

STUDENT AGENDA



Sheldon-William Collegiate

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Ken Meredith
Principal

Lorena Leibel
Vice Principal

2017-2018

A MESSAGE FROM THE ADMINISTRATION

Dear Student:

Welcome to Sheldon-Williams Collegiate. We would like to wish you a happy and successful school year. We are proud to have you with us and encourage you give your best effort in everything you do. It is our hope that you will achieve your highest potential in all your endeavors.

We encourage you to set high academic goals and to participate in a variety of school and extra-curricular activities. Have a great year.

Go Spartans!

Ken Meredith
Principal

Lorena Leibel
Vice Principal

SCHOOL PHILOSOPHY



Ad Vitam Paramus: *Preparing for Life* – is the statement shared by teachers, parents and students to guide the educational process.

Students strive to develop their talents to the utmost. Each student's abilities must be encouraged in such a way that the educational process enhances potential for growth and development.

We strive to provide a warm, caring atmosphere of mutual respect where each individual can grow to his or her greatest potential. The value of knowledge, the dignity of effort and the worth of the individual are foremost in our educational program.

PARTNERS IN EDUCATION

In 1992, Sheldon-Williams and **CGI** formed a partnership to bring people from business and education together to learn more about each other. In 1995, our school welcomed the **Taylor Automotive Group** into our partnership family. Students have benefited from many work experience placements with these two firms and through their generous contributions to our scholarship funds and other school activities.



REGINA PUBLIC SCHOOLS SHARED VALUES STATEMENT

Through a process of community consultation, the *Shared Values Advisory Committee* developed the following statements. The areas are expressed in the form of empowering “I” statements to maintain a focus on students.

I Belong

A sense of belonging is important to educational success. In an educational setting, a sense of belonging is created by recognizing and utilizing each individual’s unique contributions. At Sheldon-Williams Collegiate, we work to ensure that our school is a comfortable and safe place for everyone to work and learn.

I Want to Know

The value of knowledge is fundamental to education. It is within this context that Regina Public Schools develop policies, deliver curriculum, and create appropriate and challenging learning environments. The staff at Sheldon-Williams believes it is important to encourage and to nurture a commitment to excellence in learning, with an emphasis on academic achievement and personal, moral and ethical development.

I Respect

The value of respect is critical for living and learning within a diverse community. Respect provides the basis for all interactions at Sheldon-Williams Collegiate. It is based upon acceptance and understanding of the similarities and differences among people. Respect is an essential component of our program and its inclusion ensures that all students reach their highest potential.

I am Responsible

The value of responsibility is a cornerstone of a healthy society and essential for quality education. Sheldon-Williams Collegiate is committed to the development of personal, social and community responsibility. The exercise of these responsibilities extends to human interactions, the learning environment, and curriculum development and delivery.

Our school serves people and communities from a diversity of backgrounds and belief systems. We believe that we provide a high quality education for all students in an environment that reflects the diverse communities that we serve.



REGINA PUBLIC SCHOOLS

www.rbe.sk.ca

EXTRA CURRICULAR

Sheldon's music and dramatic groups offer a wide range of opportunities for participation. Sheldon's *Concert Choir* requires no auditions and is very popular. Dramatically, Sheldon excels not only in *One-Act Plays*, but also with musicals and improv. Most groups are open to all grades allowing many opportunities for learning.

One-Act Plays	Stage Crew	Musical
Jazz Band	Lighting Crew	Concert Choir

STUDENT CLUBS

SWORC	Peer Support	Yearbook
Photography	Robotics	Pride
Environment	SADD	Craft
		Yoga

SHELDON-WILLIAMS COLLEGIATE HAS A TRADITION OF ATHLETIC EXCELLENCE

ATHLETIC

Badminton	Basketball	Football	X-Country
Track & Field	Golf	Hockey	
Volleyball	Curling	Soccer	

ASSEMBLIES AND PEP RALLIES

The school periodically conducts assemblies and pep rallies for various purposes. They are planned to be educational, to promote activities, or to recognize student achievement. Assemblies and pep rallies held during school times are to be attended by all students. Generally, students are asked to go to their scheduled class for attendance and then proceed to the assembly. During assemblies, students are expected to practice appropriate behavior, be courteous to the performers, presenters, and your neighbors by remaining quiet and applauding in keeping with the occasion.

EXTRA-CURRICULAR POLICY

A policy has been developed to help support students involved in the extra-curricular program. The policy is available on the school website. The policy:

- Reinforces the importance of regular attendance,
- Supports maintaining a focus on academic achievement,
- Encourages continued commitment to the activity, and
- Outlines the necessity of positive behavior.

Most collegiates have similar policies in place to help students to enjoy continued success in the academic program while participating in the extra-curricular program. The policy will be explained in appropriate detail to all students by the teacher/advisor for the activity.

Maintain a balance between academics and extra-curricular activities giving your best effort to each. Support your fellow students. Respect cultural diversity, individuality and the choices and rights of others.

EXPECTATIONS FOR CLASSROOM BEHAVIOUR

The classroom is a critical area of a school, and your teachers will notice if your attitude and behaviour reflects the importance of learning. They will expect that you:

Arrive to class on time.

Are prepared for class with all materials.

Are attending to the task at hand.

Demonstrate care and consideration for school property and the property of others.

RULES AND REGULATIONS

For over fifty years, Sheldon-Williams Collegiate has been building a tradition of excellence. As a student of Sheldon-Williams you are asked to help contribute to that tradition. There are broad principles that students must observe if they are to get the most from their educational opportunities. By maintaining high personal expectations for success, utilizing open conviction with staff and fellow students, and following the guidelines listed below, you increase your opportunities for success.

Accept responsibility for your educational decisions, words and actions. Act in a way that best represents your school, parents, community and self to promote a safe, healthy environment in which to learn. Be active in school and community.

Each student is expected to be familiar with the information contained in this handbook. No attempt has been made to cover all situations since students at Sheldon-Williams understand that orderly conduct and courtesy to staff and other students is expected of them at all times. Students are subject to discipline by any staff member anywhere on school premises. The school premises are defined as the school buildings, parking lot, school grounds and the streets that bound the school grounds. It can also extend to areas far removed from the school building if students are involved in any school-approved, supervised activity.

ALCOHOL OR ILLEGAL DRUGS

Using, purchasing, possessing, selling, distributing or being under the influence of alcohol, illegal drugs, any controlled substance, or any prescription medication that has not been prescribed to you. Students who violate this policy will be suspended and referred to the resource officer.

ATTENDANCE

Regular and prompt daily attendance is necessary in order to realize maximum results from the school program. All classes are based on continuous evaluation and student participation. Absences will affect student learning and subsequent evaluation. Parents or guardians are asked to phone the office at 523-3550 or email sheldonwilliamscollegiate@rbe.sk.ca to report a student's absence. While calling is the best

option, a note that accompanies the student upon his/her return is also acceptable. Subject teachers will contact parents if they are concerned about a student's absences or tardiness. Synervoice, our automated voice message system, will contact parents daily about unexcused absences. Working together, students, teachers, parents, guidance counselors, and administration can plan to effectively support student learning.

CELL PHONES

Cell phones are only allowed to be used during class time with the teacher's permission. If used inappropriately or without permission, phones may be confiscated and delivered to the office to be held by the school administration.

CLASSROOM DISRUPTION

Behaviour which interferes with instruction is considered a serious violation of the code of conduct. The teacher has the right and responsibility to maintain order in the classroom.

DRESS CODE

There are some guidelines you should be aware of. Clothing with pictures, words or logos that depict alcohol or drugs, or display offensive messages are inappropriate for school. Students will be asked to go home and change, or turn the clothing inside out if going home is not possible.

Clothing that is too revealing is inappropriate for school. For example, this includes clothing that reveals the midriff, chest or bare back. Tube tops, pants that are too low-rise or hanging below undergarments, or skirts and shorts that are too short are also inappropriate.

We believe that common sense will help govern decisions about appropriate clothing choices. As well, these guidelines will teach that some clothing is appropriate for home and recreational wear, but not school or business wear.

At Sheldon-Williams we aim at the principle of good taste, common sense, and an attempt to maintain a wholesome teaching and learning environment. Thank you for your understanding in this matter.

FIGHTING

Disputes between members of the school community should be resolved through proper channels. Pushing, shoving, wrestling, etc. will be considered as fighting, regardless of the intent. If you are involved in a fight you should be prepared to receive a three-day suspension up to a ten-day suspension.

INTIMIDATION/BULLYING

Bullying and/or intimidation of others may include but is not limited to any repetitive aggressive, or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property. In addition, soliciting, encouraging, aiding or engaging in hazing is prohibited. "Hazing" means any intentional, knowing or reckless act directed at a student for the

purpose of being initiated into a club, team or school.

Students who exhibit a pattern of intimidation or bullying will be dealt with severely. Every member of the school community is entitled to attend school free from harassment, threats or fear.

LATES

In order to maximize instructional time, you must arrive to all classes before the bell rings.

LOCKERS AND LOCKS

You will choose a locker on the first day of school. It is your responsibility to keep it free from damage, clear of writing, and to use a Sheldon-Williams lock on it at all times. Students are not permitted to share lockers as this has the potential to lead to the loss of valuables. Students are reminded that lockers are school property and are subject to search given reasonable grounds.

TEXTBOOKS

Students are to return their textbooks before they are permitted to write their final exam in that class. Lost or seriously damaged books must be paid for before writing the exam in that class.

TOBACCO/SMOKING

“Smoking” is prohibited at any time on the school premises (this includes e-cigarettes). This is a system-wide policy of the Regina Board of Education and is against the law. The school premises are defined as the school building, parking lots, and the school grounds. Possession of tobacco in any form by a student is prohibited.

VALUABLES AT SCHOOL

School personnel try to prevent losses but they are not responsible for students’ personal property. Large amounts of money or valuables should not be brought to school. If you must bring valuables to school, they should be checked in at the office or secured in your locked locker. As an added precaution, please place your name on all property and clothing.

GENERAL GUIDELINES

TIMETABLE LOADS

All students in Grade 9 and Grade 10 should carry a full timetable each semester (no spares). Students in Grade 11 and Grade 12 should carry a minimum of four credits each semester. No changes will be made without permission from a parent/guardian and a guidance counselor or the school administration.

DROPPING SUBJECTS

All students who wish to drop a subject may only do so with the permission of a parent/guardian and a guidance counselor or the school administration.

INTERNET POLICY

The Regina Board of Education supports access to electronic information resources along with the development by staff and students of appropriate skills to analyze and evaluate such resources. The primary objective of network access is to support learning. Access to and participation in the global network known as the Internet carries with it a responsibility for adherence to established guidelines for acceptable use. It is the responsibility of the user to adhere to the policy. A copy of this policy is shared with all students and is available from the office.

PARKING

Students are to use the student lot located north of the gymnasium. Students that block other vehicles in the student lot will be ticketed & towed. Students may park on the surrounding streets, but must follow the road rules and regulations. There is no parking permitted for students on the south lot by the auditorium or shop ramp and vehicles will be ticketed and towed from these areas also. Students are asked to show care and respect for our neighbours by not littering and by driving with due care and attention in our school zone.

STUDENT SAFETY

The school division has adopted a nationally recognized code system. This was done to reduce the amount of confusion among staff and visitors to our buildings in the event of an emergent situation. All students and staff practice the code system information in the same way as fire drills are practiced. We practice these conditions in an effort to ensure that when under duress everyone acts calmly, expediently and above all safely. If parents have questions about the code system or any other aspects of student safety, please call the principal. Students may ask questions of any staff member.

SERVICES FOR STUDENTS

SWAP: SHELDON-WILLIAMS ADVISORY PROGRAM

Students attending Sheldon-Williams are placed into a homeroom program. Students will have the same SWAP teacher from grades nine to twelve. This will allow both the student and the parents to build a relationship with their SWAP teacher. Three-way conferences are held with the student, parents and SWAP teacher to discuss academic progress and personal growth. The purpose of SWAP is to help students adjust to school, to build community among students, to encourage a sense of belonging and respect and academic advisory and coaching to help students succeed by giving them support and encouragement. SWAP also provides opportunities for students to build positive relationships with students in the same SWAP class.

COUNSELING SERVICES

The guidance counselors at Sheldon-Williams Collegiate offer a variety of services and programs to students and parents. These services include: individual, confidential counseling aimed at meeting educational, personal crisis, social and career planning needs, liaison between students, teachers and parents- Referral to community and professional services for long-term counseling.- Aid with

scholarship and post-secondary applications. The counselors can be contacted in the Guidance Office at 523-3553 or through the Main Office at 523-3550.

TEACHER-LIBRARIAN

Our school has a teacher-librarian who gathers resources for students and teachers. The teacher-librarian exposes students to good literature and extensive informational resources and promotes the enjoyment of reading. Teacher-librarians also teach cooperatively with the classroom teachers. Our resource centre is automated so students learn to use extensive electronic resources in their research projects.

LEARNING RESOURCE PROGRAM

Our Learning Resource Teacher provides students with tutorial support and assistance with learning strategies so that they are able to complete their school program. Students can be supported in the classroom environment by the Learning Resource Teacher or they may have an opportunity for tutorial assistance in the learning resource room.

SCHOOL RESOURCE OFFICER PROGRAM

The Regina Police Service, with the cooperation of the Regina Public School Board, makes available a police constable to Sheldon-Williams Collegiate. The constable answers student questions on matters of law and assists teachers by making class presentations.

Attendance Strategy and Intervention Plan

School attendance is both a right and a responsibility. School division teams actively partner with students and parents in the task of ensuring students meet or exceed the attendance requirements of Regina Public Schools and the Saskatchewan Education Act, 1995. RPS is committed to the full implementation of sections 156 to 162 of the Saskatchewan Education Act, which clearly defines student attendance as a responsibility that is shared among parents, students, teachers, principals and the Board of Education (refer to Appendix D).

Regina Public School staff recognizes that consistent attendance, academic success, and school or grade completion have a positive correlation. The Attendance Strategy and Intervention Plan is not intended as a punitive measure. It aims to provide direction and to involve all stakeholders in achieving consistent attendance and therefore academic success for all students. Accurate course attendance records are imperative to the process.

The entire Regina Public High Schools Attendance Strategy and Intervention Plan will soon be available for review at www.rbe.sk.ca.

Student Attendance Incentive

Attendance Incentives are designed to recognize those students who have made efforts to attend classes regularly and punctually. The incentive that may be earned is as follows:

- The mark attained on the final assessment will not negatively impact the grade earned for that class.

Attendance Incentives are earned by students if the following criteria are satisfied:

- Students that have a total of seven or fewer absences in each individual class, per semester.
 - A student is deemed to be **present** when he or she physically attends his or her regularly scheduled course. (Absences include excused).
 - All curricular activities, as approved by the school administration (submit Academic Exemption Form on Google), will be marked “office” and will not be considered one of the absences that would negatively impact the Attendance Incentive. These would include any transition activities with post-secondary institutions.
 - Students who participate in school organized extra-curricular activities (sports, music, SRC, etc.) will be marked “extra-curricular” and will be permitted an additional three absences in each individual class, per semester. These absences would not negatively impact the Attendance Incentive.
 - All students who qualify for a national level event, and represent the province of Saskatchewan, will be marked “office” and will not be considered one of the absences that would negatively impact the Attendance Incentive.
- Students may have a total of three or fewer lates in each individual class, per semester.
 - A **late** is defined as any time a student is not present in his or her scheduled course before the bell sounds signifying the beginning of class.
- Students must have all assignments completed in a satisfactory manner (no zeros) with a maximum of three late assignments over the entire semester.

- Students must have a minimum of 50% in the selected course one week from the end of classes.

Note: Any unexcused absence or a school suspension (for current semester only) will lead to loss of Incentive. In addition, it is important that parents/guardians maintain accurate attendance records. Attendance should be reviewed on a weekly basis and any corrections must be made within five school days.