



Student Handbook

2025-2026 School year

Life at SHS is: focused on **STUDENT SUCCESS**. This document includes information about SHS and also introduces the student to our beliefs and values – just what it is that we stand for at SHS. Please take some time to read this agenda with your child regularly – it contains not only our stated beliefs and values, but it is one tool to keep in touch with the school.

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Our Educational Project

The Shawinigan High School Community's mission speaks to learning and belonging and we believe it is through patience, perseverance and participation in the community that each member will come to learn and hold the values upon which we support our community. The following beliefs and values are the pillars of our community:

- 🏆 **Respect** - We believe every person has the right to be respected but also the obligation to respect themselves, others and property.
- 🏆 **Community** - We believe in a caring, open, and friendly environment and in a place where everyone can learn.
- 🏆 **Spirit** - We believe in promoting pride by celebrating our community, our efforts and our accomplishments.
- 🏆 **Success** - We believe that excellence is defined by the achievement of one's personal best and we encourage all of our members to reach their fullest potential.

As a school team, our educational project resides in ensuring constant improvement of **literacy, numeracy** and **well-being** of our student population.

The Discipline Policy and Code of Conduct

The SHS community believes that social and academic growth are guiding elements of our mission. The following principle is intended to provide a foundation for appropriate and positive student behaviour –

EVERYONE HAS THE RIGHT TO LEARN! This requires respect for ***OURSELVES, OTHERS & PROPERTY!***

Respect involves certain behaviours and the SHS community provides you with simple and direct definitions of these three forms of respect.

Respect for Ourselves means:

- ❖ Having the appropriate tools and materials for learning;
- ❖ Being on time for school and class and being ready to learn when the bell rings;
- ❖ Properly completing assignments on time or identifying the difficulties to the teacher for help in completing the assignments *on time*;
- ❖ Listening and giving your utmost attention to the class leader (student and/or teacher);
- ❖ Coming to school wearing the SHS uniform and appropriate clothing;
- ❖ Using appropriate verbal and body language;
- ❖ Safeguarding personal belongings.

Respect for Others means:

- ❖ Encouraging others to do their best;
- ❖ Praising the positive efforts of others;
- ❖ Promoting a learning environment;
- ❖ Looking out for others in the community (big & small);
- ❖ Treating others fairly and courteously;
- ❖ Supporting a safe & violence-free school;
- ❖ Responding appropriately to the authority of ALL teachers and staff;
- ❖ Safeguarding others' belongings.

Respect for Property means:

- ❖ Lockers & desks;
- ❖ Textbooks & computers;
- ❖ Gym equipment;
- ❖ Games room equipment & the Little Theatre facility;
- ❖ Grivell Resource Centre, classroom & bathroom facilities,
- ❖ Putting garbage in the garbage.

The consequences of **not** living up to the expectations of the SHS community values also come in three levels. We call these levels **Interventions**. Be assured that the SHS staff and community expect **all** students to learn the meaning of these three forms of respect and to behave accordingly. In the case where a student has yet to learn the meaning of respect, the staff and community will **Intervene** to help the student learn appropriate and positive behaviours. The following three levels of **Interventions** have been developed to assist the students in learning the meaning of respectful behaviours:

In-Class, Teacher Intervention

An in-class intervention will be at the discretion of each teacher. This may include a private discussion with the teacher and/or certain tasks on the student's time. It may also include other forms of consequences of which the parents/guardians will be notified by the teacher or staff member. If the behaviour persists, parents/guardians will be notified and this may lead to an official detention. This takes the student to the second level of intervention.

Staff or School Intervention

For high school students

The second level of the intervention only deals with behaviour issues - that is, All high school students who consistently behave in a manner that contravenes the respectful behaviours as outlined in this policy will report to the detention hall. The official detention is in the library from 12:25- 1:25. Teachers will send a communication home informing the parents of a detention. The detention will be recorded and the student's third trip to the detention hall will result in the student moving to level three of the process. This level is an **Administrative Intervention**.

Note: If the student is expected in remedial, this will prevail. After the remedial period (Flex), the student is expected to finish the detention hour at the library.

For elementary students

For elementary, detentions can take the form of shadowing a staff member outside, having an alternative recess, meeting with a special education technician to work on a restorative gesture, etc. Teachers will send a communication home informing the parents of a detention. The detention will be recorded, and the student's third detention will result in moving to level three of the process. This level is an **Administrative Intervention**.

Administrative Intervention

The last level of intervention is an official visit to the office. There are certain behaviours that will result in immediate suspension from the school community. These include violent behaviour, drug and/or alcohol use on school grounds, wilful and deliberate opposition to the authority of staff, refusal to change disrespectful behaviours, and the third detention. The administrative intervention will be at the discretion of the principal and will result in either an in-school suspension, or an out-of-school suspension. The duration will be one to five days. For extremely violent behaviour or drug and alcohol abuse, expulsion will be recommended.

In all, the SHS staff and community are determined to have a safe, friendly, and caring learning environment for all school community members.

Serious offenses: Violence, Threats, Bullying

A serious offence is an action, comment, or gesture which undermines a person's dignity, or psychological integrity; moreover, is liable to make a person act against their will, by the use of force, threats or intimidation. Violence can be physical, verbal or psychological.

Harassment exists when the action of any person causes another person to be distressed, humiliated, tormented or intimidated. It may occur only once or on many occasions and it can be verbal or non-verbal.

Physical - Striking a person with the intent to hurt, injure, torment, or intimidate such as hitting, shoving, kicking, hair pulling, choking, spitting at or biting etc.

Psychological - Hurtful conduct manifested by either repeated behaviour, words, actions or gestures that are hostile and unwelcome, and undermine the dignity or psychological integrity of a person for whom the environment becomes hostile.

Verbal remarks, verbal or written, intended to hurt, insult, slander, threaten, degrade, torment or intimidate an individual or group.

Extortion is a form of behaviour where the threats and intimidation are used to obtain money or different goods from others.

Cyberbullying is when a student uses technology as a means of victimizing others. It is the use of an Internet service or mobile technologies with the intent of harming another person.

Extreme Behaviour

In the case of extreme behaviour, the regular school discipline policy does not apply. Any student engaging in behaviour considered extreme by a staff member will automatically be dealt with using this part of the policy.

Extreme behaviour can be defined as:

- Threats to the physical, emotional and psychological safety of those in proximity of the student, whether written or verbal.
- Violence which threatens the physical, emotional and psychological safety of those in proximity of the student.

The student will immediately be removed from class and removed from school circulation for at least the rest of the day, including daycare.

The student will receive an automatic suspension of up to five days to be determined by administration.

At the end of the suspension, there will be a meeting with the student, the parent(s), the principal, the professional and the teacher(s) involved. At this meeting it will be determined if the student and his/her parents have demonstrated that the student will not pose a threat to those in the classroom with him/her. The student may not return to school until this meeting takes place.

Should the student continue to pose a threat, he/she will not come back to school until the problem is resolved.

Respectful Communication Policy

At Shawinigan High School, strong communication between parents, teachers, and school staff is key to student success. To maintain a safe, respectful, and professional environment for everyone, we ask all members of our community to adhere to the following expectations:

Expectations for Communication

- Always communicate respectfully, whether in person, by phone, email, or in writing.
- Focus conversations on students' academic, social, or emotional needs.
- Express concerns thoughtfully and allow staff time to respond appropriately (within 10 working days).
- Assume positive intent and seek solutions collaboratively.

Unacceptable Conduct

- Personal attacks or insults directed at teachers, staff, or other parents.
- Discriminatory comments or behavior based on race, gender, religion, nationality, age, ability, or other protected status.
- Harassment, intimidation, or aggressive behavior.
- Demands for immediate responses outside of school hours.

If a parent/ guardian engages in disrespectful or inappropriate behavior, school administration may:

- End communication immediately.
- Require that future communication occurs only in writing or with an administrator present.
- Take further steps according to school or district policy.

Procedures for Addressing Concerns

Parents should follow the school's communication protocol before requesting a meeting.

Protocol: In the case of a concern regarding your child, the procedures are outlined as follows:

1. Contact the staff member when a concern arises, through CQSB email only. Unscheduled visits from parents/guardians requesting meetings will not be accepted.
2. In the event that the issue cannot be or is not resolved to your satisfaction with the staff member involved, consult the principal by CQSB e-mail or phone call. Every effort will be made to bring the parties together to resolve the difficulty within 10-working days.
3. If the issue is still not resolved to your satisfaction, please contact the school board through the office of the Secretary-General who will advise the parent and the school of other possible solutions.

The Attendance Policy

Attendance is required on all school days and for all school activities. Non-motivated absence will result in disciplinary actions at the administrative level.

In the event of illness, the parent or guardian is asked to advise the school before 9:00 AM.

Should the school not be notified of a student's absence, the school will make every effort to contact the parent/guardian to advise the parent of the student's absence.

The school should be notified, **in writing**, of all appointments during school hours. In the case where the office does not have either written or verbal parental consent for the student to leave school grounds, the student will not be allowed to leave school grounds.

Excessive absence will affect the student's academic progress, therefore, rest assured, the school administration will contact both the parents and the proper authorities to ensure compliance to the law.

In the case of a change in after-school routine (elementary), it is essential that the parent/guardian contact the office before 3:15pm. Otherwise, the child will be required to follow his/her usual routine.

There will be no "pick-up" allowed at the office between 3:30 and 3:50 as the students are transitioning for the departure. The student pick-up zone is on the 11th street. Parents must wait on the side of the street and not enter the school yard.

Bus Transportation Information

A student is allowed bus transportation only when she is provided with a bus pass or written authorization from the transport department of Le Centre de service scolaire de l'Énergie. Parents are strictly prohibited to request of the bus driver that the student be transported to or from an address other than the student's home address.

A student authorized to use bus transportation must abide by the following:

- Respect rules & regulations related to this service
- Collaborate with the driver to ensure safety for all passengers

Parents are encouraged to communicate with the Centre de service scolaire de l'Énergie (819 536-3322 or csetransport@cssenergie.gouv.qc.ca) in case of a problematic situation. If a student misbehaves on the bus, behavioral reports will be given by the bus driver. After 3 reports, the students could be suspended from the bus.

Additional Information

Emergencies

In the event of an emergency, necessary steps will be taken to ensure proper medical and/or safety attention. Parents will be contacted immediately. In this light, please make certain that the school has an updated emergency contact number at all times.

Food

All food and beverages are to be consumed in designated areas only. Please be advised that certain foods contain ingredients that cause severe allergic reactions to some – students must not share food. It is recommended not to serve nut products in lunches or in snacks.

Cell phone usage

Personal electronic devices, including cell phones and watches are not permitted at SHS during class time and at lunch time. Although technology plays a significant role in our students' lives, and while cell phones and watches can be valuable tools for communication, recent research has demonstrated how impactful their usage can be on children and teenager development. In order to create an optimal learning environment, our school team has decided **not to allow personal electronic devices** usage during school hours.

We believe that it will help students socialize, focus on their studies and foster a healthier lifestyle away from sources of stress. We encourage you to discuss this policy with your child and emphasize the importance of respecting this school and ministerial rule, to the benefit of their development and mental well-being.

The following actions will be taken should a student not respect this policy.

1. First offense: Confiscation of the device for the day, call home.
2. Second offense: Confiscation of the device for the day, meeting with administration, call home.
3. Third offense: Confiscation of the device until the parent picks it up in person, lunch time detention with reading to do on the impact of excessive device usage, the student will be mandated a meeting with an *Action Tox* resource person, which comes to school every other week.

Lockers & Locks

Combinations must be given to the designated staff member. The school will not be responsible for loss or damage to articles stored in lockers. Lockers are **NOT** the place to store valuables of any kind.

Medication Regulations

The school is not permitted to administer any drugs or prescription medicine without the written permission of the parent/guardian. In the case where the student has a prescription medicine that must be administered, the parents must sign the form, and the student is to report to the office to store and take the medication.

Parking

Due to student safety, parking in the bus lane is **strictly prohibited**. Parents dropping off or picking up students in the AM (8:30-9:00 AM) and in the PM (3:00-3:55PM) are asked to park on 11th Avenue. **There is no space for cars stopping or parking in the bus lane during these specified times.**

Permission Slips

Parents must give written permission for all school activities that take place off school grounds.

School Closings

If the Commission Scolaire de l'Énergie closes schools in the surrounding area, SHS will also be closed. School closures are also posted on the CSS de l'Énergie website (<https://cssenergie.gouv.qc.ca/prescolaire-primaire-et-secondaire/informations-generales/info-intemperies-ou-urgence/>) or on the school website www.cqsb.qc.ca/shs. In the event of bad weather, the final decision to send a child to school rests with the parents. School closure includes the daycare service.

Smoking

SHS and its grounds are non-smoking areas.

Examinations

Formal examinations are held during the year. Eligibility for local supplementary exams is available to students who have achieved 50% to 59% in core subjects and have attended a summer or supplemental program.

Promotion by subject

Starting in secondary 3, students who do not obtain a minimal result of 60% as a final mark in a given class, will need to repeat the classes not acquired. For example, a student could be in secondary 3 in some classes, and in secondary 4 in other classes, extending their graduation. In a case where a student is at risk of failing, parents will be contacted to discuss options for their child.

Student Dress Code

The mandatory dress code will consist of an accepted, official SHS inscribed t-shirt, hoodie or sweatshirt in the 4 accepted solid colors as per the GO-Sport order form or shirts provided for an SHS pre-approved activity also inscribed with an SHS or Demons logo. This must be worn every day by every student in the community. Other articles of clothing must also conform to certain regulations as well.

Governing Board

Is comprised of four volunteer parents, four volunteer staff members, and two volunteer students, the principal and two volunteer community members. The goal of the Governing Board is to adopt and/or approve school activities and policies as proposed by the principal. Its functions and powers are defined in Bill 180 of the Quebec Education Act. The Governing Board meets every second month and is elected at the General Parent Assembly at the beginning of each school year.

Supervision Policy

The supervision of students is defined by the time of day and the specific activity in which the students are engaged. It is understood that students are adequately supervised during class. No student will be permitted to be on school grounds at any time without proper supervision. This is to say, students may stay at school out of class times **only** under direct and proper supervision, which is provided by the school between 8:30am and 4:00pm.

Guidelines for the SHS Extracurricular Program

The SHS Code of Behavior is applicable to each SHS student anytime and every time he/she is at SHS or representing SHS. In extreme cases, the administration reserves the right to exclude a student from a specific activity. The parents will be notified prior to or during the activity.