Math 20-4	below 50% (Students will receive a certificate, not a diploma)

Grade 12 Programming Recommendations:

Grade 12:

English 30-1	65%
English 30-2	50% to 64%
English 30-4	below 50% (Students will receive a certificate, not a diploma)

Grade 12:

Social Studies 30-1	65%
Social Studies 30-2	50% to 64%

Grade 12:

Science 30	65%
Biology 30	65%
Chemistry 30	65%
Physics 30	65%

Grade 12:

Math 30-1	75% to 80%
Math 30-2	66% to 74%
Math 30-3	50% to 65% (There is no diploma examination)
Math 31	80% (There is no diploma examination)

SCHOOL POLICIES AND PROCEDURES

Arrivals/Departures – Classes start at 8:40 a.m. and end at 3:33 p.m. each day. On early dismissal days, students will be dismissed one hour earlier. Students are given 5 minute breaks in the morning and afternoon as well as have a 45 minute lunch break.

Tech Apps. - Students in grade 7-12 are permitted to have their cell phones and electronic devices at school, but, to avoid distraction during class time and to encourage greater focus on lessons, they are not permitted for use during class except when directed to use them by a teacher. Electronic devices may be used during breaks, but must be kept in a pocket, backpack, or locker, during class time. If students are using their tech apps irresponsibly, the following will be implemented

1. Student will be asked to put the tech app in their locker or backpack.
2. If the student refuses, he/she will be asked to go to the office.
3. Office staff will take the tech app and place it in the designated area in the principal's office. The student will sign a slip noting the condition of the tech app. If the student continues to refuse in the office, parent contact will be made noting the student's refusal and possible suspension if it continues.
4. Student will pick up the tech app at the end of the day from the office.
5. Repeated offences will require the parent to pick it up from the office.

Computer Facilities for Students – All students have access to the computer network facilities at the Swan Hills School. Students must read and follow the "Internet Form" and parents must sign the form. In particular, the following rules apply to all accounts on the system:

- a) Students are not to access another student's account.
- b) Internet access is a privilege that is available to all students for approved educational and research purposes only.
- c) Students straying into inappropriate sites may lose their Internet privileges.
- d) Chat sites, YouTube and social media are prohibited.

If these rules are not followed, the student will lose their computer privileges.

Detentions- At Swan Hills School, detentions could take one or more of the following forms:

- 1) during lunch or after school;
- 2) other work assigned by a school administrator

Refusal to comply with any of the above may result in in-school suspension.

Dress Code – All students are expected to dress in a way that does not offend or intentionally distract others. Wearing clothing that promotes alcohol, smoking, drugs, profanity, or other inappropriate behaviours are prohibited. Tank tops with very thin or spaghetti straps or bare midriffs are unacceptable, as is clothing that may be too intentionally or unintentionally revealing. Dresses, skirts, and shorts, must be of an acceptable length. If there is any dispute, administration will make the final call. Underwear must not be visible. Appropriate footwear is essential at all times and sunglasses are not to be worn in school. We are a “**hat free school.**” Students are required to leave their hats in their lockers during the school day. Students will be asked to change into gym gear or be sent home to change if the dress code is not adhered to.

Drugs and Alcohol – Drug and alcohol use and possession are strictly prohibited. The following board policy shall be enforced if a student is suspected to be in possession or under the influence of drugs or alcohol.

Policy 502.4.1

1. If a student is found on school property, or anywhere representing their school apparently under the influence, or in possession of a prohibited substance or drug paraphernalia, appropriate action shall be taken by the school authority as follows:
 - a. School personnel directly involved in the witnessing or suspicion of prohibited substance abuse by a student shall be consulted before disciplinary actions are carried out by the principal.
 - b. Parents or guardians shall be informed.
 - c. The student shall be suspended. A subsequent offense of substance abuse, in the same school year, shall lead to recommendation for expulsion.
 - d. Police shall be notified and consulted.
 - e. The student and their parents shall be required to attend substance abuse counseling/assessment program before readmission to school.
 - f. Once the student returns, there should be on going support.

Extra-Curricular Activities – Students are responsible for any classroom work missed (test, homework, assignments, etc.) because of involvement in extra-curricular activities. It is the student’s responsibility to notify his/her teacher prior to missing a class for an extra-curricular activity. Missing classes on the day of a scheduled extra-curricular game may result in a student being prohibited from attending and playing in the game. Students must pay the student fee each year in order to take part in extracurricular activities. Continual misbehaviour will result in a student being prohibited from participating in extra-curricular activities. Students who do not maintain acceptable academic and behavioural standards will not be able to participate in extra-curricular activities.

Fidgets - Educational fidgets are a tool designed to help certain students focus their attention. Fidgets will only be allowed for students at the discretion of the teacher.

Field Trips – Written parental consent must be obtained for all students who are involved in school-authorized activities requiring them to leave school property.

Fire Drill – An emergency will be signaled by the fire bell. Occasional routine drills will be held in preparation for an emergency as required by law. Fire instructions are posted in each classroom. Any tampering with the fire equipment is considered a serious offence and the police will be involved.

Inclement Weather – During severe weather, the buses may not be able to run, but classes will continue as usual. As always, it is your decision as a parent to decide if you feel it is safe to send your child to school. However, we ask that parents please contact the office (780 333-4471) should you decide to keep your child at home on these days.

Insurance – In early September, students will be given accident insurance forms to take home for possible purchase. Such insurance is optional and completed forms should be sent to the Insurance Broker as early as possible.

Library – Students are welcome in the library for book exchange, reading and school work, however, they must have a teacher's permission during scheduled classes. Junior High classes are scheduled for one library class per 4-day cycle for book exchange and silent reading. General library books are due three weeks after check-out and text books are loaned out by the semester. No daily fines are charged for overdue books but if a book is lost or ruined, students will be charged a replacement cost. Students may be required to pay outstanding library fees before attending extra-curricular activities. Parents are welcome in the library at any time, after checking in at the office, for joining their child's library class, volunteering or browsing our collection.

Lockers – Each student is assigned a locker for use during the year. All Junior and Senior High Students must keep a lock on their assigned lockers. Students may make a one time purchase of a combination lock from the school. Students may purchase their own combination locks but must register the combination with their homeroom teacher. Keyed locks are not permitted. Lockers will be organized on a monthly basis.

Lost and Found – The school will not assume responsibility for lost articles. Students should have their names on their textbooks and school supplies and these items should be locked in their locker along with valuables when not in use.

Lockdown – Lock down procedures will be reviewed and practiced so that students know what to do in case of a lock down.

Parking - Students are to be picked up and dropped off in front of the school. Do not enter or park in the staff parking lot as the potential for injury to students or damage to vehicles is very high due to the limited space. Students who drive their vehicles to school may park on the street.

Plagiarism – Research for essays, assignments, and projects is an important part of learning. Our students learn proper procedures for citing the work of others and are honest about the work they submit under their own name. Students are strongly encouraged to work with their teacher to ensure that the work that they have submitted is honest and reflect the student's best efforts and learning.

When it is clear that a student has not been academically honest, teachers and school administration view the results as a serious matter, with progressively severe consequences, including notification of parents and a redo of the assignment in question.

Physical Education – Students are expected to come prepared to participate in physical education classes. They should have a pair of running shoes, T-shirt and shorts/alternative track pants to participate. If there is a valid reason for not participating you must bring a note from your parent/guardian. Do not leave valuable items in the change room as the school is not responsible for any theft that may occur.

School Telephones – Our school is equipped with telephones in each classroom. Students may use these phones only with permission of the classroom teacher.

Security Cameras – For the security and safety of all students and staff, video cameras have been installed at the Swan Hills School. The school is under 24-hour camera surveillance.

Smoking- Smoking is prohibited on school property. Students who choose to smoke must leave school property to do so. Students caught smoking on school property will be given consequences in accordance with the discipline cycle.

Student Absences Policy - All students between the ages of six (as of opening date of the school term) and 17 must attend school unless excused under appropriate sections of The School Act. Students who are habitually absent for inexcusable reasons shall be reported to the Principal and be given consequences as per Swan Hills School Attendance Policy. Excessive absences do not only affect the student, they also interfere with the flow of the teaching and learning in the classroom.

Suspensions - Students who are given an “in-school” suspension are to remain in the office or assigned room for the duration of their suspension. Students who leave school during their “in-school” suspension are required to make up the missed time when they return to school. Students who are given suspensions “out of school” are required to remain off school property for the duration of their suspension; this may include weekend activities or events at the school.

Textbooks and library books – Textbooks and library books on loan to students are expensive and require particular care. Students are responsible for loss or damage to their textbooks and library books. Students may not be able to attend extracurricular activities or graduation if they have outstanding textbook or library fees.

Transportation – Students are considered to be on school property when on a school bus. Therefore, school regulations apply to all student passengers on busses. Drivers have the same authority as classroom teachers in enforcing discipline. Students must respect that Authority. Bus discipline problems will be reported to the office and to parents. Upon recommendation of the principal or the transportation department, further transportation for the pupil may be refused.

Vandalism – Students are responsible for the proper care of all books, supplies, and furniture by the school. Students who disfigure property or equipment will be required to pay for the damages done or to replace them.

Wheels – Students are prohibited from riding skateboards, scooter, rollerblades, “Heelys” and bikes on school property during school hours.

Late and Attendance:

Late Parameters:

A student is considered late if they are not present when you complete your attendance. Attendance will be taken immediately after O'Canada. If a student arrives during the time you are taking attendance, they are not considered late. Students will come to the office for a late slip.

Division Three:

After 5 lates in a month the student will serve 30 minutes after school. This is per class as teachers will track their own lates. This will reset monthly. If a student is absent for more than 10 classes, the teacher will notify the office. The office will then send a letter to parents and begin tracking the student. Parents will be notified again after 20 absences. When students are more than 20% absent and there is no improvement made in a month's time, the matter shall be referred to the Attendance Board.

Division Four:

Three inexcusable lates will equal one absence.

If a student is absent for more than 10 classes, the teacher will notify the office. The office will then send a letter to parents and begin tracking the student. Parents will be notified again after 15 absences. When students are more than 20% absent and there is no improvement after a two-week period, the matter shall be referred to the Attendance Board and the student will be removed from the classroom to an alternate setting. This is per semester.

Skipping -Skipping a class or classes will be identified as an unexcused absence, parents will be notified and students in elementary and junior high will make up the time that they have missed after school. High school students will have the natural consequence of missing instruction and eventually being removed from the class.

SWAN HILLS SCHOOL INTERSCHOLASTIC PROGRAM POLICY

All students are encouraged to play or take part in the scheduled sports activities.

All inter-school team members will sign a contract agreement and honour the following regulations:

1. Any student on academic probation (2 or more subjects at report time below 50%) will show improvement within a two-week period to remain in the interscholastic program.
2. A student may take part in any team activity after a suspension period has been served.
3. School Admin may at any time suspend a person from Interscholastics for academic or behavioral reasons.
4. Student behavior will be in accordance to what is acceptable at Swan Hills School.
5. A student receiving a detention must serve that detention regardless of practices or games.
6. School academics take precedence over interscholastic activities.

TRAVEL/FIELD TRIPS

1. Any students participating in any extra-curricular event must hold good standing academically and behaviorally.
2. All team members and staff shall travel to and return from all activities as a team.
3. Conduct while attending another school, including travel to and from that school, should be in accordance to our school standards and policies. Any person failing to do so will be dealt with by the coach, on return to the school. Administration will deal with the situation as if the incident occurred in our school.
4. Teachers or parents transporting students on behalf of the school district must adhere to PHRD policy and approval by the principal.

Athlete Expectations

Students participating in interscholastic activities will be expected to:

- make a positive contribution (both mentally and physically) to each event (or game)
- players will be aware that both positive and/or negative behaviors will be monitored by existing and subsequent coaches.
- be on time for each and every practice game that is scheduled by the coach.
- advise the coach, at earliest convenience, if attendance at practice or game cannot be fulfilled.
- abide by the individual rules of the game as outlined by each coach and adhere to them.
- strive to make themselves the best possible athlete they can be under the tutelage of their coach.
- a breach of any of the above points is subject to the removal, of the said player by the coach from the team for the remainder of the season.

SWAN HILLS SCHOOL HARASSMENT/BULLYING POLICY

Swan Hills School does not tolerate harassment/bullying in any form. All members of the school community are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all.

1. What is harassment/bullying?

Harassment/bullying is an act of aggression causing embarrassment, pain, or discomfort to another:

- * it can take a number of forms: physical, verbal, gesture, extortion, and exclusion
- * it is an abuse of power
- * it is planned and organized
- * it is a repetitive behaviour/action
- * individuals or groups may be involved

2. Some examples of harassment/bullying include:

- * any form of physical violence such as hitting, pushing, or spitting on others
- * interfering with another's property by stealing, hiding, damaging, or destroying it
- * using offensive names, teasing, or spreading rumors about others or their families
- * using put-downs, belittling others' abilities and achievements
- * writing offensive notes or graffiti about others

- * making degrading comments about another's culture, religious, or social background
- * hurtfully excluding others from a group
- * making suggestive comments or other forms of sexual abuse
- * ridiculing another's appearance
- * forcing others to act against their will
- * the use of technology/social media to do any of the above

3. If we are harassed/bullied:

- * we may feel frightened, unsafe, embarrassed, angry, or unfairly treated
- * our work, sleep, and ability to concentrate may suffer
- * our relationships with our family and friends may deteriorate
- * we may feel confused and not know what to do about the problem

4. What do we do to prevent harassment/bullying at Swan Hills School?

As a school community, we will not allow cases of harassment/bullying to go unreported; we will speak up, even at risk to ourselves.

a) This requires **staff** to:

- i) be role models in word and action at all times
- ii) be observant of signs of distress or suspected incidents of bullying
- iii) make efforts to remove occasions for harassment/bullying by active patrolling during supervision days
- iv) arrive at class on time and move promptly between lessons
- v) take steps to help victims and remove sources of distress without placing the victim at further risk
- vi) report suspected incidents to the appropriate staff member such as homeroom teacher, counselor, administrator who will follow the designated procedures.

b) This requires **students** to:

i) refuse to be involved in any harassment/bullying situations. If you are present when harassment/bullying occurs:

- a) if appropriate, take some form of preventative action;
- b) report the incident or suspected incident and help break down the code of secrecy.

If students who are being harassed/bullied and bystanders have the courage to speak out, they may help to reduce pain for themselves and other potential victims.

c) The school recommends that **parents**:

- * watch for signs of distress in their child, eg. unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising;
- * take an active interest in your child's social life and acquaintances;
- * advise your child to tell a staff member about the incident. If possible, allow him/her to report and deal with the problem his/herself. He/she can gain much respect through taking the initiative and dealing with the problem without parental involvement.
- * inform the school if harassment/bullying is suspected;
- * keep a written record (who, what, when, where, why, how);
- * do not encourage your child to retaliate;
- * communicate to your child that parental involvement, if necessary, will be appropriate for the situation;
- * be willing to attend interviews at the school if your child is involved in any harassment/bullying incident;
- * be willing to inform the school of any cases of suspected bullying even if your own child is not directly affected.

When staff, students, and parents work together, we create a more positive environment at Swan Hills School.

WHAT OUR SCHOOL DOES IN AN EMERGENCY

How we respond to emergencies at school?

Our first priority is the safety, security and well-being of our students and staff. Guided by our division's Emergency Response Plan, we have developed a plan which outlines our school's response to various emergencies.

What should parents do in an emergency?

1. Check the PHRD website

We will post information on the PHRD website www.phrd.ab.ca and on Twitter@PHRD_Schools. Phone the PHRD Regional Services Office at 780-674-8500.

2. Do not come to the school

You could put yourself in danger and get in the way of emergency personnel. In several instances, our exterior doors will be locked and you will not be able to get in to the building.

3. Do not call or e-mail the school

We need to keep our phone lines open to communicate with emergency services.

4. Do not call, text or e-mail your child's cell phone

Depending on the threat, contacting your child's cell phone could endanger your child.

What happens during the specific emergencies?

As directed by local emergency personnel we will do the following:

1. If an incident or threat occurs inside or is directly related to our school, RCMP will instruct us to **Lockdown** our school which means we will lock all exterior doors. Staff and students will be directed to classrooms which will be locked. (e.g. dangerous intruder)
2. If an incident or threat occurs outside and is unrelated to our school, RCMP will instruct us to **Hold and Secure** which means we will lock all exterior doors. Students and staff may move freely in the school. (e.g. a bank near our school is robbed)
3. In some environmental or weather-related situations, authorities may direct us to **Shelter in Place**, which means, we will keep students and staff in school until it is safe for them to leave. (e.g. chemical spill, blackouts, extreme weather conditions)
4. In some instances, we may have to **evacuate** the school. Students and staff will move to our primary evacuation site The United Church. Students will stay at the evacuation site until it is safe to return to school or they are released to a parent/guardian.

Note: If our primary evacuation site is comprised, we will move students to a secondary evacuation site. If this is the case, we will post this information on the PHRD website www.phrd.ab.ca and on Twitter@PHRD_Schools.

Before an emergency happens

1. Ensure the school has current Emergency Contact information for your child.
2. Talk to your child about the importance of following their teachers' instructions during an emergency.

SENIOR HIGH PROGRAM

Diploma Requirements – 100 credits needed	Certificate Requirements – 80 credits needed
English Language Arts – 30-1 or 30-2	English Language Arts – 20-2 or 30-4
Social Studies – 30-1 or 30-2	Social Studies – 10-2 or 20-4
Mathematics – 20-1, 20-2 or 20-3	Mathematics – 10-3 or 20-4
Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20	Science 14 or 20-4
Physical Education – 3 credits	Physical Education – 3 credits
CALM – 3 credits	CALM – 3 credits
10 credits from the following: <ul style="list-style-type: none"> - CTS courses - Fine Arts - Second Language - Physical Education 20 and/or 30 - K & E courses - RAP courses - Locally developed courses in CTS, fine arts, second languages or K & E courses 	5 credits from the following: <ul style="list-style-type: none"> - 30-level K & E courses - 30-level CTS courses - 30-level locally developed courses with an occupational focus
10 credits in any 30-level course in addition to English and Social Studies: <ul style="list-style-type: none"> - 30-level locally developed courses - Advanced (3000 series) CTS courses - 30-level Work Experience - 30-level K & E courses - 30-level RAP courses - 30-level Green Certificate courses - Special Projects 30 	5 credits from the following: <ul style="list-style-type: none"> - 30-level K & E workplace practicum courses - 30-level Work Experience - 30-level Green Certificate courses - Special Projects 30 <p style="text-align: center;">Or</p> 5 credits in RAP courses

Course Load Requirements:

At Swan Hills School, the student course-load policy is as follows:

- a) Grade 10 students must take a full credit program requiring a minimum of 40 credits.
- b) Grade 11 students who have earned 30 credits or less by September must take a minimum of 40 credits.
- c) Grade 12 students who have earned 75 credits or less by September must be registered in 35 credits.

SCHOLARSHIPS

Pembina Hills' Citizenship Award: (\$500)

Students will complete the PPHS Annual Grade 12 Citizenship Award Application Form and submit it to the Principal.

The school will have a selection committee that will review the applications, in consultation with the Principal, and choose the successful recipient(s), and notify the Executive Assistant to the Superintendent at least three weeks prior to the school's annual award ceremony.

The application must include at least three of the following criteria and contain supporting statements or examples of how the student meets those criteria:

- Demonstrates responsibility
- Helps/supports others
- Has a positive attitude
- Displays kindness to others
- Works towards goals
- Listens to others
- Is honest
- Has the courage to do what is right
- Respects others
- Shows concern for others
- Is dependable

Rutherford Scholarships: (up to \$2500)

Awarded to students beginning post-secondary studies in any area based on academic achievement in any one or all of Grades 10, 11 and 12. Students may apply when the final high school marks are available, and they are enrolled in full-time post-secondary studies. Eligibility criteria include:

Grade 10

-Average 80% or higher in five subjects:

English 10-1 or 10-2

Two of the following:

Social Studies 10

Mathematics 10

A language other than English at the Grade 10 level

Science 10

Any other additional subjects at the Grade 10 level including the above subjects.

Grade 11

-Average 80% or higher in five subjects:

English 20-1, 20-2

Two of the following:

Social Studies 20

Mathematics 20

Chemistry 20

Physics 20

Biology 20

A language other than English at the Grade 11 level

Any two other additional subjects at the Grade 11 level including the above subjects

Grade 12

-Average 80% or higher in five subjects:

English 30

Four of the following:

Social Studies 30

Mathematics 30

Mathematics 31

Chemistry 30

Physics 30

Biology 30

A language other than English at the Grade 12 level

AWARDS

In June of each year many distinctive awards are given to Swan Hills School students.

1. Girls Most Valuable Player - selected by Athletic Director in consultation with Coaches
2. Boys Most Valuable Player - selected by Athletic Director in consultation with Coaches
3. Girls Most Improved - selected by Athletic Director in consultation with Coaches
4. Boys Most Improved - selected by Athletic Director in consultation with Coaches
5. Student Who Contributed Most to Students' Union - selected by Swan Hills members and advisors (Student Advisor)
6. Highest Academic Achievement - Grade Seven, Grade Eight, Grade Nine, Grade Ten, Grade Eleven, Grade Twelve)
7. Overall Honours Certificates - awarded to the student with an average of 80% or higher in four core subjects (Language Arts, Social Studies, Math, Science)
8. Honour Certificates by core subject.
9. Achievement Certificates - those with an average mark between 75% - 79%
10. Attendance Awards perfect attendance (no absences)
11. Excellent attendance (no more than two absences)
12. Valedictorian- awarded to the grade twelve student with the highest overall school mark average in the academic subjects. (30 route)
13. Citizenship- a scholarship which is awarded to the student who has demonstrated exceptional citizenship in the school and community in grades 6, 9 and 12.
14. Governor General Award – awarded in the Fall

