

HANDBOOK 2017/2018

HAMIOTA COLLEGIATE INSTITUTE

91 1st Street North
Box 200
Hamiota, Manitoba
R0M 0T0
Phone Number: 842-2803
Fax Number: 764-2725
hci@pwsd.ca
www.hamiotacollegiate.ca

Principal
Bruce Coulter

SCHOOL PHILOSOPHY

Hamiota Collegiate provides a friendly, cooperative and supportive environment, which fosters the individual growth of all students and personnel.

A wide diversity of student needs is met through the use of available resources, which are constantly upgraded to reflect the demands of an increasingly technological society. In addition to the emphasis on academic, social, and emotional growth and development, special attention and commitment by students and staff are also given to music, drama, athletics and leadership.

Taking into consideration the guidelines and wishes of the Manitoba Department of Education, the Park West School Division Board and the school community, it is the aim of the collegiate to develop and provide a quality and diverse education for each student.

TABLE OF CONTENTS

	Page
History	2
Hamiota Schools Code of Conduct	3
Guiding Principles	6
School Rules	7
Consequences for Inappropriate Behaviour	9
Process for Appealing Disciplinary Decisions	10
Registration	11
Reporting, Evaluation and Promotion	12
School Services and Activities	13
Hamiota Collegiate Staff	17
Park West School Division Calendar 2017-2018	18
Technology Consequences for Texting/Calling in Class	19
Policy for Late Work	20
Response to Bullying	22

HISTORY

The first school was constructed in Hamiota in 1892, shortly after the completion of the railway. In 1898, a new and larger school was built. Two additions were added in 1908 and 1914 as the school district expanded beyond the boundaries of the village itself. Beginning in 1909, high school grades (9-11) were taught for the first time, but it was not until 1928 that Grade 12 was added.

In 1957 a new 10-room school was built to accommodate Grades 1-12. By 1962 an evergrowing school population necessitated the construction of a separate 6-room high school. Additional classrooms, labs, a library, and a large gymnasium were added to the Collegiate in 1969. Grades 7 and 8 were moved from the Elementary school to the Collegiate building in 1971. Separate K-6 and 7-12 schools existed until 1988. In 2004 Gr. 6 students joined Gr. 7 & 8 at the High School. Although divided by Highway 21, the two separate schools are now considered as a unit under the leadership of one principal.

In June 2018, Hamiota will graduate its 91st. class of students.

COLORS - Red and White

MOTTO - Labor Omnia Vincit - "Work Conquers All"

This crest was created by Dorothy and Marguerite English for the Collegiate's first yearbook in 1954-55.

MASCOT - HUSKY

Since the late 60's Hamiota Collegiate's athletic teams have been referred to as the Huskies. In 2003, a local artist, Don Thomas painted the large Husky head on the east wall of the gymnasium. It is flanked by the numerous banners which school teams have won in Provincial athletic competition since 1961.

Points of Interest:

The main hallway in the new wing features the pictures of graduating classes from 1940 to the present. This was a project of the 1984-85 Student Council.

Hamiota Schools Code of Conduct

Hamiota Schools is committed to providing a safe learning environment for students and a safe comfortable working environment for its staff and all stakeholders within its boundaries.

Hamiota Schools accepts its responsibility to implement effective measures to deal with inappropriate behaviours by students. This includes the establishment of preventative procedures, provision for appropriate early intervention strategies and the administration of disciplinary action such as is appropriate under the authorities granted by the Public Schools Act, the Education Administration Act, and their regulations, Board policy, and other statutes such as the Youth Criminal Justice Act.

This Code of Conduct outlines the general expectations of students, staff, and parents and highlights specific policies of relevance to our community.

This Code of Conduct is based upon Park West School Division Policy JICD-A. This policy provides a guideline and reference for parents or guardians, staff and students in determining acceptable behaviour in our education environment.

Hamiota Schools may augment the Divisional policy by developing and implementing a code of behaviour consistent with the objectives of this policy.

Students

Have the right to expect that ...

- ❖ All staff will treat them with courtesy, consistency and fairness;
- ❖ Clear, relevant lessons will be presented, along with explanations for the evaluation procedures to be used;
- ❖ They will be able to work in a climate which is safe, pleasant, orderly, respectful and conducive to learning;
- ❖ School personnel will be accessible to students for help concerning learning activities, personal and career decisions, in a manner and a time that suits the situation;
- ❖ Teachers will prepare for class and mark and return assignments within a reasonable time;
- ❖ School administrators will monitor programs and instruction in the school;
- ❖ Staff will adhere to and apply the Divisional Code of Conduct Policy;
- ❖ They will have the opportunity to participate in activities;
- ❖ Teachers will abide by the terms of their Professional Code of Conduct.

Will be responsible for ...

- ❖ Attending school and classes regularly and on-time;
- ❖ Being prepared for all classes by bringing required materials and completed homework assignments;
- ❖ Making arrangements for any work missed due to absences;
- ❖ Developing respect for self, others and property;
- ❖ Making the most of education opportunities through active participation;
- ❖ Taking pride in their work, their appearance and their accomplishments;
- ❖ Resolving conflicts and difficulties in a manner that is mutually acceptable;
- ❖ Obeying and observing the law and all school rules of conduct;
- ❖ Taking pride in their school and community.

Staff

Have the right to expect that ...

- ❖ All stakeholders will treat them with respect;
- ❖ Students will attend classes regularly and on time, with assignments completed, and with appropriate materials;
- ❖ Students' behaviour will promote a positive learning environment;
- ❖ School administrators will provide leadership and support;
- ❖ They will have the support and cooperation of students, parents and colleagues in the performance of their duties;
- ❖ Students will observe all school rules of conduct;
- ❖ There will be open communication among all stakeholders of the system.

Will be responsible for ...

- ❖ Planning, teaching and supervising assigned courses;
- ❖ Establishing and maintaining a learning environment which is pleasant, orderly, respectful and conducive to students' learning;
- ❖ Evaluating student achievement and explaining assessment procedures to be used in each course;
- ❖ Communicating information about student progress, attendance, behaviour, and special needs to students, parents and administration in a timely fashion;
- ❖ Marking and returning assignments and tests within a reasonable time;
- ❖ Arranging suitable time for assisting students;
- ❖ Providing an environment that will promote self-esteem;
- ❖ Treating students fairly and consistently;
- ❖ Treating parents/guardians with courtesy and respect;
- ❖ Respecting the rights of all individuals;
- ❖ Maintaining open communication;

- ❖ Striving to provide an optimum quality of education;
- ❖ Ongoing personal and professional development.

Parents/Guardians

Have the right to expect that ...

- ❖ Teachers will provide effective instruction for students and will display enthusiasm for teaching and learning;
- ❖ School staff will respect others and property;
- ❖ Students will be able to participate in activities in relation to PWSO extracurricular policy;
- ❖ Reasonable precautions will be taken to ensure the safety of students to and from school, and while in school;
- ❖ Administrators will exhibit leadership and support for students and for staff;
- ❖ Administrators will actively supervise programs and instruction in the school;
- ❖ Teachers will teach the required Manitoba Education and Training curriculum as well as provide the assigned programs and services using appropriate teaching practices and methods;
- ❖ Clear, relevant learning activities will occur in the school, along with explanations for the evaluation procedures to be used.

Will be responsible for ...

- ❖ Treating school staff with courtesy and respect;
- ❖ Instilling in their son or daughter:
 - The desire to work to the best of his/her ability;
 - An understanding of the importance of education;
 - Respect for property and resources;
 - Respect for the rights of fellow students and staff;
 - Recognition of the authority of the school staff to ensure a safe, secure, non-threatening learning environment;
- ❖ Contacting the school when there are areas of affirmation and concern by following the proper protocol as in Policy KL (When contact is made involving instruction, discipline, or learning facilities protocol would be 1) the Teacher, 2) the Principal, 3) the Superintendent/CEO, and, 4) the Board);
- ❖ When possible, attending school events and meetings to give support to the school/student;
- ❖ Their child's behaviour;
- ❖ Their child's regular attendance in classes;
- ❖ Informing the school when their child will be absent.

Guiding Principles

All participants involved with Hamiota Schools – students, parents or guardians, volunteers, teachers and other staff members -- are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities.

All members of the school community are to be treated with respect and dignity, especially persons in positions of authority. Any unacceptable behaviour (non-verbal, verbal, physical, emotional or sexual) toward any student, volunteer or employee will not be tolerated.

Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

Bullying, or abusing physically, sexually or psychologically – orally, in writing, or otherwise of any person is unacceptable.

Discriminating unreasonably on the basis of any characteristic set out in subsection 9 (2) of the Human Rights Code is unacceptable.

Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.

Insults, disrespect, and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others will not be tolerated.

Alcohol and illegal drugs are addictive and present a health hazard. We will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol or illegal drugs. These substances will not be tolerated at the school or school sponsored events.

Gang involvement will not be tolerated on school sites.

Members of the school community are expected to adhere to Divisional Policy IJNDB regarding appropriate use of electronic mail and the Internet including all types of social media.

School Rules

1. ATTENDANCE

Students are expected to attend school on a regular basis.

Absences based on medical reasons are generally acceptable. In the case of illness parents are asked to contact the school on the day of the absence. In the case of medical appointments parents are urged to try to have these scheduled for days when students are not required to attend school. Where this is not possible parents are asked to send a note or call the school in advance of the scheduled appointment.

Participation in school-organized events such as field trips, career days, band trips, festivals, and sports trips are not classed as an absence. Absence due to participation in community-based activities is classed as an absence but will receive the cooperation of the school. It is expected that the length of absence will be directly related to the student's actual participation.

Generally absences for reasons other than those already mentioned are not acceptable. Common sense will prevail, however, and cooperation will be received in the cases of some additional parental requests. Where there is not communication with the school or where the reason for absence is deemed unacceptable the student may be subject to penalties. For family trips during school time it is the responsibility of the student to catch up on all material missed. Communication between parents and the school is essential.

Students absent from school for any reason are expected to complete the missed work as soon as possible and may be subject to a teacher imposed time frame.

We believe that good habits such as regular attendance learned in school and supported by parents will last a lifetime.

2. HALLWAY TRAFFIC

Each student will be assigned to a locker. Students may bring their own locks. Lockers are expected to be kept neat and tidy. They will be checked periodically. Students are to organize themselves so that it is not necessary to be going to lockers during class time. Lockers are the property of the school and may be searched by the principal at any time.

3. ANNOUNCEMENTS

All announcements will be made before classes and at the end of the day. A limited number of announcements may also be made at class changes. All students will wait for the completion of the announcements before proceeding to the next class or prior to dismissal. All students are to be seated and attentive when announcements are being made.

Student meetings are to be held outside class time.

4. LUNCHES

Students should eat their lunches in the assigned classrooms unless that room is reserved. Garbage should not be left on classroom floors, in desks, or on tables.

5. STUDENT DEPARTURE

Students not going home on a bus are to stay on the sidewalk and walk to the south or north end of sidewalk before leaving the grounds. Students are not to walk in between the buses. Students leaving the school grounds should use the gravel road south of the gymnasium. Students being picked up are to stay on the sidewalk or in school until the buses have left the front of the school. Parents or friends picking up students are to wait until all other vehicles have left the front of the school before leaving the loading zone.

6. STUDENT VEHICLES

Students bringing vehicles to school are requested to park their vehicles on the north side of the parking lot north of the school or in the west student parking lot. All student drivers must wait until all the school buses have left before proceeding to leave the parking lot. Students are not to loiter in the parking lot. A student should not loan his/her car to another student.

7. SMOKING

Hamiota Collegiate and school property are a SMOKE FREE ZONE. Students are asked not to loiter on private property off the school grounds.

8. CELL PHONE

Cell phones must be turned off and put away at Hamiota Collegiate during class time unless directed otherwise by the teacher or administration. Please read the cell phone policy in regards to consequences.

9. TEXTBOOKS

Students will receive texts from the Collegiate. Students losing a text(s) will be charged for the replacement(s). Students may also be charged for unnecessary rough treatment of texts. Briefcases or book bags for carrying all texts and notebooks are encouraged.

10. NON-CLASS TIME

Middle year's students have no unscheduled time other than noon hours and recess. Town students may go home for lunch but bus students require a parental note to leave the school grounds at noon on a daily basis.

Senior year's students may have some unscheduled time. Students in Senior 1 - 4 who are "at risk" may be placed on supervised study. When a student's teachers are satisfied with subject progress the student may be given unassigned time. Senior students may, during their noon hour or unassigned time, leave the school grounds provided they have turned in their signed parental permission note.

11. RECYCLING

The school policy is to recycle cans and paper as much as possible and to encourage the students to recycle whenever feasible.

12. FIRE DRILLS/LOCK DOWNS

Fire Drills will be held during the school year. All students in the gym, stage, washrooms, changerooms, library, music room and resource room will use the east fire exits. All students in other classrooms will use the west fire exits. Students are to proceed directly outside in a quick and orderly fashion when the fire alarm rings. No running is allowed. Once outside, students are to assemble according to class.

A minimum of two lock down drills will take place throughout the year. These drills will help prepare the staff and students for a lock down should it be required.

13. CONTRABAND

In order to maintain a safe and healthy environment the school has the right to search lockers, vehicles and people for suspected contraband.

14. BULLYING

Hamiota Schools will handle any form of bullying according to Divisional Policy JICFB. Absolutely no tolerance of bullying will be accepted by Hamiota Schools.

Consequences for Inappropriate Behaviour

Students who do not comply with the standards of behaviour outlined in the Code of Conduct will be dealt with in a judicious and considerate manner. Actions will vary depending on the circumstances of each individual case.

Consequences may include:

- Verbal intervention by teacher, support staff, administrator or adult supervisor;
- Temporary removal from class, activity or event;
- Problem-solving exercise;
- Parental contact;
- Counseling;
- Loss of privileges;
- Detention;
- Restitution;
- Suspension;
- Expulsion.

These specific procedures for implementing suspensions and expulsions are detailed in park West School Division Policy JICD – A.

Process for Appealing Disciplinary Decisions

All members of the school community will be offered due process with respect to the Code of Conduct. Due process will include the individual's right to be treated with fairness and respect; to be given the opportunity to share his/her side of a situation; and to be assigned consequences in a reasonable and impartial manner. Due process will include the right to request a review of any decision and the right to appeal through the school appeal process.

It may happen that a student feels that he or she has been unfairly treated. The issue must not be debated in the presence of those not directly involved. In such cases the following procedures should be followed:

- Carry out the direction given by the teacher.
- You or your parents ask the teacher involved for an appointment to discuss the matter. Discuss it with the teacher involved, with the objective of resolving the matter promptly and informally.
- In the unlikely event that dealing directly with the classroom teacher still leaves you with concerns, discuss them with the principal. A meeting with the teacher and principal may be necessary.
- If, after seeking understanding and resolution from both the teacher and principal, you still have concerns, advise the Superintendent/CEO in writing. The Superintendent/CEO will respond to your written concerns and attempt to resolve the problematic issue.
- If the intervention by the Superintendent/CEO is not satisfactory, you have a right to request a hearing by The Park West School Division Board of Trustees at a regular Board meeting. Advise the Superintendent/CEO you wish to appear as a delegation. As the Board meets every three weeks and a limited time is available for delegations, prepare your written statement and submit it to the Board one week prior to the meeting. The meeting with the Board will be in camera [not part of the public meeting]. The Board will allow a hearing; may ask questions to clarify concerns; and will decide on a recommendation as soon as is reasonable.

REGISTRATION

Middle Years (Grades 6, 7 and 8)

Regular middle year's students will all take the following courses: Language Arts, Mathematics, Science, Social Studies, French, Physical Education, Health, Art and Music.

Senior Years (Grade 9 - 12)

Generally a regular senior years student will take some courses which are compulsory and some which are optional. A student will require thirty credits which must include the compulsory courses as outlined by the Department of Education. Where possible students in Grades 9 - 11 are required to take one course from each block on the timetable. This will allow for no spares during the first three years of one's high school program. During the Grade 12 year, however, students can select one empty block each semester. Course selection for the following year is generally made in June.

The possible listings of courses which may be taught are as follows. Please note that some courses may be eliminated due to no or very low enrollment.

Grade 9

c Language Arts 10F
c Drama 20S
c Mathematics 10F
c Science 10F
c Canada in the Contemporary World 10F
c Physical Education 10F
French 10F
c Business Innovation 10S
Transitional Math 10F
Reading is Thinking 10S
Band 10S
Choral 15S
Food & Nutrition 10G

Grade 11

c Comprehensive LA 30S
c Essential Mathematics 30S
Or PreCalculus Mathematics 30S
Biology 30S
Chemistry 30S
c History 30F
c Physical Education 30F
French 30S
Band 30S
Choral 35S
Global Issues 40S
Economic Principles 40S
Applied Math 30S
Business Management 40S
Marketing & Digital Commerce 40S
Applied Business Technology 40S
Venture Development 30s

Grade 10

c Language Arts 20F
c Essential Mathematics 20S
Or PreCalculus Mathematics 20S
c Science 20F
c Geographic Issues of the 21st Century 20F
c Physical Ed. 20F
Life/Work Planning 20S
French 20F
Personal Finance 20S
Creative Promotions 20S
Entrepreneurship 20S
Business Communication 30S
Band 20S
Choral 25S

Grade 12

c Comprehensive LA 40S
c Essential Mathematics 40S
Or PreCalculus Mathematics 40S
c Physical Education 40F
Applied Business Technology 40S
Biology 40S
Chemistry 40S
French 40S
Family Studies 40S
Global Issues 40S
Economic Principles 40S
Band 40S
Choral 45S
Marketing & Digital Commerce 40S

Notes:

- 1.c - compulsory courses as denoted by the Department of Education for the English Program.
- 2.* compulsory courses at Hamiota Collegiate.
3. The same compulsory courses plus a minimum of 8 Business Education courses are compulsory for the Business Education Program.
4. Students must complete 16 compulsory courses plus 4 optional courses to total the 30 credits required for graduation.

Students wishing to change from one course to another have five days at the start of each semester to complete their change.

Course options may also be available through Independent Study, IITV or Teacher Mediated Distance Education Courses. Students register and pay for these at the start of each semester. Students successfully completing a course by one of these two methods are reimbursed their registration fee and necessary text purchased by the Board.

REPORTING

Middle Years

Middle Years students will receive three reports over the course of the year. These reports will be sent home to the parents and the envelope should be signed and returned to the school.

Senior Years

Non-Semesterized

Senior Years courses that are not semesterized will receive 4 reports over the course of the year.

Semesterized

In each course studied two reports, including the final, will be prepared and sent home to parents.

EVALUATION AND PROMOTION

a) Grade 6 Students

Students in Grade 6 will be evaluated using the Grade 1 to Grade 6 Provincial Report Card.

b) Grade 7 and 8 Students

Students in Grade 7 and 8 will be evaluated using Grade 7 and 8 Provincial Report Card.

c) Senior Years (Grades 9 - 12) Students

The final grade in a course will be determined by taking into consideration all modes of Assessments done during the semester in combination with the final exam. Provincial Exams will be written in Grade 12 English and Mathematics.

Promotion in the Senior High program will be by subject and not by complete grade.

d) Examinations

Students will be required to write their exams according to the schedule. Schedules will not be altered to accommodate family holidays, summer jobs, etc.

d) Graduating Class Activities

For the purpose of Graduation preparations, a list of eligible members will be identified early in the first semester. Only those on the list will be involved in meetings held during the year relating directly to the organization and implementation of graduation functions. Generally students requiring no more than four courses in their last semester will be included. In the case of extenuating circumstances an appeal to the principal can be made by a student and/or parent.

Identified Graduation Class functions and those responsible for overseeing the organization and implementation are:

- a)The selection and ordering of official school graduation items will be organized by the Student Council. Items with slogans on them must be approved by the principal.
- b)Lifetouch's Grad Pictures - staff member
- c)Grad Banquet - staff member
- d)Grand March and Song - staff member

SCHOOL SERVICES AND ACTIVITIES

STUDENT COUNCIL

The Student Council meets once/week to discuss and plan a portion of the year's extracurricular activities. To be a successful Student Council the support of the students and teachers is a necessity.

Our Student Council supports and promotes an extensive extracurricular program. In order to do this we must fund raise and in some cases charge a registration fee for some of our programs. i.e. athletics. We have tried to limit our fund raising to two major events at the beginning of each school year: 1) The Magazine Campaign 2) The Fowl Supper. Additional funds are raised through the normal activities of the Student Council.

Because we are a public school system we try to make all programs and opportunities available to all children by keeping participation costs low therefore our fundraising subsidizes most programs.

Our funds are used to:

- 1) Pay transportation costs (over and above the Board transportation grant).
- 2) Assist individual students attending special educational programs such as Encounters With Canada, Forum for Young Canadians, and the Mini-Enrichment program at U of W.
- 3)Subsidize our athletic program. i.e. purchase of uniforms, payment of athletic fees to Division and Zone, purchase of trophies for tournaments, payment of referees and tournament registration fees.
- 4)Assist the band program with transportation costs.
- 5)Provide noon hour social activities and special events.
- 6)Sponsor Graduation by paying for subject awards, general proficiency plaques, and a bursary.
- 7)Sponsor a Foster Child.
- 8)Assist in the production of our Yearbook.
- 9)Bring special events to our school such as educational theatre, choirs, band, speakers, and clinics.
- 10)Assist students attending Leadership programs such as yearbook seminars and Provincial/National Leadership Conferences.

UNIFORM RENTAL POLICY

A caution fee of \$20.00 may be collected for the use of a school uniform. The caution fee will be returned to the student providing his/her uniform has been returned to the Sports Rep in good condition at the end of the season. Uniforms should be washed and repaired before they are returned. The Student Council reserves the right to withhold payment or deduct a percentage of the caution fee if the uniform is not returned in "good condition". If a student loses a uniform, the Student Council will require him/her to pay replacement costs. We only collect caution fees from a student once during the school year and pay all fees back in June. This policy makes it easier for students who play several sports during the year.

GUIDANCE AND COUNSELLING SERVICES

Career guidance information is available in the guidance office. Students are asked to contact Mrs. Brown when in need of help. As well he is available for applications respecting scholarships and entry to various post-secondary schools.

Students with special educational or remedial needs are referred to the Student Support Services department under the jurisdiction of Mrs. Huberdeau. Special referrals to medical personnel may be made through Mrs. Huberdeau. Students may also seek the assistance of the Social Worker or the Public Health Nurse employed by the Hamiota District Health Centre.

GYM REGULATIONS

- 1.No food or drinks are to be taken past the double doors that lead into the gym.
- 2.The checking out of equipment is to be done through the Gym Supervisor.
- 3.Anyone, who breaks school equipment, through misuse will be required to pay for a suitable replacement. Student may be disciplined in addition.
- 4.Students should not leave money or other valuables in the change rooms or unlocked lockers.

INTRAMURALS

Intramural activities may take place at noon hour throughout the year. This year's intramural program is looking at making some positive changes to improve participation.

ATHLETIC ACTIVITIES

- 1.Middle Years sports offered are: golf,soccer, volleyball, basketball, badminton, track and field and curling.
- 2.Senior sports offered are volleyball, basketball, badminton, soccer, track and field, hockey, curling, golf, baseball and fastball.
- 3.All school rules are expected to be followed by our school teams.
- 4.Transportation - where possible transportation will be provided by the Park West School Division. All students must travel on the bus or cars provided, unless parental permission has been received by the principal. If transportation is not provided, then it is the responsibility of the parents of the entire team to provide cars where needed. Team members should be prepared to take turns. The Student Council will reimburse required cars. Parents who transport students should have minimum liability coverage of \$200,000. The MSIP Liability provides coverage up to \$19,800,000. above Autopac coverage, in effect \$20 million of liability insurance.
5. Zone and Provincial Activities
 - a) Participants must be under 19 years of age as of 12:00 midnight on August 31 of the current school year.
 - b) Eligibility - students in Grade 9 to Grade 12 are eligible. Grade 9 to Grade 12 get a maximum of four years eligibility to play high school sports.

6. The administration reserves the right to declare ineligible any student who fails to meet acceptable standards of attendance, achievement, sportsmanship and conduct.

7. Hamiota Collegiate coaches will have clear guidelines to give their players and parents on how their sport will be run.

HCI Athletics Philosophy

Will follow Park West Division Policy on Extra-Curricular.

All coaches in middle years, junior varsity and varsity programs will have an introduction letter explaining their philosophy of playing time, schedule and what the parents and child can expect in the season.

ARTISTIC ACTIVITIES

Band Program

- 1.Participation in the band is compulsory for students in Grades 6, 7 and 8.
- 2.Participation for students in Grade 9, 10, 11, and 12 is OPTIONAL and is included in the High School Credit Program.
- 3.The band performs two concerts during the year and competes in the Birdtail River Fine Arts Festival.

Drama

Christmas and Spring Drama productions are being planned for next year. All students are encouraged to participate.

Festival

Students are encouraged to take part in the Birdtail River Fine Arts Festival which offers Speech and Classroom Dance sessions in November and Music sessions in April.

Choral

Senior students have the option of taking Choral on Tuesdays and Thursdays at noon. This is a part of the regular High School Credit Program.

Hamiota Collegiate Staff 2017-2018

Mrs. K. Whelpton	Senior Years Math, Law, Economics, Drama, Food
Mr. B. Coulter	Principal
Mr. J. Crampain	Business Education
Mrs. J. Facey	Middle Years Language Arts
Mrs. T. Huberdeau	Resource
Ms. S. Lopes	Middle and Senior Years PE
Mme. M. Mitchell	Middle and Senior Years French, Art, Life Works,
Mr. D. Woodcock	Middle and Senior Years Band, Choral
Mr. C. Obach	Social Studies, Psychology, History, Geography,
Mr. C. Smith	Middle Years Math and Science, Senior Years Science
Ms. L. Cowling	Middle Years Language Arts and Math
Ms. E. Snyder	Senior Years Math, Physics, Biology
Mrs. D. Brown	Senior Years ELA, Reading is Thinking, Family Studies, Guidance
Mrs. T. Crampton	Educational Assistant
Mrs. G. Graham	Educational Assistant
Mrs. K. Hawkins	Educational Assistant
Mr. B. Lints	Educational Assistant
Ms. A. Blair	Educational Assistant
Mrs. N. Slimmon	Educational Assistant
Mrs. K. Mathison	Librarian
Mrs. J. Skayman	Secretary
Mr. B. Matiation	Head Custodian
Mr. K. Smith	Assistant Custodian

PARK WEST SCHOOL DIVISION CALENDAR 2017-2018

September 4	Labour Day		February 5	Admin/School Based PD			
September 5	Administration		February 16	Division PD			
September 6	First day for students		February 19	Louis Riel Day			
September 22	Divisional PD		March 23	Last day of classes			
October 9	Thanksgiving		April 2	School resumes			
October 20	SAGE/LIFT		April 20	Administration			
November 17	Administration		May 11	Admin/School Planning			
December 4	Division PD		May 21	Victoria Day			
December 22	Last day of classes		June 28	Last day of classes			
January 8	School resumes		June 29	Administration			

Technology Consequences for Texting/Calling in Class

1. Teacher or staff member on duty will remove the device for specified period of time and then return to student with warning. Teacher will also put on PowerSchool document that this has been done.
2. Second occurrence the device will be taken away for a day and student can pick up at the office. Also document this on PowerSchool. Parents will be notified.
3. On third offence student will be advised that device is not to be brought to school in the future and parents will be notified to pick it up. Again must be documented. If device is brought in to school again consequences will be issued by principal.

Hamiota Collegiate Policy for Late Work

Hamiota Collegiate would like to develop a plan to make our students more responsible for their learning. Research has found that penalizing students by late marks or zeroes is ineffective in getting students to complete their work and often lets students off the hook if they are willing to take a zero. This may also skew their mark and not make it based on what they actually know. We also want to make our students develop good work habits and as said earlier be responsible for their learning in a timely fashion.

With any policy like this it is understood that allowances are to be made based on individual situations such as sickness or other extenuating circumstances that may occur. Every student is different and has different situations that will be considered in working with this policy. In applying consequences to late or missing work, teachers will consider the nature of the assignment, the individual circumstances of the student (especially struggling learners), and the potential impact of the consequences on subsequent learning and motivation. In these cases the teacher and student will work out a fair plan.

Level one: not done on completion day, student talks to teacher about reasons and works out plan to have assignment done for the following school day,(or longer based on situation). If a student is habitually not turning work in on completion day the teacher may move to level two based on this history.

Level two: The student is not completed their assignment the next day after the due date and days after that. The parent is notified as necessary depending on the situation and teachers will discuss with parent's reasons why the assignment is not getting done and work with student if there is a legitimate issue preventing the student from completing the assignment. The student is expected to go for noon hour to south computer lab to work on assignment. They will continue this until they are caught up on all assignments. Teachers will write down on a sign-up sheet the students they expect to be there. If a student is completed an assignment during this noon hour time they may go once they have talked to a teacher or EA on duty and indicated they are completed.

Level three: Student is still not getting caught up at a reasonable rate while attending at noon or a student is not attending when they should be. A parent meeting will result to talk about why assignment is not being completed and to formulate a written plan for the student. Results from this meeting may include:

- a. A plan for when these assignments are to be handed in including when they should be worked on if need be. (noon hour or after school)

- b. Alternative assignments to match the learning outcome if there is a reasonable issue with the assignment based on student's learning. Also counseling or possible peer tutoring to help the student complete the assignment.
- c. Possible loss of privileges such as extra-curriculars, leaving the school at lunch, recesses or other items will be considered.

The student will receive an incomplete in the course until the missing assessment is completed. This will show up on the report card and the parent will be notified.

Our goal is not to be punitive but to work to make sure our students are accountable for their learning. If you have any questions or concerns about this please call or email me.

Response to Bullying

The person in question should be immediately taken to the office where the administration will take over. (The intention at all levels of intervention is to change bullying behavior through effective consequence and to teach appropriate behavior.) Important to note this is for bullying offences and not for incidents of being mean. Those will be dealt with separately. Bullying is a repeated behavior towards an individual over time or a targeted attack on an individual (Important distinction between the two). Also please note administration will treat each case on an individual basis and decide based on the severity of the situation the best course of action and has the right to go to the step necessary based on the action.

1. First Offense - give student warning
 - have student fill in a behavior form or/and PowerSchool the incident (used to track number of office referrals)

2. Second Offense - student fills out a behavior form again
 - student works through a behavior form/bullying awareness to help him/her recognize how the situation occurred, and develops a plan as to how to manage behavior more appropriately in the future
 - completed forms are photocopied and sent home to be signed by a parent/guardian and then returned to the office
 - time at office may be given during non-instructional time
 - explain to the student that another incident of bullying will result in mandatory participation in the "Attitude Adjustment course" which require hours of non-instructional time (lunch or after school)

3. Third Offense - enrolment in the "Attitude Adjustment Course"
 - monitor breaks closely
 - the person delivering the course must follow up 3-4 times over the next month to continue relationship, and monitor improvement
 - parent contacted

4. Fourth Offense - Principal to meet with the parents to ensure understanding of the graduation level of consequences being followed, and that continued bullying could lead to dismissal from school
 - suspension possible
 - "Attitude Adjustment Course" taken for a second time

5. Subsequent Offenses - the program is not working for this student
 - suspension (work provided for home study)
 - gradual re-entry based on demonstration of appropriate behavior