



Student Handbook

Shawingan High School is: a combined elementary and secondary school serving the Shawinigan area and surrounding municipalities. It offers a general education in accordance with the guidelines of the Quebec Ministry of Education.

Life at SHS is: focused on **STUDENT SUCCESS**. This agenda 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.

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.

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 in appropriate dress;
- ❖ 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 Cycle 3 to Graduating 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 on the student's time; it may include fulfilling certain tasks for the teacher on the student's time; it may also include other forms of consequences of which the parents will be notified by the teacher. If the behaviour persists, parents will be notified and this may lead to an official detention for students in Cycle 3 through to Secondary 5. This takes the student to the second level of intervention.

Staff or School Intervention

The second level of the intervention only deals with behaviour issues - that is, the Cycle 3 to Graduating student who consistently behaves 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 Resource Room from 3:50-4:50 PM on Tuesdays and Wednesdays. This will mean that parents are contacted by the office by phone and travel arrangements for the student will be necessary so that the student may serve the detention in full. **The parent will be responsible for their child's transportation at 4:50 PM.** The detention will be recorded in the office 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**.

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 abuse, wilful and deliberate opposition to the authority of staff and/or teachers, refusal to change disrespectful behaviours, and the third visit to the detention hall. 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. Please be assured of our determination and resolve to make this happen. We wish every school community member a successful and happy year!

** This policy is subject to review by the school discipline committee as needed.

Serious offenses: Violence, Threats, Intimidation

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.

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

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.

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

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 school. Otherwise, the child will be required to follow his/her usual routine.

Bus Transportation

A student is allowed bus transportation only when she is provided with a bus pass or written authorization from the transport department of La Commission 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 relative to this service
- Collaborate with the driver to ensure safety for all passengers

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 are asked not to share food. It is also highly recommended not to serve nutproducts in lunches or in snacks.

Internet Use: The Internet will be used only with teacher supervision and parent consent.

Electronics & Valuables: Shawinigan High School adheres to the Central Quebec School Board's **CODE OF ETHICS GOVERNING THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY RESOURCES**. As an addendum to this code of ethics, SHS has created a policy that cell phones are not allowed during class time unless specified by the teacher. Other electronic devices such as i-pods and mp3s may be used at lunchtime or recess by Secondary Students only. Elementary students are not allowed to have any of

these electronic devices at school. The items permitted for Secondary students only must be locked in the lockers during class time and will not be tolerated in class unless specified by the teacher.

Students who refuse to abide by this code will have their cell phone, i-pod, mp3 player, DS etc. confiscated for 7 days. Parents will have to come to get the confiscated electronic device at school after the 7 day period. The school will not return the item to your child. If the student has his/her device confiscated a second time, the device will be kept for 14 days, three times for 21 days etc.

Anything of personal or monetary value to your child should be kept at home. The school will not be held responsible if items are lost, damaged or stolen at school.

Lockers & Locks: Lockers assigned to secondary students must be locked at all times. Combinations must be given to the homeroom teacher. 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. Parents will be telephoned by the class parent about school closings. School closures are also posted 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. For further information about school closure, listen to the local radio stations.

Smoking: SHS and its grounds are non-smoking areas.

Energy Drinks: Energy drinks will not be tolerated in the school and on school grounds at any time.

Examinations: Formal examinations are held twice a year. Eligibility for local supplementary exams is available to students who have achieved 50% to 59% in English, French and/or Math and have attended a summer or supplemental program.

Promotion: At the Elementary level, promotion is based upon demonstrated ability. An average of 60% or better in English, French and Math will lead to promotion. The program at the Elementary level can take from 5 to 7 years.

Student Dress Code: After much discussion, debate and consideration, the SHS Governing Board with the support of 85% of the SHS community has passed a motion for there to be an official, mandatory school dress code beginning in September 2006. The mandatory dress code will consist of an accepted, official SHS inscribed t-shirt or polo in the 5 accepted solid colours as per the GO-Sport order form. This must be worn everyday by every student in the community. Other articles of clothing must also conform to certain regulations as well: No hats are to be worn inside; pants are to be worn appropriately; and the length of skirts or shorts is to be acceptable – questions of appropriateness are to be referred to the administration for clarification.

For those students who do not adhere to the mandatory SHS top or appropriate dress code for head wear, pants and skirts, the consequence is as follows: The students will report to the office and parents will be called to bring their child the appropriate dress. The child will wait for their parents and the appropriate dress in the administrative area. Students who repeatedly come to school in dress not conforming to the SHS Dress Code will be put on the SHS Discipline Cycle and be dealt with accordingly.

The hope is that **all** parents will make certain that their child leaves home in the morning dressed appropriately so that students will not miss valuable class time for this reason.

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.

Class Parents: Class parents are parent volunteers who assist homeroom teachers with class activities and inform other class parents of important events throughout the year, including school closures.

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. Outside of class time, students must be adequately supervised so as to ensure their safety and proper behavior. 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.

Parents picking students up after class must do so prior to the closing of the facility and/or the activity.

The supervision policy adopted by the SHS Governing Board is as follows:

When students are supervised by teachers on school grounds, the norm is one teacher to approximately 75 students. When students are supervised by adults other than teachers, the norm is one adult to approximately 30 students. When students are supervised off school grounds, the norm is one adult to 10 students unless otherwise approved by the Governing Board. The ratio for secondary student supervision off school grounds is 15 students per adult. All supervisors are required to apply the SHS Discipline Policy during supervision.

Guidelines for the SHS Extracurricular Program: *Because*, the SHS Code of Behaviour is applicable to each SHS student anytime and every time he/she is at SHS, or representing SHS, the SHS Community has adopted the following guidelines for its extracurricular program including: teams, student council, yearbook, exchange trips, choir, band, etc., that is **all** programs offered to the school community, on school property or on the road visiting another area.

1. At SHS we believe coming to school during the day is a necessary part of learning. If a student cannot make it to school in the day, for whatever reason, the student will not participate in an extracurricular activity at night. Likewise, if the student who participates in an extracurricular activity at night and does not make it to the school the following day, the student will lose the privilege of participating in the extracurricular activity for one week.
2. Suspension from school means suspension from any and all extracurricular activities: 1 day = 1 week; 2 days = 2 weeks, etc.
3. If one or more courses are found to be challenging for a student participating in an extracurricular activity, going for extra help to pass a course is mandatory. Participation in an extracurricular activity is dependent on getting the help needed to pass.
4. "Hanging" in the school waiting for practice or an extracurricular event means that the student must be in a supervised facility. If a student is not with a supervisor during this time the students will lose the privilege of participating in the extracurricular activity for one week. "Friends" are welcome only under supervision and SHS students are at all times responsible for the conduct of their "friends".
5. Generally, the school and its locker areas are closed after classes are finished for the day. Only those facilities supervised and used for the activity are open. If a student is found in an unsupervised facility the student will lose the privilege of participating in the extracurricular activity for one week.
6. Extracurricular fees are to be paid up front at the beginning of the season – special arrangements can be made at the office for those who need it.

Problem Resolution Procedures: In the case of a difficulty or disagreement between a school employee and a student and/or parent, the procedures to be followed are outlined as follows:

1. Consult with the staff member – every effort should be made to resolve the difficulty at this level. Remember, we are here to serve you, please contact the teacher to make an appointment as soon as a difficulty arises.
2. In the event that the issue cannot be or is not resolved to your satisfaction with the staff member involved, consult the principal. Every effort will be made to bring the parties together to resolve the difficulty in a timely fashion.
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.



Secondary Class Schedule 2016 - 2017	
Busses Arrive:	8:30-8:50
First Bell:	8:50
Passing Time:	8:50-8:55
HOMEROOM	8:55-9:04
1st Period:	9:04-10:04
Passing Time:	10:04-10:09
2nd Period:	10:09-11:09
Recess:	11:09-11:24
Passing time:	11:24-11:29
3rd Period:	11:29-12:29
Lunch Break:	12:29-13:30
Passing Time:	13:30-13:35
4th Period:	13:35-14:35
Passing Time:	14:35-14:40
5th Period:	14:40-15:40
Last Bell:	15:40

Important Dates to Remember	
Curriculum Night &	
General Assembly	September 15
School Pictures	September 29
Preliminary Report Cards	October 14
End of first term	November 10
1st Term Report Cards	Nov 17 – 18:30
Elf Auction	December 16
Elf Day	December 19
Christmas Concert	December 21
Mid-year exam session	Jan 23-26
End of 2nd term	February 9
CQSB BB Tournament	Feb 10-12
2nd Term Report Cards	Feb 16 - 18:30
SHS Celebrates	May 18
Graduation Ceremony	June 21
Prom	June 22



SHAWINIGAN HIGH SCHOOL

2016-2017 SCHOOL CALENDAR

Term 1: 49 Days
Term 2: 50 Days
Term 3: 81 Days

AUGUST 2016							SEPTEMBER 2016							OCTOBER 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1 ³	2 ⁴	3	2	3 ²	4 ³	5 ⁴	6 ⁵	7 ⁶	8
7	8	9	10	11	12	13	4	5	6 ⁵	7 ⁶	8 ⁷	9 ¹	10	9	10	11 ⁶	12 ⁷	13 ¹	14 ²	15
14	15	16	17	18	19	20	11	12 ²	13 ³	14 ⁴	15 ⁵	16	17	16	17 ³	18 ⁴	19 ⁵	20 ⁶	21 ⁷	22
21	22	23	24	25	26	27	18	19 ⁶	20 ⁷	21 ¹	22 ²	23 ³	24	23	24 ¹	25 ²	26 ³	27 ⁴	28 ⁵	29
28	29	30 ¹	31 ²				25	26 ⁴	27 ⁵	28 ⁶	29 ⁷	30 ¹		30	31 ⁶					
4 Ped days 2 School Days							1 Ped Day 20 School Days							1 Ped Day 19 School Days						
NOVEMBER 2016							DECEMBER 2016							JANUARY 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1 ⁷	2 ¹	3 ²	4 ³	5					1 ⁶	2	3	1	2	3	4	5	6	7
6	7 ⁴	8 ⁵	9 ⁶	10 ⁷	11	12	4	5 ⁷	6 ¹	7 ²	8 ³	9 ⁴	10	8	9	10 ⁷	11 ¹	12 ²	13 ³	14
13	14 ¹	15 ²	16 ³	17 ⁴	18	19	11	12 ⁵	13 ⁶	14 ⁷	15 ¹	16 ²	17	15	16 ⁴	17 ⁵	18 ⁶	19 ⁷	20 ¹	21
20	21 ⁵	22 ⁶	23 ⁷	24 ¹	25 ²	26	18	19 ³	20 ⁴	21 ⁵	22 ⁶	23	24	22	23 ²	24 ³	25 ⁴	26 ⁵	27 ⁶	28
27	28 ³	29 ⁴	30 ⁵				25	26	27	28	29	30		29	30 ⁷	31 ¹				
2 Ped Days 20 School Days							1 Ped Day 15 School Days							1 Ped Days 16 School Days						
FEBRUARY 2017							MARCH 2017							APRIL 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1 ²	2 ³	3 ⁴	4				1 ⁶	2 ⁷	3 ¹	4	2	3 ¹	4 ²	5 ³	6 ⁴	7 ⁵	8
5	6 ⁵	7 ⁶	8 ⁷	9 ¹	10	11	5	6	7	8	9	10	11	9	10 ⁶	11 ⁷	12 ¹	13 ²	14	15
12	13 ²	14 ³	15 ⁴	16 ⁵	17	18	12	13	14 ²	15 ³	16 ⁴	17 ⁵	18	16	17	18 ³	19 ⁴	20 ⁵	21	22
19	20 ⁶	21 ⁷	22 ¹	23 ²	24 ³	25	19	20 ⁶	21 ⁷	22 ¹	23 ²	24	25	23	24 ⁶	25 ⁷	26 ¹	27 ²	28 ³	29
26	27 ⁴	28 ⁵					26	27 ³	28 ⁴	29 ⁵	30 ⁶	31 ⁷		30						
2 Ped Days 18 School Days							2 Ped Day 16 School Days							1 Ped Days 17 School Days						
MAY 2017							JUNE 2017							KEY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S		Holidays for students/teachers	17				
	1 ⁴	2 ⁵	3 ⁶	4 ⁷	5 ¹	6					1 ⁴	2 ⁵	3		Pedagogical Days	16				
7	8 ²	9 ³	10 ⁴	11 ⁵	12 ⁶	13	4	5 ⁶	6 ⁷	7 ¹	8 ²	9 ³	10		Board organized ped days	1				
14	15	16 ⁷	17 ¹	18 ²	19 ³	20	11	12 ⁴	13 ⁵	14 ⁶	15 ⁷	16 ¹	17	△	Snowstorm/emergency closures	3				
21	22	23 ⁴	24 ⁵	25 ⁶	26 ⁷	27	18	19 ²	20 ³	21 ⁴	22 ⁵	23	24		March break	5				
28	29 ¹	30 ²	31 ³				25	26	27	28	29	30		First day of school: August 30, 2016						
1 Ped Day 21 School Days							4 Ped Days 16 School Days							Number of student days: 180						
1 st snow day to be used on June 23, 2017							2 nd snow day to be used on May 15, 2017							Number of teacher days: 200						
3 rd snow day to be used on: April 21, 2017																				