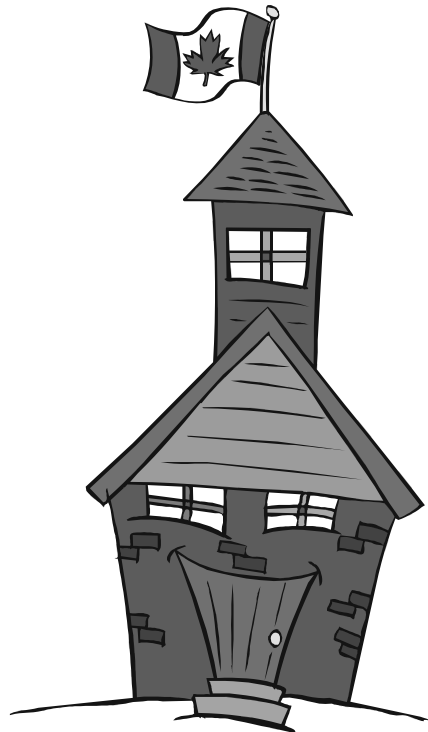


**HUGH SUTHERLAND
HIGH SCHOOL
Grade 9 - 12**



**PARENT INFORMATION
HANDBOOK**



PARENT INFORMATION HANDBOOK

HUGH SUTHERLAND SCHOOL

Principal's Message

I would like to welcome students and parents to the 2011-2012 school year. Please familiarize yourself with our policies and information in this handbook, and/or access the school website at www.hughsutherlandschool.ca. I welcome parent and community feedback. In a small rural community, our 400+ students are a large addition to the population every day in town. We want to work positively with our friends and neighbors. Investing time and effort in School Council is a great opportunity for parental involvement in the school. We also have numerous volunteer opportunities for parents: working in the Kodiak Snack Shack during lunch, coaching an athletic team. Please stay involved in your child's education and personal growth through their often turbulent teen years – parental involvement is crucial at this formative time.

I look forward to meeting the students and parents who make up our learning community. I wish everyone a great year!

Yours truly,

George Thomson
Principal

School Foundations and Principles

Please note that the entire mission/vision and commitments are available by visiting our website at www.hughsutherlandschool.ca.

Hugh Sutherland School Mission

The **mission** of Hugh Sutherland School is to develop a students' full potential both academically and socially by following prescribed Alberta Education curriculum and requirements. We strongly believe that all students will succeed at HSS by accommodating individual differences and providing necessary supports in a safe and caring environment.

As a collaborative community of learners we want our students to develop socially, intellectually, morally, physically and emotionally as they grow up to become contributing citizens and lifelong learners in our society.

Hugh Sutherland School Vision Statement

1. **Curriculum:** Curriculum outcomes, standards and educational requirements are mandated by Alberta Education. At HSS, staff is committed to the improvement of student achievement by providing the necessary knowledge and skills for academic success.
2. **Climate:** Our school will provide an inviting, safe and secure environment.
3. **School Staff:** The quality of teaching is a clear indicator of the quality of student learning.
4. **Students:** Our school is viewed on the basis of the behaviour, character and academic success of its students.
5. **Student Support and Development:** At HSS we believe that all children can learn and succeed.
6. **Community** (developed by parents): It is very important that staff, students, parents and the general community work together to promote student success and to create the conditions to ensure this takes place.
 - A. The community is an equal partner with the school in providing a link between the home, the workplace and the school with similar expectations and beliefs.
 - B. Parents are involved with their children in areas such as supporting the school vision, being aware of the progress of their child, volunteerism and attendance at school functions and interviews.
 - C. Parents communicate openly to staff their concerns and suggestions for the improvement of achievement of their son or daughter.
 - D. The community/parents model responsible and respectful behaviour in and outside of the school.
 - E. We want to make the community aware of school facility use, for appropriate community events.

HSS Collaborative Decision Making Model

School Council

The School Council is a very important part of decision making at our school. It is made up of parents, administration and a CESD Board Trustee and can advise on any matter related to the functioning of the school. Your school council chairperson is your best contact if you would like concerns addressed at an open forum. Meetings are held regularly; watch the HSS sign and check our website for dates. Please note that concerns with professional conduct of a staff member should be directed only to the principal.

School Staff

The school staff includes teachers and support staff. The school staff collaborates with the school administration on policies and procedures.

Student Leadership Groups

The various student groups at HSS provides the structure for the coordination of extracurricular, service and social activities. In addition, the Leadership Group provides a formal avenue of communication among students, teachers and school administration.

School Leadership Committees

These teams are designed to keep school curricular teams focused on results oriented goals and to provide staff and parents with new strategies for school improvement. There overall objective is to improve student achievement and to provide student character education strategies (through the Character Team), as well as to build school community and pride. All stakeholders are represented on these leadership committees.

Lost and Found Box

Lost and Found boxes are located at the high school entrance and the main office. At parent interview time, these items are displayed for parents to claim lost articles. Students may check at any time for lost articles. Smaller articles such as watches and keys can be found in the office. Items not retrieved at Christmas, Easter and summer holiday times are donated to local charities.

Patriotic Exercises

Parents are advised that O Canada is played each morning to the Grade 5-12 students over the public address system. Students are expected to be respectful during these exercises including standing at attention and being very quiet. Under Chinook's Edge School Division policy, parents have the right to have their child exempted from this exercise. A written note is required from a parent or guardian, requesting this exemption.

BELL SCHEDULES

HIGH School Bell Times 2011-2012

Warning Bell	8:30 a.m.
Period 1	8:35 a.m. – 9:43 a.m.
Period 2	9:48 a.m. – 10:56 a.m.
Period 3	11:01 a.m. – 12:09 p.m.
LUNCH	12:09 p.m. – 12:49 p.m.
Warning Bell	12:46 p.m.
Period 4	12:49 p.m. – 1:57 p.m.
Period 5	2:02 p.m. – 3:10 p.m.

Parent, Student Teacher Conferences and Reporting

	<u>Reporting Dates</u>	<u>Interview Dates</u>
<u>Semester 1</u>	Oct. 27 Feb. 1	Nov. 8/9
<u>Semester 2</u>	Mar. 16 June 28	Mar. 21

Monthly Newsletter and Calendar

The school keeps the school community informed of all celebrations, events, activities and newsworthy occurrences at the school. The school newsletter is printed on a monthly basis or more often as may be required to keep all parents and community members informed of school affairs. www.hughsutherlandschool.ca

School Concession “Kodiak Snack Shack”

A school concession is operated by community volunteers. It is located in the common area and is open during the lunch break, extracurricular games and tournaments. Students can purchase a variety of food items. Profits from the concession go toward a variety of student activities. *Volunteers are needed!

School Fees

Several school district fees are charged each year. A school Fee Sheet with a list of appropriate fees is distributed on the first day of school. Fees are due by September 30. Arrangements are available to those who would like to use a monthly payment option:

Fees:

Grade 5/6 School Fees:	\$ 60.00
Grade 5/6 Band Consumable:	\$ 15.00
Lock Purchase (Grade 6):	\$ 10.00
Grades 7-9 School Fees:	\$110.00
Grades 10-12 School Fees:	\$100.00
Band Instrument Rental:	\$100.00
Grade 10 – 12 Options/CTS Fees	\$ 7.00 per credit
Yearbook (optional):	\$ 30.00

All students are covered by “student accident insurance” as required by district policy. This is covered in the above fees.

NB: All school fees must be paid in full, or a payment plan established before students will be allowed to participate in extracurricular activities such as field trips, athletics, dances and Cap & Gown. Please contact the office if you wish to establish a payment plan.

School Pictures

School pictures are taken by the school photographer once per year. Individual and class pictures are taken in the early fall. There is no obligation to purchase any of the pictures sent home to families. The school photographer and types of packages are chosen by school administration, with input from the school council.

Bus Procedures and Travel

If you are a bus student and new to the school, at the time of registration you will receive a bus form which is then sent to the district Transportation Department.

It is the responsibility of the student to be on time to catch the bus and to notify their driver (parent contact) if they will be late or will not be riding the bus that day. Students are responsible to the bus driver while on the bus and must follow all bus rules.

POLICY: “Students traveling to or from school shall be responsible for their behavior to the school principal. School discipline may be imposed on any student deemed by the principal to be guilty of misconduct or misbehavior while on his or her way to or from any regular, extra-curricular, or co-curricular activity sponsored by the school.”

Students are not permitted to drive with another student to any school event, class, or function.

School Library

Our school library serves grade five through grade twelve. It is open daily from 8:00a.m. to 4:00p.m. for student use. Students have access to the library at various times during the school day. We have a great library facility so let's keep it looking great!

Student Lockers

All students from grades 5 to 12 are assigned a school locker. The onetime cost of \$10 for their lock is used throughout their time at HSS. The locker comes equipped with a school lock, which is to remain on the locker, and locked when the user is not there. Users are personally responsible for any damage or loss of locks or lockers. Pictures taped to the inside of lockers must be appropriate for a school setting.

Student Services/Special Education

The Student Services program is a very important part of the functioning of our school. The team involved in providing important assistance to students includes:

- Janet Cornell: Family Liaison Worker (Personal Counselor and liaison with community agencies).
- Brian Brecka: Lead teacher in academic counseling. Responsible and oversees academic and career counseling in Grades 9-12.
- Sandra Schwartz: Career Connections Counselor.
- Judith Knight – Special Needs coordinator for Grades 5-12.

Community Health Nurse

The community health nurse visits our school on a regular basis to administer immunizations and to monitor any health related concerns. Immunizations are only given to students with parental consent. The public health nurse also helps to teach the human sexuality curriculum and can present workshops on a variety of health related topics, upon request.

Damage to School Property

Students are held responsible for all unnecessary or avoidable damage to school property, including damage to textbooks. The school policy requires that students or parents pay for repairs or replacements. All cases of intentional vandalism will be dealt with as major offenses according to the HSS Discipline Policy.

Leaving School Grounds

Students leaving the school prior to normal closing times are expected to sign out at the office and we require contact with a parent.

Inclement Weather/Bus Cancellations

Individual bus drivers or Chinook's Edge Central Office (Transportation Department) make the final decision on whether to run or to leave early during severe weather. The school will always remain open whether the buses run or not. Each bus driver has their own phone fan out system to let parents know that the buses will be unable to make it. Please note the following policy as it pertains to attendance on "weather days".

The following scenarios will help parents decide whether or not they should send their children to school on days with inclement weather. Parents are encouraged to listen to CKGY 95.5 FM, Big 105.5 fm - Red Deer; 66 CFR AM, CBC 1010, Country 105 FM – Calgary; Q91 AM – Drumheller; 97.7 - CKFM - Olds and area; and CFCN television to hear bussing updates on these days.

1. On days when some busses are not running and some busses are running:
 - Regular classes will be held as scheduled. Exams will be held as scheduled.
 - Teachers will most likely cover new material.
 - In some cases, parents will drive their children to school later that same day. Where this is not possible, students will have the opportunity to make up any missed work.

2. On regular school days when all busses are not running as announced on the radio:
 - Scheduled lessons will be taught.
 - Teachers will most likely cover important material.
 - Some staff members may not be in attendance at school due to the weather.
 - Students will be expected to make up missed work.
 - Expectation – if a student attends school on a weather day, he/she will remain for the full day.

3. During exam week, regardless of the number of busses running:
 - Exams will be held as scheduled.
 - In some cases, parents will drive their children to school later that same day. Where this is not possible, students will have the opportunity to write their exams on the next day that busses run or that they have safe and reliable transportation to school.
 - As mandated by Alberta Learning, students writing diploma exams must write during the regularly scheduled time.

School Dances

Dances are held throughout the year and may be sponsored by HSS or a community group.

High School Dances:

- run from 8-11 p.m.
- are restricted to grades 9-12 students and their invited guests
- are supervised by staff and parents
- school fees must be paid/payment plans made for students to attend
- a student must be in attendance at school for the entire day or they will not be allowed to attend the dance (exceptions are medical or dental appointments)

Senior High Program Expectations **Mandatory Credit Loads**

Grade 10/11

All students must take a minimum 40-credit load in both grades 10 and 11. Students cannot have spares and if they are doing an off campus program they must exit the school without disrupting others.

Grade 12

Students must take 30 credits (most take 35). When a student has no scheduled classes, then he/she is required to take a supervised study period in the library, leave the school or be in the common area at the gym end so as not to cause disruptions.

High School Registration Handbook

This important manual contains all of the details pertaining to high school registration and is distributed in May of each year. Please see Mr. Brecka, our academic counsellor for course registrations or adding/dropping a course. Appropriate forms must be completed and signed by parents. He can also obtain a credit update for you at any time. Additional handbooks are also available from Mr. Brecka.

Transportation of Students By Other Students

Under no circumstances will a student be given permission to transport another student(s) in their vehicle to any school related activity. This applies to activities or classes during school hours or after school.

Student Absences the Day of Sports Games

A student is not allowed to participate in a sports game or tournament if he/she is away the day of the event. The student must be here for the full school day. The only exceptions to this rule are:

1. Doctor or dentist appointments with parental permission.
2. Any other exceptions as deemed appropriate by the principal and these must be addressed to the principal by a parent before the day of the game or tournament.

Skating and Helmets

All students, volunteers and parents must wear a helmet and gloves/mitts on the ice when skating at any school sponsored activity. This is reinforced in the Alberta Education Safety Guidelines for Physical Activity in Alberta document.

Crisis Procedure Drills

Chinook's Edge School Division and HSS have an extensive Crisis Procedure in place that was developed to ensure that students and staff understand and practice various emergency situations. Although no procedure is fool proof, it is the expectation of school administration that students understand the gravity of possible natural disasters and intruder alerts and practice the procedures that may save lives. Each staff member has a Teacher Checklist in each classroom which provides ideas on what to do in various situations.

We would ask all parents to discuss this with their “younger” children so they are prepared and not scared when these drills occur. Teachers of those students in younger grades are made aware of the drill before it occurs so any necessary precautions can be taken. Students and staff will do many drills each year involving preparation for the following possible crises:

- Fire
- Intruder inside/outside school building
- Earthquake
- Explosion
- Hazardous Materials Spill
- Bomb Threat
- Tornado

Student Parking – High School – NEW

High School students are required to park in the east parking lot. Students will be required to complete a contract with the school and display their parking pass in their window.

Parents are welcome to use the drop-off/pick-up zone in front of the school from **8:30 – 3:00 p.m.**

School Website www.hughsutherlandhschool.ca

The school has a very extensive website with all major policies, monthly newsletter and calendar. “At a Glance” on the front page gives you all major activities for that month. It is a great source of information!

Please also note that all teachers have email addresses and these are on the website under “Staff Contacts”. Please feel free to contact teachers using these email addresses.

Each teacher also has a homework page where students and parents can access assignments from home.

Please add our site to your “Favourites” so you can check the site on a regular basis!

Power School: Parents of High School Students can also access attendance and marks through our Power School Program. Contact our office to get assistance on how to log into this system.

Increasing Parent Confidence

Please review the following which includes the roles of administrators and the school discipline plan. We would ask parents to use the procedure below in contacting the school with concerns or suggestions:

1. **General Issues** –

Classroom teacher
Appropriate administrator (see division roles below)
Principal, Vice Principal
Shawn Russell, [Associate Superintendent & HSS liaison](#)

2. **Special Needs** –

Judith Knight (Grade 5-12)

3. **Classroom Discipline** –

Classroom teacher
Appropriate Administrator (see roles below)
Principal, Vice Principal

4. **Discipline Plan** –

Principal, Vice Principal

Duties of School Administration

Currently, HSS has a principal and one vice-principal. School administration takes a team approach to school leadership. If you have any concerns, please address them to the appropriate administrator. School administrators look forward to serving you in a professional and courteous way.

Principal (George Thomson)

****All High School Issues**
High School Discipline
New Curriculum
High School Programs
High School Attendance
High School Timetable
High School Activities
School Bus Discipline
School Budgets
Fundraising/Spending
Staff Hiring
School Council Co-ord.
AISI/PLC's/School PD
3 Year Plan/AERR/Tech. Plan
School Pictures
Teacher Supervision/Evaluation
School Fees

VP (John Goutsis)

****All Middle School Issues**
Middle School Discipline
Middle School Attendance
MS School Programs
MS Activities
MS Timetable
MS Renaissance program
School Bus Discipline
School Budgets
Fundraising/Spending
Staff Hiring
AISI/PLC's/School PD
3 Year Plan/AERR/Tech. Plan
School Pictures
Teacher Supervision/Evaluation
School Fees

HSS Positive Behaviour Plan

The following discipline plan is very important to the functioning of our school. The description below is a summary of the policy. If you would like the full document please visit our website to request one.

The basic goal of this positive behaviour plan is to develop and promote the growth of student self-discipline and to encourage and reinforce appropriate behaviours. As such, discipline is considered to be an opportunity for learning rather than punishment.

STUDENT CODE OF CONDUCT

Students at HSS are to:

- Follow the directions of all staff.
- Demonstrate consideration, courtesy and respect for others' rights and property. No hitting, put-downs, name-calling or other behaviours are allowed.
- Dress respectfully according to guidelines.
- Use appropriate language.
- Demonstrate respect for the learning of others.
- Maintain safety for themselves and others.
- Respect school building (inside and outside school)

STAKEHOLDER BELIEF STATEMENTS

Students, staff and parents share the responsibility for appropriate student behaviour at HSS.

- **Students have the responsibility to respect the rights and dignity of others and to be actively and productively involved in their own academic learning and social growth.**
- **Students will follow the HSS Code of Conduct**
- **Parents are responsible for establishing a positive learning atmosphere in the home, knowing and supporting school policies and procedures and encouraging their children to respect them.**
- **Staff members are responsible for establishing a positive school climate in which structure, support and encouragement are provided to assist students to develop self-discipline and responsibility.**
- **Teachers will establish appropriate rules, consequences and reinforce with their students at the beginning of the year or semester, to be posted in the classroom and reviewed periodically.**

CLASSROOM LEVEL DISCIPLINE STRATEGY

Staff will intervene for any behaviour that interferes with the teaching, learning and well-being of other students and staff. The action taken will be dependent on the activity, target, intensity, duration and frequency of the misbehaviour.

All teachers will post a Code of Conduct in their classroom. Consequences in the classroom will include:

- **Reminders/Warnings**
- **Classroom sanctions (e.g. timeout)**
- **Parent Contact (a must)**
- **Detentions: loss of free time**
- **Detention Room (all school)**
- **Class Suspensions (given after following above procedure). Removal of student for whole or part of a class.**
- **Final Step - Student is sent to the office with a completed Behaviour Report. This now becomes an administrative action. The student fills out the report in the office. School administration will now deal with the student.**

ADMINISTRATIVE LEVEL DISCIPLINE POLICY - MAJOR OFFENCES:

THE FOLLOWING ARE CONSIDERED MAJOR OFFENCES:

- Wilful disobedience/defiance of authority.
- Harassment of others. Includes bullying (physical, verbal), sexual harassment, and demonstration of racial or religious intolerance.
- Vandalism and Theft
- Possession or use of Drugs or Alcohol
- Fighting, violence or threat of violence
- Chronic or blatant truancy
- Conduct injurious to the moral tone of the school
- Aggressive, extreme or excessive use of inappropriate language or gestures
- Repeated minor offences (see definitions on next page)

Note: *Sexual harassment* is considered a major offence under our school discipline policy. We have a responsibility to create a safe and harassment-free environment. *All incidences of this nature should immediately be reported to administration for investigation.*

Sexual harassment can be either verbal or physical with sexual overtones, including:

- Undermining dignity through embarrassment, discomfort, or humiliation.
- Telling sexual jokes, displaying material of a sexual nature or using suggestive gestures.
- Using sexually derogatory or degrading words.
- Making innuendos, propositions or demands of a sexual nature.
- Pinching, patting, rubbing or other physical contact.

Repeated minor offences can include:

- *Repeated minor in-class behaviour infractions*
- *Hallway or outside infractions* (staff deal with any that come up)
- *Late To Class violations* – determined by classroom teacher (staff to be in classroom at all start bells, preferably at the door – close door to begin class when bell rings). Lates will be recorded on attendance program.
- *Parking lot violations* (driving carefully/parking safely)
- *Smoking Policy violations*
- *Hat Policy violations* (not in classrooms)
- *Organizational violations* (constant problems)
- *Dress Code violations*
- *Swearing in hallway/classroom* (Staff will deal with all swearing they hear and determine severity)
- *Use of skateboards/bicycles/scooters/rollerblades* on school property
- *Cell Phones: Grade 9-12 – Turned off in classrooms.*

ALL INFRACTIONS THAT SCHOOL ADMINISTRATION BELIEVE ARE MAJOR WILL BE DEALT WITH USING THE HSS CONSEQUENCE LIST WHICH CLEARLY OUTLINES AND DEFINES ALL INFRACTIONS AND THEIR CONSEQUENCES.

Special Education Students:

There will always need to be consequences for those students with special needs, but tempered with a common sense approach based on the infraction and the student's ability to understand their behaviour. Therefore, the consequence list will be used as administration/special needs staff feels is appropriate. However, the HSS Consequences and The Alberta School Act apply to all students.

Attendance/Truancy Policy – High School

HSS has several policies regarding student attendance and truancy:

Student attendance is compulsory at HSS. It is the belief of the Chinook's Edge School Division and the school that continuous attendance by all students is essential to maximize student learning. The more absences a student accumulates, the less he/she can be expected to adequately participate in and understand the concepts taught in the classroom. In addition to teachers and school administration, students and parents must accept responsibility with regard to this important aspect of education.

Absences From School

For each absence:

- Parents **must** inform the school by phone or the absence will be considered a truancy (unexcused). The school will call parents at home or work to inform on those students for whom a call was not received (**including high school students**).
- HSS has detailed attendance procedures and are attached to the back of this document.
- School administration can, at any time, require parents to produce a **medical certificate** for any absence from school.

Bullying Policy

Hugh Sutherland School must be a safe place for all of our students. These are examples of inappropriate conduct:

- | | | |
|---------------|-----------------|---------------|
| -name calling | -taunting | -intimidation |
| - harassment | - rough housing | - gossip |
| - put downs | - threats | - rumors |

“Don’t put others down to try and build yourself up!”

Teacher and Administrator Responsibilities

- If a child reports bullying have them fill out a **Bullying Incident Report** (see next page).
- Have student take the report to their classroom teacher to be initialed.
- Administrators will investigate and take appropriate action.

Consequences

- Use of HSS Consequence List
- Administrators will inform parents.

Victim and Witness Responsibilities

- | | |
|---|---|
| 1 Be assertive- Ask them to stop.
-Warn them that you will tell someone.
-Walk away. | 3 Tell Someone - a staff member, administration, or fill out an anonymous Bullying Incident Report form available at the office. |
| 2 Look around for people who have witnessed it - they can help you report the incident. | 4 Talk it over with a friend. |
| | 5 Let your parents know about the situation and explain the steps you have followed to report it to the school. |

HSS BULLYING INCIDENT REPORT

(To be filled in by the student or dictated to a teacher)

Name: _____ Grade: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident:

This complaint is about (list names):

Witnesses:

Describe the incident in full (use back of page if you need to):

Student Signature: _____

Teacher Initial: _____

School Dress Code (Grade 5-12)

Students are expected to dress in a manner that is appropriate to our community K-12 school setting.

Dress which overtly exposes the anatomy is inappropriate.

Clothing that exposes the mid-riff (abdomen), undergarments, buttocks, or is low cut (cleavage) are inappropriate. Appropriate length of shorts and skirts will be determined by length of arms/hands relaxed at student's side. Bra straps must not be exposed.

Clothing that contains negative or obscene slogans are also considered to be unacceptable. These may include references to drinking, alcohol advertising, drug use, violence, prejudicial in any manner, or are of a sexual nature.

Students must not wear shirts that are cut away sleeveless (muscle shirts) or pants/shorts that show underwear or buttocks.

Hats will be allowed in school hallways. Hats are not allowed in assemblies or classrooms.

Students will be asked to either change (at school or home) or cover-up.
Students must not wear the article to school in the future.
Generic T-shirts are available in the office.

Nut Free School Policy

- **In Grades 5-12 we strive to be Peanut-Free**
- **The concession/vending machine will offer a small number of clearly labeled prepackaged products that say, “may contain traces of nuts”.**
- **Prepared Lunches – these will be offered with the warning, “made in the same facility as products containing nuts”**

CELEBRATION

We are also working hard to celebrate our successes. These initiatives include:

- **Renaissance Celebration and Positive Behaviour Program – middle/high school.**
- **Positive Referrals (Admin Award) – to students doing well during the month.**
- **Newsletter**
- **HSS Times**
- **Honour Roll postings**
- **Assemblies**

SAFE SCHOOL

In our ongoing quest to keep HSS students safe, the following new initiatives were started:

- **Positive Behaviour Plan developed by all stakeholders.**
- **Bullying Report Program**
- **School Crisis Procedure**
- **School Emergency Response Team – team of first responders who are ready to act in any emergency situation that may arise such as outside incidences or allergic reactions.**
- **Inclement Weather Policy**
- **Child Protection Protocol**
- **Non-Violent Team Training**
- **Purchase of ten two-way radios to increase communication between staff and the school office.**

Hugh Sutherland School Attendance Procedures

Rational:

The administration and teaching staff of Hugh Sutherland School firmly believe a strong correlation exists between consistent student attendance and a successful learning experience. These attendance procedures exist to promote a beneficial educational experience for all students at HSS.

Further, Section 12 of the School Act requires all students to:

- (a) be diligent in pursuing the students studies;
- (b) attend school regularly and punctually.

Chinooks Edge School Division Attendance Policy also states, “The Board believes, for students at all grade levels, that regular attendance and punctuality are essential if a student is to achieve maximum benefit from his or her schooling.”

Hugh Sutherland School is committed to the full implementation of the Alberta School Education Act which clearly defines student attendance as a responsibility that is shared among parents/guardians, students, teachers, principals and the school board.

Definitions:

A student will be considered truant from a class when he/she is absent from a class without the knowledge or consent of the parent or guardian and the school officials.

A. School Sign Out Procedures:

1. When any student leaves Hugh Sutherland school after attending for a portion of the day, the student is required to sign out at the office and provide confirmation that parent/guardian has given approval for their leaving either with a note or a phone call.

B. Late to class:

1. When a student is late for class, they must obtain a late slip from the office. The office will then change the student from absent to late within Power School. The student must provide the late slip to their teacher in order to get back into class. The student may then be subject to individual teachers late policies.

C. Daily or Period Absences

1. For any absences, either for a full day or for a period, a parent or guardian must excuse the absence by phoning the HSS office by 3:30 p.m. the day of the absence.
2. If the parent or guardian has not phoned by 3:30 p.m. to excuse the student's absence, the school auto dialer (Synervoice) will phone home with a recorded notification message.
3. The parent or guardian needs to phone the school leaving a message or speak to the office directly to excuse the absence before 8:40 the next morning. The parent may also provide the student with a signed note by the parent or guardian excusing the absence which is submitted to the office before 8:40 the following morning.
4. If the parent does not phone the day of the absence, or phone the next morning, or provide the student with a note for the following morning, the student will be called out of class that morning and given until the end of the day to provide the office with verification that their parent has excused their absence from the previous day. The student will be informed by the office that if they fail to get their absence excused that day, they will receive a noon detention the next day.
5. If verification has not been provided by 8:40 the following morning, the student will be again called out of class, informed that they are considered truant for this previous absence and the student will be issued a noon detention for that day.
6. If a student receives 3 detentions within a course, they will be issued an in school suspension and parents will be contacted by the office.
7. If a student has a fourth truancy within a course they will be given a 2 day in school suspension with parent notification.
8. If a student has a fifth truancy within a course they will be given a 3 day in school suspension with parent notification.
9. Students who repeatedly use class time to obtain verification for excused absences will be assigned a noon hour or after school detention.
10. Students are responsible for any missed assignments or exams during an absence.

D. Chronic Absenteeism:

1. Students who are absent 10 times within a course with either excused or unexcused absences will be required to attend a meeting with parents, school administration and subject teachers. Pending the results of that discussion, the student may be placed on an attendance/performance contract, or removed from the course.