

HODGEVILLE SCHOOL STUDENT HANDBOOK

2024-2025



“Learning for Life”

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Mission Statement

We are a positive learning environment where all students have an opportunity to succeed.

Vision Statement

Students and staff work collaboratively to support each other in reaching their highest potential in an inclusive and caring environment.

Values

Positive Atmosphere, Learning, Success, Independence, Diversity and Collaboration

DIRECTORY

School Staff

Administration

Mrs. Candice Fischer - Principal
cfischer@chinooksd.ca

Teaching Staff

Mrs. Heather Watson K/1
hwatson@chinooksd.ca
Mrs. Mackenzie Chartrand 2
mbuller96@chinooksd.ca
Mrs. Vicky Alphonse 3/4
valphonse@chinooksd.ca
Miss Mikayla Buller 5/6/7
mbuller97@chinooksd.ca
Mrs. Daryl Goettler 8/9
dgoettler19@chinooksd.ca
Mrs. Candice Fischer 10/11/12
cfischer@chinooksd.ca

Bus Drivers

Debbie Deobald
Helena Dyck
Dion Grimm

Support Staff

Mrs. Brenda Koudelka - Office Manager
bkoudelka96@chinooksd.ca
Mrs. Jaden Menke - Librarian
jmenke@chinooksd.ca

Facility Staff

Mr. Gary McAllister - Custodian and Facility Operator
gmcallister94@chinooksd.ca

Educational Assistants

Miss Averey Janzen
Miss Cassidy Caines
Mrs. Jaden Menke
Mrs. Nally Harder
Mrs. Hybrid Jansen Van Vuuren

SCC

TBD after the Annual General meeting on September 9th

Chinook School Division #221 Personnel

Director of Education	Mark Benesh
Superintendent	Duane Regier
Student Counsellor	Karen Carlson
Career Counsellor	Drew Bailey
Chinook School Div. Board Member	Rachel Patzer

BELL SCHEDULE

Time	K - 6	Time	7-12
8:45 am	Warning Bell	8:45am	Warning Bell
8:50 - 10:20 am	Class time	8:50 - 9:50 am	Period 1
10:20 - 10:35 am	Morning Recess	9:55 - 10:55 am	Period 2
10:35 - 12:05 pm	Class time	11:05 - 12:05 pm	Period 3
12:05 - 12:20 pm	Lunch	12:05 - 12:45 pm	Lunch
12:20 - 12:45 pm	Noon Recess	12:45 - 2:00 pm	Period 4
12:45 - 2:00 pm	Class time	2:05 - 3:10 pm	Period 5
2:00 - 2:15 pm	Afternoon Recess	3:15 pm	Dismissal
2:15 - 3:10 pm	Class time		
3:15pm	Dismissal		

*****Town students are asked to arrive at school no earlier than 8:30am, with the exception of supervised extracurricular activities provided by a coach.*

COMMUNICATION

Home and School Communication

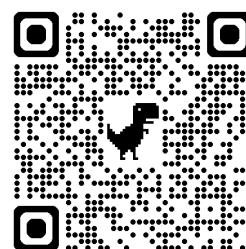
Home-School-Community partnerships and communication are vital for student success at school. At Hodgeville School, our teachers communicate with parents to update them on students' successes or concerns. We invite parents to contact the school should they have any questions or concerns. In addition to teachers communicating with parents through phone calls, emails, and agendas, the school uses the following methods to keep parents informed about school events:

- A school newsletter and calendar is sent home each month. These items are also available on the school website. Website:

<https://www.chinooksd.ca/school/hodgeville>

- Announcements and reminders are often posted on the school's Facebook page (use QR code): Hodgeville School

- All staff can be contacted via Email (see directory on page 3)



Parent Teacher Interviews

We believe it is important early in the school year to build strong working relationships between home and school. Students, parents, and teachers need to have opportunities to work together. By providing opportunities to meet with your child's teacher, collaborative relationships can be built. Formal conferences will be held in November and March, however, Hodgeville School supports and encourages informal communication throughout the year.

Tracking Student Progress

Gradebooks are live for both parents and students for grades 6 - 12. In the event that a student is struggling, teachers will communicate concerns with parents in a solution-focused and timely manner. Parents are encouraged to contact their classroom teacher with any questions or concerns regarding their child's progress.

Report cards for grades K - 9 are published twice per school year, in January and June. Grades 10 - 12 receive a mid semester report card in addition to the January and June reports.

STUDENT EXPECTATIONS AND DISCIPLINE

Code of Conduct

Our school code of conduct is the foundation for developing positive behaviors and interactions, while creating a safe learning environment for all students. With this in mind students must:

- Respect differences in people, their ideas and their opinions
- Honor the roles of persons in positions of authority
- Demonstrate honesty and integrity
- Take pride in themselves and their work

Hodgeville School aims to provide a safe and caring learning environment. Any behavior that negatively affects the positive school climate and culture, will be subject to disciplinary consequences as deemed appropriate by administration and at times, in consultation with the Superintendent of Schools. General student expectations are provided by classroom teachers and are extended into common areas of the school. We expect our students to uphold the school's values of respect, responsibility, and pride.

Violations by students may include, but are not limited to:

- Defiance
- Disruptive behavior
- Harassment
- Disrespect / bullying
- Damaging or misusing school property or property of others
- Possession of weapons
- Violence or physical altercations
- Use or possession of drugs, alcohol, tobacco, or illegal substances
- Swearing, vulgarity, racist or sexist language, inappropriate comments

Disciplinary Actions

Every student's right to learn will be safeguarded through this approach to student discipline. A teacher's right to maintain a safe and orderly classroom is also safeguarded and supported through this approach. The list of actions noted below, while generally escalating in severity, will not necessarily be followed in a lock-step fashion. In fact, some steps may be omitted, repeated or only partially applied.

Step 1: The teacher and student will have a conversation around the students behaviors in an attempt to come up with a solution.

Step 2: The teacher will be in contact with the students parent/guardian in regards to their behavior.

Step 3: In consultation with the school administrator, the teacher will determine an appropriate behavior improvement plan. Parents may be notified of the plan being implemented.

Step 4: Parents will be asked to join the teacher and administrator for a meeting for further steps.

Attendance

Students of Hodgeville School are required to attend school regularly and punctually. Regular class attendance is essential. Irregular attendance may lower a student's chance of success and disrupts the continuity of the class. Teachers will communicate with parents if their child's attendance is affecting their academic learning. Further communication with the administrator and parents may follow.

We acknowledge that parent/guardian(s) have the right to permit absences in cases of illness or other circumstances. The school MUST be notified by a parent/guardian if a student will be absent. You may contact the office at 306-677-2393 or email bkoudelka@chinooksd.ca. If the student rides the bus, guardians are expected to notify bus drivers as well. If a student is leaving school early, they are expected to communicate the absence with their classroom teacher and sign out at the main office. In case of an absence without notification, the parents will be contacted by the school. Parent/guardian(s) are encouraged to support the school by promoting a positive attitude towards regular attendance and punctuality.

Noon Period and Off-Campus

The noon period runs from 12:05 to 12:45. The students do have access to a microwave if needed. They must bring their food to the server and be supervised while warming their food. Students who remain at school to eat need to be in their classrooms till 12:20. At 12:20 k-6 students are expected to go outside for some fresh air. Students 7-12 are allowed to play in the gym or their classrooms. Students in grades 7 - 12 are able to leave the school grounds after 12:20 however, they must have parent permission for off-campus recess privileges and sign out at the office. Town students are permitted to go home for lunch. Those who eat lunch at home are required to return to school between 12:20 and 12:45pm.

RULES AND POLICIES

School Visitors

All parents and guests are asked to check in at the main office upon arrival at the school. Administration or the office manager will be able to assist you with your inquiry. Guests are required to sign in at the office.

Dress Code Policy

The primary responsibility of a student's attire resides with the student and their parent/guardian. Hodgeville School staff is responsible for ensuring that student attire does not interfere with the health or safety of any student, nor does it contribute to an intimidating or hostile atmosphere for any student.

Students should be given the most choice possible in how they dress for school. Keeping in mind that school is a place for work and learning, there are a few items that are not appropriate for school.

- Swimwear
- Exposed underwear
- Clothing/accessories depicting violent or hostile language or images
- Clothing/accessories depicting drugs, illegal items/activity, or profanity
- Clothing/accessories or gear that restricts your identity
- Clothing/accessories that prevent students from engaging in school activities or tasks

Students grades k-6 are expected to go outside for breaks except during severe weather. They should, therefore, be sure they are dressed accordingly. Mitts/Gloves, hats, boots, ski pants, heavy jackets must be worn when the weather is cold.

During wet conditions, students will not be allowed to wear wet or muddy footwear inside the school. Please ensure they have indoor & outdoor footwear to be used during muddy, rainy and snowy conditions. Students are not permitted to have only socks on their feet. Shoes must be worn at all times. Students must also wear non-marking running shoes in the gym for Phys Ed classes and intramurals.

Cell Phone Policy

We recognize that many students have phones or other personal electronic devices. However, these devices can be a distraction and may have a negative effect on the students' learning. Should students choose to bring these devices to school, they must be in accordance with the cell phone policy and it must be under the understanding that the school is not responsible for any electronic devices the students may choose to bring to school in the event of loss, damage or theft.

Grades Kindergarten to grade 7

Smartphones/personal electronic devices **shall not** be used during the school day (8:50-3:10). Exceptions may be granted at the school level, by the principal under specific circumstances, such as for health reasons or an exceptional circumstance. Students who chose to bring their devices to school must store them in their locker or backpack. Wearable technology must be configured to prevent distractions from alerts and/or communication.

Grades 8-12

During instructional time, electronic devices are not to be used for messaging, social media, or phone calls. Students are not to have their devices on their person during this time. Students are to store their devices in their backpacks, lockers or with their classroom teacher. As technology applications may support curricular outcomes, some teachers, with permission from the school administration, may allow use of personal electronic devices for educational reasons during class and will communicate this to parents/guardians. When not being used to support learning, we ask that they be powered down or put on silent and stored. If a student is excused from class during instructional time, and they are in the hallways, cell phones are to be left in the classroom. During non instructional time such as breaks and lunch hour, Students in grades 8 - 12 are permitted to use smartphones/personal electronic devices. However, use of personal electronic devices is **prohibited** in areas where there is an increased expectation of privacy (e.g., washrooms, changing rooms, private counseling rooms).

Using electronic devices without teacher permission will result in reminders from teachers to put the electronic device in your locker/classroom cell phone holder.

Repeated disregard for these rules will result in the following:

Step 1: The device will be put in the office and you may collect it at the end of the school day.

Step 2: The device will be put in the office and your parent/guardian will be contacted to come and pick it up.

Step 3: Continued repeat offenders will be required to leave their device at home or in the office during school hours and be subject to the school discipline plan for defiance.

Third Offence: An in-school suspension will occur for defiance of school policy, and a parent/guardian will be asked to pick up the device.

Fourth Offence: Out-of-school suspension will occur for overt opposition to authority, and a parent/guardian will be asked to pick up the device.

Specific consequences may vary or be adjusted, depending on the severity or type of offence.

If there is an emergency for which you need to contact your child, we would ask that you please call the main office (306-677-2393) and your child will be paged or a message can be left.

Plagiarism Policy

Plagiarism is the practice of taking another's thoughts, ideas, or work and passing it off as their own. This would include, but is not limited to:

- copying work from a classmate,
- copying quotes or information from a source without proper citation or references,
- using a previously submitted assignment,
- using an AI content generator or text inflator (for example, chatGPT), or
- using internet sources beyond their intended purpose.

This type of academic dishonesty is unacceptable. Any plagiarized work will receive a mark of zero. At the discretion of the classroom teacher and administration, the student *may* be permitted to redo and resubmit the piece. Subsequent plagiarized work will be subject to further disciplinary consequences.

Parking and Bus Policy

Busses should arrive at the school between 8:30am and 8:45am. Morning supervision begins at 8:30am and the doors to the school will be open at that time.

When the 3:15pm bell rings, bussed students leave the school and board their bus. For the safety of our students, town students or students walking from the school are asked to remain at the front doors of the school until all of the busses have left the school yard. Any high school students that have driven to school are also asked to wait until the busses have left the school yard before they back up onto the road.

It is illegal to pass a bus when it is stopped, with the STOP arm out and the red lights flashing. This means no driving by the busses when they are loading or unloading students. **ONLY BUSES** are allowed to drive around the school on the roadway. In the mornings, the busses drop the students off at the east end of the parking lot. In the afternoon, the busses pick the students up along the driveway on the east side of the school.

SCHOOL ATHLETICS AND EXTRACURRICULAR

Expectations of Student Athletes

The students of Hodgeville School have the opportunity to participate in a number of extracurricular activities. These include, but are not limited to: golf, cross country, volleyball, basketball, badminton, track and field, SRC (student representative council). Participating in extracurricular athletics is a privilege at Hodgeville School. Athletic programs can provide several benefits to its participants including the opportunity to grow and develop as an athlete, to experience healthy competition, to improve and strengthen fitness, and to build relationships with teammates, coaches, and opponents. As such, students who commit to being part of a school team must uphold the following expectations.

Commitment and Attendance - Players are expected to attend all practices and games, unless they have made previous arrangements with the coach. Attendance in school is a requirement. Students who are absent from school are unable to attend athletic events, unless previously discussed with the coach.

Academic Standing - Student athletes are expected to be in good academic standing. This means, they must be passing all of their classes. It is a student's responsibility to speak with their teacher about making up any missed work, as well as to communicate when they will be absent due to athletic commitments.

Citizenship - Our student athletes are representatives of our school. They are expected to conduct themselves with maturity and sportsmanship both on and off the field/court. Extracurricular activities are an extension of the classroom and as such, all behavioural expectations that would be in place at school are required when students are away from the school at an athletic game or tournament. Similarly, consequences for inappropriate behaviour during extra-curricular events will align with our school policies.

Travel Arrangements

Transportation, when possible, will be provided for all curricular events, either by bus, school van, or parent drivers. In the case when travel for extra-curricular activities is not provided by a school division mode of transportation, parents are responsible for arranging transportation to and from events.

ACADEMICS AND AWARDS

High School Program of Studies

Saskatchewan Ministry of Education Graduation Requirements are changing for the 2027 graduating class. Currently, these are the requirements for a 2025 graduate.

- 24 credits total
- Five ELA credits
- One Phys Ed credit
- Two PAA or Arts Education options at the 10, 20 or 30 level
- Five level 30 options
- One science and one math at 20 or 30 level
- One social science at 20 or 30 level

School Administration, High School Teachers, and the Chinook School Division Career Counsellor, Mrs. Drew Bailey, will meet with students to create individualized high school programming that fits the needs of each student and ensure they have appropriate credits, especially in these next couple years as they transition to the new graduation requirements. Courses that cannot be offered in house will be offered via Sask SLC. [SaskDLC](#) is used to complement the offerings of our school and to provide opportunities for courses of specific interest.

Dropping a Credit Course

If grade 10-12 students wish to drop a class, they **must obtain permission** from their parents, their teacher, and Hodgeville School administration. Written consent must be given to the School Administration before they can be removed from the course.

Year End Awards

Year End awards are typically held towards the end of June, on the last day of regular classes for the Grade 10 to 12 students.

Grades K – 6

The Grade K through 6 students will receive certificates for Citizenship, Most Improved, Hard Worker and Math Award.

Grades 7 – 12

The General Proficiency Award is presented to the student with the highest marks in each grade. An award will also be presented to a student in each grade for highest average in the Social Science and Natural Science categories.

Grade 7 through 12 students will be eligible for certificates for Most Improved, Math Award, Leadership Award and Work Ethic Award.

Grade Twelve students are also eligible for the following scholarships:

- \$100 Earl Hunter Scholarship
- \$100 English Academic Scholarship
- \$100 Hodgeville School Staff Fund Scholarship
- \$100 R.M. of Lawtonia Scholarship
- \$100 Village of Hodgeville Scholarship
- \$200 Access Communications Scholarship
- \$250 Hodgeville Community Recreation Board Scholarship
- \$300 Innovation Credit Union Scholarship
- Governor General's Academic Medal

Sports Awards—Trophies are presented to the Junior and Senior Male & Female Athlete of the Year. Participation, attitude, sportsmanship, and athletic excellence are all taken in to account.

Spirit Awards—Each year, one junior and one senior student is selected to receive an award for their contribution to the lift school spirit. This contribution is for leadership in all aspects of school life, from selling tickets in fundraising drives to setting a good example for other students to follow.

Governor General's Academic Medal—A medal and certificate are presented on behalf of The Governor General of Canada to the Grade 12 Student with the highest average based on final results after provincial exams.

Valedictorian

The Valedictorian address at the Graduation Ceremony is awarded to the Grade 12 student with the highest grade average. Marks will be combined from all 30 level courses taken, up to and including term 3 marks (April).