

**2019 - 2020**  
**STUDENT HANDBOOK**

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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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# ***Shaftesbury High School***

## **OUR MISSION**

At Shaftesbury, we excel in academics, athletics, and the arts. As stewards of our communities and landscape, we lead and contribute with imagination and drive.

We hope this agenda will be a valuable tool to organize your time and as reference book for information about school opportunities, policies, and subject resources.

## **OUR VISION**

As a learning organization Shaftesbury High School is a place where all students and adults work together in engaging, inclusive, collaborative, and student-success-oriented school culture and the collective mission of our school community is the achievement of students' personal excellence in academics, citizenship, arts and athletics.





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**BLANK TIMETABLE – FILL IN YOUR COURSES**

<b>SEMESTER 1</b>	
<b>PERIOD</b>	<b>COURSE</b>
<b>A</b>	
<b>B</b>	
<b>C</b>	
<b>LUNCH</b>	
<b>D</b>	
<b>E</b>	
<b>SEMESTER 2</b>	
<b>PERIOD</b>	<b>COURSE</b>
<b>A</b>	
<b>B</b>	
<b>C</b>	
<b>LUNCH</b>	
<b>D</b>	
<b>E</b>	

## 2019-2020 SHS TIMETABLE

<b>Monday, Tuesday, Thursday, Friday</b>
<b>Period A: 8:30 - 9:40</b>
<b>Period B: 9:42 - 10:52</b>
<b>Period C: 10:54 - 12:04</b>
<b>Lunch</b>
<b>Period D: 1:09 - 2:19</b>
<b>Period E: 2:21 - 3:31</b>

<b>Wednesday</b>
<b>Meeting/Study Hall: 8:30 – 9:20</b>
<b>Period A: 9:20 – 10:20</b>
<b>Period B: 10:22 – 11:22</b>
<b>Period C: 11:24 - 12:24</b>
<b>Lunch</b>
<b>Period D: 1:29 - 2:29</b>
<b>Period E: 2:31 - 3:31</b>

**2019-2020****SHAFTESBURY HIGH SCHOOL CALENDAR DATES**

<b><u>DATE</u></b>	<b><u>EVENT</u></b>
Aug. 27	SHS Office Opens - 8:00am
Sept. 3	Metro Common Day - No Classes
Sept. 4	9:20am – Grade 9 Orientation 12:30pm – Opening Day BBQ 1:30pm – Regular classes start for all grades
Sept. 5	First day of full classes
Sept. 6	Grade 9 Assembly – 8:45am Grade 10 Assembly – 11:15am
Sept. 11	Picture Day
Sept. 12	Meet the Teacher Open House – 6:00pm
Sept. 16	Last Day for Course Changes
Sept. 17	Grade 9 Camp Day – Assiniboine Park
Sept. 18	Undergrad Awards – 10:00am
Oct. 10	Evening Parent/Teacher Conferences
Oct. 11	Parent Teacher Conferences – No classes
Oct. 14	Thanksgiving Monday - No Classes
Oct. 25	MTS PD Day - No Classes
Nov. 1	AM - Picture Retakes
Nov. 6	Grade 9 Take Your Kids to Work Day
Nov. 8	Slot C - Remembrance Day Ceremony
Nov. 11	Remembrance Day - No Classes
Nov. 13	Reports available online
Nov. 20	Post-Secondary Evening – 7:00pm
Nov. 25	Divisional Common Day – No Classes
Dec. 13	School PD Day – No Classes
Dec. 20	Last Day Before Winter Break – Pep Rally
Dec. 21 - Jan. 5	Winter Break
Jan. 6	Students return to school
Jan. 7-10	ELA 40S Provincial Exam
Jan. 21	MAP 40S Provincial Exam
Jan. 22	MES 40S Provincial Exam
Jan. 23	MPC 40S Provincial Exam

Jan. 23	Last Day of Semester 1 Classes
Jan. 24 – 29	In-School Exams
Jan. 31	Metro Common Day - No Classes
Feb. 3	Semester 2 Begins
Feb. 5	Reports available online
Feb. 6	Last day of Semester 2 course changes
Feb. 11	Open House – 7:00pm
Feb. 17	Louis Riel Day - No classes
Feb. 28	School PD – No Classes
Mar. 2-5	Grad Photos
Mar. 12	Evening Parent/Teacher Conferences
Mar. 13	Parent Teacher Conferences – No classes
Mar. 28 – Apr. 5	Spring Break
Apr. 10	Good Friday – No Classes
Apr. 15 - 16	Grad Photo Retakes
Apr. 17	Metro Common Day – No Classes
Apr. 22	Reports available online
May. 18	Victoria Day - No Classes
May. 25 – 28	ELA 40S Provincial Exam
May 29	Student Council BBQ
June 3	Athletic Awards
June 9	MPC 40S Provincial Exam
June 10	MES 40S Provincial Exam
June 11	MAP 40S Provincial Exam
June 12	Divisional Common Day - No Classes
June 17	Last Day of Semester 2 classes
June. 18 - 23	In-School Exams
June 24	Grad Dinner and Dance
June 25	Exam Review Day
June 26	Admin Day – No Classes
June 29	Convocation – 9:00am
June 30	Report Cards Mailed Home

## **EXTRA-CURRICULAR ACTIVITIES**

Shaftesbury High School offers many opportunities for students outside of the classroom. Below is a list of the various clubs and programs that have run in the past. The activities offered each year are listed below and depend on the staff resources and student interest.

## **SPORTS ACTIVITIES**

Badminton	Soccer (Outdoor/Indoor)
Basketball	Team Handball
Cross-Country	Track & Field
Curling	Volleyball
Golf	Hockey
Rugby	Ultimate
Indoor Track	Beach Volleyball

## **CLUBS AND ORGANIZATIONS**

- Games Club
- Gay-Straight Alliance
- Mathematics Contest
- Shaftesbury Cares
- Reach for the Top
- Student Council
- Youth in Philanthropy
- Knitting Club
- Board Games Club
- Christmas Toy Drive
- Intramurals



## **STUDENT PARKING**

Students who bring a vehicle to school can choose to pay for a parking pass. This will allow students to park in our student section. Student and parking fees will need to be paid prior to receiving a parking pass. Parking applications are on our school website. There are 4 visitor parking spots for parents/guardians located in the front of the school, please do not park in any reserved parking spots. There is also paid parking available across the street at St. Demetrios Greek Orthodox Church.

## **STUDENT ADVISORS**

Every student at Shaftesbury is supported and guided by a student advisor throughout their high school experience. Student advisors provide resource and counselling supports that include the following:

- ✓ Support academic and career planning for all students from Gr. 9 through graduation.
- ✓ Assess students learning needs to further develop learning profile or most appropriate programming.
- ✓ Assist with integration of diverse learning profiles within the school community.
- ✓ Individual counselling and social/emotional support.
- ✓ Collaborate with teachers, parents/guardian, and administration in regards to student support.
- ✓ Timetable planning and consultation.
- ✓ Programming for students with additional needs.
- ✓ Consult with the divisional support team.
- ✓ Assist with transition into and out of high school.

Student advisors offices are located in the student services area. This area provides students not only with counselling supports, but it also houses the learning centre (where individual student plans and resource takes place) as well as a quiet computer lab to get work done.

## STANDARDS OF BEHAVIOUR

Shaftesbury High School is a community of learners. All students at Shaftesbury High School are expected to follow the Pembina Trails School Division Standard of Behaviour. **According to the Standard of Behaviour, students are responsible for:**

- ✓ Showing respect for the rights, property and safety of themselves and others.
- ✓ Respecting and appreciating the diversity of all school members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age or ability.
- ✓ Expressing themselves with respectful and inclusive language and behaviour.
- ✓ Using electronic devices and technologies in an ethical and appropriate manner.
- ✓ Exhibiting behaviour that avoids all forms of intimidation, harassment and discrimination of any kind.
- ✓ Dressing in accordance with school dress standards.
- ✓ Treating school property and the property of others with reasonable care.
- ✓ Respecting the responsibilities of the all school members in exercising their duties.
- ✓ Promoting positive behaviour through the avoidance of all types of violent acts.
- ✓ Attending classes, activities and events, and being prepared and punctual.
- ✓ Showing courtesy and respect for the rights of all people in the school and in the community.
- ✓ Demonstrating behaviour that contributes to a supportive, inclusive and safe learning environment.
- ✓ Resolving interpersonal conflicts and difficulties through discussion or by seeking assistance from school personnel.
- ✓ Growing and developing self-discipline.

### **All students should experience:**

- ✓ The freedom to risk learning new things without fear of making a mistake, in an environment of respect and acceptance.
- ✓ Encouragement, support, recognition, effective instruction, guidance and appropriate resources.
- ✓ Recognition and acknowledgement of their unique talents, skills and qualities.
- ✓ The freedom from harassment, intimidation (name-calling, ridicule, taunting) and threat of physical harm from adults or peers.
- ✓ The freedom to make choices and influence their own learning and pursue personal interests.
- ✓ The freedom to have (and appropriately express) their own feelings and opinions without fear and recrimination.

### **ABSENTEEISM & PUNCTUALITY:**

It is the schools' expectation that all students will attend and be on time for all classes in which they are registered. In the event of a student being unable to attend school, a parent or guardian should make a phone call to the school the morning of the absence to provide an explanation.

When a student plans to be absent from school for three or more days the student is required to advise each of the subject teachers. The student is also required to fill out a **Notice of Intention to be Absent Form** (this form is available on the Shaftesbury High School Website).

The decision to be absent is the responsibility of the student and the parent/guardian(s). The student must make arrangements to complete all work missed during the absence. Parents/guardians are advised to consult with the school administration and/or subject teachers before the intended absence especially when the period of absence extends for more than a week. Completed forms are to be returned to the office for the Principal's signature.

### **ACADEMIC RESPONSIBILITY AND INTEGRITY:**

**Plagiarism is the act of presenting the words, ideas, images, sounds or the creative expression of others as your own.**

#### **Defining and Avoiding Plagiarism:**

- Paraphrasing materials from a source without citing it properly
- Quoting from a source word for word
- Copying a paper from a source without acknowledging the source
- Turning in another student's work as your own
- Copying or buying a paper directly from an online source
- "Cutting and pasting" from a website or other source
- Using the same paper or ideas for two different assignments or courses
- Copying someone else's ideas
- Keep careful notes that clearly identify the source of information and page numbers(s)
- Use quotation marks in notes to show exact wording in an original source
- Use quotations, paraphrasing, summarizing
- Use MLA format

#### **Student Support**

Go to the Shaftesbury Library Website for more information on how to research and cite your work:

<https://shaftesburywpqlibr.wixsite.com/shsllc/for-students>

### **INAPPROPRIATE BEHAVIOUR (as outlined by the Pembina Trails Standard of Behaviour)–**

The nature and scope of inappropriate behaviour ranges from disruptive to severely disruptive.

### **RANGE OF RESPONSES**

At times, schools encounter problem behaviours. The Pembina Trails School Division is committed to providing a safe learning community and therefore will respond to situations that threaten the physical or emotional safety of it's' students and staff.

### **APPROPRIATE USE OF TECHNOLOGY:**

All students registered in the Pembina Trails School Division have agreed to abide by the Technology Acceptable Use Policy as part of the registration process. Consequences for breaking this agreement will be determined in keeping with the nature of the offence. They may range from an interview with school administration, to suspension of network privileges to suspension.

### **WEAPONS POSSESSION:**

Possession of a weapon at school will result in suspension, involvement with the police and possible expulsion.

### **LOCKER SEARCHES**

Under the Public Schools Act of Manitoba, student lockers are considered to be school property and as such, school administration has the authority to conduct reasonable searches to enforce school rules and protect the health and safety of students.

### **THREAT ASSESSMENT**

The Pembina Trails School Division has a policy that requires a Student Threat Assessment to be done in all cases of students making significant threats. The purpose of the assessment is to help guide the school in how to support high risk students and those affected by the situation in order to promote the safety and welfare of all. Our goal is to respond to threats in a professional way that provides a safe and caring learning environment for all. This policy is available for review by visiting the school division website at [www.pembinatrails.ca](http://www.pembinatrails.ca).

### **WHAT ABOUT ELECTRONIC DEVICES?**

Students are responsible for using electronic devices and technologies in an ethical and appropriate manner. Shaftesbury High School adheres to the Pembina Trails School Division Acceptable use of Technology Policy

### **WHAT ABOUT SMOKING and VAPING?**

Pembina Trails School Division is a smoke-free environment. Smoking or vaping is not allowed in the school building or on school property. Students are also reminded that properties surrounding SHS are private and loitering and smoking on these properties is not acceptable.

### **Exam Policy**

- All electronic communication devices are to be turned off and put away during exam periods. Students are not to wear listening devices while exams are in progress.
- Students are asked to place their belongings at the front of the classroom or in an area designated by the teacher supervisor. Students are not to wear hats, hoodies, or sunglasses during their exams.
- Exam start times are **9:00am** and **1:00pm** unless otherwise specified.
- **Conflicts:** All exam conflicts will be written during the designated alternate exam time scheduled. The office will make arrangements for students with conflicts and they will be informed of changes by the second week in January.
- **Absence due to Illness:** A signed doctor's note is required and must be submitted to the office for approval by school administration. Once this occurs, alternate arrangements will then be made with the teacher and student to write at a future date.
- **Academic Dishonesty-** In the case of final exams where there may be no opportunity to reassess the outcome(s), the student may not receive course credit. Behavioural consequences as outlined by the Pembina Trails Standard of Behaviour may include: parental contact, administration involvement, and/or possible suspension for repeated offense.
- **Students are expected to attend exams during their scheduled time. Please schedule trips, vacations, and/or doctor's appointments outside of these times.**
- **There is limited locker access during designated exam times: 9:00am – 12:00pm and 1:00pm – 4:00pm. This is essential for a quiet and distraction-free exam environment.**



## STUDENT COUNCIL 2019/2020

### **Presidents:**

Jordan Furletti & Erin Schatkowsky

### **Vice-President:**

Andrew Davison

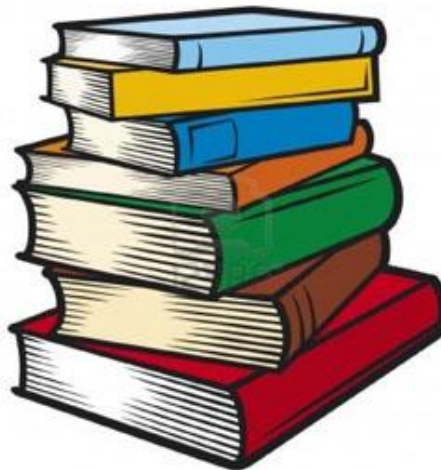
# SHAFTESBURY PEER TUTORING

2019-2020

•DO YOU NEED HELP IN ONE OR MORE OF YOUR SUBJECTS?

•DO YOU WANT TO GO TO YOUR CLASSES FEELING MORE PREPARED?

•DO YOU WANT TO AVOID CRAMMING FOR TESTS?



•IT'S FREE

•PLEASE ARRANGE APPOINTMENTS AT LEAST ONE DAY IN ADVANCE

•REGULAR SCHEDULING AVAILABLE

•SEE MRS CLARK IN ROOM 135

## GRADUATION CREDIT CHECK

<b>GRADE 9</b> Code Course & Credit Value (✓)	<b>GRADE 10</b> Code Course & Credit Value (✓)	<b>GRADE 11</b> Code Course & Credit Value (✓)	<b>GRADE 12</b> Code Course & Credit Value (✓)
English 1.0 ( )	English 1.0 ( )	English 1.0 ( )	English 1.0 ( )
Mathematics 1.0 ( )	Mathematics 1.0 ( )	Mathematics 1.0 ( )	Mathematics 1.0 ( )
Social Studies 1.0 ( )	Geography 1.0 ( )	Canadian History 1.0 ( )	2 Additional Gr.12 Credits 2.0 ( )
Science 1.0 ( )	Science 1.0 ( )	Science 1.0 ( )	
Physical Education 1.0 ( )	Physical/Health Education 1.0 ( )	Physical Education 1.0 ( )	Physical Education 1.0 ( )
English 1.0 ( )	English 1.0 ( )	English 1.0 ( )	English 1.0 ( )
Mathematics 1.0 ( )	Mathematics 1.0 ( )	Mathematics 1.0 ( )	Mathematics 1.0 ( )
Social Studies 1.0 ( )	Geography 1.0 ( )	Canadian History 1.0 ( )	2 Additional Gr.12 Credits 2.0 ( )
Science 1.0 ( )	Science 1.0 ( )	Science 1.0 ( )	
Physical Education 1.0 ( )	Physical/Health Education 1.0 ( )	Physical Education 1.0 ( )	Physical Education 1.0 ( )
English 1.0 ( )	English 1.0 ( )	English 1.0 ( )	English 1.0 ( )
Mathematics 1.0 ( )	Mathematics 1.0 ( )	Mathematics 1.0 ( )	Mathematics 1.0 ( )
Social Studies 1.0 ( )	Geography 1.0 ( )	Canadian History 1.0 ( )	2 Additional Gr.12 Credits 2.0 ( )