



STUDENT HANDBOOK

2023/2024



HAMIOTA COLLEGIATE INSTITUTE

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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.

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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 2023, Hamiota will graduate its 96th 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.

Point 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 Administrative Procedure Manual, AP: 101. 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 PWSD 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 Administrative Procedure Manual, AP: 101 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 classified 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 no 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.

All absences should be communicated to the school before or on the day of the scheduled absence.

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 may 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. During class time students are expected to be in their classrooms unless a staff member has given permission to be out of class.

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.

4. Lunches

Middle years students are expected to eat their lunches in their home room and remain in their homeroom until dismissed. Senior 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. Students are responsible for cleaning up the classrooms after lunch.

5. Noon Hours

Town students are permitted to go home for lunch and in doing become the responsibility of the parent during the noon hour break. If a family of a town student would prefer their child stays at school under our supervision, then we require a formal written letter outlining the request and at that point, we would treat them as bus students. Bus students are expected to stay at school for lunch. Senior high students wishing to leave the school must have a signed consent from their parent/guardian to do so. The consent form for senior students is in effect for the entire school year. Middle Years bus students wanting to leave school at noon must bring a note or have their parent/guardian contact the school indicating the request by 9:00 am that day. The school must be notified each day a student wants to leave at noon.

6. 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.

7. 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.

8. Smoking/Vaping

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

9. Cell Phones & other Personal Devices

Cell phones and other Personal Devices are permitted in our school but must be turned off and put away at Hamiota Collegiate during class time. Students may, at the discretion of the school, use such devices during non-instructional time and during instructional time when authorized by the teacher for instructional purpose. Unless authorized by the teacher for instruction, these devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of device by

school officials and left in the office until the end of the school day. Repeated unauthorized use of such devices may lead to disciplinary action. Rules may vary from class to class.

10. Textbooks

Students may receive textbooks 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.

11. Non-Class Time

Middle year's students have no unscheduled time other than noon hours and recess. 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, leave the school grounds provided they have turned in their signed parental permission note. Students in grades 9 & 10 have no unscheduled time during the day. Students in grade 11 are allowed to take supervised studies (one per semester) which will require them to report to a supervised room and remain in school. Students in grade 12 who have a spare may leave the school if they choose or may use the student council room, library or other vacant room to do school work.

12. Signing In & Out of School

Students needing to leave the school during the school day for any reasons including medical appointments are required to sign out at the office and sign in upon their return.

13. Recycling

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

14. Fire Drills/Lockdown Drills

Fire Drills will be held during the school year. All students and staff will use the closest fire exit that is safe to use (if accessible). Students and staff are to proceed directly outside to the south soccer field 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/shelter -in-place drills will take place throughout the year. These drills will help prepare the staff and students for a lock down should it be required.

15. Contraband

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

16. Bullying

Hamiota Schools will handle any form of bullying according to Divisional Administrative Procedure, AP: 101. Absolutely no tolerance of bullying will be accepted by Hamiota Schools. Please refer to Hamiota School Bullying Policy for more information.

17. Dress Code

Students and staff are expected to dress in good taste and in a manner appropriate for the workplace, including no headwear (including hats, caps, toques, hood up, or bandannas). Individuals who are dressed inappropriately will be asked kindly and discreetly to change.

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 Administrative Procedure Manual, AP: 101.

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, Character Education/Art and Band.

(see Appendix A for the 2022/23 Timetable)

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 - 10 are required to take one course from each block on the timetable. This will allow for no spares during the first two years of one's high school program. In grade 11 students may take one supervised study per semester. During the Grade 12 year, students can select spares, being careful to consider the requirements for graduation. Course selection for the following year is generally made in May/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

Language Arts 10F

Mathematics 10F

Science 10F

Canada in the Contemporary World 10F

Physical Education 10F

Foods & Nutrition 10S

Creative Promotions 20S

Drama 10S

Entrepreneurship 20S

Computer Science 20S

Business Innovation 10S

* Transitional Math 10F

Band 10S

* Lifework Explorations 10S

Jazz Band 15S

Grade 10

Language Arts 20F

Essential Mathematics 20S

or PreCalculus Mathematics 20S

Science 20F

Geographic Issues of the 21st Century 20F

Physical Ed. 20F

* Lifework Planning 20S

Family Studies 20S

Entrepreneurship 20S

Agriculture 30S

* Personal Finance 20S

Business Communications 20S

Band 20S

Jazz Band 25S

Drama 20S

Computer Science 20S

Grade 11

Comprehensive LA 30S

Essential Mathematics 30S

or PreCalculus Mathematics 30S

or Applied Mathematics 30S

Biology 30S

Chemistry 30S

Chemistry 40S

History 30F

Physical Education 30F

Band 30S

Jazz Band 35S

Global Issues 40S

Applied Business Technologies 40S

Economic Principles 40S

Marketing & Digital Commerce 40S

Business Management 40S

Law 40S

Introduction to Tourism 30S

Current Topics in FNMI Studies 40S

Transitioning to the Workplace, University
& College 40S

Grade 12

Comprehensive LA 40S

Essential Mathematics 40S

or PreCalculus Mathematics 40S

or Physical Education 40F

or Applied Mathematics 40S

Biology 40S

Chemistry 30S

Chemistry 40S

Global Issues 40S

Current Topics in Science 30S

Band 40S

Jazz Band 45S

Applied Business Technologies 40S

Economic Principles 40S

Law 40S

Marketing & Digital Commerce 40S

Business Management 40S

Introduction to Tourism 30S

Current Topics in FNMI Studies 40S

Applied Math 30S

Notes:

1. Compulsory courses as denoted by the Department of Education for the English Program are in bold.
2. Compulsory courses at Hamiota Collegiate are indicated with a *.
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 14 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 the Informnet Online School. Students register and pay for these at the start of each semester. Students successfully completing a course by this method are reimbursed their registration fee and necessary text purchased by the Board.

(see Appendix A for the 2023/24 Timetable)

REPORTING

Middle Years

Middle Years students will receive three reports over the course of the year. These reports will be emailed home to the parents. Families wanting a hard copy are asked to contact the school to request a paper copy.

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 emailed home to parents.

These reports will be emailed home to the parents. Families wanting a hard copy are asked to contact the school to request a paper copy.

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/assessment.

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 Grad class. Items with slogans on them must be approved by the principal.
- b) Lifetouch's Grad Pictures - staff member
- c) Grand March and Song - staff member
- d) Grad Ceremony - staff

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 fundraise and, in some cases, charge a registration fee for some of our programs. (ex. Athletics)

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 Forum for Young Canadians and the Mini-Enrichment program at U of W to name a couple.
- 3) Subsidize our athletic program. (ex. 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 or equivalent.
- 9) Bring special events to our school such as educational theatre, choirs, band, speakers, etc.
- 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.

Student Fees

A student fee of \$20.00 will be collected from students at the beginning of the school year. It may be used to facilitate meaningful student-initiated activities including special events, guest speakers, and leadership opportunities. It may also be used to help subsidize the cost of fieldtrips. (it is important to note that special trips may still require an additional fee to help cover transportation costs). Fees must be paid by September 29th, 2023. Computer privileges may be revoked until fees are paid.

Guidance and Counselling Services

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

The School Counselor (Mrs. Brown) will provide counseling services for students who are experiencing difficulties and require support. Students may make appointments in person or by leaving a message at the office.

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.

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 (provided there are sufficient numbers) are: golf, soccer, cross-country, volleyball, curling, basketball, badminton, and track & field.
2. Senior sports offered (provided there are sufficient numbers) are volleyball, basketball, cross-country, badminton, soccer, track & field, hockey, curling, golf, baseball and fastball.
3. All school rules are expected to be followed by our school teams.
4. Transportation - All students are expected to travel on the bus or cars provided, unless parental permission has been received by the principal. Team members (parents) should be prepared to take turns. The Student Council will reimburse required cars. Parents who transport students should have minimum liability coverage of \$2 000,000.
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 POLICY

Will follow Park West Division Policy on Extra-Curricular.

https://www.pwsd.ca/files/ugd/656403_56b5e142e2524d2daadf6551a4ce98d.pdf

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.

All students participating in extracurricular activities throughout the year must sign the HCI Extracurricular Code of Conduct along with a parent/caregiver. (see Appendix B)

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 three concerts during the year; a fall, winter and spring concert.

Drama

A major drama production may be planned for in the 2023-24 school year. All students are encouraged to participate.

Jazz Band

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

**HAMIOTA COLLEGIATE STAFF
2023-24**

Mr. B. Coulter	Principal
Mr. K. Johnston	Senior Years
Mr. J. Crampain	Senior Years
Mrs. K. Whelpton	Senior Years
Mrs. K. Kirk	Senior Years
Mrs. R. Thompson	Middle Years
Mrs. T. Huberdeau	Resource
Mr. M. Metcalf	Middle Years and Senior Years
Mme. Mitchell	Middle Years
Mr. K. Salmi	Middle Years and Senior Years
Mr. C. Obach	Middle Years and Senior Years
Mr. C. Smith	Middle Years and Senior Years
Ms. Chichlowski	Middle Years
Mrs. D. Brown	Senior Years, Guidance
Mrs. T. Crampton	Educational Assistant
Mrs. G. Graham	Educational Assistant
Mrs. S. Salmi	Educational Assistant
Ms. J. Miller	Educational Assistant
TBD	Educational Assistant
Mrs. P. Lints	Librarian
Mrs. K. Hawkins	Secretary
Mr. D. McTavish	Head Custodian
Mr. K. Smith	Assistant Custodian

Staff can be contacted by email.

**Email Addresses first initial, last name@pwsd.ca (ex – bcoulter@pwsd.ca)

HAMIOTA COLLEGIATE DAILY SCHEDULE

8:45 am School Doors open

Middle Years Schedule

8:52 am Students report to homeroom
8:55 am O' Canada and announcements
8:57 – 9:57 am Morning classes
9:57 – 10:05 am First morning break
10:05 – 11:05 am Morning classes
11:05 – 11:13 am Second morning break
11:13 – 12:13 pm Morning classes
12:13 – 1:03 pm Lunch Break
1:03 pm Students report to homeroom/class
12:35 – 2:05 pm Afternoon classes
2:05 – 2:13 pm Afternoon break
2:13 – 3:13 pm Afternoon classes

Senior Years Schedule

8:52 am Students report to first class
8:55 am O' Canada and announcements
8:57 – 9:57 am First class
9:57 – 10:05 am First morning break
10:05 – 11:05 am Second class
11:05 – 11:13 am Second morning break
11:13 – 12:13 Third Class
12:13 – 1:03 pm Lunch Break
1:03 pm Students report to period 4 classroom
1:05 – 2:05 pm Fourth class
2:05 – 2:13 pm Afternoon break
2:13 – 3:13 pm Fifth class

3:13 pm Dismissal

Note: Revision of policies/procedures may occur throughout the school year. Please refer to school Principal for further inquiries.

Appendix A

HAMIOTA COLLEGIATE

Middle Years 2023-24

Timetable



	Grade 6	Grade 7	Grade 8
PERIOD 1 8:57 - 9:27	ELA <i>Mrs. Thompson</i>	French <i>Mrs. Mitchell</i>	ELA <i>Ms. Chichlowski</i>
PERIOD 2 9:27 - 9:57	ELA <i>Mrs. Thompson</i>	Physical Education <i>Mr. Metcalf</i>	ELA <i>Ms. Chichlowski</i>
PERIOD 3 10:05 - 10:35	ELA <i>Mrs. Thompson</i>	ELA <i>Ms. Chichlowski</i>	French <i>Mrs. Mitchell</i>
PERIOD 4 10:35 - 11:05	French <i>Mrs. Mitchell</i>	ELA <i>Ms. Chichlowski</i>	Math <i>Mr. Smith</i>
PERIOD 5 11:13 - 11:43	Physical Education <i>Mr. Metcalf</i>	Social Studies <i>Mrs. Mitchell</i>	Math <i>Mr. Smith</i>
PERIOD 6 11:43 - 12:13	Art <i>Mrs. Mitchell</i>	Science <i>Mr. Smith</i>	Physical Education <i>Mr. Metcalf</i>
LUNCH 12:13 - 1:05			
PERIOD 7 1:05 - 1:35	Math <i>Ms. Chichlowski</i>	Math <i>Mr. Smith</i>	Social Studies <i>Mrs. Mitchell</i>
PERIOD 8 1:05 - 1:35	Math <i>Ms. Chichlowski</i>	Math <i>Mr. Smith</i>	Art <i>Mrs. Mitchell</i>
PERIOD 9 1:05 - 1:35	Social Studies <i>Mrs. Mitchell</i>	ELA <i>Ms. Chichlowski</i>	Science <i>Mr. Smith</i>
PERIOD 10 1:05 - 1:35	Science <i>Mr. Smith</i>	Art <i>Mrs. Mitchell</i>	ELA <i>Ms. Chichlowski</i>



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HAMIOTA COLLEGIATE

Senior Years 2023-24

First Semester Timetable



	Grade 9	Grade 10	Grade 11	Grade 12
PERIOD 1 8:57 - 9:57	Transitional Math 10F <i>Mrs. Whelpton</i>	Science 20F <i>Mr. Smith</i>	Chemistry 30S <i>Mr. Johnston</i> Economic Principles 40S <i>Mr. Crampain</i> Current Topics in FNMI Studies 40S <i>Mr. Obach</i>	Chemistry 30S <i>Mr. Johnston</i> Economic Principles 40S <i>Mr. Crampain</i> Current Topics in FNMI Studies 40S <i>Mr. Obach</i>
PERIOD 2 10:05 - 11:05	Canada & the Contemporary World 10F <i>Mrs. Huberdeau</i>	Intro to Applied & Precalculus Math 20S <i>Mrs. Whelpton</i> Essential Math 20S <i>Mr. Obach</i>	Physical Education 30S <i>Mr. Metcalf</i> ELA 30S <i>Mrs. Brown</i>	Precalculus Math 40S <i>Mr. Johnston</i> Essential Math 40S <i>Mr. Coulter</i> Applied Math 40S <i>Mr. Johnston</i>
PERIOD 3 11:13 - 12:13	Science 10F <i>Mr. Johnston</i>	Personal Finance 20S <i>Mr. Crampain</i>	History 30S <i>Mr. Obach</i> Transitioning to the Workplace, University & College 40S <i>Mrs. Whelpton</i>	ELA 40S <i>Mrs. Brown</i>
LUNCH 12:13 - 1:05				
PERIOD 4 1:05 - 2:05	Business Innovations 10S <i>Mr. Crampain</i> Foods & Nutrition 10S <i>Mrs. Whelpton</i>	Geographic Issues of the 21st Century <i>Mr. Obach</i>	Physical Education 30S <i>Mr. Metcalf</i> ELA 30S <i>Mrs. Brown</i>	Physical Education 40S <i>Mr. Metcalf</i>
PERIOD 5 2:13 - 3:13	M/W/F Physical Education 10F <i>Mr. Metcalf</i> T/Th Band 10S <i>Mr. Salmi</i> Creative Promotions 20S <i>Mr. Crampain</i>	M/W/F Lifeworks Planning 20S <i>Mrs. Whelpton</i> T/Th Band 20S <i>Mr. Salmi</i> Agriculture 30S <i>Mr. Johnston</i>	M/W/F Biology 30S <i>Mr. Johnston</i> Marketing & Digital Commerce 40S <i>Mr. Crampain</i> T/Th Band 30S <i>Mr. Salmi</i> Global Issues 40S <i>Mr. Obach</i> Exercise Science 40S <i>Mr. Metcalf</i>	M/W/F Biology 30S <i>Mr. Johnston</i> Marketing & Digital Commerce 40S <i>Mr. Crampain</i> T/Th Band 40S <i>Mr. Salmi</i> Global Issues 40S <i>Mr. Obach</i> Exercise Science 40S <i>Mr. Metcalf</i>



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HAMIOTA COLLEGIATE

Senior Years 2023-24

Second Semester Timetable



	Grade 9	Grade 10	Grade 11	Grade 12
PERIOD 1 8:57 - 9:57	Drama 10S <i>Mrs. Brown</i> Entrepreneurship 20S <i>Mr. Crampain</i> Computer Science 20S <i>Mr. Johnston</i>	Drama 20S <i>Mrs. Brown</i> Entrepreneurship 20S <i>Mr. Crampain</i> Computer Science 20S <i>Mr. Johnston</i>	History 30S <i>Mr. Obach</i> Transitioning to the Workplace, University & College 40S <i>Mrs. Whelpton</i>	Current Topics in Science 30S <i>Mr. Smith</i>
PERIOD 2 10:05 - 11:05	Life Work Explorations 10S <i>Mr. Metcalf</i>	ELA 20S <i>Mrs. Brown</i>	Business Management 40S <i>Mr. Crampain</i> Law 40S <i>Mr. Obach</i> Applied Math 30S <i>Mr. Johnston</i>	Business Management 40S <i>Mr. Crampain</i> Law 40S <i>Mr. Obach</i> Applied Math 30S <i>Mr. Johnston</i>
PERIOD 3 11:13 - 12:13	ELA 10S <i>Mrs. Brown</i>	Family Studies 20S <i>Ms. Chichlowski</i> Business Communications 20S <i>Mr. Crampain</i>	Precalculus Math 30S <i>Mrs. Whelpton</i> Essential Math 30S <i>Mr. Obach</i>	Biology 40S <i>Mr. Johnston</i>
LUNCH 12:13 - 1:05				
PERIOD 4 1:05 - 2:05	Math 10F <i>Mrs. Whelpton</i>	Physical Education 20S <i>Mr. Metcalf</i>	Chemistry 40S <i>Mr. Johnston</i> Applied Business Technologies 40S <i>Mr. Crampain</i> Introduction to Tourism 30S <i>Mr. Obach</i>	Chemistry 40S <i>Mr. Johnston</i> Applied Business Technologies 40S <i>Mr. Crampain</i> Introduction to Tourism 30S <i>Mr. Obach</i>
PERIOD 5 2:13 - 3:13	M/W/F Physical Education 10F <i>Mr. Metcalf</i> T/Th Band 10S <i>Mr. Salmi</i> Creative Promotions 20S <i>Mr. Crampain</i>	M/W/F Lifeworks Planning 20S <i>Mrs. Whelpton</i> T/Th Band 20S <i>Mr. Salmi</i> Agriculture 30S <i>Mr. Johnston</i>	M/W/F Biology 30S <i>Mr. Johnston</i> Marketing & Digital Commerce 40S <i>Mr. Crampain</i> T/Th Band 30S <i>Mr. Salmi</i> Global Issues 40S <i>Mr. Obach</i> Exercise Science 40S <i>Mr. Metcalf</i>	M/W/F Biology 30S <i>Mr. Johnston</i> Marketing & Digital Commerce 40S <i>Mr. Crampain</i> T/Th Band 40S <i>Mr. Salmi</i> Global Issues 40S <i>Mr. Obach</i> Exercise Science 40S <i>Mr. Metcalf</i>



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Appendix B - HCI Extracurricular Code of Conduct

Congratulations! You have been selected to represent your school as part of an extracurricular group. Park West School Division and Hamiota Collegiate consider it to be a privilege to represent your school in extracurricular events. Therefore, certain behavioural expectations come with this selection. This Code of Conduct for students will inform you and your parents/guardians about our school's expectations.

- **Attendance**

All students must be in school for the full day of the scheduled event, or they will not be eligible to participate in the day's event unless arrangements have been made with the principal prior to the day's absence. Presence is expected at all practices, meetings, games, rehearsals etc.. Lack of attendance will result in a reduction in the student's role or playing time. Should you get a school suspension, you will not be allowed to participate in any event until your suspension has been served.

- **Transportation**

Players are allowed to drive themselves to practices, meetings, rehearsals, and home games. Students are not allowed to travel themselves to events not hosted in Hamiota. They must be driven by a parent or ride on school provided transportation. The coaches/supervisors are responsible for each player until they are safely in their parents' care. No student will be allowed to go home with anyone under the age of 18 unless they are an immediate family member, or prior consent between parents and coach/supervisor is given.

- **Behaviour**

All school rules apply to all scheduled events. Disrespect and poor sportsmanship towards anyone (back-talk, profanity, taunting, etc.) will not be tolerated. It is important to remember that as a member of an HCI team/group you are an ambassador for our school and should act accordingly. Any misbehaviour will result in a call home and possibly a suspension from the event. If a player receives a game(s) suspension from an official, it may result in suspension or other disciplinary action by School Administration.

- **Academics**

All students' class marks will be checked regularly. If a student is not passing a class, or their assignments are not up to date, they may not be able to attend practices, games, meetings, rehearsals, or tournaments until their grade is 50% or above.

As a parent/guardian of a student-participant, you have also committed to specific responsibilities and obligations outlined in the Extracurricular Code of Conduct. Your signature, along with the signature of your student-participant, indicates that you understand and accept those responsibilities and obligations, and agree to cooperate with school personnel in enforcing the Extracurricular Code of Conduct. Compliance with the Extracurricular Code of Conduct is mandatory and essential to the extracurricular program's success. Failure to comply with the Extracurricular Code of Conduct may lead to discipline and possible expulsion from the team/group. In addition, student-participants are also subject to discipline under the Hamiota Collegiate Code of Conduct.

We would like this year to run smoothly. With parent support and committed students, this can be accomplished. Each student will get praise for a job well done and respect for trying their best.

I have read and understood all the rules and expectations.

Player Name (Print)

Player Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date