



HANLEY COMPOSITE SCHOOL

Student Handbook

2023-2024

Box 449

Hanley, SK S0G 2E0

Phone: (306) 544-2511

<https://blogs.spiritsd.ca/hanley/>



VISION

Our school is a community of learners and leaders where teaching and learning are stimulating and interesting. It is a child-centered school where all students have the right to achieve success in academic, personal and social development in a safe and caring environment.

Achieving Success Together

On behalf of the staff, we would like to welcome all students new to Hanley Composite School and all students returning to school following summer vacation. We take great pride in our academic and extra-curricular programs that we offer at our school. Our mission statement stresses a focus on academics in a safe and caring environment. Our motto focuses on staff and students achieving success together.

We value our strong partnership with the home and the community and one of the keys to success for your child is communication between home and school. We continue to look forward to working with our School Community Council to further enhance our relationship with the community. Do not hesitate to contact us at the school if you have any questions or concerns.

Students, please take every opportunity to become involved in the academic and social life of Hanley School and become part of the Saber tradition. We wish each of you success. Do your best and have fun making 2023-2024 a year to remember. Hanley Composite School is a great place to learn.

Principal: Chris Tucker
chris.tucker@spiritsd.ca

Vice Principal: Carter Block
carter.block@spiritsd.ca

Admin Assistant: Carey Block
carey.block@spiritsd.ca

2023-24 REGISTRATION

Registration and a full day of classes for Grades 1-12 students will be on **Tuesday, September 5th**. The first day of school for Kindergarten students is on Sept 13th and 15th. It is very important that all prospective students be present for registration.

New Families may contact the Principal to discuss student placement (306-544-2511). Any new students in Grade 11 or 12 wishing to register prior to September 5th are invited to come to the school the week before school starts. Please bring report cards and transcripts.

SCHOOL DAY

Move to Period 1 – 8:50-8:55

Period 1 – 8:55-9:58

Period 2 – 9:59-11:02

Break – 11:02-11:17

Period 3 – 11:17-12:20

Noon – 12:20-12:50

Move to Period 4 – 12:50-12:55

Period 4 – 12:55-2:00

Period 5 – 2:01-3:05

Student Accounting and Release

In the case of an emergency the following steps will be taken to ensure all students are accounted for and released properly:

1. Each teacher will have a class list
2. Full school rosters will be in the emergency kit and in the Principal and Vice-Principal's office
3. Missing students will be reported to the office
4. No student will be released to parents during a lockdown or lockout until the Principal has deemed that the situation is "all clear".

Classroom teachers are in charge of his/her classroom and have a current list to keep track of students

Parents are allowed to pick up their children unless public safety officials declared that there is some reason why access to the facility is restricted. During any emergency, school personnel will maintain as safe and normal an environment for children within the school as possible. School is not automatically cancelled in emergency situations.

Kindergarten- Students are eligible to register for Kindergarten enrolment if they are five years of age as of December 31 of that year. Kindergarten will be Mon, Wed & alternating Fri for 2022-23.

Driver Training- Driver Training is offered by Precision Driving School, instructor Todd Pluhator. Students are eligible if born on or before December 31, 2008. Todd can be reached by phone at (306) 222-5515. Classes take place at noon and after school as scheduled.

SCC – The Hanley School Community Council is an elected group of community members who have an interest in the positive growth of the school and its educational programming. Every SCC is expected to:

- Facilitate parent and community participation in school planning
- Provide advice to the board of education
- Provide advice to the school staff
- Provide advice to other agencies that may be involved in the development and learning of students and,
- Comply with the policies of the board of education.

2023-24 Hanley Staff List

Teachers

Grade K	- Ms. Denille Martineau
Grade 1&2	- Mrs. Kirsten Menshenfriend
Grade 3&4	- Mrs. Sabrina Mccubbing
Grade 5&6	- Mrs. Sandra Bishop-Moisan
Grade 7	- Mr. Kaleb Schulz
Grade 8	- Mrs. Nicole Bain
Grade 9.1	- Mr. Linden Freeden
Grade 9.2	- Mr. Braden Hursh
Grade 10.1	- Mr. Ryan Herman
Grade 10.2	- Mr. Chad Freeden
Grade 11	- Ms. Sara Prakash
Grade 12	- Mr. Brandon Hutchinson
PAA (H.E.)	- Mrs. Rachel Schraeder
I.A.	- Mr. Chad Freeden
S.E.R.T.	- Mrs. Melissa Koroll
School Counselor	- Mrs. Lea Leier
Vice-Principal	- Mr. Carter Block & Mr. Josh Hindmarsh
Principal	- Mr. Chris Tucker

Admin Assistant - Mrs. Carey Block

Support Staff - Mrs. Lisa Ashdown
- Mrs. Kim Dietz
- Mrs. Alison Prosofsky
- Mrs. Leann Hildebrand

Bus Drivers - Donna Libke

- Harold Dyck
- Kelvin Orsen
- Trevor Heagy
- Cindy Hoffman
- Kellie Thompson
- Marceda Pendleton

Custodians - Mr. Grant Walden & Mrs. Kristine Earis

Driver Educator - Mr. Todd Pluhater

Procedure for Dealing with a Concern - To ensure a high quality of education, the staff of Hanley Composite School and Prairie Spirit School Division welcomes constructive criticism. If students or parents have concerns or questions about an issue at school, please follow this communication process:

1. The classroom teacher is to be the first person to hear and address any concerns from a student or parent.
2. If the issue cannot be resolved with the teacher, the principal is to be contacted.
3. If the matter remains unresolved, the parent may request a meeting with the Superintendent.
4. If further discussion is required, the parent may ask to meet with the Director.
5. Finally, the parent may request the issue to be heard by the Board of Education.

Prairie Spirit School Division

Box 809 (121 Collins St)

Warman, SK S0K 4S0

Phone (306) 683-2800

Fax (306) 934-8221

<http://www.spiritsd.ca/>

Director: Tracey Young

Superintendent of Schools: Mitch Luiten

Trustee: Dawne Badrock

2023–24 SCHOOL CALENDAR

MONTH	DATE	EVENTS AND HOLIDAYS
August	24- Sept 1	Professional Days – No classes
September	4	Labour Day Holiday
	5	First day of classes for Grades 1-12
	13 & 15	First days of school for Kindergarten
	29	National Day for Truth and Reconciliation
October	2	School Pictures
	6	Professional Day—No classes
	9	Thanksgiving Day Holiday
	24-25	Tri-Conferences (5-7:30pm & 3:30-6pm)
November	30	No Classes
	10	Professional Day – No classes
	13	Remembrance Day – Holiday
December	22	Last day of classes before Christmas
	23-Jan 7	Christmas Break
January	6	Classes Resume in New Year
	24-30	Semester 1 Exams
	31	Professional Day – No classes
February	1	Semester 2 Begins
	19-23	Mid-Term Break
March	11	Professional Day – Student Holiday
	20-21	Tri-Conferences (5-7:30pm & 3:30-6pm)
	22	No Classes
	29	Good Friday – No School
April	1-5	Spring Break
	22	Professional Day – No classes
May	10	Professional Day – No classes
	20	Victoria Day Holiday
June	3	Professional Day— No classes
	14	Graduation
	20,24-27	Semester 2 Exams
	27	Last day of School
	28	Professional Day

A complete school year PSSD calendar is online at www.spiritsd.ca.

HANLEY SCHOOL PROCEDURES

SCHOOL VISITORS

We welcome visitors to our school. Please check in at the office upon arrival.

SCHOOL ARRIVAL

Students are asked not to arrive at school before 8:40 am unless they are attending a school-related activity. Playground supervision does not begin until 8:40 am.

OFFICE TELEPHONE and CELL PHONE use

We would like to discourage, as much as possible, interruptions for the students during school hours. The office will gladly pass on a message or have the student call back at break time. Kindergarten to Grade 6 students need to have permission from their homeroom teacher to use the telephone during class times. A telephone for student use is located at the office.

Students are discouraged from bringing cell phones to school as their use during the school day creates a number of academic and social issues. Student use of cell phones or their disruption during class may result in removal and the phone will stay in the office until the end of the day. We will continue to teach responsible use of tech in school. Students who bring their phones to school are encouraged to keep them powered off and locked in their lockers.

LOST AND FOUND

There is a lost and found area in the middle year's hallway and the elementary porch. Articles left on the floor or in the change rooms will be put in the lost and found. At the end of each month, remaining articles will be donated.

Students are encouraged to keep belongings locked in their lockers. The school is not responsible for lost or damaged belongings.

LOCKERS

The lockers are the property of the school and are on loan to the student. Students must clearly understand they can have no expectation of privacy with their locker at any time. Lockers must be kept in a clean and sanitary condition. Locker clean-up will be held at regular intervals.

Students are encouraged to purchase a lock for their lockers. Lock combinations and spare keys need to be given to the homeroom teacher.

The school is not responsible for lost or damaged personal belongings.

BUSSING

Students are expected to follow bus rules which are posted in each bus. PSSD has a weather bussing policy. The bus driver is responsible for the decision not to run their bus. Safety is the first concern. The guidelines established by PSSD are for not running buses if the combined temperature and wind chill are minus 40° at 6:00 a.m. Environment Canada "Saskatoon" temperatures will be used as a guide. If the bus doesn't run the morning, it may run the afternoon if temps improve.(PSSD policy #805)

Appropriate dress for winter travel is the responsibility of students/parents.

INCLEMENT WEATHER

The decision regarding inside/outside recess is to be made by the staff. It is expected that all Kindergarten to Grade 6 students go outside at recess and noon if weather permits. Our guideline is minus 25 degrees temperature and wind chill combined. A Cold Cats Club began in 2018—students may go outside in colder weather under supervision with permission provided from home to join the club.

Notes must be sent by a parent to allow a student to stay indoors on regular days, but if sickness is a concern of the parent, then the student may be better off at home. We would prefer that parents assess their student's health and keep them home when they show symptoms of illness.

SRC SERVERY

The SRC operates a servery for student use during the noon break. Kindergarten to Gr 6 students will not have access to the servery.

SUPERVISION OF STUDENTS

Bus students in Grades 9 – 12 are permitted to leave campus during the noon breaks. All other bus students may not leave the school grounds without a note from their parents and permission of their teacher. Notes must be provided each day.

All students are required to remain on school property during recess breaks and grade K to grade 8 are to remain inside the tree row surrounding the property.

TOBACCO PRODUCTS

As part of the Prairie Spirit School Division, Hanley Composite School is a tobacco free school. This means that no teacher, student or visitor will be permitted to smoke or chew tobacco on school property. Vaping or possession of a e-vaporizer at school are included in this and all will result in a suspension.

CLASS TRIPS

Class trips may be offered as an extension of school programs. The cost of each trip will be shared by the students unless fundraising occurs. Students who have demonstrated a responsible and trustworthy attitude, will be permitted to take advantage of such trips.

DRESS CODE

Clothing should be suitable for a school environment where learning is the focus, and the clothing being worn is not causing harm or offence to others. Students will maintain an appropriate standard of dress in school and in class. Ultimately, staff members will make a decision on what they consider appropriate, bearing in mind these guidelines. Students should be respectful of requests made by staff members.

Students may not wear the following:

Clothing with alcohol, drug or inappropriate logos/symbols/colours

Clothing with offensive language or visuals, direct or implied

ie. Racist, sexist, homophobic, profane, etc.

FOOTWEAR POLICY

All students are expected to wear appropriate footwear in the school and remove dirty or wet footwear. For that reason, it is important for students to have a second pair of shoes at school. Also, it is imperative for student safety that students have proper non-marking shoes and clean runners for the gym.

LIBRARY

The library will be open during the school day. All library materials may be checked out for two weeks or longer with permission. In order to keep our library collection current and up to date, students must return all books at the appropriate time. Books are to be returned at the end of January and June.

HOMEWORK POLICY FOR GRADES 7-12 STUDENTS

The staff believes strongly that all students must diligently and consistently complete their assignments to the best of their ability to reinforce concepts taught in all their classes. The policy fosters the accountability and responsibility of the student so that they will strive to maintain their best possible academic standing. As well, consistency & fairness are promoted as the expectations & consequences are equally applied by all staff to all students.

1. It is expected by all teachers that all students will submit assignments at the beginning of class on the original due date assigned by the teacher. It is the responsibility of the student to communicate with the teacher about late assignments.
2. To help students finish assignments, sessions in a homework room at noon will be scheduled.
3. Students are encouraged to become involved in the privilege of school extra-curricular activities such as sports. **However it is understood and expected that extra-curricular activities will not constitute a reason for a student to be excused from a due date for an assignment.** Students are expected to meet the assignment due dates. Students are expected to meet with their teachers **prior** to the extra-curricular event or a planned school absence to obtain their assignments.
4. Special circumstances may arise from time to time when a student legitimately requires an extension for an assignment. If an extension is granted for an appropriate reason, the teacher will set the due date. **All major assignments to be graded must be handed in no later than one month before the semester ends, or at a date arranged by the teacher, so adequate time to mark them is available. At the high school level, completing all assignments shows proof of understanding of all outcomes of the curriculum, which is imperative for course completion.**

EXAM POLICY

Exams are to be written during times scheduled by the teacher. In the event students are unable to write, parents must notify the teacher for permission to make alternate arrangements and must contact the principal regarding Semester final exams. Generally, students will write the exam the day they return.

REPORT CARDS and INTERVIEWS

Three elementary reporting periods take place. Students in grades 7 to 12 have four reporting periods and grades 9-12 will be scheduled in the semester block schedule. Reporting is done online all year through Edsby. Interviews are held October and March. Please arrange other meetings directly with the teacher.

CODE OF CONDUCT

At Hanley School we strive to create a learning environment where all stakeholders are treated with dignity, respect and fairness. We recognize individual differences and needs, and promote tolerance and acceptance of all. Students are expected to:

Attend school regularly and be diligent in studies.

Be punctual and ready for class with required supplies.

Follow the rules of the school and cooperate fully with staff.

Accept responsibility for actions.

Observe established standards of cleanliness, tidiness and dress code.

Show courtesy, respect & consideration for others, their personal space, property.

Treat others with respect so that everyone feels part of a safe, accepting, diverse and inclusive environment as outlined in the Hanley Safe School Policy.

Recognize that with privileges comes responsibility.

Students are reminded that they are legally responsible to the principal from the time they leave for school to the time they arrive home after school and are responsible to any staff member at any time anywhere on the school premises or during a school function or event. Wide ranging consequences may be applied depending on the severity of the incident and frequency of the misbehaviour. Effective discipline requires the cooperation and support of the home. Parents will often be notified and included in the discipline process.

HANLEY COMPOSITE SCHOOL SAFE SCHOOL POLICY

Hanley school follows the safe school procedures and policies as outlined by Prairie Spirit School Division Student Harassment Protocol (<https://pssd.sharepoint.com/Shared%20Documents/Student%20Harassment%20Protocol.pdf>)

Inclusive schools work within a philosophy of inclusion that allows every individual to feel accepted, valued and safe. When students and staff work together to focus on the qualities found in all people, rather than on their differences, the roots for positive school climate begin to take shape.

Harassment is any unwanted comment or behaviour by an individual toward another which is or is perceived to be hurtful, intimidating or alienating. Harassment may include, but is not limited to, unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, gender, sexual orientation, racial or ethnic background, place of birth, citizenship, ancestry, age, physical size or weight, religion, marital status, family status or ability. Harassment is against the law.

TYPES OF HARASSMENT

Physical: Harassment can be physical in nature involving contact in some way with the target. Examples include hitting, grabbing, pushing, using a weapon, etc.

Verbal: Harassment can be verbal in nature involving using words in some way to hurt or intimidate another person. Examples include name-calling, demeaning language, racial slurs, rumors, etc.

Social: Harassment may not necessarily involve direct physical or verbal contact. Examples include purposeful exclusion, refusal to work with a person, inciting a group to reject someone, etc.

Sexual: Harassment can be sexual in nature involving unwanted sexual activity or attention. It may involve remarks, gestures or actions of a sexual nature that result in a person feeling unsafe or uncomfortable. Examples include unwelcome physical contact, rude jokes or sexually suggestive remarks, threats or bragging about sexual prowess, requests for sexual favors, etc. It may also involve displaying pornographic or offensive material.

Cyber Harassment or online harassment is simply a different setting for the various types of harassment. Technology can be used to verbally, socially, or sexually harass. In cyber harassment, the harassing individual or group use email, instant messaging, text messages, blogs, mobile phones and websites to engage in deliberate, repeated and hostile behavior with the intent of harming others. Cyber harassment can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender. Cyber harassment may also include threats, sexual remarks, or pejorative labels (i.e., hate speech). Students who engage in cyber bullying may publish personal contact information of those they harass on websites. They may attempt to assume the identity of another individual for the purpose of publishing material in the individual's own name that defames or ridicules them.

PSSD considers itself responsible for the protection of students' and employees' human rights and dignity. Thus, harassment of any member of the education community is intolerable and may warrant investigation and possible disciplinary action.

STRATEGIES FOR CREATING A SAFE SCHOOL

Staff Responsibilities:

- Be role models in words and actions
- Be observant of signs of distress or suspected incidents of bullying
- Be prompt and visible while supervising students
- Raise an awareness amongst pupils about bullying behavior
- Teach positive citizenship skills throughout all academic and social interactions in and outside the classroom
- Listen actively to a student-reported incidence of bullying
- Intervene quietly and calmly to incidents of bullying
- Deal with bullying incidents quickly
- Report bullying incidences in K-7 to homeroom teachers
- K-7 teachers will keep anecdotal records of any bullying incidences
- Incidents are reported and recorded
- Identify and discuss 'at risk' students in Class Clinics

Student Responsibilities:

- Refuse to be involved in an act of bullying
- Speak out against bullying
- Report incidence of bullying or suspected bullying to a teacher
- Seek help from an adult

Parent Responsibilities:

- Know and support the school's policy on bullying
- Learn about bullying behaviors
- Encourage non-aggressive ways of resolving conflict
- Inform the school if bullying is suspected
- Watch for signs of distress in your child
- Advise your child to tell their teacher about bullying incidents
- Participate in school meetings if your child has been involved in a bullying incident

Following An Incidence Of Bullying, the Following Steps Will Be Taken Immediately:

- Interview with the bully(ies) – must be separate from victims(s)
- Interview with the victim – must be separate from bully(ies)
- Inform parents of those students involved

GRADE 12 GRADUATION REQUIREMENTS

A min. of 8 credits are required to have completed standing at the grade 10 level and 16 at the grade 11. A min of 24 credits is required to graduate, and 5 must be at the grade 12 level. Courses can be regular (10, 20, 30), modified (11, 21, 31) or alternate (18, 28, 38). **Compulsory courses are as follows:**

Grade 10

English A10/11
English B10/11
Science 10/11
Math 10/11
History 10/11

Grade 11

English 20/21
Math 20/21

Grade 12

English A30/31
English B30/31
History 30/31
1 Science 20 or 30
1 Social Science 20 or 30

3 electives
(level 10 or higher)

6 electives
(level 20 or 30)

3 electives
(level 20 or 30)

Note: Students may also take other elective courses by distance education with permissions. See the principal for details.

School policy: Students in grade 10 are required to carry a full load of classes. Grade 11 and 12 students may have spares. All program changes must be approved by the principal and a parent. Students need to check post-secondary programs for grade 12 course entrance requirements. Many high school courses have prerequisites as well. Planning must begin in grade ten. See your principal/guidance counselor for advice.

GRADUATION

The Graduation 2023 date is June 14. Hanley Composite School is responsible for the Exercises which are held in the school gymnasium in the evening and arranging a graduating class photo.

Any student wishing to participate in the annual spring exercises at Hanley Composite School must meet the following requirements:

Have the necessary number of credits for graduation (24 minimum) or expect to have them by the end of June of that year.

Have the necessary compulsory credits in Grades 10, 11 and 12 or expect to have them by the end of June of that year.

The decision to include/exclude a member of the Grade 12 class will be made on the basis of the student's marks on the third quarter reporting period.

If the student is taking a required course in the second semester of graduation for the second time by correspondence the student will need to have completed 50% of the correspondence course and be passing by May 1 of the graduating year.

SPARE PERIODS

Students in Grades 10 do not have spares. Grade 11 and 12 students may have unassigned periods during the school day with approval from school administration. We believe students should use the period to prepare for other classes, complete homework, or study for exams. Students on a spare are not to loiter in the hallways or on the balcony without approval. Students who wish to drop a class must first approach the subject teacher and principal to discuss the situation. Parents must also give their written permission before a student is allowed to drop a class.

We will support students leaving school grounds during spares as long as this OFF-CAMPUS privilege is used responsibly. We will expect students who leave the building are going home or somewhere agreed to by their parents, and not disturbing the community in their travel. We also will expect them to be on time for their next class if one follows a spare. If a student falls behind in their classes, or abuses the Off-Campus privilege, then that privilege may be revoked. An Off-Campus Permission Form will be signed by the parent.

AWARDS

The Awards are typically presented in June.

Academic Awards:

Grade 10 Academic
Grade 11 Academic
Grade 12 Academic
Industrial Arts Award

Other Awards:

Social Studies Award English Award
Hanley School SRC Scholarship Science Award
Work Experience Award Mathematics Award
Arts Education Award
Home Ec Proficiency Award
Murray Roden Memorial Award
Most Improved Student (Gr. 7-9)
Most Improved Student (Gr. 10-12)
Track and Field – Male and Female
Outstanding Male Athlete
Outstanding Female Athlete
Saber Citizen Awards

Bursaries:

Blackstrap Covenant Church Bursary
Hanley Saber Football Scholarship
Other Community Awards
Are available

EXTRA-CURRICULAR ACTIVITIES

<u>Fall Schedule (Sept–Nov)</u>	<u>Winter Schedule (Nov–Mar)</u>	<u>Spring Schedule (Mar–Jun)</u>
Cross Country Running	Sr. Boys' Basketball	Sr. Badminton
Sr. Boys' Tackle Football	Sr. Girls' Basketball	Jr. Badminton
Sr. Girls' Volleyball	Jr. Boys' Basketball	Track and Field
Jr. Boys' Volleyball	Jr. Girls' Basketball	All Year
Jr. Girls' Volleyball	Sr. Curling	SRC
Sr. Golf	Jr. Curling	SRC
Sr. Soccer		Drama (Dec. - May)
Jr. Golf		

NOTE: Senior teams are generally made up of students in Grades 10-12; junior teams are generally made up of students in Grades 7-9. A student in Grade 9 can participate on a senior team with special permission only. Cross-country running and track and field have age **classes** for all students in Grades 7-12.

Travel – All extra-curricular activities away from the school will have travel expenses paid for by students and their parents. All driving will be done by adults. Special permission must be approved by the principal for a student to drive themselves to a school-related event.

A student with an uncleared absence from school on a particular day or afternoon won't take part in school extra-curricular activities occurring after school on that day. The onus is on the student to communicate such circumstances ahead of time to their coach/supervisor.

SABER PRIDE

