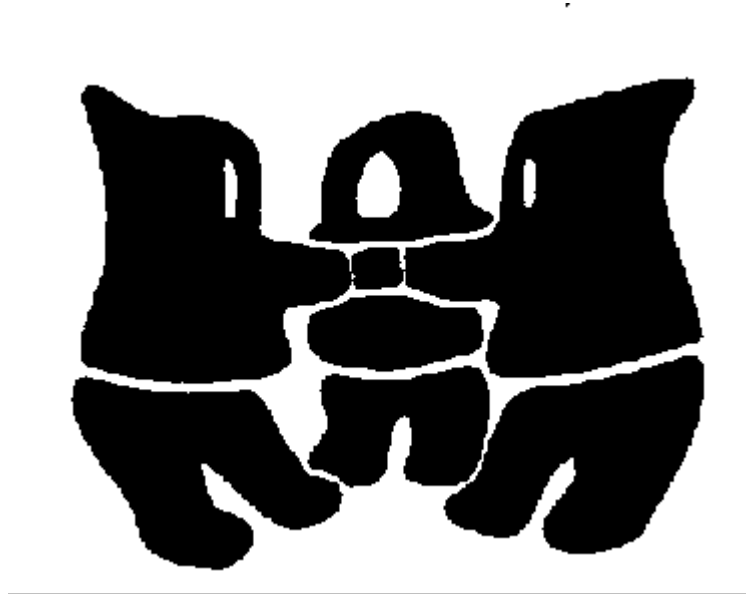


# Student/Parent Information Handbook/School Procedures



## Samuel Hearne Secondary School 2011-2012

Bag Service #3  
Inuvik, NWT  
X0E 0T0

Telephone (867) 777-7170  
Facsimile (867) 777-4390

School Website: [www.samuelhearne.com](http://www.samuelhearne.com)

## **Table of Contents**

|                          |          |
|--------------------------|----------|
| <b>Mission Statement</b> | <b>4</b> |
| <b>Value Statement</b>   | <b>4</b> |
| <b>TRUST</b>             | <b>4</b> |
| <b>Staff List</b>        | <b>5</b> |

### **General Information**

|  |           |
|--|-----------|
| <b>School Calendar</b>                           | <b>6</b>  |
| <b>Daily Schedule/Bells</b>                      | <b>7</b>  |
| <b>Homeroms and Daily Routines</b>               | <b>7</b>  |
| <b>Lockers &amp; Locks</b>                       | <b>7</b>  |
| <b>Registration</b>                              | <b>8</b>  |
| <b>Enrollment Deadlines</b>                      | <b>8</b>  |
| <b>School Supplies</b>                           | <b>8</b>  |
| <b>Physical Education Gear</b>                   | <b>9</b>  |
| <b>Parent Assist</b>                             | <b>9</b>  |
| <b>Telephones and Messages</b>                   | <b>9</b>  |
| <b>Nutrition Program</b>                         | <b>9</b>  |
| <b>Polices, Expectations, Procedures (P.E.P)</b> | <b>10</b> |

|   |                   |
|---|-------------------|
| <b>Electronic Devices (policy)</b>        | <b>Appendix A</b> |
| <b>Cell Phone Use</b>                     | <b>11</b>         |
| <b>Cameras</b>                            | <b>11</b>         |
| <b>Ipod's/MP3's</b>                       | <b>11</b>         |
| <b>Sign In / Sign Out Procedures</b>      | <b>11</b>         |
| <b>Transfer and Withdrawal Procedures</b> | <b>12</b>         |
| <b>Internet Access and Use</b>            | <b>12</b>         |

### **Safety Measures**

|                              |           |
|------------------------------|-----------|
| <b>Fire Alarm Procedure</b>  | <b>13</b> |
| <b>Lockdown Procedure</b>    | <b>13</b> |
| <b>School Closure Policy</b> | <b>13</b> |

### **Academic Information**

|                                     |           |
|-------------------------------------|-----------|
| <b>Graduation Requirements</b>      | <b>14</b> |
| <b>SHSS Graduation Ceremony</b>     | <b>14</b> |
| <b>Correspondence Courses</b>       | <b>14</b> |
| <b>Spare Periods</b>                | <b>14</b> |
| <b>Junior High Curriculum</b>       | <b>14</b> |
| <b>Junior High Promotion Policy</b> | <b>15</b> |
| <b>Junior High Retention Policy</b> | <b>15</b> |
| <b>Homework Policy</b>              | <b>15</b> |
| <b>Tests and Examinations</b>       | <b>15</b> |
| <b>Exam Exemptions and Rules</b>    | <b>16</b> |

|   |           |
|---|-----------|
| <b>Course Challenge Policy (Senior High)</b>  | <b>16</b> |
| <b>Honour Roll, Merit List, Other Honours</b> | <b>16</b> |
| <b>Home Schooling</b>                         | <b>17</b> |
| <b>Storefront/Alternate School</b>            | <b>17</b> |
| <b>Mature Students</b>                        | <b>17</b> |
| <b>Upgrading</b>                              | <b>17</b> |

### **Extracurricular and Co curricular Activities**

|                                       |           |
|---------------------------------------|-----------|
| <b>Assemblies</b>                     | <b>18</b> |
| <b>Co-curricular Activities</b>       | <b>18</b> |
| <b>Sports</b>                         | <b>18</b> |
| <b>Extra Curricular Travel Policy</b> | <b>18</b> |
| <b>Facility Use</b>                   | <b>18</b> |
| <b>School Dances</b>                  | <b>18</b> |

### **Attendance**

|  |           |
|--|-----------|
| <b>Health and Safety – Influenza (NEW)</b> | <b>19</b> |
| <b>Attendance Policy</b>                   | <b>19</b> |
| <b>Lateness Policy</b>                     | <b>20</b> |
| <b>Skipping Policy</b>                     | <b>21</b> |

### **Student Conduct**

|  |           |
|--|-----------|
| <b>SHSS Code of Conduct</b>                      | <b>21</b> |
| <b>Incident Management Program (IMP)</b>         | <b>22</b> |
| <b>Education Act – Student Responsibilities</b>  | <b>23</b> |
| <b>SHSS Disciplinary Philosophy</b>              | <b>23</b> |
| <b>Education Act – Suspensions</b>               | <b>24</b> |
| <b>Bullying/Harassment</b>                       | <b>24</b> |
| <b>Clothing</b>                                  | <b>24</b> |
| <b>Peanut/Nut Free School</b>                    | <b>24</b> |
| <b>Scent-free Environment</b>                    | <b>24</b> |
| <b>Healthy Eating/Junk Food and Drink Policy</b> | <b>25</b> |
| <b>Smoking</b>                                   | <b>25</b> |
| <b>Alcohol Use/Possession/Trafficking</b>        | <b>25</b> |
| <b>Drug Use/Possession/Trafficking</b>           | <b>26</b> |
| <b>Fire Alarms and Criminal Mischief</b>         | <b>27</b> |

**SHSS Mission Statement**

Samuel Hearne Secondary School will strive to provide a welcoming, cross-cultural environment that promotes the positive values of academic achievement, citizenship and community.

**SHSS Value Statements**

We believe:

- SHSS is a caring nurturing place where all stakeholders are respected.
- SHSS is a place of vision.
- All students attending SHSS are unique and should be equally valued.
- All students attending SHSS can be successful.
- All students attending SHSS have the right to a safe, positive, and supportive environment.
- Teaching at SHSS is inspiring, challenging and motivating.
- Effective communication and teamwork are cornerstones of SHSS.
- The community is always welcome at SHSS.
- SHSS should reflect the culture of the people it serves.
- Education is fun and engaging.
- SHSS is a place where students and staff can grow and be proud.
- SHSS promotes global awareness and social justice.

**Our School is Built on T.R.U.S.T.**

|   | <b>Teamwork</b>  | <b>Respect</b>  | <b>Understanding</b>   | <b>Safety</b>  | <b>Tolerance</b>   |
|---|--|---|--|--|--|
| <b>In the Classroom</b>                     | <ul style="list-style-type: none"> <li>☆ Encourage one another.</li> <li>☆ Be courteous!</li> </ul>  | <ul style="list-style-type: none"> <li>☆ Listen attentively.</li> <li>☆ Be honest.</li> </ul>           | <ul style="list-style-type: none"> <li>☆ Be prepared for class.</li> <li>☆ Remember personal space.</li> </ul>                   | <ul style="list-style-type: none"> <li>☆ Stay in control of your own behaviour.</li> <li>☆ Keep things where they belong.</li> </ul>   | <ul style="list-style-type: none"> <li>☆ Respect people's rights.</li> <li>☆ Treat others how you want to be treated.</li> </ul> |
| <b>In the Shops, Gym, Labs</b>              | <ul style="list-style-type: none"> <li>☆ Share resources.</li> <li>☆ Be helpful.</li> </ul>  | <ul style="list-style-type: none"> <li>☆ Work quietly.</li> <li>☆ Wait to be dismissed.</li> </ul>      | <ul style="list-style-type: none"> <li>☆ Listen carefully and follow instructions.</li> <li>☆ Accept others mistakes.</li> </ul> | <ul style="list-style-type: none"> <li>☆ Watch for cords, equipment.</li> <li>☆ Use equipment properly.</li> </ul>                     | <ul style="list-style-type: none"> <li>☆ Show respect for guest speakers.</li> <li>☆ Have patience!</li> </ul>                   |
| <b>In the Common Areas (Hallways, etc.)</b> | <ul style="list-style-type: none"> <li>☆ Cooperate with each other.</li> <li>☆ Take responsibility for your own actions</li> <li>☆ Help others!</li> </ul> | <ul style="list-style-type: none"> <li>☆ Act responsibly.</li> <li>☆ Use a respectful voice.</li> </ul> | <ul style="list-style-type: none"> <li>☆ Be polite.</li> <li>☆ Stay in permitted areas.</li> <li>☆ Be friendly!</li> </ul>       | <ul style="list-style-type: none"> <li>☆ Enter &amp; exit quietly.</li> <li>☆ Walk!</li> <li>☆ Watch where you are walking.</li> </ul> | <ul style="list-style-type: none"> <li>☆ Smile!</li> <li>☆ Wait your turn.</li> <li>☆ Excuse yourself.</li> </ul>                |

| <b>2011-2012 Staff</b> | <b>Assignment</b>  |
|------------------------|--|
| Roman Mahnic           | Principal  |
| Lorne Guy              | Assistant Principal  |
| Chris Gilmour          | Assistant Principal/CTS Computers                                |
| Renie Alexie           | School Secretary   |
| Meltzer Sydney         | Head Custodian   |
| Ronald Binder          | Custodian  |
| Daniel Rogers          | Custodian  |
| William Logan          | Senior High Sciences/Math  |
| Annie Jane Charlie     | Gwich'in Instructor  |
| Eric Church            | French Immersion/High School Science/High School French          |
| Brian Drake            | Jr. High Language Arts & Social Studies                          |
| Nicki Preston          | Beaver Volunteer / Frontiers Foundation Volunteer                |
| Meghan Etter           | Educational Assistant  |
| Allan Gillis           | Junior High Language Arts, Social Studies                        |
| Tara Gilmour           | Sr. High Mathematics   |
| Sharla Greenland       | Junior High English, Social Studies, High School Social Sciences |
| Nathalie Lavallee      | French Immersion/Core French                                     |
| Paula Guy              | Program Support  |
| David Halpine          | Junior/Senior High Phys. Ed.                                     |
| Claudine Catteau       | Senior Science and Math, Junior French Immersion                 |
| Heath Israel           | Junior High Math/Science   |
| Danny Jellema          | Food Studies ( January to June )                                 |
| Patrick Gauley -Gale   | Food Studies ( September to December )                           |
| Gene Jenks             | Senior High English & Social Studies                             |
| Lorna Jones-Martin     | Guidance Counselor, BDEC Database systems consultant             |
| Brigitte Kay           | Career Liaison Officer   |
| Jeremy Kenney          | Educational Assistant  |
| Shannon Kenney         | Educational Assistant  |
| Zahra Khimji           | Sr. High Math/Science  |
| Tim Gushue             | Junior high core French, senior high program support             |
| Heidi Bender           | Junior High Science/Math   |
| Paul Maynard           | Music/Band   |
| Ross McCallum          | Senior High Social Studies                                       |
| Alexandra Winchester   | Junior and Senior High Art                                       |
| Matthew Miller         | Junior High Math/Science   |
| Randy Palsson          | Industrial Arts/High School English                              |
| Anna Pingo             | Inuvialuktun Instructor, Senior High Northern Studies            |
| Denise Ritias-Voudrach | School Community Counselor                                       |
| Georgina Stefansson    | Educational Assistant  |
| Angela Young           | Senior High English  |

See **School Year Calendar** as posted on SHSS Website ( [www.samuelhearne.com](http://www.samuelhearne.com) )

## GENERAL INFORMATION

**2011-2012 Bell Schedule:****Senior High Daily Schedule**

Block 1 (pds 1/2) 8:48-10:22  
(announcements)

**BREAK 10:22-10:32**

Block 2 (pds 3/4) 10:32-11:58

**LUNCH 11:58-1:00**

Block 3(pds 5/6) 1:00-2:22

Block 4 (pds 7/8) 2:24-3:45

**Junior High Daily Schedule**

period 1: 8:48-9:32

period 2: 9:33-10:22

**BREAK 10:22-10:32**

period 3: 10:32-11:14

period 4: 11:15-11:58

**LUNCH 11:58-1:00**

period 5: 1:00-1:41

period 6: 1:42-2:22

period 7: 2:24-3:04

period 8: 3:05-3:45

Students are required to be in their first period classes before the 8:50 AM and 1:00 PM bells. Students who are not in their classrooms by the time the bells ring are late. There are Warning Bells at 8:45 (morning classes) and 12:57 (afternoon classes).

**Homerooms and Morning Routines**

In the morning the first period begins with the playing of the National Anthem, followed by announcements. Students are expected to stand quietly and respectfully during “O Canada” – even if they are late and must do so in the office or hallway – and to listen to announcements quietly and attentively with all hats, caps and hoodies removed.

In accordance with the policy of the Department of Education, Culture and Employment, Senior High students are assigned to grade levels according to the number of high school credits they have earned. Those with 70 credits or more are assigned to grade 12 homerooms, those with 35-69 are assigned to grade 11 homerooms, and those with fewer than 35 are assigned to grade 10 homerooms. A student with 65-69 credits may, by motion of the Inuvik D.E.A., petition the school for placement in a grade 12 homeroom. Junior High students are assigned to homerooms according to grade level.

**Lockers & Locks**

All students are required to have and use their own lockers, which will be assigned by their homeroom teachers. All lockers must be secured with a school lock, which may be obtained from the office (a \$5 deposit is required). Unauthorized locks will be removed by the school without further notice.

Students may not share lockers. Although the school hopes that all lockers will be secure, students are nevertheless advised not to leave valuables in their lockers. SHSS will not be responsible for any losses from student or gymnasium lockers.

All lockers are subject to search at any time, without notice.

## **Registration**

At the beginning of each year or when arriving at SHSS after the start of the year, each student must register. This involves filling out two forms – one a registration form common to the schools of the Beaufort-Delta Education Council, and the other an information form. It is very important that both of these forms be filled out accurately and completely. When the information provided at registration changes – when, for example, a family moves or changes their telephone number – parents/guardians are asked to inform the school as soon as possible to ensure that the information in our records is accurate. If a student is withdrawn for any reason (ie. 14-day attendance policy) during the first semester, they must re-register for the second semester.

## **Enrollment Deadlines**

Students in grades ten through twelve must register within 10 school days of the start of a semester and within 5 school days of the start of a new term (applies to the start of terms 2 and 4). Junior High students will be enrolled immediately.

## **School Supplies**

Ordinary school supplies are the responsibility of each student. Although the school can provide supplies for students, parents are reminded that these supplies are drawn from the general school maintenance and operations budget. Parents are asked to purchase supplies for their student in so much as possible. The following school supplies are recommended:

- 3-ring binder(s) with loose-leaf paper
- Duo tangs/exercise books
- Calculator (some Senior classes require a scientific or graphing calculator, such as the TI-83)
- Geometry set
- Metric ruler (30 cm)
- Pencils & erasers
- Pencil crayons
- Pens (black, blue, red)
- Sketchbook (for students in Art 10/20/30)

The following supplies are also suggested:

- Glue stick
- Highlighter(s)
- Marker(s)
- Pencil case
- Scissors

Being prepared for class is one of the basic responsibilities of every student at SHSS. Students are required to bring to every class a notebook, pencils or pens, and their textbook. SHSS provides the additional materials required in Fine Arts, Industrial Arts, and Science.

**Physical Education Gear**

Physical Education classes require indoor *non-marking* athletic shoes worn only in gym class. The indoor pair of shoes is to be kept in the student's locker. Students are required to wear suitable athletic clothing including a change of shirt, shorts or track pants. If a student does not have proper footwear, they are not permitted to participate. Due to supervisory issues, students who are unprepared may not ask to sign out and go home for their gym gear. Physical Education is a compulsory subject in Junior High and including grade 10. Outdoor footwear will not be allowed in the gym classes under any circumstances.

**PARENT ASSISTANT**

At SHSS we strive to keep parents informed of their child's progress. Our school guidance counselor, Ms. Jones-Martin is always pleased to register parents for **Parent Assistant**. This program allows a parent to view their child's attendance, assignment completions and grades on a regular basis as well as the ability to directly email their child's teachers. It's easy to sign up for this program – to register for **Parent Assistant**, please call Ms. Jones-Martin at 777-7248.

**Telephones and Messages**

Lessons must not be interrupted by telephone calls. To prevent frequent disruption of classes, messages are taken for students. Students should listen to announcements regularly to hear if they have messages. In an emergency, of course, students will be contacted immediately. If a student needs to make a phone call, a public payphone is available in the school foyer. Payphones use pre-paid card service only – no coins.

**Nutrition Program**

Students arriving early in the morning (between 8:15 and 8:30 AM) are provided with a healthy snack. We are considering building onto this program by offering some nutritious snacks during the morning break as well, however, plans are tentative and any additions to the healthy foods program would be subject to funding and the availability of volunteer assistance.

**Policies, Expectations, Procedures (P.E.P.)**

At SHSS we value the importance of all staff and students knowing the school-wide policies, expectations and procedures. In order to ensure that all staff and students are aware of and follow the school-wide P.E.P. we have developed posters that are displayed around the school and in a prominent location in each classroom. These P.E.P. posters provide a summary of the basic policies, expectations and procedures that are consistent throughout the school. An example of the P.E.P. poster is included on the following page. This P.E.P. poster also identifies additional policies in regards to hoods off in class, sleeping not permitted in class and other additional school-wide policies.

# SHSS – P.E.P.

1. No junk food (as per District Education Authority (DEA) policy). Junk food is defined as any food with excessive sugar, excessive caffeine, and fat content. Banned items: **pop, energy drinks, chips and chocolate bars from the school at all times. Junk food will be confiscated immediately.**
2. The only liquid students are allowed to bring into class is water.
3. **Hoods Off in class and during all assemblies.**
4. Hats must be removed at all assemblies. At the teacher's discretion, hats may be permitted in the classroom.
5. As per DEA Directive, **PERSONAL ELECTRONIC DEVICES MAY NOT BE USED IN THE SCHOOL.** This means a ban on personal laptops, cell phones, ipods, MP3 players, etc. Any personal electronic device that is being used in the school will be confiscated by staff, and returned at the end of the day. An incident will be recorded in the IMP.
6. Students are expected to arrive at gym class prepared to participate.
7. There is no smoking on the school grounds, as per D.E.A. policy.
8. Jr. High students are not permitted to leave the school grounds at break.
9. Sleeping in class is not permitted.
10. Roaming the hallways or hanging out in the foyer is not permitted.
11. Students arriving **late** for class are required to report to room 109 – it is the student's responsibility to collect missed work.
12. Students are expected to arrive at class with all of the required materials.
13. Incidents involving alcohol and illegal drugs are very serious and are considered MAJOR incidents.
14. As per the D.E.A. Attendance Policy, a Senior High student will be removed from a course after 14 unexcused absences in a semester.
15. Skipping classes is considered a serious offence for Jr. High students. Sr. High students skipping will be marked 'absent'.

**Electronics Use Policy (NEW)**

In 2010, the DEA approved an Electronics Use Policy for the Inuvik Schools. The policy is attached in Appendix A. The policy is very detailed and applies to all electronic devices. Because of their popularity Cell Phone use, Cameras and Ipods (MP3's) are also explained below. Please refer to the Appendix A for a full description of the policy.

**Cell Phone Use\* As per DEA Electronics Use Policy – appendix A**

The use of cell phones in the school is prohibited at all times. All cell phones must be turned off either prior to or immediately upon entering the school. Students will not be permitted to ‘step out into the hallway’ at any time to use their cell phone. Students must step outside to use their cell phones. If a parent wishes to contact their student, they are required to contact the school office and the office will call the student to the office at which time the student will be given a message to call for an emergency – the student may then use their cell phone to return the call provided he/she uses the cell phone outside of the school building. Consequences: The cell phone will be confiscated until the end of the school day and an incident recorded in the Incident Management Program.

**Cameras\* As per DEA Electronics Use Policy – appendix A**

Due to privacy issues, the use of cameras (including cell phone cameras) is prohibited at all times. Cameras may only be used for school-related projects such as the school yearbook, extra-curricular, and media relations. Students with permission to use cameras will be provided with an identification badge from their supervising teacher. Consequences: The camera will be confiscated until the end of the school day and an incident recorded in the Incident Management Program.

**Ipod's/MP3's\* As per DEA Electronics Use Policy – appendix A**

Personal listening devices have grown tremendously in popularity over the last few years. In order to maintain a quality learning environment the use of personal listening devices is not permitted in the school during instructional times. Consequences: The listening device will be confiscated until the end of the school day and an incident recorded in the Incident Management Program.

**Sign In / Sign Out Procedures**

Students who come to school are expected to finish the day at school. Sometimes this is not possible, whether because of appointments or because of sudden ill health. Parents/guardians are asked to make appointments outside of school hours whenever possible, and to inform the office ahead of time whenever a student must be dismissed for an appointment. If a student asks to return home while school is in session, the office will call for parent/guardian permission before permitting the student to leave school. With these exceptions, students will not be allowed to sign out without parent/guardian permission. Students who are scheduled to leave school for Work Experience placements or for a previously-arranged appointment are not required to call for permission, but they are required to sign out. When students return to school on the same day that they signed out, they must stop by the office to sign in again before returning to class. Students must be at least 18 years of age to sign out without parent permission.

**Transfer and Withdrawal Procedures**

When students leave SHSS prior to graduating, they usually transfer to another school. Parents and guardians are asked to do this at the end of a semester whenever possible to limit loss of credits for a Senior High student. Student cumulative files will be forwarded by the Guidance Office only upon the written (usually faxed) request of the student's new school. Students who transfer into SHSS are placed in classes equal to those they attended in their previous school, and their cumulative files are requested.

**Sr. High Withdrawals and Dropped Courses**

Students in Sr. High are reminded that if they wish to withdraw/drop a course, that they need to follow the procedure as outlined below:

1. Consider a replacement class prior to 'not attending' the current class (essentially the course he/she is currently taking might be their best or only option in that time period and therefore he/she should stay in the course and attend all lectures until a suitable arrangement can be made – too often students stop attending a course only to find out a few days later that they need to continue in that course.
2. Inform the teacher in the present course that you are considering withdrawing. The classroom teachers can help advise students on best options and provides an opportunity for the current teacher to assess the situation to see if something can be changed to better meet the student's needs.
3. If the student has a withdrawal note that the current teacher has approved the withdrawal, the student then takes this note to the guidance counselor's office and arranges a meeting to discuss the situation. Parents will be informed of the student's wishes to change courses.
4. In order for a course mark not appear on the official transcript a student must withdraw from a course within 60 days of the start of the course.

**Internet Access and Use Policy**

Internet access is provided at SHSS strictly for educational purposes, including classroom activities, career development, directed research projects, and appropriate self-discovery activities. It has not been established to provide either public access or a public forum, and the school has the right to place reasonable restrictions on the material that students access or post. In addition, the Internet system may not be used for commercial or political purposes. Unauthorized access to inappropriate sites, or the use of the Internet for inappropriate purposes, will result in disciplinary consequences and the suspension of this privilege. A letter may be sent home to be signed by both the student and by a parent/guardian.

## **SAFETY MEASURES**

### **Fire Alarm Procedure**

When the alarm bells ring, all classes evacuate the building immediately. Classes which evacuate to the front of the building meet on the basketball court in front of the school, while rooms which evacuate to the rear of the building meet between the auto shop and the wood shop. The teacher will take attendance once the group has reached its proper distance from the building. Once an appropriate count has been reported, teachers will ask one student to run to the front of the building to report to administration if any students are unaccounted for. In the event the alarm occurs during unstructured time such as during an assembly or a break, then everyone must exit the nearest door and meet in the front of the school on the skateboard park/basketball courts. If the alarm bells ring during extreme weather conditions, classes which evacuate to the front of the building will be sheltered in the Inuvik Volunteer Fire Department building across the street, while classes which evacuate to the rear of the building will be accommodated in the Industrial Arts shop behind the school.

Students **must** stay with their classes under the supervision of their teachers. No one may come back into the school until the alarm bells have been turned off **and** a member of the administrative team has given permission for students to re-enter the building.

### **Lockdown Procedure**

When the lockdown announcement has been made, students are to remain in their seats. The classroom doors are locked after teachers bring in any students from the hallways. Students then are instructed to sit on the floor across from the windows, out of sight of the door. They are to remain like this until the all-clear has been given. For students who are outside of a classroom, they are to go to the nearest classroom. If the door is locked, they are to go to the nearest washroom and enter a stall, sitting on the toilet with their feet up. They are to wait in the stall until the all-clear has been given. Students in the gym will be directed into the changing rooms, with the doors locked behind them. They will remain there until the all-clear has been given. Students in the shops will be directed to remain inside with the doors locked.

### **School Closure Policy**

The Beaufort-Delta Education Council recognizes that academic learning time spent in school is an essential part of student success. At the same time, the Council acknowledges that situations may arise where student/staff safety may be compromised due to extreme weather conditions, failure of heating/lighting/water systems, or widespread illness.

As a general guideline, the school will remain open during periods of extreme temperature to allow those students in close proximity or with transportation, access to the school program. Parents, not the school, shall determine whether or not the temperature is too extreme to send their child(ren). Where parents have informed the school on the day of the absence that a student cannot attend because of extreme weather conditions, that student shall be recorded as “present” for the day.

If blizzard/“whiteout” conditions exist, or if occupancy of the school is not possible because of other reasons, the decision to temporarily close the school will be made by the Principal, after due consultation with the Chairperson (or alternate representative, as necessary) of the Inuvik District Education Authority. In the event that occupancy of the school becomes impossible during the school day, the decision to temporarily close the school will be made by the Principal, and the Principal will communicate the reason (s) for the closure to the Chairperson (or alternate representative, as necessary) of the Inuvik District Education Authority.

## ACADEMIC INFORMATION

### NWT Graduation Requirements

15 credits in English (5 in grade 10, 5 in grade 11, 5 in grade 12)  
10 credits in Social Studies (5 in grade 10, 5 in grade 11)  
10 credits in Mathematics (5 in grade 10, 5 in grade 11)  
10 credits in Science (5 in grade 10, 5 in grade 11)  
5 credits in CTS (Career and Technology Studies)  
4 credits in CPP / CALM (Career & Program Plan 9 and Career and Life Management 20)  
3 credits in Physical Education  
3 credits in Northern Studies (note that neither Gwich'in nor Inuvialuktun satisfies this requirement)  
3 credits in Fine Arts (at SHSS, usually Art, Drama or Music)  
1 credit (25 hours) in Community Volunteer Service  
10 additional grade 12 credits  
26 additional credits  
100 credits – 74 specified and 26 unspecified

### SHSS Graduation Ceremony

Graduation is a significant individual achievement, one of the great rites of passage in a person's life, and an important community event in Inuvik. Grade 12 students who are on track to graduate may take part in the annual Graduation ceremony, which usually takes place in early June. ("On track" means that a student will have enough credits to earn an NWT diploma or complete their School Leaving Certificate goals within their Individualized Education Plan. They must be passing all of their required courses, have completed their Community Service hours, and be in regular attendance.) The Principal will review the status of all grade 12 students one month prior to the ceremony, and a list of eligible graduands will be posted. This is necessary in order to provide students sufficient time to prepare for the ceremony and to invite family members that may be traveling. All "Grad" activities will be substance-free.

### Correspondence Courses

SHSS does not encourage students to take courses by correspondence or through on-line learning, because of the very low rates of success. If a student wishes to register for a correspondence course, he/she is required to meet with the guidance counselor and school principal to discuss this request.

### Spare Periods

Only grade 12 students who have otherwise completed their graduation requirements will be permitted to have spare periods. All other students are required to have full schedules. Students with spare periods who choose to stay at the school must go to the library or student centre. Students may leave the building when they have a spare.

### Junior High Curriculum

Students in grades 7, 8 and 9 follow the course of study prescribed by the NWT. All students receive instruction in the four main academic subjects (Language Arts, Mathematics, Science, Social Studies) as well as a second language (French, Gwich'in, or Inuvialuktun), Computers, Fine Arts, Health, and Physical Education. Band will be introduced as an option in grades 7 and 8. Grade 9 students begin an introduction to food studies and shop. Grade 9 students also begin their Career & Program Plan (CPP) and

complete a compulsory course PED0769. In order to place more emphasis on the Career and Program Plan, additional time has been scheduled within the grades 7 and 8 timetables as an introduction to CPP.

### **Junior High Promotion Policy**

Students in regular programs who achieve an overall final average of 50% or more and a final mark of 50% or more in each of the four core subjects (Language Arts, Mathematics, Science, and Social Studies) will be **promoted** to the next grade.

Students in regular programs who achieve an overall final average of less than 50% or a final mark of less than 50% in one or more in each of the four core subjects (Language Arts, Mathematics, Science, Social Studies) will be **placed** in the next grade.

Students in modified programs or on Individualized Educational Plans will be **placed** in the next grade.

The student's status ("Promoted" or "Placed") will be indicated on the final report card and recorded on their cumulative file.

### **Junior High Retention Policy**

The Department of Education, Culture and Employment has a policy of age-appropriate placement, which generally means that students are either promoted to, or placed in, the next grade rather than retained. A student's parents/guardians (or, less often, the school) may, however, recommend that the student be retained in his/her current school grade for the following year. When this is the case a conference must take place involving the parents/guardians and the Principal or designate to assess the student's progress and decide what outcome will be in the best interest of the student.

### **Homework Policy**

Because of the importance of homework to subject mastery and skills improvement, the Beaufort-Delta Education Council requires all students in the region to complete homework on a regular basis. At SHSS students in grades 7 through 12 may expect a maximum of one and a half to two hours of homework per night, five nights a week. Homework assignments are to be completed neatly and to the best of each student's ability, and returned when due. Marks may be deducted from late assignments.

### **Tests**

If a student is absent on the day of a test, he or she must return to school with a valid excuse signed by a parent/guardian. The student is expected to write the test within two school days of his or her return. If the student's absence is unexcused, or if the test is not made up within two school days, a mark of zero will be recorded for the test. Missed tests are to be written during class, with class work expected to be made up by the student.

### **Examinations**

Students in all grades write examinations twice a year, at the end of each semester. SHSS asks parents/guardians to encourage students to prepare for examinations, and to do their best on them.

### **Exam Exemptions**

Students may not be required to write final exams if they have demonstrated proficiency in a subject area. Since the purpose of this policy is to encourage academic excellence, exemption may (at the teacher's discretion) be granted only to students who have an average of 80% in that subject and who maintains

high levels of school attendance. The Exemptions List will be posted no earlier than the day before the start of the exam period. If a student is exempt, he or she will not have to attend school during the exam for that particular course.

### **Exam Rules**

- 1) Morning examinations are from 9:00 to 11:30 a.m. Afternoon examinations are from 1:00 to 3:30 p.m. Students are required to be on time for each exam. No student will be permitted to write an exam after the first hour of the exam period has passed.
- 2) Unless arrangements are made in advance, a medical excuse is required for a student to make up an examination that he or she has missed.
- 3) Students are not permitted to carry articles of any kind (e.g., book bags, Listening Devices, outdoor clothing, etc.) into the Exam Room.
- 4) Students who may have questions while writing their exams must raise their hands and wait for one of the supervising staff to come to them.
- 5) Students must remain in the Exam Room for a minimum of one hour. When students leave the Exam Room, they are required to leave the school quietly and immediately.
- 6) Students who cheat in an examination will be assigned a mark of zero on the exam, and a copy of the disciplinary letter will be placed in their cumulative file. Students observed talking in the Exam Room will be considered to have been cheating.
- 7) Any concerns should be addressed to the Exam Coordinator responsible for supervision of the exam.

### **Course Challenge Policy (Applies to Grade 10-12 Credit Courses)**

There are instances whereby a student may already be proficient in a particular course of study. According to the Education Act, students may challenge a course **'prior'** to registering for a particular course. A student is required to meet with the principal at which time the principal will make a determination if the student is sufficiently prepared to challenge the course. The principal will determine the method of evaluation and may include a written exam, oral exam, portfolio review or other form of evaluation.

Students may NOT challenge an exam without having attended a course if the challenge was not requested **PRIOR** to the start of the course. This encourages students to be in regular attendance, complete all assignments, projects and exams for each course.

### **Principal's List/Honour Roll/Merit List**

Students who maintain an average of 85% or better in their academic subjects are recognized on the Principal's List. Students who maintain an average of 75% or better in their academic subjects are recognized on the Honour Roll. In the Junior High grades this is determined by the average of a student's marks in Language Arts, Mathematics, Science and Social Studies; in the Senior High grades this is determined by the average of a student's marks in all courses except CTS. Students will also be recognized for making the school Merit List. In order to make the Merit List, students will be considered based on achieving at least 65% overall average combined with good work ethic.

Students must be on the Principal's List/Honour Roll in every term to be on the Principal's List/Honour Roll for the year.

**Other Honours**

Student achievement in academics, athletics, and co-curricular endeavours is recognized at the Awards Day ceremony in early June. Graduands are eligible for other honours at Graduation. (Students are eligible for Graduation prizes only once.)

**Storefront School**

Due to the lack of registrations in the Storefront School and Alternate School, these programs will not be offered at SHSS this year. These programs are reviewed each year and may be re-instated in the future if there is sufficient interest.

**Home Schooling**

The Education Act recognizes Home Schooling as an alternative to conventional education. In brief, Home Schooling means that a student's parents/guardians wish to educate him or her at home, and take full responsibility for providing instruction and evaluating student progress. Every Home School student in Inuvik must register as such at the appropriate school (SHSS if the student would be in grades 7 through 12; Sir Alexander Mackenzie School if the student is younger). The parent/guardian must ensure that the program fulfills the curriculum approved by the Minister in the Education Act, inform the Principal of the program to be used, and make every reasonable effort to implement any suggestions which the Principal may make about the program. Home School students registered at SHSS must submit a Progress Report to the school by May 15<sup>th</sup> of each academic year.

SHSS will provide Home School students with access to school facilities, and support the parents/guardians according to the provisions of the Education Act. Home School students are welcome to participate in SHSS athletic, co-curricular and extracurricular programs, subject to the same rules that apply to all SHSS students. The Principal will also consider requests from parents/guardians to admit Home School students to individual courses, such as Aboriginal Languages or Physical Education.

The B.D.E.C. will reimburse certain instruction-related expenses up to a set amount (approximately \$2000 per year) upon completion of the program and the submission of the appropriate receipts. Please see the B.D.E.C. Home Schooling Policy for details and further information.

**Mature Students**

“Mature students” are those who are twenty-one years of age or older; those who are nineteen years of age who have been out of school for at least eight consecutive months since turning eighteen; or those who live independently of their parents or guardians. The school may require that they sign a Mature Student Contract upon enrollment at SHSS. Mature students are expected to maintain a passing mark in all courses, and unsatisfactory performance in any class may result in that student being withdrawn from the school.

**Upgrading**

Students returning for upgrading may also be required to sign a student contract upon enrollment at SHSS. This is necessary to ensure that students are fully committed to upgrading their marks. Attendance and regular completion of assignments is critical to successfully upgrade marks.

## **CO-CURRICULAR and EXTRACURRICULAR PROGRAMS**

SHSS believes that the education of every student encompasses opportunities outside of the classroom as well as excellence of instruction in a vigorous curriculum. For this reason the school makes every effort to provide athletic, co-curricular and extracurricular opportunities for all of our students.

### **Assemblies**

Occasionally classes will attend assemblies to hear speakers, see demonstrations, attend performances, or participate in special events and ceremonies. These assemblies may be either mandatory or optional. In either case students are expected to treat visitors to the school with courtesy, respect and remove all caps or hats, hoodies and headphones at the start of the presentation.

### **Co-curricular Activities**

SHSS students have participated in a wide variety of co-curricular activities in past years. The Athletics Committee has sponsored intramural house leagues available for both Senior High and Junior High students.

### **Sports**

This year we will continue our proud tradition of competitive athletics by fielding senior and junior boys and girls' teams in Volleyball, Basketball, Wrestling, Soccer, Badminton, Squash and Track & Field.

Students are **not** eligible to attend a team practice on a day that they are absent from school.

### **Extra-Curricular Travel Policy**

It is the belief of educators, that there is a positive connection between the effort that students put forth in course work and the success they have in school.

In order for students to travel under the Samuel Hearne Secondary School banner, in a school activity, students must meet the following criteria:

- a) must be up-to-date in the evaluated work;
- b) must be in regular attendance (80% +); and
- c) must show a positive attitude within the school.

An appeal Committee chaired by an Assistant Principal will hear appeals to the policy, from students who are generally on track.

### **Facility Use**

Groups or individuals wishing to make use of the SHSS Gymnasium or other school facilities must first apply to the Inuvik District Education Authority for permission. Please see the main office at SHSS for an application. If such permission is granted, these groups or individuals are subject to school rules while on the premises.

### **School Dances**

School dances are a privilege given to students with consistent attendance. If a student has been unexcused absent the day of the dance, he/she will be refused admission to the dance. Soft drinks/water/juice will be consumed in the foyer of the school, not on the gymnasium floor. Any student under the influence of drugs/alcohol will be removed immediately and will face disciplinary action from

the school. All jackets must be checked. Once the front doors are closed, students will not be allowed to enter the dance, and students leaving the school will not be allowed re-entry.

### **Health and Safety – Influenza**

For the health and safety of all people in the school, staff and students are required to take extra care when conducting themselves in public areas. This extra care will reduce the spread of influenza. Staff and students are asked to closely follow all directives aimed at reducing the spread of Influenza. Please adhere to the following practices when in the school:

1. Avoid touching your mouth and nose.
2. Clean your hands often with soap and water, or use a hand sanitizer.
3. Avoid crowds.
4. Avoid contact with people who have the flu.
5. Avoid hand to hand contact with other people in so much as possible. If an activity necessitates hand to hand contact please ensure that your hands are clean and sanitized prior to the activity.
6. Cough into your shoulder or the upper area of your arm. If you inadvertently cough onto your hand - wash or sanitize your hands immediately.
7. Avoid attending public areas if you are dealing with symptoms of the flu.
8. Open windows to have better airflow.
9. Do not smoke.
10. Have a smoke-free home.
11. Stay healthy – getting enough sleep, eating healthy food, and keeping active.

### **ATTENDANCE**

#### **Attendance Policy (14-Class Policy)**

There is a high correlation between attendance and achievement. Each student is personally responsible for attending school every day, while the school and parents/guardians share responsibility for encouraging students to attend. SHSS will make all reasonable efforts to promote good attendance, and will accurately communicate each student's attendance record at reporting periods, and at other times as appropriate or requested.

Student accountability is the basis of the SHSS Attendance Policy. Students must attend 85% of their classes in order to earn credit. This means that students may be absent no more than 13 times in the 92.5 class days in each semester. A student absent from 14 classes in a full-semester course, or 9 absences in a half-semester course, will be withdrawn from school. A student who is withdrawn from school will not be eligible to write any exams in that semester, or to earn any further credits in that semester. A student who has been withdrawn per the Attendance Policy may re-register at SHSS at the start of the next semester.

If a student is absent from class the following procedures will apply:

Parents are encouraged to register for Parent Assistant in order to have instant access to their child's daily attendance.

**Step 1** With each absence, the school will attempt to notify the parent/guardian by phone.

**Step 2** With the third absence, the School Community Counselor or the individual classroom teacher will notify the parent/guardian by telephone (if possible) or letter. A meeting with the parent/guardian may be requested.

**Step 3** With the sixth absence, the School Community Counselor notifies the parent/guardian by telephone (if possible) or letter. A meeting with the parent/guardian may be requested. If the six absences are in a half-semester course, the student and parent/guardian will sign an attendance contract.

**Step 4** With the ninth absence, the Assistant Principal notifies the parent/guardian by telephone (if possible) and letter. A meeting with the parent/guardian will be requested. The student and parent/guardian will sign an attendance contract containing an acknowledgement that five more absences will result in the student's being withdrawn from school. If the nine absences are in a half-semester course, the student is withdrawn from the class.

**Step 5** With the fourteenth absence, the Principal confirms in writing that the student has been withdrawn from the course or school if this is a second removal from a course. *A student who is withdrawn from two courses is withdrawn from all courses.*

SHSS expects that all absences will be for a valid reason. Parents/guardians are asked to verify this by sending in a note explaining the reason for the absence on the day the student returns to school.

Exceptions to this policy may be granted for hospitalization, on humanitarian grounds, for family trips, or for On the Land activities which have been approved *in advance*. Students who are away from SHSS on a school trip or for an approved activity are not considered to be absent. For whatever reason of absence, students are responsible to make up any work they may have missed.

A student who has been withdrawn according to this policy, and who has been declared ineligible to write final examinations or obtain credit, may appeal these consequences within five days of the withdrawal to the Principal or to the Inuvik District Education Authority.

### **Lateness Policy**

It is the responsibility of parents to ensure that students arrive to school on time. Students who are late disrupt the flow of classes as well as affecting their ability to learn. Lateness will be dealt with on an individual basis, but if a problem persists, then parents may be called to meet with the administration.

There are instances when students arrive late with a valid reason. Students with parent and or medical notes are asked to report to the office at which time the office will provide a late entry slip to permit the student entry to the classroom.

In order to limit disruptions to the learning environment, SHSS does not permit students 'late' to class unless he/she are excused for a valid reason. Parents are required to call the school to inform us if there is a valid reason for the student to be late. Upon receiving notice, the school administration will ensure that the student is permitted late entry. Students arriving late without a valid reason or parent call to excuse him/her, are required to sign in at the office. In order to limit disruption to the learning environment, students are required to work outside the regular classroom for the remainder of the period. We have

noticed a significant reduction in lates as well as a major reduction in disruptions to the learning environment with this new late policy.

## **Skipping Policy**

### **Skipping Policy (Junior High)**

Students ‘skip’ classes when they are absent from class without permission or out of the building without having signed out. This is dangerous, because we cannot ensure the safety of a student who is missing, and because others may be put at risk when having to search for a student who is unaccounted for during an emergency. It is also academically irresponsible for a student to miss his or her classes.

Since SHSS assumes parental responsibility for all students once they report to school. Parents/guardians must be able to have confidence that their students are in class unless they are otherwise notified. A missing student (skipping) is significant cause for alarm and it takes significant resources to track down a missing student. Besides the anxiety that parents deal with when notified that their child is not at school, a student ‘skipping’ causes much concern for school staff that are entrusted with his/her care. Skipping is a serious offense and will be treated as such.

SHSS policy specifies the following consequences for skipping: Students who skip, will be autodialed or a call will be made to the parent/guardians. Junior High students and their parent will be required to meet with the school administration and school counselor prior to returning to regular classes when we have clearly identified a ‘skipping’ offence. Students are permitted back to class only after such time as the parent meeting with the student and school administration has occurred. At SHSS we will be taking additional steps this year to reduce ‘skipping’ at the junior high level by closely tracking student attendance at the start of each period and making calls home in a timely manner. Parents are asked to assist in this process by contacting the school in a timely manner to excuse their student when they know he/she will be late or absent.

### **Skipping Policy (Senior High)**

Students ‘skip’ classes when they are absent from class without permission or out of the building without having signed out. It is also academically irresponsible for a student to miss his or her classes. High School students skipping classes will be marked 'absent' and this will impact on their 14 day attendance record. When High School students skip classes the school counselors will attempt to meet with the student to discuss the matter and make a plan for improvement.

## **STUDENT CONDUCT**

### **Samuel Hearne Secondary School Code of Student Conduct**

Our foremost consideration is that students come to Samuel Hearne Secondary School to work, to learn, and to develop in a safe and healthy school environment. The Code of Student Conduct focuses on encouraging and fostering appropriate behaviour.

Each student is expected to:

- \* show respect for ALL people in the school at all times;
- \* attend school daily (a written note is required the next day if a student is absent);
- \* be punctual for the start of school and for all classes;

- \* sign in when late, and out when permission is granted for early departure (e.g., when a student has a doctor's appointment);
- \* complete all assignments and homework;
- \* keep lockers, classrooms, and hallways clean and litter free;
- \* dress appropriately for school;
- \* comply with each teacher's individual classroom rules; *and*
- \* follow the rules specified in the SHSS Parent/Student Handbook.

In dealing with all disciplinary questions and issues of student behaviour, the general practice of "Common Sense" will prevail. Intervention may take the form of warnings, contracts, or suspensions, and subsequent violations of school rules may result in escalating consequences. This policy of progressive discipline is supported by the Education Act and the Inuvik District Education Authority. Serious infractions, however, may result in lengthy suspension or expulsion.

Violations of the Code of Student Conduct include but are not limited to:

- \* smoking on school grounds;
- \* consuming junk food in the school
- \* using electronic devices in the school
- \* profanity directed toward staff or fellow students;
- \* physical violence directed toward staff or fellow students;
- \* intimidation or harassment of staff or fellow students;
- \* vandalism, including damaging or defacing the building or furnishings;
- \* use of an open flame in the building, or any act of arson on the premises;
- \* using, possessing, or being under the influence of alcohol or illegal drugs;
- \* refusing to cooperate with teachers or other staff members;
- \* skipping classes;
- \* leaving the premises without permission or without signing out;
- \* loitering in the halls during a class period (grade 12 students with a "spare" must report to the Student Centre) or leave the school premises.

Students are encouraged to play an active role in the life of the school. Conscientious work in class and enthusiastic participation in team athletics and extracurricular activities are the keys to a rich and rewarding time at SHSS. The school is dedicated to providing opportunities for students, and we hope students will take full advantage of those opportunities which most interest them. The success of each and every one of our students in and out of the classroom is our goal.

### **Incident Management Program (IMP)**

At SHSS we have recently implemented an incident tracking program that is based on a model of restitution and progressive discipline. For minor incidents, the student's behaviour is recorded as an incident in the Incident Management Program (IMP). Through the IMP, corrective behaviour supports are provided based on a progressive corrective discipline model and includes: verbal warnings, referrals for counseling, meetings with parents, teachers and school administration, and possible suspension when a student reaches 6 incidents. This process ensures that the student receives a great deal of support prior to receiving a suspension. Students accumulating more than 6 incidents may be required to complete a behaviour improvement contract in consultation with parents, school administration and school counseling staff. Our goal is to correct misbehaviour which ultimately improves overall school safety and limits disruptive behaviours in the classroom.

## **Education Act – Student Responsibilities**

SHSS aims to ensure that our school provides a safe place for students to learn and a safe working environment for all staff. For that reason the school expects that each and every student will live up to his or her individual responsibilities, as specified in section 22 of the Education Act.

“A student has the responsibility:

- a) to conduct himself or herself responsibly while on school premises;
- b) to comply with the school rules and the Code of Conduct for students;
- c) to cooperate with the principal, teachers and all persons authorized by the D.E.A. to provide school programs and other services;
- d) to be respectful of the cultural, spiritual or religious values or beliefs of others while on school premises;
- e) to be respectful of the person and property of others while on school premises; and
- f) to participate in the education program and make his or her best effort to learn.”

The many opportunities and activities that are available through SHSS are open only to students who meet these responsibilities.

## **SHSS Disciplinary Philosophy/Discipline Cycle/Incident Management Program**

The vast majority of issues are dealt with at the classroom level. When student behaviour requires that other interventions be made, students may be referred to any of the following: Principal, Assistant Principal, School Community Counselor, Program Support Teacher, New Beginnings Alternate School, Family Counseling, Public Health, or – in rare and extreme cases – the RCMP. The school’s goal is always to provide students with the help that they need, while protecting the right of others to learn. The Discipline Cycle is an effective means for disciplining as it places the responsibility on the student to be accountable for their actions and to make retribution for misbehaviour. The discipline cycle involves the student, school staff, parents and related community human service agencies. The cycle provides for a four step approach:

1. Identify the root source of the problem – the misbehaviour is sometimes a symptom of a more serious problem. More importantly than ‘what happened?’ is to ask the question ‘why did the behaviour occur?’ Sometimes it is as simple as a student making a bad decision or over-reacting to a situation and at other times it may be as the result of a serious personal, social or emotional issue. At the initial stage, the people directly involved in the incident deal with the incident in so far as possible. Parental/guardian support and input at all steps of the discipline cycle is critical to a student’s success.
2. Provide an opportunity for the student to ‘fix’ the situation and self-correct their behaviour.
3. Provide on-going support for the student. Most issues are resolved at this stage and step 4 is not usually necessary.
4. When it is perceived that a student is having serious difficulties taking ownership for their actions, repeatedly misbehaving or involved in an incident involving Gross Misconduct, the student may be required to complete a behaviour improvement contract, serve an in-school or out-of-school suspension, and/or any other consequence as deemed appropriate by the school administration. A parent/student meeting with the school administration following a suspension is a critical step in planning for a student to be re-admitted to the classroom/school. Once students return to school or into the classroom it is the responsibility of the school to provide a fresh start for the student.

## **Education Act – Suspensions**

Because students who are not in school do not benefit from the educational program provided by the school, SHSS suspends students reluctantly – and only according to the following provisions of Section 35 (1) of the Education Act:

“A Principal may suspend a student from school for:

- a) persistent opposition to authority;
- b) habitual neglect of his or her responsibilities under this Act or the regulations;
- c) the intentional damage or destruction of school property;
- d) the use of profane or abusive language;
- e) consuming or being under the influence of alcohol or non-medicinal drugs on school premises;
- f) conduct that, in the opinion of the Principal
  - i) interferes with the work of other students or school staff;
  - ii) is injurious to the physical or mental well-being of other students or staff;
  - iii) creates a situation that constitutes a seriously harmful influence on other students or school staff.

In the event of a suspension, the school will notify without delay the student and his or her parents/guardians, the Inuvik D.E.A., and the B.D.E.C., advising each of the reasons for, and the length of, the suspension. The student or parent/guardian may appeal any suspension, in writing to the school Principal under sections 39 to 41 of the Education Act.

## **Bullying/Harassment**

Bullying and Harassment will not be tolerated in SHSS. When situations arise that involve any form of harassment and/or bullying, the school teachers and administration will take immediate action to address the situation. All reports of harassment and/or bullying will be taken seriously. SHSS is a place where all students have the right to feel safe and free of harassment and/or bullying.

## **Clothing**

Although the responsibility for personal dress rests primarily with students and their parents/guardians, clothing that is clean and comfortable is most conducive to a positive learning environment. Clothing may **not** emphasize alcohol, drugs, tobacco, profanity, or anything deemed to be suggestive or in poor taste. Students should not show excessive amounts of flesh. Students wearing such items will be sent home to change into more appropriate attire.

Students are requested to place jackets and winter clothing in their lockers during classes.

## **Peanut/Nut Free School**

SHSS is a Peanut/Nut free school. All staff and students are asked to refrain from bringing any type of Peanut/Nut products onto the school premises.

## **Scent-free Environment**

Many staff and students are sensitive to perfumes and other scents. Staff and students are asked to be scent free at school to limit discomfort for these individuals who are sensitive and allergic to these scents.

**Healthy Eating/Junk Food and Drink Policy**

The Beaufort Delta Education Council and SHSS support a healthy foods school environment. To this end, all students and staff will consume only nutritious foods and drinks on school premises. District Education Authorities are permitted to waive this policy for specific and special school activities and events (i.e. school dances), by motion at a regular DEA meeting.

Unhealthy foods that are not permitted on the school grounds include: Soda Pop, Candy, Potato Chips and Chocolate Bars. Sunflower Seeds should not be consumed within the school building due to issues with cleanliness.

Banned foods or drinks will be confiscated and disposed of by school staff.

**Smoking**

Smoking and other abuse of tobacco constitute the single greatest avoidable cause of serious illness in Canada. In accordance with Inuvik DEA and SHSS School Policy, students may neither smoke nor chew tobacco in the building. Before and after school and during lunch and break students who choose to smoke must do so off school property (this includes the basketball and skateboard park).

**Alcohol Use/Possession/Trafficking**

The use of alcohol is strictly forbidden. Students who appear to be under the influence of alcohol, in possession, or who consume at school, or who use drugs at school, or who provide to others at school, or acquire at school, or who acquire them or provide alcohol to others at school, are subject to strong disciplinary action. Guidelines for such action are as follows:

- 1) Where there is strong evidence of alcohol use (such as physical signs of use, the smell of alcohol on breath or clothing, in possession, or the student being seen in an area where there is suspected use), the student will be removed from classes and may be sent home for the day and the parents/guardians notified. A record of the incident will be placed in the student's permanent file.
- 2) If such evidence should occur a second time, the student will be removed from classes and may be sent home for the day and the administrative team will arrange a meeting with the student and parent/guardian to discuss the situation. The student may be suspended and a record of the incident will be placed in the student's permanent file.
- 3) Any student who is caught using or in possession of alcohol on school grounds, will be removed from classes and is subject to a suspension. A mandatory condition for re-instatement may be the student's participation in formalized counseling. The parents/guardians must meet with the Principal prior to the student's return to classes, and a letter will be placed in the student's permanent file.
- 4) Any student who is caught using or in possession of alcohol on school grounds a second time, is subject to a suspension and the school may recommend to the Inuvik D.E.A. that the student be suspended for the balance of the semester. The parents/guardians are required meet with the Principal prior to the student's return to classes, and a letter will be placed in the student's permanent file.
- 5) Students caught trafficking in alcohol or drugs are subject to a suspension, the maximum of which may be up to, twenty days. The school will inform the Inuvik D.E.A. of the incident and the student may be subject to further disciplinary action that may include expulsion from school. A letter will be placed in the student's permanent file. The RCMP will also be notified of the offense.

## **Drug Use/Possession/Trafficking/Paraphernalia**

The possession or trafficking of drugs is illegal and as such any offences must be reported to the RCMP and students will be subject to strong disciplinary from the school. Students who appear to be under the influence of drugs, in possession of drugs or paraphernalia, use drugs at school, provide drugs to others at school, or acquire drugs at school, are subject to strong disciplinary action. Guidelines for such action are as follows:

- 1) Where there is strong evidence of drug use (such as physical signs of use, the smell of drugs on breath or clothing, or the student being seen in an area where there is suspected use, or in possession of paraphernalia), the student will be removed from classes and may be sent home for the day. The parents/guardians will be notified. A record of the incident will be placed in the student's permanent file.
- 2) If such evidence should occur a second time, the student will be removed from classes and is subject to a suspension. The administrative team will arrange a meeting with the student and parent/guardian to discuss the situation. A letter will be placed in the student's permanent file.
- 3) Any student who is caught trafficking or in possession of drugs on school grounds, is subject to a suspension. The parents/guardians must meet with the Principal prior to the student's return to classes to discuss the conditions for the student's return to school, and a letter will be placed in the student's permanent file. Since this is a trafficking or possession offence, the RCMP must be notified of the incident.
- 4) Any student who is caught using or in possession of drugs on school grounds a second time, is subject to a suspension the school may recommend to the Inuvik D.E.A. that the student be suspended for the balance of the semester. The parents/guardians must meet with the Principal prior to the student's return to classes to discuss the conditions for the student's return to school, and a letter will be placed in the student's permanent file. Since this is a trafficking or possession offence, the RCMP must be notified of the incident.
- 5) Students caught trafficking in alcohol or drugs are subject to a suspension, the maximum of which may be up to twenty days. The school will inform the Inuvik D.E.A. of the incident and the student may be subject to further disciplinary action from the Inuvik D.E.A. that may include expulsion from school. A letter will be placed in the student's permanent file. The RCMP must be notified of trafficking and possession offences.

## **Helpful suggestions for students to help them avoid issues with alcohol and drugs**

- Say no when offered alcohol and/or drugs.
- Find alternative activities.
- Avoid areas where drugs and alcohol tend to be used.
- Report illegal behaviour.
- Make a personal commitment to avoid alcohol and drugs.
- Choose to 'hang around' with a positive peer group.
- Positive and open communication with parents/guardians.
- Speak with a teacher or school counselor to help with emotional/social issues.

**Fire Alarms and Criminal Mischief**

All vandalism, including abuse of the Fire Alarms, damage to the building or school property, and other forms of criminal mischief may result in suspension from school. Students are responsible for their actions at all times and may be held liable for the cost of damages to school property. The parents/guardians must meet with the Principal prior to the student's return to classes to discuss the conditions for the student's return to school, and a letter will be placed in the student's permanent file. A recommendation for expulsion from school for the remainder of the semester may be made to the Inuvik D.E.A. Such actions that jeopardize the health, safety and wellbeing of the entire SHSS community, will be reported to the RCMP.

Questions about SHSS disciplinary policy and procedures should be addressed to the school administration.