

# 2024-25 STUDENT HANDBOOK



**CONSUL SCHOOL**

**“AIMING TO ACHIEVE”**

## **HOME AND SCHOOL COMMUNICATIONS**

It is the school's responsibility to inform parents when their child is not working in a satisfactory way or is not displaying acceptable behavior. Similarly, the school should make parents aware when their child is showing improvement in his/her work or behavior. We shall be doing this either by telephone, by letter and on occasion may ask that parents come to the school to discuss a particularly difficult or worrying situation.

We hope parents will feel free to call the school or visit to discuss any concerns. If the school and home can communicate freely and openly, misunderstandings are less likely to develop, and as a result we will be able to provide a happy, healthy learning environment for all students. We would like to try hard to keep these communications during school hours to protect the personal time of both students and teachers.

## **TELEPHONE CALLS**

To prevent disruption of classes all incoming callers are asked to leave a message or leave a number for a "call back" during recess or noon hour. A written note is preferred so classes are not interrupted.

\*Parents please keep your phone calls to a minimum and if you do need to call, please phone during break times\*

## **ATTENDANCE**

Our expectations regarding attendance are based upon the clearly established recognition that student success is directly related to attendance. All students are to always be in their assigned rooms. Students choosing to skip from assigned classes will face consequences. Communication between home and school regarding absences and lates is essential. Any students experiencing illness will be required to remain at home, however there is an expectation to remain caught up on missed work. If a student's absence becomes problematic there may be consequences.

### **Attendance Policy:**

- a. Attendance will be taken at the beginning of each class
- b. The Education Act allows for only the following as excusable absences: medical or dental appointments, illness, religious obligations, or extended family travel. All lates and absences are considered inexcusable unless the parent has made contact by 8:45 a.m., the day of, to verify the absence.
- c. Inexcusable absences will have consequences and intervention

**Morning:** The school opens at 8:40 a.m. Students should be in their first class by the 8:45 a.m. bell to be considered present. All students who arrive after 8:45 a.m. must report to the office to sign in.

**Afternoon:** Elementary classes will begin at 12:35 p.m. Highschool classes will begin at 12:50 p.m. All students who arrive after these times must report to the office to sign in.

**Signing In and Signing Out:**

**Signing In:** Students who arrive at school late for class should sign in on the sign-in sheet in the office. At this time, students will also be given a late slip to pass to their teacher. This will ensure communication between the office and the classroom teacher.

**Signing Out:** Students who leave the school during the school day are required to sign out at the office.

**Lates:**

If a student is going to be late, a parent/guardian must phone or send a note prior to the occurrence. We also understand that emergencies occur - i.e.: flat tires, illness etc. These will be taken into consideration. Unexcused lates in a class will have the following consequences:

3 lates in a class – noon hour detention

6 lates in a class – noon hour detention and a phone call home

9 lates in a class – in-school suspension

If students fail to comply to the above there will be further consequences.

**Absences:** In all cases, PLEASE NOTIFY THE SCHOOL IN EVENT OF YOUR CHILD’S ABSENCE BY NOTE OR PHONE CALL. Failure to do so will result in the school contacting you. In case of absences such as appointments and trips, prior knowledge is greatly appreciated. It is the student’s responsibility to ask the teachers for homework assigned during their absence.

To be considered present for 1/2 a day, elementary students must attend more than half of the morning or afternoon’s instructional time. To be marked present for the entire day students must attend more than 75% of the day’s instructional time. Attendance for high school students will be based on attendance per period. To be marked present in a class you must be present for at least 30 minutes of the class.

**BEHAVIOR**

A student has the right to pursue their own goals if their behavior does not interfere with or reduce the learning opportunities of others. Students must be responsible and accountable for all their behavior in school, and during all school related events.

The Education Act and the Chinook School Division Policy outline the following duties, responsibilities, and expectations for students:

1. Due to the hazards involved, no weapons that could endanger students or staff shall be allowed on the school premises or on school buses. A weapon is any object which is either designed or intended for use in threatening harm on a person.

2. Drugs and/or alcohol cannot be allowed on school premises or at school sponsored activities. Any student found using or trafficking drugs or consuming alcohol shall be automatically suspended by the principal.
3. Students will be held responsible for willful damage to school property or for damage to school property resulting from an accident if the accident was the result of student behavior or neglect. This includes any damage that students might be responsible for in other schools or on any extra-curricular activity sponsored by Consul School.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

This handbook in no way attempts to outline every possible rule and policy in the school. If as a student, however, you are in doubt about a matter of school behavior which is not specifically covered by this booklet ask yourself these two questions:

1. Am I choosing to say or do anything which will disturb or distract others who are attempting to learn?
2. Am I choosing to say or do anything which will break one of the ordinary rules of common courtesy or respect toward my classmates, teachers, or other citizens?

If the answer is “No” to both questions, then the choice is a responsible one.

Students may benefit from the following RIGHTS and RESPONSIBILITIES statements which can assist them in making good behavioral choices.

- ✓ I have a RIGHT to learn in this school. It is my RESPONSIBILITY to listen to instructions, work quietly in my desk and to raise my hand if I have a question, concern, or need to leave.
- ✓ I have a RIGHT to hear and be heard. It is my RESPONSIBLITLY no to talk, shout or make loud noises when others are speaking.
- ✓ I have a RIGHT to be respected in this school. It is my RESPONSIBILITY not to tease or bug other people or to hurt their feelings.
- ✓ I have a RIGHT to be safe in this school. It is my RESPONSIBILITY not to threaten, kick, punch or physically harm anyone else.
- ✓ I have a RIGHT to privacy/own personal space. It is my RESPONSIBILITY to respect the property of others and accept their right to privacy.

Consequences for inappropriate behavior may vary depending on the circumstances.

### **ACADEMIC HONESTY**

Students need to show evidence of learning of course outcomes by submitting their own, original assignments to their teachers. Cheating and/or plagiarism will not be condoned. In accordance with Chinook School Division policy, there will be consequences for academic dishonesty.

## **DISCIPLINE POLICY**

Classroom discipline is the responsibility of the classroom teacher and may vary depending on the circumstances. Any minor behavior which disrupts the learning process or encroaches upon the individual rights of another will result in an immediate consequence given by the teacher. If the behavior persists or escalates it will be considered a major infraction and the matter will be referred to administration and the appropriate consequences taken.

Any action which puts at risk the well-being of an individual or which is deemed disrespectful or abusive in nature will be seen as a major infraction and will immediately be referred to administration and the appropriate consequences will result. Any time administration is involved with a major infraction parents will be immediately notified.

Consistency in supervision of students outside the classroom is a goal of Consul School Staff.

Documentation of minor and major infractions and consequences will be kept by the staff member dealing with the problem.

There are 5 main areas of concern:

1. Disobedience and defiance of authority.
2. Bullying (intimidation, threat, and injury to others).
3. Abusive and disruptive language.
4. Theft and damage of property.
5. Invasion of privacy.

In one way or another, all these concerns have to do with respect: respect for authority, respect for others, and respect for property both private and common.

## **SMOKING/TOBACCO**

Smoking, vaping, and smokeless tobacco are prohibited on school premises.

## **LOCKER SEARCHES**

The school reserves the right to conduct locker searches.

## **CELL PHONES**

The Ministry of Education has developed administrative procedures to ban the use of cell phones during instructional time. Therefore, at Consul School the use of cell phones is prohibited during class time. Cell phones will be collected at the beginning of each class. If a student fails to comply with this rule the following consequences apply:

1<sup>st</sup> offense – cell phone taken for the day

2<sup>nd</sup> offense – cell phone taken for the day and a phone call home

Continued offenses – in-school suspension for defiance of school policy

## **HATS**

Hats may be worn at school. It is up to the discretion of each individual teacher. Should you be asked to remove your hat at any time and refuse to do so, this privilege will be revoked.

## **SCHOOL DRESS CODE**

No clothing that displays profanity or alcohol/cannabis advertisements will be accepted. Phys Ed or sporting attire must meet SWAC and SHSAA guidelines.

## **GR 9-12 OPEN CAMPUS**

Consul School is an 'Open Campus' which means Gr. 9-12 students may leave the school grounds during spares and noon break. Students with a valid driver's license may drive their own vehicle, students can ride with others following SGI new driver guidelines or students may walk. Parents must complete the consent form before students are allowed to partake in Open Campus. This is a privilege and will last only if students treat it with respect.

## **BUSING AND STUDENT CONDUCT**

1. Only those students normally attending Consul School shall be entitled to ride the bus to and from school. The drop off and pick up location must be a regularly scheduled stop.

2. A Guest Rider Consent Form must be filled out and approved by the school administrator if a student is riding on a bus that is not their usual route. Forms can be picked up from the bus drivers or at the school office.

3. Chinook Policy reads if a bus is unable to make the morning run due to weather or road conditions, bus service will not be provided in the afternoon.

Buses are to be cancelled pending consideration of the following factors:

- (a) If the static temperature (the temperature which registers on the Bus Drivers home thermometer) at the time the Driver would normally be leaving home is **-40 degrees Celsius or colder.**
- (b) If the temperature with wind chill factor for each of the respective school areas, as reported by local radio, or as listed by Environment Canada, is **-45 degrees Celsius or colder.**
- (c) Adverse road conditions.
- (d) Limited visibility because of fog or blowing snow.
- (e) Watches and warnings announced by Environment Canada through its telephone information services, web site or through local media.

4. Students shall be picked up and dropped off in their yard except under the following conditions:

- The parent/guardian has written the Board of Education requesting that the bus not enter his/her yard
- The layout of the yard makes it difficult for the bus to enter and exit
- Weather conditions (mud, etc.) make it inadvisable to enter the yard.

5. All students must have an emergency billet home.

6. Once a student enters a bus, the bus driver is responsible for that student until the student arrives at school or some other board approved destination. No student will be allowed to exit the bus at any other location without written permission from the student's parents/guardian to leave with an approved driver. (ex: a student cannot exit the bus to ride in a private vehicle with another student).

7. Students must be properly attired in winter for any emergency. If the student is not properly dressed (no hat, mittens, overshoes, etc.) the bus driver may refuse to pick him/her up.

8. Students may be assigned seats on the bus and should be expected to sit in them.

9. The use of profanity on the bus is prohibited.

10. Students are expected to assist the driver with keeping the interior of the bus clean. The throwing of paper, food etc. on the floor or out of the bus will not be tolerated.

11. Older students should be made familiar with the location and use of the first aid kit, the fire extinguisher, and the emergency door in case of an emergency.

12. In the instance that a student fails to comply with the rules, or creates a safety risk to other bus passengers, the driver should report such behavior to the parents and the principal of the school.

13. Safety protocols must be followed and respected.

## **HOMEWORK**

The amount of homework your child brings home will vary from year to year.

### Why Homework?

Homework can range from verbal assignments to 'ask at home' for small children, to in depth research for older students. Each assignment has a purpose in the on-going process of your child's education. These are some of the reasons teachers assign homework:

- to reinforce lessons taught during class time
- to give students extra drill in an area where they may need practice
- to teach students to budget their time
- to help students develop self-reliance and good study habits
- to enable parents to see their child's progress
- to give experience in research techniques
- to strengthen the ties between home and school, particularly when parents can help with assignments in some way.
- as a student it is your responsibility to submit assignments and homework on the due date.

## PARENTS CAN HELP

There are many ways parents can help with homework, including:

- providing a quiet, regular place to work
- treating homework 'seriously' by not allowing others to interrupt
- encouraging your child to organize time and materials
- being the 'audience' for reading practice, spelling and math drills
- providing information and materials for 'project' work
- avoiding doing it yourself!

The support and interest of the parents towards this part of your child's schoolwork can influence his or her attitude towards homework. If you would like more information about expectations or how you can help, please contact your child's teacher.

## **EVALUATION AND REPORTING PERIODS**

Consul School has four reporting periods for grades 10-12 and two reporting periods for grades K-9.

## **EVALUATION**

When a student must be absent for an exam prior notification must be made. The student will write the exam at noon on the first day back or at another agreed upon time.

**If a student, or a parent of a student in grade 6 - 12 has not made prior communication concerning an absence during an exam, the student may receive 0% on the exam**

Comprehensive examinations may be written upon the completion of a class for grades 10-12. All the grade 6-9 classes will be unit exams.

## **SUPPLEMENTALS**

1. Students in grades 10-12 writing exams for accredited teachers may apply for a supplemental exam on the condition that:
  - (a) the student achieves a mark of 40% or more on the year's work in the subject requested
  - (b) the student is limited to two supplemental exams in any school year
  - (c) 100% of the mark is based on the supplemental exam
  - (d) for students returning in the fall the supplemental exam will be written the first week of the fall term, or before the end of the school year (time and day must be arranged between the teacher and student). Students NOT returning will write supplementals by the end of the first week of July.
2. Students wishing to write supplemental departmental exams must follow Saskatchewan Education Policy and Procedures.



## **PROMOTION AND RETENTION OF STUDENT**

Chinook School Division recognizes that students learn at a variety of rates and through a variety of styles. We also recognize that should students have reduced rates of progress; our response should not consider retention. Chinook School Division expects that a comprehensive plan should be put in place to embrace student learning with the Adaptive Dimension applied. Prior to a student being moved or prior to a student selecting a Modified Course in Grades 10 – 12, the details of this consideration shall be shared with both the student and his/her parents.

## **GRADUATION**

Graduation will be held on the second Friday of June. For students to graduate they must meet the following requirements:

- (1) by the end of January of the grade twelve year students must have a grade eleven standing
- (2) students must have been enrolled in all compulsory grade twelve subjects and must be taking enough credits to meet graduation requirements. A total of 24 credits are required to graduate. (Sask. Ed. Policy).
- (3) if taking online classes to meet graduation requirements, assignments must be handed in on time and be completed by the required date in June.
- (4) if a person does not have enough credits to graduate, they do not take part as a graduating member of the class - (i.e.: - sit at the head table at the banquet or on stage at the exercises).

## **DISTANCE LEARNING**

Saskatchewan Ministry of Education (Sask DLC) provides classes taken through distance learning as approved by the principal. These classes may be available to all students in grades 10-12.

## **SCHOOL DAY AND TIMES**

### **SCHEDULE FOR GRADES K-5**

8:40 - 8:45	Buses arrive
8:45 - 10:25	Activity Periods
10:25 - 10:40	Recess
10:40 - 12:00	Activity Periods
12:00 - 12:15	Lunch (All students must remain in their rooms until 12:15)
12:15 - 12:35	Noon Recess
12:35 - 12:55	Intervention
12:55 - 1:55	Activity Periods
1:55 - 2:10	Recess
2:10 - 3:00	Activity Periods
3:00	Homeroom/Dismissal

### **SCHEDULE FOR GRADES 6 -12**

8:40 - 8:45	Buses arrive
8:45 - 9:50	Period 1
9:50 - 9:55	Break
9:55 - 10:55	Period 2
10:55 - 11:00	Break
11:00 - 12:00	Period 3
12:00 - 12:50	Noon Break
12:50 - 1:55	Period 4
1:55 - 2:00	Break
2:00 - 3:00	Period 5
3:00	Dismissal

## **NOON HOUR PRIVILEGES**

Noon hour privileges allow bus students to leave the school grounds during the Noon Hour Break. This is a privilege not a right. Grades 9-12 students are all granted this privilege with a signed consent form. Grades K-8 may only leave the school grounds under the supervision of:

- parent/guardian
- teacher
- or with special permission from the principal
- or a NOTE OR PHONE CALL from a parent granting permission

## **INTRAMURALS**

A program of activities based upon the participation is generally run during the noon hour period, which is available to all grade 6 - 12 students.

### **EXTRA CURRICULAR**

Both Junior and Senior programs may be offered by Consul School. Consul School offers a variety of opportunities for students. Students must have good attendance, strong academic work habits, and show respectful behavior to compete in extracurricular activities. If this is not demonstrated the right to participate may be revoked. Chinook School Division busing policy will be in effect for extracurricular activities. A permission form must be signed for students to transport themselves to off campus practices. A fee will be charged per activity.

### **PARENT/GURADIAN AND SPECTATOR CODE OF CONDUCT**

Together, we will all create a safe and positive environment necessary for school athletes to develop and thrive. We will accomplish this when we adhere to the following:

- I will encourage good sportsmanship by being a positive role model for my athlete as well as others on and off the court. As a parent, I will motivate my child to play by the rules. I know that children learn best by example, so I will encourage fair play and applaud outstanding play by either team.
- I will try my best to make athletics a positive experience for everyone involved. This includes participants, coaches, officials, and spectators.
- I will encourage my players to treat other players, coaches, officials, and fans with respect and dignity.
- I recognize the importance of volunteer coaches and others. They are very important to the development of my child and the sport. I will communicate with them, as required, and support them. If I have a concern, I will talk to the coach at the appropriate time and place (not before, during, or immediately after a competition).
- I will not embarrass my child by yelling at players, coaches, or officials.
- I will show a positive attitude toward the game and all its participants. As a parent, I will help my child learn that success is measured by the development of skills, not winning, or losing.
- I will refrain from being a spectator at events while under the influence of drugs or alcohol.

I agree to help create this safe and positive environment through my actions and words in accordance with these guidelines.

### **EXTRA CURRICULAR STUDENT TRANSPORTATION**

Parents shall notify the supervisor or coach in advance if the student will be picked up by or left in the care of a responsible adult. Anyone that transports a student, other than their own, must be an approved driver, as well as have a criminal record check. If the parents are picking up the student, the supervisor or coach shall be informed by the parents prior to leaving the extra-curricular activity.

Students may not normally be dropped off at any place other than the school. The only circumstances in which a student may be dropped off at a place other than the school is when prior arrangements have been made by the parent, and the supervisor is notified. A student may be dropped off at his place of residence, if it is directly on the approved route, or met along the route by the parents or an approved driver.

## **AWARDS**

### **ACADEMIC AWARDS:**

- ACADEMIC EXCELLENCE - for grade 6-12 students with overall averages of 90% - 100%
- ACADEMIC ACHIEVEMENT - for grade 6-12 students with overall averages of 85% - 89%
- ACADEMIC IMPROVEMENT – for grade 7-12 students who have improved from the previous year by at least 2%.

### **OTHER AWARDS**

- SAFETY PATROLLER OF THE MONTH – sponsored by the Credit Union and given to a Gr. 4/5 student each month
- STUDENT OF THE MONTH – sponsored by the Credit Union and given to a Gr. 10-12 student who exceeds expectations for the month
- HONOR ROLL - Upon completion of terms 1, 2 and 3, students in grades 6 - 12 who have an 85% average or better will have their names published in the school newsletter. Upon completion of the school year, those students in grades 6 - 12 who have a final overall average of 85% or better shall have their name engraved on the permanent plaque.
- CITIZENSHIP AWARDS – These awards will be awarded at Awards Day.
- CONSUL SCHOOL PROFICIENCY AWARD - This will be awarded to any student in grades 10 – 12. Points will be awarded for participation in sports, clubs and for academic achievement.
- CONSUL SCHOOL ATHLETE OF THE YEAR - This is awarded to a student in Gr. 10-12 student. Points are awarded in each Consul School extracurricular sport on athletic ability, dedication, and leadership.
- STAFF SCHOLARSHIP - A staff scholarship is awarded to the student with the highest academic grade 12 average who must be enrolled as a fulltime student in a recognized post-secondary institution by September 1 of the following year.
- GRAD AWARDS –There are several scholarships available for the graduates. Information will be given to graduates throughout the year. Please be advised that not every student is entitled to an award as there is criteria that needs to be met.

### **PARENT/TEACHER INTERVIEWS:**

**Dates in November and April are allotted for Parent Teacher Interviews** but please make arrangements if you feel there is a need for more. Gr. 9-11 students will be encouraged to meet to discuss Grad Plans.

### **HAVE A CONCERN?**

To ensure a high quality of education the staff of Consul School welcomes constructive criticism. To guarantee your comments are dealt with immediately please discuss your concerns in the following sequential fashion:

(1) Teacher (2) Principal (3) Superintendent of Schools