

**SANFORD COLLEGIATE  
SCHOOL CALENDAR 2011-2012**

September 5	<b>LABOUR DAY – NO CLASSES</b>
September 6	<b>ADMINISTRATION DAY – NO CLASSES</b>
September 7	Grade 9 Induction - <b>NO CLASSES GR. 10-12</b>
September 8	First Day of Classes for All Students
October 4	Evening of Recognition – 7:00 p.m.
October 10	<b>THANKSGIVING DAY – NO CLASSES</b>
October 11	<b>DIVISIONAL IN-SERVICE – NO CLASSES</b>
October 18	School Picture Day
October 21	<b>PROVINCIAL IN-SERVICE (SAG) - NO CLASSES</b>
November 2	Take Our Kids To Work – Gr. 9 Students
November 4	<b>SCHOOL IN-SERVICE – NO CLASSES</b>
November 8	School Picture Retakes
November 10	Remembrance Day Service – 2:15 p.m.
November 11	<b>REMEMBRANCE DAY – NO CLASSES</b>
November 17	Parent/Teacher Conferences – 4-7 p.m.
November 18	Parent/Teacher Conferences – 9-Noon - <b>NO CLASSES</b>
November 25	Last Day for Voluntary Withdrawal for Semester 1
December 15	Christmas Concert – 7:00 p.m.
December 22	Last Day of Classes before Christmas Break
Dec. 23 – Jan. 8	<b>CHRISTMAS BREAK – NO CLASSES</b>
January 9	Classes Resume
Jan. 20-26	<b>1ST SEMESTER EXAMS – NO CLASSES</b>
January 27	<b>ADMINISTRATION DAY – NO CLASSES</b>
January 30	Second Semester Classes Begin
February 3	<b>DIVISIONAL IN-SERVICE – NO CLASSES</b>
February 20	<b>LOUIS RIEL DAY – NO CLASSES</b>
February 23	Open House – Sanford Collegiate - 7:00 p.m.
February 24	<b>SCHOOL IN-SERVICE – NO CLASSES</b>
March 23	Last Day of Classes before Spring Break
March 24 - April 1	<b>SPRING BREAK – NO CLASSES</b>
April 2	Classes Resume
April 6	<b>GOOD FRIDAY – NO CLASSES</b>
April 12	Parent/Teacher Conferences – 4 – 7 p.m.
April 13	Parent/Teacher Conferences – 9-Noon - <b>NO CLASSES</b>
April 20	Last Day for Voluntary Withdrawal for Semester 2
May 21	<b>VICTORIA DAY – NO CLASSES</b>
May 24	Sabre Salute Banquet – 6:30 p.m.
June 11 - 15	<b>GR. 11-12 EXAMS – NO CLASSES FOR Gr. 11 &amp; 12</b>
June 17	Baccalaureate Service – 10:30 a.m. Oak Bluff Hall
June 18 - 28	<b>GR. 9-10 EXAMS – NO CLASSES</b>
June ???	Graduation Ceremony– 3 p.m.
June 29	<b>ADMINISTRATION DAY – NO CLASSES</b>

## **I. PROVINCIAL/DIVISIONAL/SCHOOL POLICIES**

### **MISSION STATEMENT OF MANITOBA EDUCATION CITIZENSHIP AND YOUTH**

The Mission Statement of Manitoba Education Citizenship and Youth is to ensure high quality education and training programs for Manitobans to enable them to develop their individual potential and contribute to the economic, social, and cultural life of Manitoba. Sanford Collegiate recognizes responsibility in the following areas:

- (A) Furthering students' academic skills is the central responsibility of the school, supported by the family and the community.
- (B) Furthering students' personal, social, and career development is a responsibility shared by the school, the family, and the community.
- (C) Furthering students' development in the knowledge and skills required to function in personal life and work is a shared responsibility of the school, the family, and the community.

### **NOTIFICATION STATEMENT**

Personal information collected by the school about your children/our students is protected by *The Freedom of Information and Protection of Privacy Act* and will be used only for the purpose for which it was collected and for activities directly associated and consistent with school business for Sanford Collegiate and the Red River Valley School Division. Examples of regular school business include but are not limited to: school newsletters, yearbooks, promotion of graduates and acknowledgement of academic achievement, and the organization and recognition of sport and club participation.

If you have any questions about the collection of information, please contact the Division FIPPA Coordinator @ (204) 746-2317 ext. 222.

### **PUBLIC SCHOOLS ACT - Regulation E10-R6, #44/BUSES**

"The principal has disciplinary authority over all pupils of his school in their conduct towards one another on their way to and from school, and, in districts or divisions which provide transportation, the principal has disciplinary authority over the conduct of the pupils while they are in the conveyance."

- (A) Students should do nothing to annoy or distract the driver.
- (B) Students should aid the driver in maintaining his time schedule, planned for safety, by being punctual at the assigned stop.
- (C) Students entering or leaving the bus should pass no less than ten feet in front of the bus in plain view of the driver.
- (D) The rear of the bus is a danger area; never approach the bus towards the rear.
- (E) Once seated, students should remain seated until the bus has reached its destination, stopped, and the driver has given the signal to leave.
- (F) Students should not engage the bus driver in lengthy conversations at any time.
- (G) Students should keep heads, arms and legs inside the bus at all times, remain seated during entire trip, not crowd or jostle on entering or leaving bus and avoid loud talking.

**(H)** The bus driver is charged with the responsibility of maintaining discipline in the bus and is required to report all discipline matters to the principal.

### **BUS LOADING AND UNLOADING AREA**

Students must assemble in an orderly fashion in the bus loading area in front of the school during bus loading at the end of the school day. At all times, when loading or unloading from a school bus, students must exercise care and caution and proceed in an orderly manner.

### **STUDENT CONDUCT ON SCHOOL BUSES**

To maintain safety in the transporting of pupils on buses, the Board requires that each student shall conduct himself in a quiet orderly fashion and according to the Red River Valley School Division/Division scolaire Vallée de la Rivière-Rouge student passenger regulations. The student is under the ultimate disciplinary authority of the school administration while on the bus; however, the school bus driver is responsible for maintaining reasonable discipline on his/her bus at all times.

Serious misconduct by a student shall be reported to the administration by the driver.

The administration may take such disciplinary action as the Public Schools Act allows including the suspension of the pupil's privilege to school transportation.

### **BUS EQUIPMENT**

**(A)** The school bus is an expensive piece of equipment. Wilful damage and vandalism will be severely dealt with.

**(B)** All students should know the location of the emergency door, (at rear) the first aid kit and the fire extinguisher.

**(C)** Bus aisles must be kept clear.

**(D)** The bus must be kept neat, clean, sanitary, comfortable, and safe.

**(E)** The use of tobacco in any form is strictly prohibited.

### **DISCIPLINE ON DIVISION BUSES**

**(A)** The bus driver reports the discipline problem to the school administration in whose school the student is registered. The administration may suspend the student from his/her bus riding privileges for up to two days. The school administration must notify the parent(s) of the reason for suspension on the day of the offence.

**(B)** If a second offence occurs, the bus driver again reports to the principal and after the principal has confirmed the offence with the student, the principal contacts the parent(s) to inform them of this offence and in accordance with the division policy, the student may be denied bus transportation for a period not exceeding one week.

**(C)** Any subsequent offence may incur suspension of transportation privileges for a period not exceeding four weeks.

**(D)** Nothing in this policy shall be construed as limiting the normal authority of the principal to deal with serious breaches of discipline occurring on the bus as if they had occurred within the school.

### **CARRY- ON ITEMS (BUSES)**

- (A) The centre aisle of the bus must be kept clear of people, articles and debris at all times.
- (B) Musical instruments must be placed in a carrying case and placed under the seat or held by the passenger.
- (C) Skates will be allowed only when the blades are enclosed in a proper skate guard or are carried in a duffel bag or similar device.
- (D) Hockey sticks, curling brooms, etc., must be transported safely.

### **SAFE SCHOOL**

The Red River Valley School Division/Division scolaire Vallée de la Rivière-Rouge believes that a student has the right to attend school without fear of physical, emotional or verbal abuse.

The Board of Trustees endorses a zero tolerance approach to violence in its schools, and clearly states that any form of violence will not be condoned. All threats or acts of violence will be acted upon. Physical violence will be viewed as unacceptable behaviour. A zero tolerance to violence also includes verbal abuse such as swearing, using sexist or racist language or threatening another student. Discrimination in any form as outlined in the Manitoba Human Rights Code will not be accepted, nor will gang involvement.

#### **(A) Firearms and Other Dangerous Items**

Weapons, such as guns, knives etc. and other dangerous items such as bombs and other inflammable substances, etc. which may be used to harm others, are prohibited on all school properties and at all school related activities unless specifically approved by the school administrator.

Students who are in possession of prohibited weapons/items (knives, flammable substances, etc.) may be:

- (i) suspended by the School Administrator, or
- (ii) reported to the RCMP.

#### **Procedure**

All incidents shall be investigated by the school administrator. Upon completion of the investigation by the administrator, students may be suspended from 1 day to 3 weeks. In cases of a severe nature, the administrator will consult with the Superintendent/CEO as to what course of action to follow. This action may vary from further suspensions with counselling to a recommendation to the school board for expulsion from the Division's schools.

#### **(B) Drugs/alcohol and substance use**

**Policy:** Students suspected of using and/or being under the influence of alcohol, prescription or non-prescription drugs/illegal drugs or solvent sniffing on school property or at school related activities shall be reported to the school administration. The principal will conduct an investigation into any such incident. This investigation may include a locker inspection, contacting parents, etc.

Students identified as being involved in the personal use and/or of trafficking in drugs, alcohol or solvents (for inhalation) will be subject to any or all of the following

intervention measures:

(i) Immediate suspension from school until the principal has conducted a complete investigation.

(ii) Parents **will** be notified as soon as possible.

(iii) The principal **must** consult with the superintendent/CEO and may consult with the RCMP or other legal agencies.

(iv) The principal may suspend the student for up to 3 weeks. A further suspension for up to 6 weeks may be made with the approval of the Superintendent/CEO.

(v) Recommendations may include that students and/or parents see the divisional psychologists and/or that students attend drug rehabilitation courses, Alcohol Foundation Programs, etc.

(vi) A recommendation to the Board for expulsion.

**(C) Bullying, Verbal and Physical Harassment**

Physical or verbal bullying and sexual or psychological harassing of other students, in writing, orally or otherwise, will not be tolerated. Students who persist in such behaviour will be confronted by school administration. The principal may call upon the superintendent and/or trustees for assistance, as well as other resource people. A plan of action to eliminate the problem must be defined and accepted by the parties involved (student, parent, principal).

**SCHOOL CREED**

Sanford Collegiate desires to create a respectful, open-minded environment in which academics, athletics, diversity of opportunities and a sense of community are of equal value. We wish to have our school seen as a good place to be, a place students are proud of and a place students want to attend.

**CODE OF CONDUCT**

Sanford Collegiate has adopted a code of conduct outlining the rights and responsibilities of students, teachers and parents. The student rights and responsibilities are outlined below:

**Student Rights:**

- \* To be treated with fairness and respect by both peers and staff
- \* To work in a clean and safe learning environment
- \* To feel free from physical and verbal harassment
- \* To be heard and to have a voice in school decisions that affect students personally and collectively
- \* To have access to extra-curricular activities
- \* To have access to all school personnel who may help students reach their full potential
- \* To have classes where the teacher is well prepared and provides an environment conducive to learning

**Student Responsibilities:**

- \* To show courtesy and respect to everyone in the school and community
- \* To have respect for school property and personal property of others
- \* To report any form of physical or verbal harassment
- \* To be aware of school policies and act accordingly
- \* To participate in extra-curricular activities and serve as role models to each other and the community
- \* To take advantage of all the learning opportunities in the school
- \* To attend classes regularly and be punctual as well as act in a manner appropriate to achieve success

**Note:** All students have the right to access extra-curricular activities; however, they must adhere to all of the student responsibilities listed above. Failure to do so may result in suspension from extra-curricular activities.

**R.C.M.P. AT SCHOOL**

The administration and/or staff members may call the R.C.M.P. to the school to deal with students who are violating the law at school.

**CELL PHONES/WALKIE-TALKIES/ETC.**

These devices are not to be used inside the school at any time, day or night.. While students may bring them to school, they must be turned off before entering the building, and not turned on until after exiting.

**STUDENT ASSESSMENT**

The process that will be used in determining student grades in each course will be clearly communicated to students on the course outline supplied in the first week of classes.

All courses will utilize a variety of methods of assessment (tests, observations, performance assessments, conversations, portfolios, demonstrations, etc.) to determine achievement.

Formative assessment will occur on a regular basis, with teachers providing feedback (not a mark) to students through use of comments, rubrics, checklists, practice work, homework, pre-tests, etc.

Summative assessment, generally, will be based on individual, not group, achievement. A variety of methods of assessing, such as writing, speaking and demonstrating, will be used to determine a student's level of learning.

Non-achievement factors such as effort, participation, attitude, behaviour, attendance, punctuality, etc., generally will not be used to determine a mark unless such specific factors are a stated part of a Manitoba Education curriculum document, or are prohibited by Workplace Safety and Health legislation. Otherwise, these factors will be reported separately.

Assessment evidence (summative assignments) submitted after a firm but fair and reasonable due date will not be accepted if, in the teacher's judgment, no special circumstances exist. A mark of zero will be awarded.

A teacher's professional judgment is of utmost importance in determining a student's final grade. Based on the best evidence available (most consistent work versus most recent work, emotional/physical health, sufficient evidence, etc.), a teacher shall determine a final mark and report this in a percentage grade.

## **STUDENT ATTENDANCE**

Attendance in class is the single most critical indicator of the likelihood of classroom success. Therefore, the expectation of the school is that students will attend daily, and it will be a small number of students who experience difficulty with poor attendance.

**(A)** Parents are responsible, until their child is 18 years old, for ensuring their child's attendance at school, and supplying the school a written note or an email from a parent's personal account indicating their awareness of their child's absence from a class or classes. The note should be turned in or sent to the secretary the day the student returns to school. If a parent knows in advance of an absence, a note or email may be sent in ahead of time.

**(B)** The school will perform random checks on notes to ensure parental knowledge of an absence.

**(C)** Students must attend class when they are at school.

**(D)** After 5 absences from a course, a student will meet to discuss the situation with an administrator.

**(E)** After 10 absences from a course, a student will meet to discuss the situation with an administrator, a phone call will be made to a parent, and a letter will be sent home.

**(F)** After 15 absences from a course, a student will meet to discuss the situation with an administrator and, in grade 9 or 10, will automatically be denied credit for the course; in grade 11 and 12, a student will automatically be removed from the course and denied credit. In all cases, a letter will be sent and a phone call will be made to ensure contact with the home.

**(G)** Any student/parent may appeal loss of credit/removal from a course. Appeals will be made directly to the principal. The appeal will involve the student and parent attending a meeting with the principal at which time;

(i) the reason for the appeal, in writing, will be presented to the principal along with evidence for reinstatement on compassionate grounds; and/or

(ii) evidence will be presented showing the student was unable to meet attendance requirements due to circumstances beyond his/her control;  
and in both of the two prior situations,

(iii) evidence will be presented that the student is currently meeting course requirements.

**(H)** Students experiencing regular absences from school due to medical treatment or related education programs shall make arrangements with the school before attendance becomes an issue.

**(I)** Parents who are removing students from school for family holidays must make arrangements with the school at least 2 weeks prior to the student's absence. Students are responsible for, within a reasonable time, all work/assignments missed while on holiday.

**(J)** Students who are absent from an examination, due to (1) a sudden illness (a medical certificate verifying the illness must be provided), or (2) the death of an immediate family member, must contact the principal in order for arrangements to be made in regard to determining a final mark.

**(K)** Students who are absent from an exam for any reason other than those in (J) must make arrangements with the principal, who will assess each situation on a case by case basis.

**(L)** Any situation arising which is not covered by this policy can be appealed through the process developed by the school board.

### **STUDENT EVALUATION**

Generally, a student's term work will account for 70% of her/his final grade. A student's progress during each semester will be reported to the student and parent/guardian in the following manner: an anecdotal report 1 month into the semester, a mid-term report with the current grade after ½ the course is completed, an anecdotal report after the next month, and a final report at the end of the course (January and June), given to students in January and mailed home in June. In addition, a teacher with concerns about a student's lack of progress will communicate this concern through progress reports or by telephone or email at any time. Parents are encouraged to contact their child's teachers with specific concerns.

Each course at Sanford Collegiate will have some form of final assessment. This may take several forms – performance, portfolio, oral, demonstration, project, and so on, including a formal written exam. This final assessment will count for 30% of a student's final grade. There are no exemptions from this final assessment.

At the end of each semester, there is a block of time set aside for final exams. Typically, this would be the end of January/beginning of February, and mid June (for Gr. 11 and 12 students)/late June (for Gr. 9 and 10 students). In June, if a grade 11 student has an exam in a grade 9 or 10 course, the student will write the exam in the slotted time period. A Grade 12 student, with the same situation, will write the exam during the earlier exam period (due to Graduation considerations). Students must be available until all exams have been written. This means that travel plans should only be made after knowing the dates of final exams. Exam schedules of specific course exam dates will be posted around the school approximately 3 weeks prior to exams. Preliminary inquiries about exams should be directed to the school administration.

In addition to the school's evaluation practices, students may be required to write additional provincial examinations as designated by the Province of Manitoba. Currently, this would be the Grade 12 English exam (written in the first week of January or the end of May/beginning of June), and Grade 12 Math exams (mid-January and mid-June). Others may be added as the Province determines. These exams will also count for 30% of a student's final grade.

## **ORGANIZATION OF THE SCHOOL DAY/YEAR**

\* See page 1 for school calendar.

The school operates on a six day cycle with the following class times:

8:56 a.m. - Warning Buzzer	12:18 p.m. Lunch
8:58 a.m. – Opening Exercises	1:11 p.m. - Warning Buzzer
9:00 a.m. Period 1	1:13 p.m. - Period 4
10:06 a.m. Period 2	2:19 p.m. - Period 5
11:12 a.m. Period 3	3:25 p.m. - Dismissal

## **II. SERVICES TO STUDENTS**

### **STUDENT TELEPHONE**

The Student Council provides a student pay telephone in the hallway of the school for student use. Students are not allowed to use the office telephone unless it will be used for school business and arranged with the office personnel.

### **LOST AND FOUND**

Any found articles shall be turned in to the library and either placed in the “Lost and Found Box” or stored securely by the librarian. Students searching for lost articles should check in the library.

### **STUDENT SERVICES**

The counsellor provides students with support in the areas of education, careers, social and personal development. Small group meetings, individual counselling and class presentations are the methods used to offer service to students. The counsellor also provides a link to outside organizations, agencies and institutions. The Student Services Centre contains informational files about careers and calendars from most North American universities and colleges. The counsellor has computer software for the purpose of helping students explore which career areas are most suitable for them, researching future careers and discovering learning skills needed for programs at universities, community colleges and technical vocational schools.

Students may make appointments with the counsellor. It is suggested that most interviews should be arranged during the students’ free periods. Sometimes, students’ needs are very urgent and they are unable to make an appointment during a free period. When such situations arise, special arrangements will be made.

### **HONOURS STANDING**

A student must achieve a minimum average of 80% on his/her final (June) *Student Achievement Report* to achieve honours standing. A graduating student must achieve a minimum average of 80% in fourth level courses to graduate with honours (Cum Laude) standing.

## **GRADUATION DIPLOMAS**

Each graduating student will be issued a diploma at the graduation exercises upon completion of 30 provincially approved credits.

## **BURSARIES AND SCHOLARSHIPS**

### **(A) CANADA STUDENT LOANS AND STUDENT AID**

Information is available for Post Secondary Education. Grade 12 students should check with Student Services.

### **(B)** Many of the school awards for graduating students are based on application. Grade 12 students should consult with Student Services.

## **AWARDS/SCHOLARSHIPS**

An Evening of Recognition is scheduled for early October to acknowledge students in grades 9-11 of the previous year. Recognition is awarded for outstanding accomplishments.

## **GRADUATION EXERCISES**

Graduation exercises are held near the end of June. Sanford Collegiate and the Red River Valley School Division/Division scolaire Vallée de la Rivière-Rouge graduate the successful grade 12 students and, thereby, are responsible for the exercises.

The graduating students, through their Graduation Committee and Parents' Committee, take the initiative in organizing the social activities which follow graduation.

## **STUDENT ACCIDENT INSURANCE**

All students will receive information and application forms for student accident insurance in September. Purchase of this program is optional but is highly recommended for students who are participating in the school's extra-curricular athletic program.

# **III. SCHOOL PROCEDURES**

## **SCHOOL ENTRANCE**

The school doors open at 8:30 a.m. and remain open for the duration of the day. Students are not to remain in the school after 3:40 p.m. unless they are involved in an extra-curricular activity or are in the school under the direct supervision of a staff member.

## **DEPARTURE FROM SCHOOL PREMISES**

Students must remain at school all day unless they submit a note to the office from their parents/guardians granting permission to leave. Students may submit a *Permission to Leave Form* which is kept on file, unless revoked in writing, for as long as they attend Sanford Collegiate. Sanford town students going home for lunch do not need to submit a note from parents granting permission to go home for lunch.

## **COURSE REGISTRATION**

Course registration takes place during the Spring term for the following school year. Students select courses under the guidance and supervision of the Administration and Student Services.

Change in course selection, within reason, may take place prior to the start of each semester. The student obtains a *Change of Course Form* from the office to initiate the timetable change. Further course changes will only be allowed in the two week period following the beginning of each semester, without extenuating circumstances, subject to availability of courses.

It is the student's responsibility to ensure that he/she has registered for the required number of courses to maintain eligibility for graduation and should consult with Student Services.

The deadline date for voluntary withdrawal for grade 10-12 students is one week after Parent-Teacher interviews. A student who does not withdraw at this time will have the course show up on their transcript. Grade 9 students are not eligible for voluntary withdrawal.

Students will be issued a copy of their timetable for both semesters at the beginning of the school year. Any additional timetable copies required will be subject to a 25 cent fee at the school office.

## **ENROLLMENT IN TECHNOLOGY PROGRAMS**

Students who enrol in a technology program are required to take their required academic courses at Sanford Collegiate. Eligibility to remain in a technology program will be monitored by school personnel on a regular basis.

## **DISCONTINUING SCHOOL OR TRANSFERRING TO ANOTHER SCHOOL**

A student considering withdrawing from a course or discontinuing school is encouraged to discuss the situation with the course teacher, counsellor, principal and parent. Students wishing to withdraw or transfer must proceed through the school office.

## **FIRE ALARM**

Upon hearing the fire alarm at any time, all students and staff must vacate the building promptly and orderly. Use the nearest exit available unless specifically directed to do otherwise.

### **Procedure:**

- (A)** The signal for evacuation is a continuous ringing bell.
- (B)** Students exit in single file. Do not run. Teachers will leave after checking that there are no students left in the room, taking the class list with them. The first students reaching the building exit doors will act as monitors keeping doors open until all students have filed out.
- (C)** As students exit from the building they must move a good distance away from the doorways to avoid congestion in this area.

## **LOCKDOWN**

In case there is a situation where someone brings a weapon to school and/or there is a threat to the safety of our students, the school administration will implement a lockdown of the school. An announcement of “**LOCKDOWN! LOCKDOWN! LOCKDOWN!**” will be made, at which point teachers are to close and lock their classroom door, and students and staff are to take cover as best as possible in the classrooms. Students and staff not in a lockable classroom at this time (the canteen, for example) should take cover and wait for an “**ALL CLEAR**” announcement to be made.

## **UNSCHEDULED CLASS TIME**

When on “spares”, students are not to congregate, wander, or socialize in the hallways. This leads to disruption of regularly scheduled classes and poses problems in case there is a lockdown situation. Instead, there are three possible locations where students may go when they have a “spare”:

### **(A) Out of the school**

- off school property, if they have written permission from their parents
- use of the school grounds
- the designated smoking area
- NOT the parking lot - student vehicles are off limits during the school day.

### **(B) To the library**

- if the library is not booked for use by a teacher, or, if the library is booked but the teacher determines there is sufficient room and students on “spares” will not interfere
- when in the library, students on “spares” may use the computers for school work - not games, chat sites, or e-mail (only Independent Study Option students or exchange students may use e-mail)
- the library is intended for individual or small group work (no more than 4 people), for quiet study, reading or homework.

### **(C) To the lunchroom**

- this is the most casual and informal of all the locations for those with “spares”
- students who wish to relax and talk are encouraged to use this room - large group interactions, music, food and drinks, even doing nothing - this is the place to do it.

## **LIBRARY PROCEDURES**

**(A)** Books may be checked-out for a two week period and renewed once.

**(B)** Magazines may be checked out for a 3 day period.

**(C)** Encyclopaedias may not leave the library area.

**(D)** Students must submit all library materials to the librarian for check out.

**(E)** Lost or damaged books will be assessed at replacement cost.

**(F)** Eating or drinking is not allowed in the library.

**(G)** Students require permission to be behind the library counter or in the librarian’s office.

**(H)** Computer use must be school appropriate.

## **GYMNASIUM PROCEDURES**

- (A) Full equipment is required for every class and activity
- \* athletic top
  - \* white socks
  - \* runners
  - \* gym shorts or sweats
  - \* a gym bag to carry gym clothes
- (B) Students in the halls should treat the gym as any other classroom - do not open the doors to see what is going on, to speak with students in the class, etc.
- (C) During class time, no students are allowed in the change rooms unless permission is given by the Phys. Ed. Teacher in the gym
- (D) No person or persons may engage in an activity in the gym unless permission is given by the Phys. Ed staff
- (E) All injuries must be reported immediately to the teacher.
- (F) Operating panels for gym scoreboards are to be used only with staff permission.
- (G) Rear doors in gym are to be used for emergency exit only. These doors are not to be used for entrance to the gymnasium.
- (H) No food or drinks are allowed in the gym at any time.
- (I) No hard soled shoes are allowed on the gym floor.
- (J) Change rooms are to be kept neat and clean and clothing is not to be stored in the change rooms beyond designated class time.

## **RE-READING FINAL EXAMINATIONS**

Any student who fails a final exam in any school course is eligible to request a re-read of the exam. Such a request must be received by the school office within 5 days of the school issuing the Report Card at the end of the first semester, and within 5 days of the beginning of the new school year for a second semester exam. A \$10.00 payment must accompany such a request, and is refundable should the final grade change. Whenever possible, a teacher who has recent experience teaching that particular course material, other than the examining teacher, will re-read the exam. The principal will decide who will re-read the exam, and that decision will be final.

## **LOCKERS**

Each student is assigned an individual locker and is to use only that assigned locker. Students will pay and maintain a \$10.00 caution fee, refundable when the lock is returned. Students are to use a school-issued lock on their locker. Students are not to enter another student's locker for any reason. A student's locker is school property. Students are responsible for their desks and lockers, including the contents. Lockers are subject to search by school administration or teachers should there be reasonable suspicion that a student is in possession of or consuming alcohol or illegal drugs on school premises or in possession of a dangerous weapon. A warning is not required to search school property, including lockers and desks.

Students are encouraged not to have money in the locker rooms, but leave it in their locked locker.

## **TEXTBOOKS**

Textbooks will be distributed to students at the beginning of the term/semester. A textbook caution fee will be collected upon admission to Sanford Collegiate. This fee is refundable upon exiting Sanford Collegiate, should there be no damage or loss to textbooks and library books. Care is to be taken of all books and charges will be assessed for lost or damaged books.

## **WINTER STORM**

The decision to cancel school in the morning or cancel buses running at the end of the day is entirely the School Division's. Announcements of school cancellation due to weather or road conditions will be broadcast on radio stations C.F.A.M., C.J.O.B., and C.B.C. prior to 7:00 a.m. If school is cancelled, all extra-curricular events scheduled for the day will also be cancelled, unless otherwise determined by the school principal. If, during the day, a storm occurs which prevents buses from taking students home, students will be looked after as indicated on the *Bus Cancellation/Student Accommodation Form* on file at the school

## **STUDENT VEHICLES AT SCHOOL**

The school division has established a policy which prohibits the use of unlicensed vehicles, such as snowmobiles, quads, dirt bikes, etc., for transportation to school and on school grounds.

Parking at the school is a privilege, not a right. In order to use the parking lot, students must pay a yearly \$20.00 fee, and display on their dashboard a school-issued parking pass.

The school administration reserves the right to prohibit a student's vehicle from entering school property should the student driver violate safe driving procedures in and around the school or bus loading zones, or not follow the rules set out in this policy.

Students must park their vehicles in the designated student area, in an orderly and appropriate manner (for example, do not park behind another vehicle, preventing that vehicle from backing up). No student is to park in the staff lot, along the side of the school where the gym/shop doors are unless they receive specific permission, or in the bus loading zone.

Student vehicles are off limits during the school day. Vehicles are not to be used as a lounge, hang-out, lunch room or smoking area. Cars are to be parked and left until the student driver intends to leave the parking lot. The driver of is responsible for the vehicle at all times - if the vehicle is used inappropriately, the registered driver will be held accountable. Therefore, lock the vehicle and don't allow others access to it.

All stalls are assigned to students - there are no vacant spots. Therefore, any student parking in this area with the administration's permission will be subject to a 2 day suspension for the first offense; subsequent offenses will be dealt with in a more severe manner.

## **IV. CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR**

### **STUDENT SUSPENSION**

(A) A teacher may suspend a student from the classroom for a period of not more than two days for engaging in disruptive behaviour.

(B) The administration may suspend a student from school for disciplinary reasons.

(C) The administration may suspend a student from riding to and from school on the school bus for disciplinary reasons.

(D) A student may be required to appear in front of the school board regarding a disciplinary matter related to suspension from school.

(E) In accordance with the Regulations of the Department of Education, the principal or his/her designate may suspend for a period not exceeding three weeks any student who persists in conduct or actions which the principal deems injurious to the welfare of the school. With approval from the superintendent, the principal may suspend a student for an additional three weeks. The period of suspension shall not exceed six weeks.

### **RESULTS OF STUDENT SUSPENSION**

When a student is suspended by the school administration for whatever reason, that suspension carries with it other consequences.

For field trips, extra-curricular activities and the like, each individual teacher organizing or supervising the activity will have the right to decide whether or not to allow the previously-suspended student to participate. This possible loss of ability to participate will last for the semester in which the suspension occurred; if there is a second suspension, the possible loss of ability to participate will be for the whole year.

### **PLAGIARISM/CHEATING**

Plagiarism/Cheating is viewed as a major offence at Sanford Collegiate and will be treated as such. Consequences for plagiarizing/cheating will range from a mark of zero on a particular assignment to suspension. In every case, a record of the event will be kept for the duration of the student's tenure at the school.

### **LAGGARD POLICY**

All students are expected to maintain passing grades in all their courses. This is especially true for those students in grades 11 and 12, who have more freedom in course selection and have the opportunity to have more unscheduled class time (spares) than those in grades 9 and 10. Therefore, those students in grades 11 and 12 who do not maintain (approximately) a 35% average in a course and demonstrate a combination of poor attendance, and/or little or no effort in their work, and/or are disruptive in their behaviour or exhibit a detrimental attitude, will be removed from that course and receive a zero in that course. Generally, students will not be removed from a course until after the first term report has gone home.

### **TOBACCO USE**

Students may only use tobacco products in the designated smoking area, provided the student has parental approval. Students who violate the code of conduct will incur possible consequences.

### **USE OF COMPUTERS**

Students are responsible for good behaviour on school computer networks just as they are in the classroom, library, or school grounds. The use of computer based technology is a privilege, not a right, and inappropriate use may result in the loss of that privilege. The school will deem what constitutes inappropriate use. All use of the Internet must be in support of educationally relevant activities.

Network storage areas provided for individual users are not private property. Network administrators will review student files and communications to maintain system integrity and ensure that students are using the system responsibly. Users should not expect that files stored on servers are always private. Access/use entails responsibility.

### **APPROPRIATE CLOTHING**

The school is a public facility, and as such, the rights of all must be taken into account. Therefore, students must consider others when deciding upon appropriate behaviour, language, and clothing. In terms of clothing, students must consider the comfort of other people, not just themselves. Students who do not dress appropriately for school will be spoken to, requested to change, and, if unwilling, sent home or removed from class. Appropriateness will be based on;

(A) how revealing the clothing is (example: tight fitting, short, low cut);

(B) the written message on the clothing (example: racial, discriminatory, immoral, suggestive);

(C) the graphics on the clothing.

### **COMPULSORY STUDY HALL**

Students who demonstrate an inability to properly utilize their spare time or an unwillingness to follow school rules in regards to behaviour during their unscheduled class time will be compelled to attend a compulsory study hall during their unscheduled class time.