



Student Handbook

Welcome to Strathmore High School

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ONLINE

STUDENT HANDBOOK 2021-2022

Strathmore High School

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Contents

PRINCIPAL'S MESSAGE	4
TEACHING FACULTY & SUPPORT STAFF	5
SCHOOL OPERATION	7
SCHOOL FEES	8
INFORMATION FOR STUDENTS	9
Course Load Expectations	9
Alberta High School Diploma Requirements	9
Certificate of Achievement Requirements	9
ACADEMIC WORK	10
Assessment Principles	10
Late Work Policy	10
Monitoring Achievement and Attendance	10
Learning Commons	11
Advanced Placement Program	11
Honours Program	11
Alternative Forms of Education Delivery	11
Appeal Procedures (Non-Diploma Subjects)	11
Diploma Exams	12
STUDENT EXPECTATIONS	13
Attendance	13
Late Policy	14
DISCIPLINE POLICIES	15
Student Conduct:	15
Suspension and Detentions	15
Violence and Bullying, Drugs and Alcohol and Weapons	16
Lockdown Procedures:	17

We Care

ADDITIONAL INFORMATION AND EXPECTATIONS	17
Clubs, Co-curricular Participants, Lockers	17
Student Parking, Smoking, Hats, Skateboards and Cell Phones	18
STUDENT RECOGNITION	19
Awards	19
Breakfast of Champions	19

OUR MISSION AND VISION

Empowering a Community of Accomplished and Caring Citizens

SHS PILLARS

Accomplished • Connected • Caring

OUR MOTTO

We Care

PRINCIPAL'S MESSAGE

Welcome back to school, we are excited this year to welcome all students back through the doors here at Strathmore High School. The past year and a half have witnessed unprecedented change and turmoil in all areas of our daily lives, but we are anticipating a much more involved and exciting year than we had last year.

As we begin to re-establish our school traditions and approaches, I once again want to direct students to our school's pillars of "Accomplished, Caring and Connected." We strongly believe that for students to not only be successful but to have a positive high school experience that it is critical for each student to become involved in our school community and to connect with your peers and teachers. We are excited at the opportunities that this year holds in store for all our students, and we want to encourage all students to embrace and become active participants in the events and activities that Strathmore High School has to offer. It is through these connections, experiences, and interactions that you will become engaged and involved and thus invested in becoming an even better student.

Attendance is always a critical component of student success, and we want to encourage all students to commit to as regular of attendance as possible and to make attending daily a priority. As we begin to return to a more consistent process in our classes, we believe that this will translate once again to high levels of student learning and achievement. Commit to being active participants in your education and if attendance is interrupted access your classes through your teachers and continue to use the tools such as google classroom to ensure that when you return to classes you are on pace and prepared. It is through this most basic commitment to attendance that we take the biggest step towards becoming Accomplished.

Strathmore High School is a great place for students to learn and grow. Take hold of opportunities that will allow for a supportive and caring approach towards friends and classmates and make the absolute most of your high school experiences.

Make this one of your best years

Kyle Larson Principal

TEACHING FACULTY & SUPPORT STAFF

Mr. K. Larson	Principal	
Mrs. A. Barwacz Riou	Associate Principal, Biology	
Mr. K. Mertz	Associate Principal, Math	
Mrs. S. Aitken	Science, Outdoor Education	
Mr. B. Allsopp	Music, CALM	
Mrs. D. Bertsch	Dance, Drama, Glee	
Mr. S. Carlson	Math, Adv. Placement	
Mr. W. Clark	Construction Technology	
Mrs. C. Davidson	Cosmetology, Barbering	
Mr. D. Davidson	Math, Adv. Placement	
Mrs. A. Douglas	Strive 3 Program	
Mrs. B. Dundas	Science	
Mr. E. Eberts	Computer Applications, Multimedia	
Mr. J. Flaws	Physical Education	
Mr. D. Galandy	Science	
Mrs. K. Galandy	Counselling, English	
Mrs. J. Greep	Cosmetology, Fashion, Social Studies, CALM	
Mr. D. Hargrove	Physical Education, Fitness	
Mr. C. Hintz	Science	
Mrs. K. Huntley	English	
Mr. M. Laslo	Social Studies, Promotions	
Mrs. M. Ledene	Science	
Ms. N. Leggott	Science	
Mr. E. McClure	English, ESL	
Ms. L. Malinowski	English, Social Studies	
Mr. A. Miciak	Math, Fitness	
Mrs. C. Pedersen	Math	
Mr. C. Harris	Fabrication Studies, CALM	
Mr. I. Regnier	Spanish, French	
Ms. T. Riley	Photography, Graphics, Video	
Ms. B. Roberts	Art, Jewelry Making, Pottery	
Mrs. L. Sammons	Foods, Financial Management	
Mr. P. Sonsteby	English, Adv. Placement	
Mr. B. Steele	Social Studies, K and E Coordinator	
Ms. L. Trump	English, Aboriginal Studies, Social Studies	
Mr. K. Tucker	Fitness, Physical Education, Outdoor Ed	
Mrs. S. Visser	Social Studies	
Mrs. C. Westgard	Counselling, Health Care Studies, Work Experience,	
	RAP and Green Certificate	
Ms. J. Williams	Learning Resource, English	
Mr. K. Zandee	Social Studies	

Support Staff

Ms. T. Larson	Office Manager
Mrs. C. Romaniuk	Office Administrator
Mrs. K. Bailie	Office Administrator
Mrs. C. Homem	Educational Assistant
Mrs. C. Barden	Educational Assistant
Mrs. R. Dahl	Educational Assistant
Mrs. S. Barich	Educational Assistant
Mrs. T. Walstra	Educational Assistant
Ms. K. Labbe	Educational Assistant
Mr. E. Claros	Educational Assistant
Mrs. W. Wegener	Educational Assistant / PIT Store
Mrs. J. Wathen	Librarian/Learning Commons
Mr. T. Drover	Cafeteria
Mrs. J. Wagner	Cafeteria
Mrs. J. Breaker	Counselling
Mr. T. Aiton	Head Custodian
Mr. I. Jessome	Custodian
Mr. R. Ceno	Custodian
Mr. R. Lastra	Custodian

SCHOOL OPERATION

Office Hours

The school office is open from 8:00 AM until 4:00 PM during regular school days.

Bell Schedule

The first morning bell sounds at 8:38 AM. The first afternoon bell sounds at 12:30 PM. A warning bell will sound three minutes prior to every class.

Time	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
8:38 - 9:53	4	3	2	1
9:58 - 11:13	3	4	1	2
11:18 - 12:30	1	2	3	4
12:30 - 1:10	LUNCH	LUNCH	LUNCH	LUNCH
1:10 - 2:00	1	2	3	4
2:05 - 3:20	2	1	4	3

SCHOOL FEES

In early October, an invoice can be issued to each student. We implore parents to pay all fees promptly as this money is needed to purchase textbooks and supplies. Parents can pay student fees on-line using the Student Cash Online link. Parents wishing to discuss a payment schedule should contact the school's office manager. Students should expect services and supplies to be withheld if fees are not paid or payments are not made. (Please note that there are special family rates for three or more students. Information and forms are available at the office.)

Student ID replacement	\$10
Lock purchase	\$9
Graduation Fee	\$25
Spartan Fee	\$10

OPTIONAL FEES

Weight Room Pass (yearly)	\$100
Yearbook	\$45

SPORTS PARTICIPATION FEES

(Subject to slight change based on annual costs)

Badminton	\$125
Basketball Senior Varsity Boys and Girls	\$500
Basketball Junior Varsity	\$200
Basketball Junior Varsity Girls	\$150
Curling	\$50
Football	\$250-300
Golf	\$50
Rugby	\$100
Soccer	\$110
Track and Field	\$30
Volleyball	\$200-\$400
X-Country	\$40-\$150
Outdoor Ed Course option	\$150

INFORMATION FOR STUDENTS

Course Load Expectations

- Students in **Grade 12** are required to register in a minimum of **30 credits** (**6 out of 8 blocks**) and be eligible to achieve at least **105 credits** in order to participate in Recognition Ceremonies. The 105-credit requirement will be waived for those students registered in a full program.
- Students must be registered in and complete a minimum of **2 core courses** in their Grade 12 year and students must be in good standing (all fees paid, good attendance and passing all required courses).
- Grade 10 and 11 students must have a full schedule and cannot take work experience or special projects without approval from counselors. Courses at the Virtual or Storefront Schools are in addition to this full load, as is the Green Certificate Program.

Alberta High School Diploma Requirements

The requirements indicated below are the minimum requirements for a student to attain an Alberta High School Diploma. Earn a minimum of 100 credits and completion of the following courses:

Credits in	Credits in	Credits in
• English 30-1 or 30-2	• Physical Education (3 credits)	 10 credits in any
 Social Studies 30-1 or 30-2 	 Career and Life Management 	combination from Career
• Mathematics 20-1 or 20-2 or 20-3	(CALM) 20 (3 credits)	and Technology Studies
 Science 24 or Biology 20 or 		(CTS) OR Fine Arts OR
Chemistry 20 or Physics 20		Second Languages OR
		Physical Education 20
		and/or 30
		• 10 credits in any grade 12
		level course in addition to
		English 30-1 or 30-2 and
		Social Studies 30-1 or 30-2

Certificate of Achievement Requirements

Students will be eligible to receive a Certificate of High School Achievement upon earning a minimum of 80 credits and completing the following requirements:

credits in

- English 20-2 or 30-4
- Social Studies 10-2 or 20-4
- Mathematics 10-3 or 20-4
- Science 14 or 20-4
- Physical Education (3 credits)
- Career and Life Management (CALM) (3 credits)

5 credits in

 30 level knowledge and Employability
 Occupational course

OR

 30 level Career and Technology Studies (CTS)

OR

• 30 level Locally

Developed course with an occupational focus

AND

5 credits in

 30 level Knowledge and Employability Workplace Practicum course

OR

• 30 level Work Experience course

OR

• 30 level Green Certificate course

OR 5 credits in

• 35 level Registered Apprenticeship Program (RAP) course

ACADEMIC WORK

Assessment Principles

SHS has adopted 10 Assessment Principles to guide learning, improve achievement and encourage students to be responsible for their own learning. Implementation of these principles will be apparent in the instruction and assessment practices used by teachers. See school website link Assessment@SHS.

Late Work Policy

At SHS, it is believed that students must be engaged and accountable for their learning. It is an expectation that all assigned work, be completed by the student, to the best of their ability. Students who are struggling with completing an assignment are expected to meet with their teacher for further clarification and assistance. Completing summative assessments is **not** an option. The assessment must be completed by the student during Learning Strategies and/or in the lunch workroom or at another time arranged by administration.

Monitoring Achievement and Attendance

Parents and students can access their marks to monitor achievement and attendance at http://sis.ghsd75.ca. You can also visit the school website and click on the PowerSchool tab to login or create a PowerSchool account. Please call Student Services if you need assistance with creating a PowerSchool account.

Learning Commons

The Learning Commons represents a new take on the traditional school Library. The Learning Commons is a shared learning space that is both physical and virtual. Our space provides students with a variety of flexible spaces where they can come to study or read individually or work collaboratively with peers. The Learning Commons is available to students before and after class, from 8:00 a.m. - 4:00 p.m. daily. All textbooks are checked out here. It is the student's responsibility to return their textbooks at the end of each semester. There is a collection of both fiction and non-fiction books, as well as a variety of magazines. Computers are available to students to work on assignments and to complete their research. There is a Virtual Library that can be accessed from the SHS home page, which is host to an online resource collection. There is a Librarian available to help you find information and interesting reading books, help with research and bibliographies, and for textbook sign out.

Advanced Placement Program

Through university-level AP courses, you experience learning in ways that might otherwise remain unexplored in high school; through AP Exams, you have the opportunity to earn credit or advanced standing at most Canadian and U.S. colleges and universities. In AP classrooms, the focus is not on memorizing facts and figures. Instead, you'll engage in intense discussions, solve problems individually and collaboratively, and learn to write clearly and persuasively. Students who wish to experience an academically challenging program can register in AP English 30, AP Calculus 30, AP Biology 30 and AP Chemistry 30.

Honours Program

Honours classes are designed to provide an exciting, challenging alternative to regular classes. While the students study the same curriculum and write the same assessments, honours classes give students a broader scope and more critical analysis of the subject; learning topics that might otherwise go ignored. Students who wish to study in an exciting academic environment can register in Honours Science 10, Honours Chemistry 20, Honours Biology 20, Honours English 10-1 or 20-1, Honours Social Studies 10-1, 20-1 or 30-1, Honours Math 10C and Honours Math 20-1.

Alternative Forms of Education Delivery

Special circumstances may warrant that a student take a course through Virtual School.

- Such courses may only be taken with written permission of a school counselor.
- If approved, the student will be expected to pay any additional costs associated with these programs.
- Students who wish to transfer to the Storefront School must have written permission from a school administrator.

Counselling

The counselling offices are located in the Student Services area. Students may make an appointment at the office to see Mrs. Galandy or Ms. Westgard for assistance with educational, career or personal decisions. Please suggest a time that would be best for the counselor to see you, (preferably during a study period).

Appeal Procedures (Non-Diploma Subjects)

If a student is concerned with a final mark, he/she should consult the teacher concerned. If the student is not satisfied, he/she may appeal in writing to the principal within 24 hours of receipt of the report card.

Retroactive Credits

Students who fail an academic course (e.g. English 10-1) with a mark of 40%- 49% and who successfully complete a lower level course at the next grade level (e.g. English 20-2) will be awarded five credits for the course completed and, retroactively, credits for that course's prerequisite (e.g. English 10-2). See counselors for details.

Diploma Exams

For information on appeals, results, and re-scoring, see a counselor, principal or visit the Alberta Education website.

Failure of a first semester diploma exam course

A student who has a mark of less than 50% on the second report card in any Diploma Exam course required to graduate, should re-register (if room permits) in that course prior to February 1.

Course Challenge

Course Challenge allows senior high students to challenge the expectations of a course through a formal assessment process. This policy applies to non-diploma examination courses or to the school awarded mark component of diploma examination courses. A student who believes that he/she possesses the knowledge, skills and attributes (KSA's) prescribed in the Program of Studies may challenge the expectations of this course by:

- 1. Applying to the Principal
- 2. Paying \$100.00 by September 30
- 3. Demonstrating on a series of performance assessments that he/she possesses the KSA's for the course. The course challenge provision does not apply to courses such as work experience, special projects, or any course that does not have a specifically defined content in the Program of Studies.

STUDENT EXPECTATIONS

Attendance

Educational research reveals a high correlation between regular attendance and student achievement. Strathmore High School believes that regular attendance is crucial to successful academic performance. Excusable absences are those due to illness, doctor and dental appointments and family bereavement. Two of our society's greatest expectations are dependability and punctuality. To reinforce these expectations, SHS has adopted the following attendance expectations:

- 1. A daily record of attendance will be kept for each class.
- 2. Parents or guardians should phone the school the morning of the absence- even if the student is 18 years old or older to explain the reason for the absence. If no parent call is received, our automated phone system will call to advise parents of the absence. Should attendance become an issue the teacher will contact the parent or guardian informing them of their concerns.
- 3. Absent students who sign out of school during the day are not considered excusable until parents/guardians phone in.
- 4. Should attendance continue to be a problem, the student will be referred to the Intervention Specialist (Mr. Flaws) who will meet with the student to discuss the reasons for non-attendance and provide support to help the student improve their attendance. Following the conversation with the student a follow-up phone call home will be made and a letter drafted outlining the steps taken with the student to date.
- 5. The Attendance Intervention Team will deal with referrals on a case by case basis. Modifications may be made to student timetables in order to ensure an increased level of support and to ensure student success. In some cases, student may need to have their course delivered in a different format. Parents will be consulted and informed of measures taken to enhance student success
- 6. Medical issues will be considered when assessing attendance.

Other Expectations Regarding Attendance

- 1. Students are responsible for finding out about and completing missed schoolwork. Missed evaluations must be completed.
- 2. Students or parents can contact the homework coordinator to arrange for homework.
- 3. Students with poor attendance may be denied the right to participate in co-curricular activities and school-sponsored field trips. Students who are absent on the day of co-curricular or any special events are denied the right to participate in events after school.
- 4. Student awards and rewards are based on factors including attendance.
- 5. Subject teachers may request explanations for student absences.

Absences for Holidays

Although we do not approve of such absences because of the serious negative impact on student learning we expect that:

- 1. Students discuss plans for making up missed work with each subject teacher and are prepared to put in extra time if requested by the teacher.
- 2. The student is prepared to make up missed evaluations as soon as possible following the absence.

Late Policy

- **Step 1** \sim 3 excused lates.
- Step 2 ~ Teacher consequences for next 5 lates (teacher choice of: stay after class, clean room at noon, etc.
- **Step 3** ~ Referral to Administration

DISCIPLINE POLICIES

Student Conduct:

A student shall conduct him/herself so as to comply with the following code of conduct from The School Act:

- Be diligent in pursuing his/her studies
- Attend school regularly and punctually
- Co-operate fully with everyone authorized by the board to provide educational programs and other services
- Comply with the rules of others

In the event that a student does not meet reasonable standards of behavior, three steps will be taken in order to modify such behavior:

Step One: the teacher will deal with the student and, depending on the seriousness of the problem, send the student to 114 for a time out, and inform the parents and administration.

Step Two: Where possible, the teacher will refer the student to a counselor who will help the student to develop more effective choices regarding behavior. If the situation is more serious, an administrator will deal with the student and, if necessary, talk to parents advising them of the problem, the disciplinary measures taken and the probable consequence of future unacceptable behavior. If circumstances warrant, the Family Liaison Counsellor will be involved through the Student Resource Group.

Step Three: For very serious behavior problems, the administrator will suspend the student and (possibly) recommend to the Board of Education that the student be expelled from school. Parents will be informed of these issues in writing.

Exclusion from Class

Teachers may exclude a student from class for a reason such as disruptive behavior, profane language, habitual lateness or other unacceptable behaviors as set out in The School Act. It is understood that such exclusions is a drastic measure, which will only be used after other measures (e.g. consultation with parents/counsellor/administrators, detentions) have failed or if the student is continually disrupting the learning of other students. The student shall then be expected to meet with the teacher on his or her own time **prior** to the beginning of the next class to discuss the positive changes the student is prepared make.

Suspension and Detentions

Suspension: a suspension occurs when a student is not permitted to attend a class of classes for a maximum period of five school days. There are two types of suspensions:

- In-School Suspension: A student will spend the school day(s) in a room isolated from other students, is expected to complete all assignments and will receive credit for evaluations.
- Out-of-School Suspension: A student is banned from the school and not allowed on school property (including the parking lot) or to attend any school-sponsored event at any time. Students are expected

to make arrangements for keeping up and catching up on all missed schoolwork and evaluations while suspended.

Students may be suspended for any of the following behaviors:

- open opposition to authority
- habitual neglect of duty
- the use of improper or profane language
- excessive absenteeism and/or tardiness
- improper conduct
- violation of the school drug and alcohol policy
- inappropriate dress
- theft
- use of intimidation or force towards any other individual

Parents will be phoned and informed in writing of any suspension imposed upon their child.

Detentions: Students who are assigned a detention will serve the detention at lunch or afterschool with the teacher or administrator. Students who miss a detention will receive **one reminder** from the teacher assigning the detention. Failure to attend after the reminder will result in a **classroom suspension** from the teacher's class and a meeting with administration. The next missed detention could result in a **one day in-school suspension**. Followed by a possible three day out-of-school suspension. Students are expected to work on schoolwork during this time.

Expulsions: Expulsion is a suspension from the school for a period of more than five school days and is typically for one semester or one year. Only the Board of Education (or a subcommittee of the board) has the right to expel a student.

Violence and Bullying, Drugs and Alcohol and Weapons

Violence, Fighting & Bullying: There is a zero tolerance policy for violence, bullying, intimidation and threats at Strathmore High School. Violence in schools is a matter of concern for students, parents and teachers. Since it is essential that students feel safe while in school, no tolerance can be shown towards those who cause others to feel insecure. Fighting which involves any physical assault (i.e., hitting, pinching, kicking, hair pulling, etc.) is totally unacceptable and will result in an automatic suspension of up to five days and possibly a recommendation for expulsion from school. Bullying, intimidation or uttering threats will also result in severe consequences.

Drugs, Vaping and Alcohol: We believe that student use and/or possession of alcohol, illegal drugs, or any other substance used in an abusive manner, during any school-related activity, is detrimental to a healthy and effective learning environment. Such activity is therefore prohibited.

Students suspected of being under the influence or in possession of alcohol or toxic substances while in attendance at school or on a school-sponsored activity shall be reported to the principal who will investigate and take appropriate action — **up to a five-day suspension**. The incident will be recorded, and the parent and superintendent advised, in writing, of the circumstances and the actions taken and/or recommended. Any

student observed selling alcohol or toxic substances to another student should immediately be reported to the principal. The incident will also be recorded, and the parent and the superintendent advised, in writing, of the incident and the actions taken and/or recommended. In addition, in accordance with the Criminal Code of Canada, any incidents of selling alcohol or toxic substances will be reported to the local police authorities.

<u>Weapons</u>: Any students in possession of a weapon whether real or authentic looking for the purpose of intimidation or causing injury will receive an automatic suspension for five days and a recommendation for expulsion.

Lockdown Procedures:

SHS has developed a set of procedures to lock down our building in the event of a threat to student and staff safety. Throughout the year drills will be enacted. Students are expected to participate in these drills in a serious manner.

ADDITIONAL INFORMATION AND EXPECTATIONS

Clubs, Co-curricular Participants, Lockers

Clubs: Taking advantage of the large variety of clubs and activities that are offered will enrich your high school experience. Clubs that may operate each year include: Spartan Council, Yearbook, GSA, Chief and Council, and Model UN plus a wide variety of sports teams. Other clubs can be formed depending on student and staff interest.

Co-curricular Participants:

- Students who participate in co-curricular events such as team sports or special events are **expected to** attend classes regularly, demonstrate positive behaviors in school, and maintain passing grades.
- All school rules are in effect during the entire co-curricular event including transportation to and from the event.
- Consequences for violations are the same as if the offence occurred at school.
- If a student is absent on the day of an event, it is expected that he or she will not attend the co-curricular event that day.
- Students who fail to meet these expectations could face suspension from the team or club, or some related disciplinary measure.
- If a student is failing in one class, his/her progress will be monitored; **two or more failing grades will result in the loss of the opportunity to participate in co-curricular activities** until such time as the situation is rectified.
- In order to be reinstated and allowed to participate in co-curricular events; the student must meet with administration.
- On all overnight trips there must be parent supervisors at a ratio of 1:12. If the event involves male and female students, there must be both male and female supervisors.
- Students caught out-of-area at any time or in breach of curfew will be suspended from the club for the remainder of the season.
- Parents may be called to take the students home or to make arrangements for transportation home at
 parents' expense. A second violation will result in a suspension from all co-curricular events for
 the year.

School Lockers: School lockers are the property of Strathmore High School. Lockers are to be kept neat and clean. As property of Strathmore High School, lockers can be searched at any time by a school official.

Student Parking, Smoking, Hats, Skateboards and Cell Phones

Student Parking: Student parking is available in the student parking lot west of the school. Student parking in the staff and visitor parking lot is **prohibited** during school hours. Student vehicles may be towed away at the owner's expense. Irresponsible driving or improper parking by a student will result in parental notification and a suggestion that the car be left at home. In extreme circumstances a complaint will be filed with the RCMP and parking privileges could be denied. **Students are not to be in their cars or in the parking lot during school hours except for arrival and departure**. Students are expected to keep their parking lot clean. Students using the Civic Centre parking lot are subject to these expectations as well.

Student Smoking: Smoking is prohibited anywhere on school and Civic Centre grounds. Consequences for violation of this policy are:

- **Smoking on the Grounds:** First violation is a three day out-of-school suspension; second violation is a five day out-of-school suspension. Third violation is a recommendation for expulsion.
- Smoking within the School/Community Building: First violation is a five day out-of-school suspension, and second offence is a recommendation for expulsion.
- Smoking materials found on students will be confiscated.

Vaping or E-Cigarettes: The use of vaporizers in the school or on school grounds is strictly forbidden. Use of these products on school grounds will be treated like smoking.

Hats: Students are expected to remove headwear (including hoods and bandannas) upon entering the school. Violation of this expectation could result in confiscation of the hat for a period of time.

Skateboards and Roller blades: Students are asked to refrain from skateboarding or roller blading anywhere on the grounds at Strathmore High School at any time. Any students who do so will have their equipment confiscated for a period of time. Repeat offenders will be suspended.

Electronic Devices: At SHS we believe that personal electronic devices can have a positive impact on learning if used properly. Each teacher reserves the right to allow the use of these devices or not. Expectations are:

- 1. Rules and consequences are clear and reasonable.
- 2. Students are given up to 3 warnings for inappropriate use of the electronic device
- 3. Student's device is taken for a period of time by the teacher.
- 4. Parents are informed of the repetitive problems.
- 5. Administration is involved.

STUDENT RECOGNITION

Awards

Teachers, students and community members take considerable pride in the success of students, by their achievements, individual or as part of a team. In addition to the annual Awards Night, staff members will seek out opportunities to recognize students who have done well in one or more of the following areas: academics, athletics, school government, citizenship, leadership, the arts and attendance.

Note: *Returning Grade 12 students will not be eligible for any awards.*

We invite students and parents to assist us in creating an environment where all students are recognized for their accomplishments. You can help in this endeavor by simply complimenting a student, writing an article for the newspaper or passing on pertinent information to teachers.

We invite teachers, students and parents to recognize students for their contributions in the school and/or community. Complete the awards application form online to nominate deserving students for the variety of awards given at SHS. These awards will be presented at the annual Awards Night in June.

Breakfast of Champions

Once each semester, staff members each choose a student to be recognized at a breakfast. Students are chosen based on contribution to school life, marked improvement, volunteerism and /or work ethic.