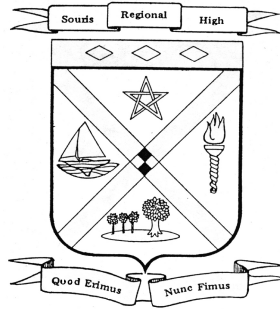


SOURIS REGIONAL HIGH SCHOOL



"What we are to be we are now becoming"

**PO Box 460
Souris, PEI
C0A 2B0**

**Main Office: (902) 687-7130
Fax: (902) 687-7129
www.edu.pe.ca/sourishigh/**

MISSION STATEMENT

We believe that, in an enjoyable atmosphere of mutual respect and support, students and staff can learn by acquiring knowledge, skills, attitudes and behaviours that will develop the desire and capacity to contribute positively to society.

This agenda belongs to:

NAME:

ADDRESS:

PHONE: **HOME ROOM:**

ADMINISTRATION

Mrs. Anna MacKenzie Principal
Ms. Lynne MacPhee Vice Principal

DEPARTMENT HEADS

Mr. Paul MacDonald Communications Dept. Head
Ms. Karen Power Mathematics & Science
Mr. Shane MacClure Athletics & Technology

FACULTY

Ms. Danielle Arsenault	Mr. Stephen MacSwain
Ms. Karen Aucoin-Smith	Ms. Holly McIntosh
Ms. Kelley Carpenter	Ms Sarah Mosher
Ms. Sara Chaisson	Ms. Krista O'Neill
Mr. Cecil Keeping	Ms. Anne Peters
Mr. Larry LeBlanc	Mr. Kevin Peters
Mr. Chris MacAulay	Ms. Karen Power
Mr. Dean MacDonald	Ms. Janice Robertson (EA)
Ms. Krista MacDonald	Mrs. Irene Sanderson
Ms. Laura MacDonald (EA)	Mr. John Smither
Ms. Alana MacGregor-Harris	Mr. Graham Townshend
Mr. Randy MacIntyre	Mr. Mike Trainor (YSW)
Ms. Carolyn MacPhee (EA)	Ms. Pam Whalen

NON-INSTRUCTIONAL

Ms. Lori Sanderson/Mrs. Sheila Peters Administrative Assistant
Ms. Judy Coffin Administrative Assistant
Mr. Norman McIntosh Custodian
Mr. Martin MacIntyre Custodian
Ms. Joan Fraser Cleaner
Ms. Colleen McCormack Cleaner
Ms. Ashley Cudmore Cafeteria
Ms. Sheila Cheverie Cafeteria
Ms. Krista MacKinnon UPEI Student Nurse

BUS DRIVERS

Francis Dingwell 430	Garry MacDonald 424
George Banks 468	David Mahar 456
Johnny Deagle 413	Doug Morrow 421
Vernon Garrett 453	Michael O'Connor 493

STUDENT COUNCIL 2011 - 12

Co-Presidents Sarah MacPhee & Paula Maria Campbell
Vice-President Erika MacDonald
Treasurer Maeghan Allen

Secretary Breanna Ching
 Member-At-Large Kelsey Gallant

2011 - 12 SCHOOL CALENDAR

September	1	Orientation Day for Teachers
	2	Provincial School Development (In-house)
	5	Labour Day
	6	First School Day for Students
	14	School Pictures - Lifetouch
	14	Band Parent Meeting, 6 p.m.
	14	Meet the Teacher Evening
	21-23	Heckbert's Grad Photos
October	10	Thanksgiving
	17	School Picture - Retakes
	20-21	PEITF Annual Convention/CUPE Annual Convention
	26	Career Day (9-11 a.m.)
	27	Fall Band Concert, 7 p.m.
November	2	Take Our Kids to Work
	8	Mid Term
	10	Professional Development Day
	11	Remembrance Day
	17	Parent-Teacher Interviews, 6:00 - 8:30 (with report cards)
	18	Parent-Teacher Interviews & PD, 9-12, 1-3 (No school)
	25	School Development Day (No school)
December	1	Christmas Band Concert, 7 p.m.
	20	Last day of classes, 2011
January	3	First Instructional Day, 2012
	26-31	Final Exams
February	1	End of Semester Administration Day/Professional Development
	20	Islander Day
March	19-23	March Break
	29	Parent-Teacher Interviews, 6:00 - 8:30 p.m.
	30	Parent-Teacher Interviews, 9-12, 1-3 (No school)
April	6	Good Friday
	9	Easter Monday
	10	Mid Term
	16	Report Cards
	27	School Development Day (No school)
May	4	Area Association Day/CUPE Annual Convention
	21	Victoria Day
	31	Spring Concert, 7 p.m.
June	11	Grade 12 Exams Begin
	13	Grade 10 - 11 Exams Begin
	18	Grade 9 Exams Begin
	15	Prom
	19	Grad Banquet & Interfaith Service, Safe Grad Activity
	21	Graduation

26 Grade 8-11 students return for reports
 29 Last day for teachers

GRADE 10 - 12 SCHEDULE

8:40 a.m.	First bell
8:43	Silent reading
8:58	A Block
10:13	Break
10:20	First Bell
10:23	B Block
11:38 p.m.	Lunch
12:20	First Bell
12:23	C Block
1:38	Break
1:45	First Bell
1:48	D Block

GRADE 8 - 9 SCHEDULE

8:40 a.m.	First bell
8:43	Silent reading
8:58	A1 Block
9:36	A2 Block
10:13	Break
10:20	First Bell
10:23	B1 Block
11:01	B2 Block
11:38 p.m.	Lunch
12:20	First Bell
12:23	C1 Block
1:01	C2 Block
1:38	Break
1:45	First Bell
1:48	D1 Block
2:26	D2 Block

GENERAL SCHOOL INFORMATION

Accident Procedures

If an accident occurs during school hours, the student will be taken to the office. For precautionary measures, the office personnel will have the student transported to the hospital or clinic and parents will be notified. It is the parent's/guardian's responsibility to pick the student up at the hospital or clinic.

School Cancellations and Closures

On winter days, when travelling proves difficult, parents are urged to listen to major radio stations for an announcement pertaining to late buses, early dismissals, or school cancellations. On a day when school has been cancelled or students have been dismissed early due to inclement weather, all extra-curricular events scheduled for that particular day will be

suspended. Students are not permitted in the school for any activities when school has been cancelled.

Lockers

Students are issued a locker and lock at the beginning of the year **when they pay their student fee**. Use of lockers is restricted to before school, break times, lunch period, and after school. Student must keep their locker locked at all other times. Students are urged to use their lockers for safekeeping of their school texts and personal belongings. **Lockers are school property.**

Telephone

Many telephone calls are made every day. Because our administrative assistant is already very busy, it is suggested that phone calls made to students be only in the case of extreme necessity. If parents must phone the school to get in contact with a student, they may leave a message for the student to call back. The school administrative assistant will page the student to the office at the end of each class to pick up phone messages, but will not be responsible for messages which are not picked up. Only in the case of an emergency will students be called from class. Students are encouraged to use the pay phones provided in the school rather than tie up the office lines. **Students must, however, use the office phone to validate an illness or to make arrangements for permission to leave school.**

Textbooks

Students are expected to maintain the condition of the textbook for the semester. If a textbook is lost, the student must pay for the lost book before a new one can be issued. Textbooks must be returned to the teacher at the end of each semester. If a textbook is not returned, the student must pay the replacement cost of the book before he/she will receive a report card.

Homework

Students are expected to complete their homework on a regular day-to-day basis. The only valid reason for coming to school without homework completed is illness. Students are expected to phone a classmate or check the website to learn of their assignments if they miss class. In the event of an extended illness, arrangements can be made through the office.

Plagiarism

Plagiarism occurs when a student submits work that they did not create without acknowledging sources. This is a serious matter because it defeats the purpose of learning and destroys the level of trust between student and teacher. In addition, plagiarism violates the "Internet Use Agreement" form which each student/parent signs.

In the case of plagiarism, the following will occur:

- the student will receive a zero for the assignment
- the student may receive a zero for the course
- the student may lose Internet privileges
- a letter detailing the incident will be put in the student's file
- parents will be notified

Study Periods

Grade Twelve students are sometimes assigned a Study Period. This is a privilege and, as

such, students are expected to use this time wisely. They are to remain in the cafeteria or the library during this time. **Students must have 16 credits to have a study period.**

Student Fee

Each student is expected to pay a \$20 student fee; the family rate is \$30. This money is used to pay for student activities and to cover extra program expenses.

Vocational Area Projects

Parents should be aware that they may have projects completed in motor vehicle repair, small engine repair, or welding. Arrangements may be made through the vocational department. There is no charge for labour, but customers are responsible for all material(s). Souris Regional High School will not be held responsible for workmanship.

Parent/Teacher Interviews

Although Parent/Teacher Interviews are scheduled throughout the year, parents are encouraged to phone or meet with teachers at regular intervals. Appointments may be made through the office.

Transcripts of Marks

Students will be issued a transcript of their marks upon graduation or leaving the school in June. Complimentary transcripts will also be provided during the last year of student attendance. Such transcripts are usually sent to Universities and Colleges and must be requested. **After graduation, transcripts can be picked up at the main office for a fee of \$3.00 a copy. Requests to mail or fax transcripts after graduation will be honoured after a fee of \$5.00 per copy has been paid.**

Scholarship Information

All scholarship information will be posted on the SRHS website and in Grade 12 home rooms. Parents are encouraged to check this information at any time. Students are responsible for applying for all prizes, bursaries and scholarships.

GRADUATION INFORMATION

Souris Regional High School Certificate and Provincial Certificate:

Students must successfully complete the following twenty credits in Grades Ten, Eleven, and Twelve:

- 3 - English credits
- 2 - Mathematics credits
- 2 - Social Studies credits
- 2 - Science credits
- 1 - Communication credit
- 10 - Electives

Five of the above listed credits must be at the 600 or 800 level.

Souris Regional High School Diploma and Provincial Certificate:

To obtain a Souris Regional High School Diploma, a student must complete the requirements for the Provincial Certificate (as above), plus three additional credits for a total of twenty-three credits in three years.

Souris Regional High School Honour Diploma and Provincial Certificate:

To obtain a Souris Regional High School Honour Diploma, a student must complete the requirements for a High School Diploma as outlined above, with an over-all average of at least 80% in five Grade Twelve courses (600 and 800 level courses) one of which must be English.

Ranking, Grade 12

University rankings are done in February and June. In February, students are ranked on three 621 courses taken in first semester. In June, rankings are on six 621/611 courses, one of which is ENG621A.

Ranking, Grades 10 & 11

Student rank will be determined by averaging the eight courses taken in the current year.

Vocational Certificate

An interim set of graduation requirements applies to a student with at least eight credits in vocational education.

- 3 - English credits
- 2 - Mathematics credits
- 8 - Vocational credits
- 3 - Electives
- 2 - Science credits and 1 Social Studies credit or
- 1 - Science credit and 2 Social Studies credits.

The Governor-General's Medal

A Bronze medal is awarded to the student who achieves **the highest** average upon graduation from a secondary school. The student's average will be calculated according to the following criteria: all 500, 600, 700 and 800 level courses will be included regardless of the grade during which the course is attempted.

Grade 8, 9 Promotion

To be promoted, students must achieve a weighted average of 60% with no more than one failure. Placement in the appropriate grade level may be made subject to the recommendation of teachers and administration. The passing grade in all subjects is 50%. Students achieving an average of 80% will receive **HONOUR ROLL** status.

ADMINISTRATIVE POLICIES

Vocational Marking

Vocational Education includes Motor Vehicle Repair, Industrial Arts and Welding. A credit is issued at the end of each term if the student has obtained a pass mark of 50%. Final Examinations will be given in all vocational areas. Due to the practical nature of vocational training, evaluation is done on an attendance and participation basis.

The following system of vocational absenteeism has been adopted:

0-3 days	- no penalty assessed
up to 6 days	- 5%
up to 9 days	- 10%
up to 12 days	- 15%
12 to 15 days	- 20%
up to 18 days	- 25%

Assignments

A student failing to pass in all major assignments in a subject area will receive an **INCOMPLETE** in that subject. The last acceptance date for all assignments will be due seven days prior to the examination period.

Examinations

All students are expected to write examinations when scheduled. A medical certificate will be required if a student misses a term exam. If a student is absent, the parent/guardian must phone the school before the examination is written. The day the student returns to school, he/she must make arrangements with the office to write the missed examination(s). Failure to do so could result in the student receiving no credit in the subject.

Students Leaving School During the School Day

Students leaving school for any reason during the school day must present a note to the office between **8:30 and 8:45 a.m.** stating the reason for leaving, then have the note signed by the teacher(s) of the class(es) that will be missed. In exceptional circumstances, if a student has forgotten to bring a note, he/she must report to one of the administrators or the school secretary before leaving the building. Students who go home at lunch and become ill, or, for some other reason cannot return for afternoon classes, are expected to have their parents contact the school prior to 1:00 p.m. to explain the absence. If a parent or guardian is not available to phone the school, the student is expected to do so. Students who leave the school without prior permission are considered truant.

Full Day Absences

Upon a student's return to school following an absence, he/she must present a note to the home room teacher stating the reason for the absence. If a student has failed to produce a note, he/she will be asked to report to the office to call home. The secretary will speak to the parent/guardian and write a note to the home room teacher indicating a call has been made.

Late Students

Students arriving late for school in the morning are expected to present a note to the office upon arrival to explain tardiness. Students are responsible for getting to school on time in the morning and for reporting to respective classes on time. Avoidable lates are both discourteous and disruptive to fellow students and teachers.

Truancy Policy

Students are expected to attend all classes everyday. If a student does not have permission via a note validated by the office or a teacher to be absent from class, then that student is considered truant. If students are bussed to school and fail to attend classes, they will also be considered truant. A first offence will result in a one day in-school suspension. Further failure to comply with the attendance rule could result in an out-of-school suspension.

Illness During School Hours

A student who becomes ill during the school day must report to the office before missing any classes. The office staff will attempt to contact home or the home of an emergency contact to make arrangements to have the student transported home.

Physical Education

Due to the nature of this subject area, much of the evaluation is done on an attendance and participation basis. Other marking components may include skill improvement and classroom work (fitness planning, injury prevention and treatment, sport rules and strategy).

Every two days of non-attendance or non-participation will result in a 3% loss of marks. For valid absence, accompanied by a note, students must regain some or all of the following options within a time period specified by the teacher:

- 1) fitness training assigned by the teacher (30 minutes for every hour of class missed) to be done outside of class time and in addition to normal sport training.
- 2) intramural or interscholastic assistance (60 minutes for every hour of class missed) such as officiating, keeping statistics or planning events.

Please note - These activities do not totally replace your attendance/marks for Phys. Ed. In most cases, a person who attends class will receive a greater mark than a person who is absent from class, no matter whether the absence is valid or not.

Computer Regulations

Students may only access digital storage on school computers as allowed by department regulations. Students may not download or install any software to the school's computer network. Also, students are not to reconfigure any computer hardware or software. Food and drink, including water, are prohibited from the computer labs at all times. Only school-related print jobs may be completed in computer lab. Students should consult a supervising teacher before beginning personal print jobs. A small fee may apply. Damage to computers or peripheral devices or failure to abide with the above regulations will result in a loss of computer privileges.

Internet Acceptable Use Policy

Students and their parents are expected to sign an "Internet Acceptable Use Agreement" in order to gain access to the Web through the school's network. Web-based email accounts will still be allowed; however, students are encouraged to use Groupwise e-mail provided by the department. Internet users at SRHS are expected to use common sense when surfing the web. The use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges.

STUDENT SERVICES

Guidance

Mrs. Anne Peters, School Counsellor at Souris Regional High School, is accessible most days before and after school, at noon time, as well as throughout the school day. She is available for confidential individual or group discussions of emotional, personal, social, or academic concerns. Help is provided with selecting courses and establishing educational and career goals. Mrs. Peters coordinates support services from community agencies. Information on post-secondary studies, scholarships, bursaries, student loans, careers, job search skills, study skills and student travel programs is all provided in Student Services.

Multi-Agency Support Team (M.A.S.T.)

The MAST focuses on the needs identified by students, parents, or teachers. M.A.S.T. offers programs and services requested by the students. They value student involvement and respect their opinions and knowledge. Confidentiality is respected at all times unless the client is reporting a potential suicide or abuse of a minor by an adult. Any students or parents requesting this service should contact the Guidance Department.

Student Insurance

Students in Grades 1 to 12 receive basic accident coverage at no cost to parents. Most students are automatically insured when they are:

- at school
- at community-based learning activities (school sports events, co-op placements, field trips)
- travelling to and from school and community-based school activities.

The claim forms are available on our website <http://www.edu.pe.ca/esd/main/forms.htm>

Library

The library at Souris Regional High School has a very good selection of books and materials for student and teacher use. The library is open to students from 8:30 a.m. to 4:00 p.m. All materials must be signed out and returned when due. Students who lose books are required to pay for them. We ask that parents help maintain this resource by urging their children to return material promptly.

Cafeteria

Cafeteria services are available to students who wish to purchase their lunch. We urge all students, whether purchasing their lunch or bringing a lunch from home, to use the cafeteria facilities provided. Trays, plates and utensils should be returned to the appropriate stations by the students. Full and partial meals are available each day in the cafeteria. Student cooperation with clean up is essential and all refuse should be properly sorted and trays returned.

STUDENT CONDUCT

Souris High School Behaviour Code:

A student shall...

- a. be courteous and respectful to teachers and fellow students;
- b. exercise self-discipline;
- c. attend classes punctually and regularly;
- d. accept such discipline as would be exercised by a kind, firm, and judicious parent;
- e. be clean in person and habits;
- f. show respect for school property.

Use of Electronic Devices

Personal electronic devices (cell phones, video/camera cell phones), as listed in the ESD Use of Personal Electronic Devices Regulation, are prohibited from unauthorized use in schools at all times. These electronic devices must be turned off and out of sight at all times while in the school building. At Souris High, students will be allowed to use MP3 players or iPods in the hallways and cafeteria. The use of MP3 players and iPods in classes must be authorized by individual teachers.

Staff will confiscate any electronic device (cell phone, video/camera cell phone) that is visible, that rings or beeps, or is otherwise in use in the school building. Devices will be returned to first time offenders at the end of the day. Repeat offenders will require a parent to pick up the device.

Caring Places to Learn Policy

The Eastern School District Board is committed to providing a healthy, safe and supportive working and learning environment for students and staff, and recognizes that student learning and staff productivity are improved by a positive learning environment. The District will establish clear expectations of acceptable conduct and develop and implement supporting programs and preventative and intervention procedures to ensure the promotion of appropriate professional growth, and positive student behaviors. The District will promote the principle of the "Duty of Care" whereby all interpersonal relationships will demonstrate respect for the unique worth of each individual, fair procedural treatment, and persistent and diligent effort to encourage successful performance. In the case of students, the demonstration of care means that they will demonstrate care for themselves, for each other, and for their school and staff. The District will not tolerate behaviors that infringe upon the rights of students and/or staff to benefit from a successful and fulfilling working and learning experience in its schools.

Dress

Students at Souris High must come to school dressed in a manner appropriate to the educational goals and activities at our school. This indicates a sense of pride that the students and parents have in the school. Rapidly changing styles and fashions make it impossible to suggest a definite standard of dress. School is a place distinctly different from a beach, for example, and we request discretion in the choice of T-Shirts (especially wording and suggestive pictures). If clothing is deemed inappropriate or offensive, then students will be asked to change; or they will be given another shirt from the office or they may be prohibited from attending class. It is also expected that students will not wear hats in class.

Students will have an opportunity to participate in Hat Day and other special days will be announced and specific dress will be requested ie for Student Council activities such as pyjama Day, etc.

Hallways/Stairwells

All students are expected to either carry their satchels or put them in their lockers. No personal property is to be left in the halls or lobby. Also, stairwells are not to be used as seating/standing

areas. Students should not sit on the hall floors with legs extended and reduce walking traffic through halls. These rules allow a respectful and safe use of our building and also ensure that we uphold Provincial Fire Regulations.

Care of School Property

Students are expected to respect school facilities and equipment. Any student(s) who damages school property will be held responsible for replacement costs. Disciplinary action may also be taken.

Smoking

Eastern School District Policy dated Fall of 2000 states that students are not permitted to smoke on school property.

Bus Behaviour

Bus transportation is a privilege - not a right. Students are expected to be on their best behaviour while travelling on the school bus to and from school. It is important that students adhere to all rules and regulations as posted on the school bus. Students are responsible to the bus driver for their behaviour and those who misbehave will forfeit the privilege of travelling on the bus. Students who wish to travel on a bus other than their assigned one or get off a bus at another stop must have a note from their parents and have the note approved by the office before a pass is issued.

Alcohol and Non-Medical Drugs

The use of and/or possession of alcohol or non-medical drugs during the school day or sanctioned school functions off school property is strictly prohibited. Violation of this rule will result in a one year suspension from extra-curricular activities including graduation events and may result in a suspension from school. Violators may be charged under the law.

Vehicles & Parking

Students are permitted to bring their own vehicles to school and must use the student parking lot. Reckless driving on or around school property is strictly prohibited and violators could be charged under the law. Vehicles are to be used only for transportation to and from the school. Students are not permitted to visit their vehicles during school hours. Vehicles are not to be parked in the bus lane or driveway. If the use of vehicles is considered to be inappropriate in any way, students will lose the privilege of bringing a vehicle on school property.

EXTRA-CURRICULAR

Guidelines for Extra-Curricular Sports

Participation in extra-curricular activities requires that a student be of good standing in their courses and deportment. Extra-curricular coaching is done on a voluntary basis. Students receiving the privilege of playing on an extra-curricular or scholastic team are expected to be respectful and courteous toward their coach(es), fellow players, and opponents. They will be expected to have the necessary uniforms and equipment at all times and to ensure that Souris Regional High School is well-regarded in both the community and in school circles. The coach will travel with the team. Players will make an agreement with the Athletic Department regarding extra-curriculars. This specifically includes regular attendance and team conduct as outlined by the coaching staff: practice/game attendance, dress code, conduct on and off the floor, quitting teams, etc. Failure to fulfill a commitment to a team will necessitate removal from all interscholastic play for one full year.

Extra-Curricular Travel

Parents should be aware that students travelling to interscholastic sporting events must use the

transportation provided by the school. If it is necessary that a student must take alternate transportation, then permission must be obtained from the home, coach, and the administration.

Extra-Curricular Fees

Fee amounts are dependent upon season length and help defray the cost of officials, equipment and travel.

Senior Soccer	\$30	Senior Volleyball	\$30
Midget Soccer	\$25	Midget Volleyball	\$25
Senior Basketball	\$70	Midget Basketball	\$60
Rugby	\$30	Softball	\$25
Badminton	\$ 5	Cross Country	\$ 5

Team Uniforms

Team uniforms are the property of the school and must be returned promptly after the season. Negligence in this area will result in loss of privileges, including intramurals, membership on other school teams, school activities, report cards, and graduation activities.

Dance Regulations:

Students attending dances are required to use the main student entrance. Once a student enters the dance, he/she is not permitted to re-enter. Students who sign in 'non-students' are held responsible for the actions of these individuals. **Evening dances are for grades 10-12** only. Dance tickets, when purchased, are not transferable to other students. Students may be asked to submit to an alcohol breath-strip test.