**DCS Handbook**

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**Welcome**

On behalf of the staff of Delisle Composite School, we would like to welcome all of you to the 2017-18 school year! A very special welcome to all who are new to our school community and we are happy to have you here with us. Our staff is exited to share the learning, extra-curricular and co-curricular opportunities that this school year will have. We know that if all are going to find success, we need to work together to achieve success and continue to challenge each other to grow further. We look forward to working with you and are very thankful in advance for all of the student, parent and community support that our school and students will receive this year.

This handbook has been created to give guidance on the school operations and guidelines for our students to follow. Please refer to this document during the school year as directed if any there are any changes made or additional guidelines put in. Please refer to our website for the most up to date information on the school at <http://blogs.spiritsd.ca/delislecomposite/>.

We wish you all the best this year!

 Kirk Schlosser, Brett Kirk,

 Principal Vice Principal

**Staff Information**

1. **Staff List**

**Teaching Staff:**

Kirk Schlosser – Senior Science, Art, Foods and Principal

 Brett Kirk – ELA 20, History 20, Health 7 and 9, Life Transitions 30

Edla Landry – Grade 7 ELA, Social Studies and French, Grade 7 and 8 Music

Barb Kielo – Grade 7 Math, Grade 9 Art, Math 10 and Career Counselling

Susan Hundeby – Grade 8 ELA, Social, Art, French and Health

Ann Oviatt – Grade 8 Math, Senior Math Courses

Josh Donauer (Terra Kooy on leave) – Grade 9 ELA, Grade 7 Art and PE Grade 7-9

Shawna Wirz – Grade 9 Math and Science, Grade 7 Science, Senior Math

Nathaniel Danielson – Industrial Arts, Earth Science 30, and Senior Photography

Erin Hill – Senior Sciences, Outdoor Ed and Robotics 20

Jaren Vetter – Senior ELA, Information Processing, Social 9

Ken Byers – Senior History, Senior PE, Grade 9 PE and French

Haley Bartsch – SERT, Grade 8 and 9 Home Ec.

Linda Peters – Guidance Councillor

AJ Ward – Band Teacher

**Support Staff**

Diane Busby – Administrative Assistant

Pat Henderson - EA

Sandra Traynor – EA

Jody Colborn (on leave)– EA

Faye Mooney – Caretaker

 - Caretaker

**School Information**

**2. School Mission**

The mission statement of DCS:

“Working together as life long learners - Building our future”

We believe that education is much larger than school itself. It is about teaching life skills and helping our students to become responsible, respectable, insightful citizens. Our students learn how to face challenges, work independently and complete tasks as part of a team. They need to develop a realization of the world around them and how to be advocates for themselves, and those around them. Our students are the future and we need to work together to ensure the opportunities to learn all of the skills they will need.

**3. School Contacts**

 School Phone: 306 493 2433

 School Fax: 306 493 2345

 School Email: dcs@spiritsd.ca

 School Website: <http://blogs.spiritsd.ca/delislecomposite/>

**4. Student Representative Council**

The S.R.C. is an executive of students responsible for the planning, organization and co-ordination of activities and events designed to enhance the general school spirit. Students are encouraged to participate and making suggestions to any S.R.C. representative.

**5. School Community Council**

Every school in Saskatchewan has an SCC that advises the School Division and is mandated to support parent and community involvement in the school. The SCC also plays an important role in reviewing extra-curricular activities as well as approving school fees and fundraising activities. Each SCC is made of people just like you … parents of students or any community members at large, plus school administration, teachers and students. It really does “take a community to raise a child”.

**School Day**

1. **Bell Times**

 **DCS Bell Times 2017-18**

|  |  |  |
| --- | --- | --- |
| Period | Normal Day | Learning Time/Special Events |
| Warning Bell | 8:49 | 8:49 |
| 1 | 8:51 – 9:54 | 8:51 – 9:43 |
| Break | 9:54 – 9:59 | 9:43 – 9:48 |
| 2 | 9:59 – 11:01 | 9:48 – 10:40 |
| Break | 11:01 – 11:06 | 10:40 -10:45 |
| 3 | 11:06 – 12:08 | 10:45 – 11:37 |
| Noon | 12:08 – 12:48 | 11:37 – 12:12 |
| Warning Bell | 12:48 | 12:12 |
| 4 | 12:50 – 1:53 | 12:14 – 1:06 |
| Break | 1:53 – 1:58 | 1:06 – 1:11 |
| 5 | 1:58 – 3:00 | 1:11 – 2:03 |
| Learning Time |  | 2:08 – 3:00 |

Prairie Spirit School Division has adopted a 312 minute school for this school year and our bell times are slightly adjusted to compensate for this change in the day. We will continue to use Learning Time giving students the opportunity to choose what they work on, to give them time to meet with peers and staff and to give them say in their education which will increase their engagement and desire to be at school. On Wednesdays, starting on the third Wednesday of the semester, 52 minutes at the end of the school day will be given to students to work on course work needing to work on. Students can seek help from staff, can complete homework, work on group projects, and can be assigned to meet with a teacher if they are falling behind in course work. Attendance will be taken and students will be expected to be at school and completing work in the building.

**Academic Expectations**

 **7. Philosophy of Learning**

 We are a high school and while our focus is on student learning, we also believe that we are training students for their future in our society. Student learning must focus on the course work and curriculum that students need to learn, while also focus on the skills of completing tasks, following due dates, presenting information, balancing time and asking for assistance when they need it. Students must take a leadership role in their learning by taking responsibility for their learning. We believe that the following expectations will support students in these learnings while at DCS.

 **8. Academic Program**

 Subjects taught Grade 7 to 9:

 Grade 7 – English Language Arts, Math, Social Studies, Science, Art Education, Health, Physical Education, French, Skills (Computer and Music)

 Grade 8 – All the same subjects except for skills and adding in Home Economics and Industrial Arts.

 Grade 9 – Subjects are the same as Grade 8.

 Grade 10 to 12 Courses

 Grade 10 to 12 courses are based on both student interest and the Saskatchewan Ministry standards. Students complete a pre-registration in early April and the courses chosen determine the school timetable and the courses offered. These enrollment numbers help us to plan the next school year so we expect students to follow their choice of courses offered.

 There are many different pathways for students to follow and it can be difficult to determine which Math or Science to take. As well, some students may take Modified courses, numbered 11, 21 and 31, designed for students wishing to complete their grade 12 diploma, and leading directly to employment but not directly to most post-secondary educational institutions. Modified courses stress knowledge and skills that can be utilized on the job, in the home, or in recreational activities. Students are selected for modified courses by the staff and administration, in consultation with our Resource Room Teachers.

 **In Division IV, to achieve a Grade 12 Diploma, a student must have accumulated a minimum of 24 credits, ideally eight (8) at each grade level, including all compulsory credits. DCS believes that students should accumulate a minimum of 27.**

At the Grade 10 level we do not allow study periods and expect all students to take 10 credits, unless there is approval for a study or reduced load in consultation with School Administration.

Compulsory Credits:

 ELA A10 or A11, ELA B10 or B11, Foundations of Math & Pre-Calculus 10, Workplace and Apprenticeship 10 or Foundations of Math & Pre-Calculus 20, History 10 or 11, Science 10 or 11, Wellness 10

 Students must take these seven credits, and then choose three more courses from the Grade 10 electives to fill their schedule. A minimum of eight (8) credits is required for a complete grade 10 standing. (\*Please note: under the grade 12 section, the additional requirements.)

 At the Grade 11 level we do allow students to take a single study period and at least 9 courses, unless there is approval from School Administration.

 Compulsory Credits:

 ELA 20 or 21, Social Science (Social Studies 20, Psychology 30), Science 20 (Environmental Science 20, Physical Science 20, Health Science 20) and a Math 20

 Students can choose the rest of their courses from the electives offered and a minimum total of sixteen (16) credits are required for a complete grade 11 standing. Of these, at least (5) must be level 20. (Please note: under the grade 12 section, the additional requirements.)

 At the Grade 12 level we do allow students to take two study periods and a minimum of eight other courses, unless there has been approval by school administration.

 Compulsory Credits are:

 ELA A30 or 31A, ELA B30 or 31B, and History 30 or 31 or Native Studies 30

 Students can choose the rest of their courses from the electives and a minimum number of twenty-four (24) credits is required for a complete grade 12 standing. Of these at least five (5) must be level 30. Although students are strongly encouraged to take four credits in either arts education, practical and applied arts and physical education, the minimum requirements for all students will be two credits from these areas.

 NOTE; Students have a responsibility for ensuring that they have both sufficient credits (24) and the necessary courses to graduate. This information is always available through the school office and students needing support should meet with our career counselor, Mrs. Kielo.

 Students and parents should go to the following link for more information on our courses: <http://blogs.spiritsd.ca/delislecomposite/students-and-parents/course-selection/>

 **9**. **Redoing of Tasks (assignments, exams, quizzes, any assessment)**

 We believe that student success can come from completing tasks, receiving feedback and learning from that feedback to complete the task better. Sometimes, it may be best for a student to redo an assignment or exam after receiving feedback from the teacher and learning from it. For a teacher to accept work that has been redone, a student will be assigned to Learning Time or Learning Club and must show the teacher evidence that they are learning and using the feedback to improve. If they do not attend as assigned, the opportunity to redo the assessment will be not be granted.

**10. DCS Due Dates**

 At DCS we believe that learning to meet due dates and complete tasks in the time given is an important life skill that is essential to the future success of all students. For major projects, a due date will be set that must be followed. We will recommend that staff send out a reminder, via email, 10 days in advance of the due date, if possible. Staff will further be required to communicate the due date and assessment requirements, at least 5 days prior to the deadline. Effectively immediately, there will be no grace period of 10 days after the due date. At the discretion of the teacher, an extension may be given prior to the due date. If the task is not completed on the due date, the task can only be accepted late if the student is attending learning time, and either homework hall (lunch) or learning club after school. If the student does not attend as asked, the task will no longer be accepted by the teacher.

**11. Learning Club**

We believe that for students to be successful, they need to complete the tasks that are assigned by the teaching staff. Sometimes students are not able to complete assessments by the due dates set out and need access to additional supports, in order to get these tasks completed. The Learning Club is a place where students can receive extra support, enabling them to complete tasks that have been assigned. Students can volunteer to attend the learning club—before assigned due dates—to spend extra time working on assignments, or they can be assigned—after a due date has passed—to work with staff. Learning club will meet on Tuesday and Wednesday after school, between 3pm and 4pm, or can be done during the lunch break, by attending homework hall, if the student is unable to attend after school. If a student is assigned to learning club, it takes precedence over extra-curricular activities that may be scheduled at the same time.

**12. Homework Hall**

When students are not completing their assigned tasks teachers have the option of assigning the student to Homework Hall. This is an opportunity for students to complete work at school, during the lunch break, with teacher supervision. Once a student has been assigned they are expected to attend and to be working on the assigned task.

 **13. Store Front Learning**

 For some students, the expectation of having a full course load may not allow them to find success in their learning. This lack of success could be the result of attendance issues, lack of assessment completed, lack of engagement in school and classes. A plan will be made with a student, in coordination with parents/guardians, to assign to the Storefront Learning in the school meaning that they will focus on fewer credits and on completion. A student could be working on only a single credit at a time with the goal to achieve success in what they are learning. As students find success in their Storefront Learning we will work towards having them integrate back to regular course loads and classes.

 In Storefront Learning, a student will be provided with all curricular materials and some assessments that they must be complete. While at the school, they will be assigned to a classroom and will have a teacher that will support their learning, but not necessarily lead it. The goal will be for students to develop independence and to take responsibility in their learning to support their future goals.

**14. Final Exams/Assessments**

**Grade 7 & 8** Students will have normal classes in January. In June,

 students will have a 4 day exam period in which they will

 write one exam per day and will not have regular classes

 during the exam period. Exams will not be comprehensive

 and there will be a study hall in operation.

**Grade 9** Comprehensive finals for semester classes will be written

**(June only)** in both January and June. In June, students will have a 4 day exam period in which they will write one exam per day and will not have regular classes during the exam period. Exams for non semester courses will not be comprehensive and there will be a study hall in operation.

**Grades 10 - 12**

Students will write final assessments/exams, that may be comprehensive, in all core subjects. Final assessments will be determined at the discretion of the teacher in non-core subjects.

**NOTES:**

1. Comprehensive assessment/exams will be defined as a combination of projects, reports, presentations and tests where students are required to demonstrate their learning as it relates to the course outcomes and expectations.
2. All core subjects will have a time slot on the final exam schedule for each semester.
3. Core subjects are: Math, Science, English, History and Psychology.
4. All final assessments at the 10 and 20 level will be a minimum of 20% and a maximum of 40%; at the discretion of the classroom teacher.
5. All final assessments at the 30 level will be a minimum of 30% and a maximum of 40%; at the discretion of the classroom teacher.

**15. Graduation**

The list of students eligible for graduation will be posted at the end of March. This list will be updated as the semester progresses with the final list being posted on June 1. To be eligible for graduation exercises, a student:

- Shall be taking sufficient credits to satisfy the requirements of the Department of Learning for a Grade 12 diploma.

- Shall have no subject average less than 40% at the end of March and again on June 1, unless the subject is an elective in excess of 24 credits.

- Graduation fees must be paid by June 1.

School Administration may remove a student from exercises if a student does not meet these requirements. The school and its staff will not be involved in any activities following the formal exercises. The involvement and responsibility of the school ends with the formal exercises. We encourage graduating students and parents to plan together “Chem-free” After-Grad activities.

GRADUATION DATE – Thursday, June 28, 2018

**Student Guidelines**

**16. Attendance**

We, at DCS, believe that for the best possible education, students need to be in the classroom, learning with staff and peers. The classroom learning environment enables students to have peer discussions, work collaboratively and cooperatively, and have their learning facilitated by staff. For these reasons, we expect all students to attend to class, in a punctual manner, on a regular basis.

If a student must be absent, we expect a parent/guardian phone call, or appropriate documentation, stating the reason for the absence. (Education Act Guidelines will be followed). Parents are asked to phone 306-493-2433 as soon as possible, on the day of the absence, to explain the reason for the absence(s). Calls can be made before or after school hours and a message left giving the name, grade and reason for the absence. Delisle Composite School has implemented an Auto Dialer System that calls the homes of any students whose attendance has not been explained by parents.

We expect all students to be punctual and seated in their desks, for the beginning of the class. A parent can excuse a late by contacting the office, **but any combination of (3) lates in a 5 day period** will result in the student being assigned a detention. Habitual lateness can result in meetings with school administration and further consequences.

**For students who are in Division IV**

At five (5) absences, a letter will be sent to parents/guardians, reminding them of Delisle Composite School’s attendance policy.

At ten (10) absences, another letter will be sent home, and a meeting will be requested with the student their parent(s)/guardian(s).

At fifteen (15) absences, the student may be withdrawn from the class and still have the opportunity to complete the class, in a store-front type setting.

 **17. Internet Responsible Use**

 DCS Internet Responsible Use Policy restricts access to material that is inappropriate in the school environment. Your student’s use of the Internet will be supervised by staff, but we cannot guarantee that your child will not gain access to inappropriate material including material not in accordance with your family values. Please use this opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child’s activities while they are on the Internet. If students are using chat lines or inappropriate websites, their Internet rights may be taken away for a period of time. Students should share their password with other students.

**18. Extra-Curricular (School Sports)**

Extra-Curricular opportunities, including all school sport and other club activities, are very important learning opportunities for students. We believe that all students should find sports or clubs that they are interested in and experience the joy of it. Even with the many benefits of extra-curricular students who are not meeting their responsibilities may be withdrawn from an extra-curricular experience based on the following criteria:

- be taking the number of subjects required each semester, as shown in the school policy.

- exhibit a respect for school rules, regulations, and discipline procedures.

- maintain academic performance (completing tasks)

Decisions to remove students should be done in consultation with school administration and, if possible, the opportunity for students to redeem themselves and meet their responsibilities.

**19. Study Periods**

Study periods are course times when a student has chosen not to take a class and are not generally assigned to a class room. Students are expected to sit and work within the school and not be a disruption to other classes. The time should be used wisely to complete tasks for course work. Students may be assigned to a class room or have the time assigned to complete work in other classes if they are meeting academic requirements in classes or disruptive for other classes in the school.

**20. Respectable Dress**

Students are expected to wear clothing appropriate for a school setting. Please use common sense and good judgment.

 -No shirts or tops exposing the stomach or low necklines

 -No excessively short skirts/shorts

 -No underwear exposed

 - No clothing carrying obscene or inappropriate graffiti.

 - No clothing advocating alcohol or drugs

 -Caps or hats may be worn at the discretion of the teacher

**21. Responsible Cell Phone Use**

DCS allows students to use their cell phones in the hallways and all public areas of the school. The use in classrooms is left to the discretion of the teacher and the use should always be for educational purposes. Just like MP3 players, Ipods, and other technology, the class room teacher will decide what is allowed to be used and when it is allowed to be used. If a student is using their technology inappropriately, the teacher may ask the student to turn it off, put it away, ask to remove it, or send the student to the office with it.

**22. Smoking/Chewing Tobacco**

DCS does not allow smoking or chewing tobacco on school division property. Students who disobey this policy are subject to school discipline and suspension.

* Smoking paraphernalia (including electronic cigarettes) is not allowed inside the school; therefore, matches, lighters, cigarettes and electronic cigarettes will be confiscated and not returned.
* DCS has adopted a ‘zero-tolerance’ policy to smoking and chewing by students and therefore request all students and parents to cooperate with this policy.

**23. Drugs/Alcohol**

Any student coming to school under the influence or who has drugs/alcohol on their person will be given a minimum three (3) day out-of-school suspension or a mutually agreed to consequence. All drugs/alcohol and drug paraphernalia will be confiscated and given to the R.C.M.P.

**General Information**

**24. Power Parent**

Power Parent is part of the Power School program used by our school division to keep track of all marks, attendance and even comments made by teachers. This is a valuable tool for parents to access and keep track of the progress of your child at our school. On this site you can access marks and attendance as they are entered by teachers. You may access the Power Parent Site at powerschool.spiritsd.ca/public or go onto the DCS and click on the Power Parent link. A different user id and password will be provided for each student, including those in the same family. As a parent you may change the password to be the same, but the user id can’t be changed. You may get your id and password from the office. If you require assistance contact the administrative assistant or school administration for support.

**25. Fees**

All students in our school are charged an SRC Activity Fee of $20 for use of the SRC to plan and run the many activities they do during the school year. Students are charged for a lock when they enter the school for the first time (Grade 7 or upon arrival at our school) that can be used for their time at DCS. Grade 12 students must pay a Grad Fee ($50) to cover the costs of the school based exercises. All other fees are charged for usage of specific items or costs associated with classes or an extra-curricular activity. For example, Outdoor Education will charge a fee to recover the cost of the camping trip.

**26. Textbooks**

1) Textbooks are supplied free to students.

(2) Textbooks are issued by subject teachers.

(3) Students are required to sign for each text received.

(4) Students can be held financially responsible for lost or damaged texts.

**27. Lockers/Locks**

All students in the school will be provided with a locker in the hallway. Students must use school locks and keep their locker locked. Lockers are the property of PSSD and students are expected to keep their lockers tidy and to handle them with respect. Students are responsible for the care of their own property. All personal belongings, textbooks, notebooks and gym equipment must be clearly marked with the owner's name.

Students are not to bring large sums of money to school. Under no circumstances should money, jewellery, or other valuables, such as Ipods, mp3s or cameras be left unattended. The school carries no insurance for personal property and cannot accept responsibility for personal articles lost or stolen. Lockers must be locked at all times.

Students are reminded that lockers and locks are the property of the school and not their private property. The administration has the legal right to search lockers if there is a reason to conduct a search. A student’s locker does not warrant the same expectation of privacy as a private dwelling.

**28. Gymnasium/Weight Room**

The gymnasium is used for students to play sports and be active during the school day and there is a weight room available for student use on the South end of the school. Unsupervised use of the gymnasium is not permitted. Students may be allowed recreational use of the gymnasium if supervised by a teacher. Horseplay creates a dangerous situation in a gymnasium - therefore, students indulging in such horseplay may be suspended from using the gymnasium. Food is not allowed in the gymnasium at any time. Outdoor footwear or black-soled runners will not be allowed as they damage and deface the floor surface. There must be two people in the weight room at all times. Students will be required to go through a training session, often done in Physical Education, and follow the posted guidelines to use the fitness centre. Generally, students need to be in Grade 9 before using the weight room.

**29. Parking**

Parking in the bus loading zone is dangerous and student drivers are asked to use student parking on the lot area west of the staff parking lot. Students who park on streets neighbouring the school are reminded of the common courtesy involved in not parking in driveways or outside garages. Students are reminded not to park in the staff parking areas or on school playing fields.

**30. Noon (Lunch)**

Students are allowed to eat lunch school and all grades can access the canteen to order and buy a lunch. Grade 7 and 8 students should eat their lunch in their classroom before taking part in the lunch recess and activities. Grade 9 to 12 students may leave the school premises during the lunch break, but Grade 7 and 8 students may only leave with written approval from parents/guardians. This written approval can in the form of a single note at the start of the school year, or an individual note for each time.

**Student Services**

**31. Driver Education**

Students who are 15 as of Dec. 31 of 2017 are eligible to take Drivers’ Education at the school. The course will start in the fall, even for students with late birthdays who are not 15 when school starts, with classroom sessions on Day 6 during lunch and period 4. Students must have their SGI Account Number prior to starting the course. Students can be withdrawn from the course by the instructors, or by school administration.

**32. Counselling/Career Counselling**

Linda Peters is our student guidance counsellor at DCS and is scheduled at the school on Monday, Tuesday and Thursday of each week. This service is confidential and available at any time on request of the student. Barb Kielo is the career counsellor and is there to help students with their future plans.