

This is Shawnigan . . .

Each family enters into a relationship with Shawnigan Lake School with a number of expectations, as does each individual student. We shall do our utmost to meet your expectations and we require you to do likewise with ours.

HONESTY

Honesty

Shawnigan expects **honesty** in everything you do, in your dealings with all members of this community and especially in acknowledging your mistakes or poor decisions.

RESPECT

Respect

Shawnigan expects **respect** for your school, its traditions, its history, its lore, its rules and for your surroundings as well as for each individual's dignity.

COURTESY

Courtesy

Shawnigan expects **courtesy** and awareness of others' needs. You should always practise good manners whether it be in the presence of adults or not.

PRIDE

Pride

Shawnigan expects **pride** in your School, in yourself and in the way you present yourself. Extremes indicate a need for attention rather than pride.

INVOLVEMENT

Involvement

Shawnigan expects **involvement** in your school. When you become a part of Shawnigan, Shawnigan becomes a part of you. Be involved.

HARD WORK

Hard Work

Shawnigan expects **hard work** and perseverance in every task you undertake. A strong work ethic pervades every aspect of this community, "it is not work, but more work that puts someone ahead."

SUCCESS

Success

Shawnigan expects **success** in all sorts of ways, large and small. Your whole focus while you are here should be on working for success in every area of your life.

You have embarked on a journey that offers lessons for life. If you pursue the journey to its end, the lessons will stay with you. You will discover and develop your personal identity, that is to say, who you really are today at Shawnigan, and who you will be when you graduate.

School Calendar 2010 – 2011

Special requests for leaving early or returning late cause unforeseen difficulties and will not be granted under normal circumstances. All unexcused absences will incur an academic penalty and/or disciplinary response.

September 2010

- 7 New students arrive
- 8 Returning students arrive
- 9 Classes begin

October 2010

- 8 Thanksgiving leave begins – 3:00 pm
- 11 Thanksgiving leave ends – 9:00 pm
- 23 Founder's Day & AGM
- 30 Half-Term begins - 9:00 am

November 2010

- 7 Mid-term ends – 9:00 pm

December 2010

- 17 Christmas Holiday begins – 9:00 am

January 2011

- 5 Christmas Holiday ends – 9:00 pm
- 30 Ski Week begins

February 2011

- 4 Ski Week ends / Mid-term begins
- 8 Mid-term ends – 9:00 pm

March 2011

- 11 Spring Break begins – 9:00 am
- 27 Spring Break ends – 9:00 pm

April 2011

- 21 Easter Break begins – 3:00 pm
- 24 Easter Break ends – 9:00 pm

May 2011

- 2-13 AP Exams
- 19 Mid-term begins – 9:00 am
- 20 Graduation Banquet & Ball
- 24 Mid-term ends – 9:00 pm

June 2011

- 17 SLS Final exams begin
- 21 Provincial Exams begin
- 25 Closing Day
- 29 Provincial Exams end

Communications

Telephone Calls.

The School office is open between 8:00 a.m. and 5:30 p.m., Monday to Friday. At all other times, calls are taken by an automated answering service.

- Cell phone use is only permitted in Houses.
- Shawnigan etiquette asks that no cell phones be used in public spaces or classrooms.
- School Main Office number is (250)743-5516.
- School Fax number is (250)743-6200.
- School Nurse's number is (250)743-6208
- School telephones are for official use only and may not be used without authorization from a member of staff.
- Telephone calls may not be taken during prep, 7:00 - 9:00 pm.

House Telephone Directory: _____

COPEMAN'S / David Hyde-Lay, House Director

Home Phone 743-6201
 Office 743-6474
 Duty Office 743-6215
 House Phone 405
 2nd Floor ext 102
 3rd Floor ext 103

LONSDALE'S / Tim Coy, House Director

Home Phone 743-6219
 Duty Office 743-6212
 House Phone 404
 1st Floor ext 151
 2nd Floor ext 152

DUXBURY / Gary Dukelow, House Director

Home Phone 743-6281
 Duty Office 409
 House Phone 410
 1st Floor ext 111
 2nd Floor ext 112

RENFREW / Debra John, House Director

Home Phone 743-6470
 Duty Office 743-6227
 House Phone 402
 1st Floor ext 160

GROVES' / Gaynor Stroebel, House Director

Home Phone 743-6270
 Duty Office 743-6211
 House Phone 408
 1st Floor ext 120
 2nd Floor ext 122
 3rd Floor ext 123

RENFREW NORTH / Julie Conroy, House Director

Home Phone 743-6246
 Duty Office 743-6209
 House Phone 400
 2nd Floor ext 171
 2nd Floor ext 172

KAYE'S / Erica Dalrymple, House Director

Home Phone 743-4695
 Duty Office 743-6220
 House Phone 403
 1st Floor East ext 131
 1st Floor West ext 132
 3rd Floor ext 133

RIPLEY'S / Andrew Doyle, House Director

Home Phone 743-6247
 Duty Office 743-6225
 House Phone 407
 2nd Floor East ext 181
 2nd Floor West ext 182
 3rd Floor ext 183

LAKE'S / Vito Pasquale, House Director

Home Phone 743-6293
 Duty Office 743-6283
 House Phone 406
 1st Floor ext 141
 2nd Floor North ext 142
 2nd Floor South ext 143

STRATHCONA SCHOOL / Maureen Connolly, House Director

Home Phone 743-6288
 Duty Office 743-6289
 House Phone 415
 1st Floor ext 191
 2nd Floor ext 192

Boarding Houses

Copeman's

Founded in September 1929 and named for J.Y. Copeman, a Victoria lawyer and for many years Chairman of the Board of Governors. House colours: Crimson & White.

House Director	David Hyde-Lay
Assistant House Director	Andy Olson
Head of House	Max R.
Deputy Head of House	Monty T.

Duxbury

Founded in September 1999 and named for Frank Duxbury, a teacher who was a leader in the School, to staff and students, during the 1950's and early '60s. House colours: Royal Blue & Gold.

House Director	Gary Dukelow
Assistant House Director	Jeff Williams
Head of House	Dominic T.
Deputy Heads of House	Saeed N. Logan R.

Groves'

Founded in September 1927 as the third house. It was named after Captain J.J.D. Groves, a Governor of the School. It became a girls' residence in 1992. House colours: Maroon & White.

House Director	Gaynor Stroebel
Assistant House Director	Margot Allen
Head of House	Tamlyn T.
Deputy Head of House	Jenna H.

Kaye's

Founded in September 1989 as the second girls' house. Named after G. Peter Kaye, second Headmaster of the School. House colours: Purple & White.

House Director	Erica Dalrymple
Assistant House Director	Erica Hamilton
Head of House	Savannah H.
Deputy Heads of House	Brynne B. Esme Y.

Lake's

Founded the 12th of May 1927 and one of the two original Houses. It was named after Harry J. Lake, its first Head of House, who later became a colonel in the Canadian Army. House colours: Emerald Green & Pale Blue.

House Director	Vito Pasquale
Assistant House Director	Jeremy Fehr
Head of House	Rick L.
Deputy Heads of House	Tim L. Nico R.

Lonsdale's

Founded in September 1968 and named for C.W. Lonsdale, first and founding Headmaster. House colours: Forest Green, Gold & Black.

House Director	Tim Coy
Assistant House Director	Paul Morris
Head of House	Robert B.
Deputy Heads of House	Michael B. Nader M.

Renfrew South

Established September 1996 in order to expand the number of girls. House Colours: Orange & White.

House Director	Debra John
Assistant House Director	Katrina Cholack
Head of House	Rachel C.
Deputy Head of House	Kelly R.

Renfrew North

Established in September 2007 in order to expand Renfrew to be the same size as the other houses.

House Director	Julie Conroy
Assistant House Director	Vicky Agate
Head of House	Catherine F.
Deputy Head of House	Natalie B.

Ripley's

Founded the 12th of May 1927 – the other original house. It was named after Alec B. Ripley, who was its first Head of House, and who later became a lawyer in California. House colours: Navy Blue & Pale Blue.

House Director	Andrew Doyle
Assistant House Director	Ryan Panton
Head of House	Alex H.
Deputy Head of House	David M.

Strathcona School

Founded in September 2008 to incorporate the girls from the original School House in the main building and to recognize the close ties Shawnigan has to Strathcona Lodge School. House colours: Sky Blue & White.

House Director	Maureen Connolly
Assistant House Director	Danielle Beare
Head of House	Maddie B.
Deputy Heads of House	Rachel B. Sienna R.

School Prefects

Lukas B. – Head of School
Kitchener, ON

Savannah H. – Deputy Head of School
Tofino, BC

Michael B.
Calgary, AB

Ethan C.
Jhungli City, Taiwan

Saeed N.
Surrey, BC

Dominic T.
Hong Kong

Brynne B.
Hong Kong

Rachel C.
Duncan, BC

Sienna R.
Skidegate, BC

Betty V.
Calgary, AB

Maddie B.
Roberts Creek, BC

Sylvia H.
Seoul, Korea

Max R.
West Vancouver, BC

Francesca W.
West Vancouver, BC

Andrès C.
San Jose, Costa Rica

Alex H.
Gibsons, BC

Kelly R.
Abqaiq, Saudi Arabia

Shannon K.
Pemberton, BC

Monty T.
Lloydminster, SK

Regular Saturday Schedule:

9:00 am	–	Breakfast
10:00 am	–	Prep in Houses
11:15 am	–	Chapel
1:00 pm	–	Sports
5:00 pm	–	Dinner

Regular Sunday Schedule:

10:30 am - 11:30 am	–	Brunch
5:00 pm	–	Dinner

* changes to the regular schedule will be posted

Major School Awards

(Awarded at Closing Day, June 26th, 2010)

Head Student

Highest academic placement in the student's grade 11 & 12 years and name on the Honours Board in the Main Hall.

Recipient Min Ji Seo

The Spirit of Copeman's Trophy

Awarded to the boy who has best exemplified House Spirit in terms of effort, sportsmanship, morale and comradeship, as voted on by the boys in the House

(not to include Head of House).

Recipient Alasdair Ritchie

The Duxbury Crystal

Awarded to the senior student who best displays the qualities of integrity, honesty and a healthy life style. Established by the Parsons' family, June 2000 (not to include Head of House).

Recipient Takeshi Barnes

Groves' House Trophy

The trophy is presented to the girl in Groves' House who best exemplifies the qualities of dedication, leadership and integrity (not to include the Head of House).

Recipient Morgan Stack

The Spirit of Kaye's House Trophy

This trophy is awarded annually to the young woman in Kaye's House whose enthusiasm and citizenship best exemplify House spirit. It is presented by the Brumm family to honour Henry Brumm.

Recipient Samantha Partridge

The Lake's House Award

An annual prize created by the Lake Family. The trophy was donated by the Pasquale and Wyatt Families and is presented to the boy in Lake's House who best exemplifies the qualities of leadership, hard work, sportsmanship and above all integrity for which John Lake stood.

Recipient Valentine Sergeev

The C.W. Lonsdale Prize

The award was donated anonymously by the parent of a boy in Lonsdale's House. It is awarded annually to the boy in Lonsdale's who best exemplifies the qualities of leadership and example established by the Founder of the School (not to include the Head of House).

Recipient Noah Souvignier

Renfrew House Award

This award is presented to the member of Renfrew House who best demonstrates the qualities of loyalty, honesty and citizenship.

Recipient Amanda Dalke

The Alexander Baillie Ripley Cup

The award was created by the family of Alexander Ripley to perpetuate the qualities for which he stood. The trophy was donated by Rhod and Gaynor Samuel to mark the conclusion of their 16 year tenure in Ripley's House. It is presented each year to the boy in Ripley's House who best represents the values, standards and expectations that Rhod has always embraced and role modelled. Acta non verba.

Recipients Dustin Dobravsky
Sean Jeong

Strathcona School House Bowl

The award was donated by Beth and Mark Hall and is presented to the girl who embodies the "True Blue" spirit of the House. She is nominated for this award by her housemates for being genuine, faithful, committed, loyal and dependable.

Recipient Jules Goss

The Kenyon Chaplain's Award

Awarded to the student in the graduating class who has shown the greatest personal growth during his or her career at the School.

Recipient Tyler Thompson

The Doreen Deane Award for the Performing Arts

Awarded to a graduating student who has demonstrated passion, commitment and excellence in the Performing Arts during his or her Shawnigan career. The recipient has been an avid learner, devoting extra-curricular time in developing his/her skills and encouraging others to pursue excellence in the arts by acting as a tutor and mentor.

Recipient Benjamin Ritter

Scholarship Holders

Academic Scholarship Winners

(Year = Date Scholarship Awarded)

2006

Tim L., Shawnigan Lake, BC

2007

Gemma G., West Vancouver, BC

Giselle H., Nanaimo, BC

Tamlyn T., Terrace, BC

Dominic T., Hong Kong

James W., Bowen Island, BC

Ronna W., Shawnigan Lake, BC

2008

Nehmat B., Calgary, AB

David B., Pasadena, CA

Andrew H., Mill Bay, BC

Savannah H., Tofino, BC

Kevin M., Duncan, BC

Kelly R., Abqaiq, Saudi Arabia

Emily R., Kelowna, BC

Milan V., Powell River, BC

2010

Craig C. III, La Mesa, CA

Sierra F., Whistler, BC

Chloe W., Pitt Meadows, BC

Rosa V., San Francisco, CA

Betty V., Victoria, BC

Fiona Z., Cobble Hill, BC

2011

Cecil A., Cranbrook, BC

Nick C., Cobble Hill, BC

Chrissy D., Newhall, CA

Kelly D., Newhall, CA

Maia D., Powell River, BC

Nahanni D., Whitehorse, YT

Nathan F., Toronto, ON

Nicole F., Duncan, BC

Chloe G., Whistler, BC

Sarah G., Victoria, BC

Nicho L., Shawnigan Lake, BC

Greg P., West Vancouver, BC

Jamie R., Toronto, ON

Alex S., Erin, ON

Maddy T., Lantzville, BC

Stuart U., Mill Bay, BC

Bryn W., Chemainus, BC

Georgina W., Comox, BC

Named Scholarship Winners

Hyde-Lay

Monty T., Lloydminster, SK

Patrick H., Victoria, BC

Spirit Gala

Cody M., Shawnigan Lake, BC

Strongman

Maddie B., Roberts Creek, BC

Saeed N., Surrey, BC

J. M. S. Lecky

Graeme D., Delta, BC

Rob Dawson

Savannah H., Tofino, BC

Bill Bice Award for Rugby

Monty T., Lloydminster, SK

S. J. Shaw

Catherine A., Comox, BC

Lukas B., Kitchener, ON

Conor M., Toronto, ON

Caleb M., Scotland, ON

Djustice S., Oakville, ON

The Founder's Award

Michael B., Calgary, AB

Carson L., Calgary, AB

Roman T., Delta, BC

Michaela T., Flynn's Cove, BC

Global

Santiago R., Cuajimalpa, Mexico

Shawnigan South Africa Scholarship

Bongani M., Richards Bay, South Africa

Academics

Academic assessment at Shawnigan is continuous and measures not only achievement, but also effort. The academic year is divided into seven assessment periods where quizzes, tests, class work, “prep” assignments, essays and project work form the core of evaluation. School-wide examination sessions occur at the end of June.

Grading. Shawnigan adheres to the provincial grading scheme as follows:

A	=	86 – 100 %
B	=	73 – 85 %
C ⁺	=	67 – 72 %
C	=	60 – 66 %
C ⁻	=	50 – 59 %
IP	=	incomplete or below 50 %

Students who earn an overall average in any assessment of 86% or higher are recognised by being placed on the Honour Roll.

Effort ratings. Students are assigned effort grades in their studies, athletics, fine arts and residences. The categories are:

“1 Rating” The student consistently endeavours to make the most of his or her ability. Homework is always completed thoroughly and punctually, reflecting superior effort. Dedication and focus are always demonstrated in the classroom. Some special initiative is usually shown. Tutorials, whenever needed, are arranged by the student without delay. “outstanding” “a consistently remarkable effort” “superb”

“2 Rating” The student makes a very fine effort overall, but it lacks the intensity of a “1.” Homework is completed punctually, reflecting genuine effort. Dedication and focus in the classroom are demonstrated consistently. Some special initiative may be shown. Tutorials, whenever needed, are arranged by the student without delay. “very good” “a consistently focussed effort”

“3 Rating” The student’s preparation and focus are satisfactory. Occasionally, homework may reflect a lack of thoroughness. However, the student rectifies this situation promptly. Despite some evidence of initiative, the student could try harder on a more consistent basis. Tutorials, whenever needed, are usually arranged by the student. While one or two effort ratings of “3” may not be problematic, effort ratings of “3” in every course indicate

a student who is too complacent and, therefore, one who may be unwilling to engage in genuine academic challenge. “adequate” “sufficient” “acceptable”

“4 Rating” The student’s efforts are unsatisfactory and quite inconsistent. Too often, homework is prepared inadequately. On the rare occasion, it may have been barely attempted. In class, there may be a pattern of inattention or lack of focus. Despite his or her difficulties, the student rarely takes the initiative to arrange for help. Instead, the student frequently relies on the staff member to rectify problems. Clearly, the student could be achieving better results with an increased effort. “inadequate” “insufficient” “not good enough”

“5 Rating” The student’s efforts are neglectful. Homework is frequently of a poor standard and focus in class is often lacking. Overall, performance is well below ability and very little effort at all on the part of the student is being offered. The teacher, the advisor, the house director and even the parents have attempted to rectify the situation. There is cause for genuine concern about this student’s whole approach. “completely unacceptable” “strongly disapprove of” “cannot continue”

Students in each grade who earn the highest effort grades are invited to a special meal, the “Dean’s Dinner”. Students who receive repeated poor effort ratings may be placed on “Satis”. “Satis” is the Latin word for “enough,” as in they have not achieved enough. “Satis” is an attempt to get students to achieve the standing of “Satisfactory,” i.e., doing enough. These students are required to have teachers for each class sign a “Satis Card” on a daily basis indicating effort and achievement. This card is reviewed by the Deputy Head and/or House Director. Students remain on Satis until they have demonstrated satisfactory commitment to their academic programme.

Academic Colours will be awarded to students who consistently demonstrate superior effort, achievement, and leadership in their studies while also maintaining a commitment to the many other facets of the Shawnigan program. Showing genuine interest, working to potential, and supporting classmates must be integral to a recipient’s approach. Generally, students will have studied at the School for more than one year.

Senior Colours are only awarded to grade twelve students and consideration is given to performance in both the grade eleven and twelve years. Junior Colours are generally awarded to grade ten students, but exceptional grade nine students are also eligible.

Evening Study. Shawnigan provides a supervised “prep” period for two hours each weeknight in the students’ houses. For students who demonstrate effective study habits, the opportunity exists to apply for “unsupervised prep” status, which allows successful applicants greater independence. Students apply in writing to their House Director with the support of their advisor. Students who do not fulfill the obligations of this privilege may have it revoked at any time.

Advisors. All students at Shawnigan are assigned a staff advisor who helps the student clarify his or her goals and who monitors the advisee’s progress in all spheres of school life, but particularly in academics. Advisors meet regularly with their advisees and are responsible for keeping parents informed regarding academic matters.

Tutorials. When students have difficulty in a subject, either the student or the subject teacher concerned may request a personal tutorial. Scheduled tutorial time occurs most days after classes. Students are encouraged to take advantage of this opportunity. Should this period be inadequate, staff members are willing to see students on an individual basis at a mutually convenient time.

Tutors. Despite the willingness of the teaching staff to provide tutorial assistance, it may become necessary that students receive more substantial tutoring than the regular teacher can provide. In such cases, a tutor may need to be hired at an extra cost to parents. It is important to understand that tutors will not be hired until the following conditions are met:

- 1) the student attempts all assignments conscientiously.
- 2) the student seeks tutorial assistance regularly from the teacher.
- 3) the teacher recognises that the scope of the problem requires supplemental assistance.
- 4) the teacher recommends to the student’s advisor and the Director of the Learning Centre that a tutor should be hired.
- 5) the advisor or the Director of the Learning Centre receives approval for the extra expenses from parents.

NB: Students will always be reminded that a tutor, when used, is intended to supplement their own efforts and not replace their personal commitment to improvement.

Detention. This is to be understood as a serious sanction and, while a student will not usually be put on detention without prior warning, there are occasions when work of such poor quality is presented that the immediate placing of a student on detention by the subject teacher is justified.

Absences. Students are expected to attend all scheduled classes, including study halls and other academic activities unless they are excused. All excuses must be documented through a note, phone call or other message. The Deputy Head, in consultation with the House Director, Health Centre staff, parent and student will determine whether absences are excused or unexcused. Classes missed due to early departure or late return from school vacations, family vacations during the school year, matters of personal convenience, or activities of the student’s/parents’ choice will be considered unexcused academic absences unless they have been given prior approval.

Excused Absences

Anticipated absences: When students know in advance that they will be absent from classes, they are expected to submit assignments and arrange for any work they will miss prior to the absence.

Unanticipated absences: When students miss a class due to illness or other unexpected occurrence, they are expected to meet with the teacher as soon as possible following their return to schedule make-up work. A general rule of thumb is that the student will have as many days to complete missed work as he or she was absent.

Extended illnesses and other long-term excused absences must be reviewed so that appropriate arrangements can be made for the student to stay up to date with his or her academic work.

Unexcused Absences

Students can expect a disciplinary response for any unexcused absence or for excessive and/or repeated lateness to class. At the discretion of the Deputy Head, Senior Master or House Director, excessive unexcused absences will be the basis for further disciplinary and/or academic sanctions. In the case of unexcused absences, teachers are not expected to assist students with work missed due to the absence. Tests scheduled to take place during the absence may not be re-scheduled.

Clothing

Our aim is for student dress to be clean, neat, presentable, appropriate for the occasion, and in good taste. Uniform items and games' clothing - those marked with an asterisk (*) - must be purchased from the school. They will be available on the first day of school and throughout the school year at the Commisary (Student Store).

1. School #1 Uniform. To be worn on all formal occasions, on Saturdays in Chapel, travelling to School events and other occasions as announced.

BOYS:

School blazer* with School Crest*
Long sleeved white shirt (designed to take a tie by nature of its cut)
School tie*
Grey flannel pants*
Dark grey or black dress socks
Black dress shoes – Lace up or slip-on shoes that will shine.

GIRLS:

School blazer* with School Crest*
Long sleeved white shirt (designed to take a tie by nature of its cut)
School tie*
Kilt*
Grey knee-socks
Black dress shoes, lace-up or slip-on, low-heeled shoes that will shine.

2. Winter Classroom Dress. To be worn to class, dinner, and other times as specified.

BOYS:

Polo shirt with SLS crest or white or light blue, long-sleeved shirt (designed to take a tie by the nature of its cut). Undershirts, if they are worn, must be plain white.
Grey flannel pants*
School sweater, cardigan or vest*
Black or grey dress socks
Black, lace up or slip-on dress shoes.
Note: Runners/dress runners are not permitted during class time.
• Winter jackets must be School issue jackets only.

GIRLS:

Polo shirt with SLS crest or white or light blue, long-sleeved blouse (designed to take a tie by the nature of its cut). Undershirts, if they are worn, must be plain white.
Grey pleated skirt*
Grey dress pants*
School sweater, cardigan or vest*
White, grey or black knee socks or black tights
Black, low-heeled style dress shoes
Note: runners/dress runners are not permitted during class time.
• Winter jackets must be School issue jackets only.

3. Summer Classroom Dress. May be worn in September and in the third term, as announced. School sweaters, vests or cardigans, may be worn with the polo shirts if it is still chilly and undershirts, if they are worn, must be plain white.

BOYS:

Polo shirts with Shawnigan crest*
School sweater, cardigan or vest*, if required
Khaki shorts with Shawnigan crest* or grey pants*
With shorts, socks must be white.
Classroom shoes or School issue Birkenstock style sandals.

GIRLS:

Polo shirts with Shawnigan crest*
School sweater, cardigan or vest* if required.
Khaki or grey pleated skirt*
White, grey or black knee socks.
Classroom shoes or School issue Birkenstock style sandals.

Teva style or sports sandals are not permitted with summer classroom dress.

4. "Smart Casual" to be worn for travel and various School engagements and as otherwise announced. – For boys and girls, the following are not acceptable: jeans, t-shirts, sweatshirts, baggy clothing, tank tops, spaghetti straps, excessively revealing clothing, sport shoes or sport sandals. The emphasis is on smart, not casual.
5. Clean Casual Dress – Boys and Girls: May be worn after class time and in House after dinner. Freedom of choice will be allowed after the last scheduled class of the day but the requirements of good taste must be met and clothes must always be in good repair.
6. Sports Dress – Appropriate SLS dress must be worn for all games and activities. The coaches will specify what is required, but generally sports dress is only available at the School Commisary. Each student will be required to buy a school issue track suit.
7. Jewellery – Jewellery should be worn with discretion and kept small and simple. For girls, two pairs of small stud earrings only may be worn. For safety reasons, jewellery must not be worn during sports. Boys are not permitted to wear earrings. With the exception of pierced ears for girls, other piercings are not acceptable, neither are tattoos. Necklaces are not to be worn with #1 dress.
8. Grooming – A neat appearance should be maintained at all times with acceptable hairstyles. Boys must be clean-shaven, and for the girls, moderate use of make-up is permitted. Students whose hair is deemed unacceptable must remedy the situation immediately or risk being sent home until the situation is remedied. Boys are not permitted to dye or highlight their hair. Extremes in appearance must be avoided.

A reminder of items that must be bought at the School.

School blazer – grey flannel pants (for girls and boys) – black tights or knee socks – School tie – kilt – School sweater, vest, or cardigan – grey pleated skirt – khaki pleated skirt – khaki shorts (for boys) – polo shirts – track suit – sport dress – winter jacket.

Fine Arts

All students participate in this programme on two afternoons each week.

- Seniors on Monday and Wednesday afternoons
- Juniors on Wednesday and Friday afternoons

All students choose their option at the start of the academic year. This option continues for the entire year. On occasion, it is possible to have more than one fine art option, with the agreement of the instructors and the advisor.

Senior Fine Art Colours are awarded to students who demonstrate leadership, faithful and enthusiastic commitment, and a solid skill development in their activity. Recipients must be in grade twelve and generally have two years of outstanding service in the fine arts.

Junior Fine Art Colours are awarded to students who demonstrate leadership, faithful and enthusiastic commitment and a solid skill development in their activity. Recipients generally have at least two years of outstanding service in the fine arts and are in grade ten.

Chapel Life

Chapel is an integral part of school life at Shawnigan. There are two services per week for the entire student body. These services include prayer, hymns, readings and reflection. The Chapel is also used on a regular basis as a values forum.

All students are expected to attend chapel services regardless of faith, although individuals may make specific arrangements, through the Chaplain, from time to time to pursue a particular religious observance.

Athletics

Our goal is to develop the athletic potential of each student. Every student enrolls in one sport per term. Cardiovascular fitness, strength and flexibility are necessary prerequisites to meeting the physical challenges of our athletic programme.

We stress sportsmanship and respect for others at all times. We also stress discipline and responsibility (nb. The onus is on the student who will be missing from sports to find the coach prior to the sports period in order to explain the reason for absence).

We offer a wide range of sports, but intentionally limit the choices for juniors. Rugby, rowing and field hockey are the cornerstones of our sports programme, each with its own traditions of excellence and opportunity. We accept that we cannot be all things to all people, but we strive to do well in what we do.

Senior Athletic Colours in individual sports are awarded to students who display strong skills and athleticism, as well as significant leadership, commitment and solid sportsmanship. Recipients must be in grade twelve, and generally will have at least two years of service to the sport.

Junior Athletic Colours are awarded to students who display strong athletic skills and athleticism, as well as significant leadership, commitment and solid sportsmanship. Recipients must be in grade ten. Candidates are judged according to their participation over three consecutive terms, and awards are presented near the end of the year.

Leave

1. Local leave – includes Masons and Shawnigan Village. Students may take local leave during the week up until 5:30 pm (or before dark, in the winter), on Saturdays after sports until 5:30 pm and on Sundays from 9:00 am until 5:30 pm. No leave may be taken before all School commitments have been met. In all cases, students must indicate they are going off campus by signing the board in their dorm or by speaking directly to the staff member on duty.

Students travelling beyond Shawnigan Village must ask for specific permission to do so from their House Director. Privileges to go further than the Village are defined by grade and these should be reviewed carefully with the House Director. General guidelines for Sundays are as follows:

Grade 8, 9 and 10: Local leave (includes Masons and Shawnigan Village). With specific permission from the House Director, juniors may also go beyond “local leave” when accompanied by a responsible grade 12 student.

Grade 11: Local leave available to all grade 11s. Grade 11s may also go to Mill Bay. Grade 11s may go to La Pommeraiie and The Malahat Mountain Inn.

Grade 12: Local leave available to all grade 12s. Grade 12s may also go to Mill Bay and Duncan. Grade 12s may go to La Pommeraiie and The Malahat Mountain Inn.

It should also be noted that in all cases of leave beyond the Village, House Director discretion will be the rule.

On local leave the following places are out of bounds:

- Hartl Road
- Berger Road
- All private properties
- Anywhere other than the immediate vicinity of the lake
- Railroad tracks
- The Quarry

2. Extended Leave - Students going on extended leave must:

- have permission from their House Director.
- sign out and in, Monday to Saturday, with the House Director and on Sunday, with the House Director and the Duty Staff Member, up to 6:00 pm, thereafter only with the House Director.

The categories of extended leave are:

Sunday – (normally every Sunday) until 15 minutes before bedtime, but not later than 10:00 p.m. There will be certain in-school Sundays, when leave is not permitted. Therefore, before making plans, students must ensure that they are free to go.

Overnight Saturday – Weekend Leave – On designated Leave Weekends, students may take leave with the House Director’s permission. Leave begins at 3pm Saturday or after the conclusion of sports (whichever is later).

Double Overnight – i.e. leaving Friday after sport and returning Sunday, may be the occasional privilege of grade 12 students *only* and is granted in consultation with the House Director at least a week in advance.

Special Leave – Anything outside of these categories is classed as “special leave”. Permission for special leave must be sought in advance by contacting the Deputy Head. Except in extenuating circumstances, requests for special leave must be made at least a week in advance. Students must obtain a “special leave” slip, and have it signed by their teachers, coach, advisor, and House Director. Please consider carefully any requests which absent students from academic, fine art, or athletic commitments. It is the responsibility of the student to make up for work missed before special leave occurs (if this is at all possible). Students should see their teachers before they

leave to make sure they know what needs to be done.

Special leave is generally granted in such situations as a major family event or emergency (wedding, significant birthday, memorial or funeral, for example). It is not granted for extended family vacations or for matters of convenience. Absences for these reasons will be unexcused and will carry academic penalties. Please see the “Academics” section of the Gold Book for details.

Dress on Leave – Students travelling to and from the School at the beginning and end of holidays or on weekend leave must wear clean, casual dress (see dress definition). For local leave, casual dress may be worn.

All extended leaves must be spent with a parent unless other arrangements have been made by the parent and approved by the House Director for a student to visit with another family. Students are not permitted to take leave to locations unsupervised by an adult. Any student who expects to be late back after leave must telephone his or her House Director and report to his/her House Director on return.

Points to note

- All students are under the School’s jurisdiction when travelling to and from the School at the beginning and end of holidays or weekend leaves.
- Shawnigan Lake School takes responsibility for the student until such time as the student has either been picked up at the School by the parent, guardian or host family or until they have exited School transport (or transportation arranged by the School, e.g., a taxi) at the destination designated by the parent, guardian or host family, including, for example, a Vancouver Island ferry terminal or airport. Upon exiting School transport or School arranged transportation at the designated destination, the student shall become the responsibility of the parent, guardian or host family.
- When a student is a guest at another student’s home, the School cannot take responsibility for him or her. In that situation, the student is not under our jurisdiction, and we pass the responsibility and the decision-making onto the host parents. Although we generally make contact with both families in a host/guest situation, parents should not hesitate to contact the House Director concerned and/or the Deputy Head if they have any questions or concerns.
- There are certain occasions when a student’s behaviour on leave or at home during the holidays does render him/her accountable to the School. The School, just as all parents, expects students to behave in a reasonable manner throughout the year. In particular, if a student abuses the hospitality of a host family, the School will hold him or her accountable.

In-School Weekends – In-School weekends are added to the calendar to provide times for school participation in a wide range of events, especially inter-house competitions. There is no leave on these weekends.

Vehicles – No student is permitted to drive to or from campus unless accompanied by a parent/guardian. No student is permitted to keep a car on campus or to have access to a car while at school. Students are not permitted to ride in vehicles, without the House Director's permission. That permission will not be given unless the driver is a "parental adult" or staff member. Hitchhiking is not permitted under any circumstances.

Taxis – Students wishing to travel by taxi must obtain an authorization slip from their House Director. Taxis may pick up and deliver students to the front door of the School only.

Student Services

Health Services – The Health Centre at the School is staffed by three registered nurses and a school counsellor who work together with the school physician to support students with their day to day health needs. At times it may be necessary to send students off campus for appointments with specialists eg. Dental Orthodontist, Ophthalmologist, Registered Counselors, Physio-therapist, Massage etc. Charges for any of these services will be billed directly to the student's account. The Health Centre staff requests that students clear these appointments with their parents prior to booking. In the event of an injury or emergency requiring care outside of the Health Centre the nurses will make every effort to contact parents by phone or e-mail. The Health Clinic's direct phone number is (250) 743-6208.

If students are taking any prescribed medication it is mandatory that a nurse review these medications with the student. In most cases we manage prescribed medications by keeping the bulk of the prescription in the Health Centre and providing the student with a week of medication at a time.

A school nurse is on duty or on-call at all times. If the Health Centre is closed, students should ask a staff member to contact the on-call nurse. The school doctor holds clinics at the School two or three times a week and is also available by appointment at the office in the village.

- The nurse on duty is the only person to authorize "Sick," "Light Duty," or "Excused from sport" notes.
- A student who is sick should report to the Health Centre during scheduled Clinic hours. If the student feels too sick to come to the Health Centre, the House Director should be notified immediately that he/she is too ill to report in person; the student should see his/her House Director who will take appropriate action.
- Missed medical appointments result in a 'B'
- Generally, students who spend two or more classes in the Health Centre are not to leave the School property after class or to participate in sports or fine arts, and must remain "in House" in the evening.

Counselling Services – A counsellor is available for student and parent consultation.

Laundry – A student laundry service is provided on a weekly basis. Students deliver their laundry bags in the morning and collect their clean clothes later that day. Sports clothes are laundered "as needed". Some residences have machines available for personal use.

Student Bank – To reduce the likelihood of loss, a "Student Bank" is operated in the Commissary (Student Store) in which each student has an account for his/her incidental needs. Other charges for clothing and equipment purchased through the School, for club or House dues or travel will be made to the parents' extras' account. The School operates an ATM machine in the commissary. The charge for individual transactions is \$1. We suggest that parents set up a limited account from which students can make ATM withdrawals. On-line review of this account by parents gives immediate information as to how much cash the student is using without having to wait for monthly student billing statements.

Maximum weekly allowances are as follows:

Grades 8 & 9	\$10.00
Grades 10 & 11	\$12.00
Grade 12	\$15.00

Note: Revisions to the above amounts may be discussed with the Bursar.

- Students may withdraw money with their student card from their "Bank Account" as required, up to the limit specified per week.
- Students who bring large amounts of money back to school must lodge this money with their House Director or the Bursar.
- The buying or selling of any article between students is permitted only with the House Director's permission, given to both students. Payment will not be made directly to the seller, but will be credited to his/her parents' account.

Meals – All meals will be taken in Marion Hall. Breakfast is a buffet style selection of items. Lunches and dinners during our working week are family style when we come together as a community to interact socially and to give attention, as befits our role as a boarding school, to appropriate behaviour, manners and deportment.

Food and beverages are not to be removed from the Dining Hall (except for Sunday afternoon sandwiches). Morning, afternoon and evening snacks are provided in the Ritz.

Lost and Found Items – Check your own room carefully first and then check other areas in your own House. Re-trace your steps thinking about where you placed things after each of your classes. Check the Student Centre and Commissary where a lost and found container is kept.

Day Student Information

It is the policy of the School to treat day students in such a way that they are involved on equal footing with boarders in all aspects of school life.

It is important, therefore, that day students fulfill all their obligations in attending games, activities and major school functions, irrespective of the time when these might occur. The following provide some specific guidelines:

1. Transportation to and from the School for day students is the responsibility of the parents. No student is permitted to drive to or from campus unless accompanied by a parent/guardian. No student is permitted to keep a car on campus or to have access to a car while at school.
2. Arrive
Monday-Friday 7:45 a.m.
Saturday 9:30 a.m.

Leave
9:00 p.m.
After Sports

3. Meals - Day students are entitled to meals as follows:
Lunch and Dinner – Monday to Friday
Lunch – Saturday
4. If a day student is to be late or absent, the School office or the student's House Director must be informed by telephone on the previous day if possible or, failing this, not later than 8:15 a.m. on the day in question.
5. If a day student is gated, he/she will be placed under the same restrictions as a boarding student, on Saturday and Sunday, as well as on weekdays.
6. Day students earning "unsupervised Prep," who desire to go home, should do so after the normal time for signing in or out of the House, i.e. 7:00 pm.

For any information regarding day student routines, contact the Deputy Head at 743-6263.

The Social Experience of the Dining Hall at Shawnigan

Etiquette, manners and courtesy essentially derive from an awareness of other people and a consideration for them. The list that follows is a reminder of our expectations for Marion Hall.

1. Fiddling: Avoid fiddling with or playing with the cutlery, crockery etc., on the table before the meal starts.
2. Cutlery: When cutlery has been picked up for use it should not be put down on the table again. It may be rested inwards on the plate when pausing or "pacing". Waving of cutlery with or without food attached to it is a "no-no".
3. Chewing: Chewing with the mouth open and speaking with the mouth full are always unacceptable and unpleasant for fellow diners.
4. Speed and Timing: Speed and timing should be considered. Eating too quickly is impolite as is eating too slowly. (Do not start eating until everyone has been served and aim to finish at roughly the same time.)**
5. Posture: Good posture is an essential part of personal deportment at table. Slouching, slumping and over-reaching should be avoided. Keep your elbows in and off the table.
6. Passing and Helping: You should always be aware of and respond to people's needs for things to be passed to them: water, bread, salt, etc. Initiative is appreciated.
7. Eating Styles: Both European and American are acceptable in terms of the holding and use of the knife and fork. In European the fork is always in the left hand and almost always "tines down" whereas in American it is in the left for cutting and transferred to the right for eating, "tines up"!
8. Finished Positions: Clearing up should not begin until everyone has finished eating. The accepted way of indicating that you are finished is to place the fork and knife side by side (tines up, blade in!) diagonally on the plate. (Think 10:20 o'clock).
9. Soup: Soup is consumed by pushing away with the spoon and sipping noiselessly from the spoon. The bowl should be tilted away as you progress. Crackers should not be crumbled into the soup.
10. Buns, Bread and Butter: Buttering should be done from the side-plate (if there is one). i.e. a pat of butter taken and put on to the side of the side-plate. Buns should be broken, not cut, and buttered piece by piece as required. Sliced bread should be cut then buttered. In the absence of a side-plate (normal for us) butter can and should be put on the edge of the dinner plate.

** Local convention at this point allows starting to eat when served.

Discipline

A system of rules, procedures and routines is necessary for the benefit of all who live and work in a community such as Shawnigan. They are designed to ensure the smooth functioning of the many facets of life in a boarding school. Our students are expected to cultivate a sense of personal responsibility as well as a concern for the well-being of the larger community of which they are a part.

In all disciplinary matters of a serious nature, the Senior Master will consult carefully with a student's House Director, the Deputy Head and the Headmaster. Each case will be treated individually, and all circumstances will be considered carefully, with due thought given to the student's history, the benefit to the student and to the good of the community as a whole.

Obviously, not all situations that might lead to discipline can be covered by a set of rules. Repeated infractions of lesser offenses, or a general unwillingness to live within the expectations of the School may lead to disciplinary action or dismissal.

Appeal Process

In most cases, parents will find the disciplinary decisions made by the School to be fair and acceptable. However, in cases of dissatisfaction, parents should appeal firstly to the Headmaster. Thereafter, if the dissatisfaction remains, the next step in the "appeal process" is to address these concerns to an Ombudsman, a newly created position with the Independent Schools Association of British Columbia.

Minor Offences

House/School Jobs – Jobs may be given by the House and School Prefects for minor misdemeanours in the community and the work assigned will be of general value to the School or House and not a personal service.

Defaulters – Defaulters may be given for minor breaches of the School rules, such as a lack of courtesy, untidiness of appearance, lack of punctuality, forgetfulness and so on. Defaulters may be given by members of staff and by School Prefects and will be graded according to the seriousness of the offence.

B	–	1 hour of manual work
BB	–	2 hours of manual work
BBB	–	3 hours of manual work

A student with Defaulters will report to the Duty Prefect outside the Staffroom at the posted time on Sunday and will work off up to three "B's" on that afternoon. Any Defaulters in excess of three will be deferred to the following week, with the possibility of additional punishment from the House Director. It is regarded as a serious offence to be absent from Defaulters and the Duty Prefect will report all absentees to the House Director concerned. Defaulters may take precedence over leave.

Gating – Gating may be imposed by the Deputy Head, the Senior Master or by a House Director and the punishment will generally be given where students have shown themselves unworthy of leaving the School campus. Students who are gated

will have no leave of any kind, may not attend dances or other social functions held within the School.

Major Offences

General – In many cases where School rules are broken it is possible for a student to be guilty by association. A student who chooses knowingly to remain in the presence of others when they are breaking the School rules may also be regarded as guilty of that offence. Students are subject to all School rules while travelling to and from home on leave.

Dismissal – It is sometimes necessary, in the interest of other members of the School community, or in order to protect the School's reputation, to dismiss a student who has proven to be unworthy of retaining a place within the School. The Headmaster and the Deputy Head will make all decisions on dismissal, and will do so only after a full consultation with the Senior Master, the student's House Director and Advisor.

Suspension – In certain instances of a serious disciplinary nature, it may be decided to suspend, rather than dismiss, a student. This decision will be made by the Senior Master, Deputy Head or Headmaster after consultation with the student's House Director and advisor. Upon completion of the suspension period, the student's parent(s)/guardian will be expected to return to the School with their son/daughter in order to discuss with the Senior Master, Deputy Head and House Director the conditions under which the student is to remain in the school.

Probation – Probation is used to ensure a student practices good decision making following a disciplinary infraction. A student may be placed on probation only by the Senior Master, Deputy Head or Headmaster and the parents are notified of the offence.

A student can be placed on "full probation" for one serious offence or following a series of infractions that indicate he or she is struggling in more than one area of school life. With full probationary status any breach of a major school rule will result in automatic dismissal.

In some cases, a student may be placed on "directed probation" which means that a repeat of a similar offence will result in immediate dismissal. Directed probation generally concludes at the end of that school year except in the case of an illegal drug infraction. See the School's "Substances Policy" for further details.

The duration of either directed or full probation is determined by the nature of the infraction, the timing of the discipline in the student's school career and at the discretion of the Senior Master in consultation with the Deputy Head and Headmaster.

During the period of the probation the Senior Master, Deputy Head and House Director will monitor the conduct of the student and communicate with him/her regarding his/her progress. If, during this period, the student shows a positive desire to learn from his/her mistake and to conduct himself/herself in accordance with the spirit of the rules of the School, the student may be allowed to re-enrol the following year.

“Wilberforce” – Wilberforce is normally a combination of exercise and service back to the community in the form of manual work. Students requiring discipline of a firmer nature will be placed on Wilberforce. This will preclude a student from his or her sport and fine art and will include Saturday and Sunday work. All leave privileges will be removed and the student will be gated to the House immediately after dinner at 6:30 pm.

The following outlines the School’s major rules and the disciplinary responses that occur in the event of an infraction:

- Bullying. Any student who bullies other students will be subject to serious discipline. Severe bullying will render a student liable to immediate dismissal.
- Out of Residence After Lights. Students out of their residence after lights without permission will be liable to serious discipline. The consequences will vary according to the circumstances, but will range from Wilberforce to dismissal.
- Unauthorized Inter-house Visiting. At all times the sanctity of the House is of paramount importance. Co-ed visitation to dorm rooms or other spaces in the House not sanctioned by the House Director is strictly forbidden at all times. Violation of this rule will result in disciplinary measures ranging from suspension to dismissal depending on the circumstances.
- Intimate Behaviour. The School does not support or wish to provide the opportunity for students to engage in intimate behaviour. Students found engaged in intimate behaviour should expect a disciplinary response ranging from Wilberforce to dismissal.
- Illegal Drugs. Any involvement in, possession of, or use of illegal drugs is strictly forbidden. Any student breaking this rule may be liable to immediate dismissal. At the very least, any student involved with drugs will be suspended and placed on full probation for the remainder of that school year in addition to working for a period of time on the Wilberforce. Directed probation would follow for all students involved in drug use for the remainder of their time at the School. All students returning from a drug related infraction must submit to the possibility of random drug testing. Please see the School’s “Substances Policy” for further details.
- Drinking. The purchase, possession or use of alcohol is strictly forbidden. A student who breaks this rule will have consequences according to the circumstances, ranging from Wilberforce to dismissal. Please see the School’s “Substances Policy” for further details.
- Theft. This is a particularly serious offence in a residential community because it means that members of the School are unable to trust one another. Any student guilty of theft will be punished severely ranging from Wilberforce to dismissal.
- Tobacco. The possession or use of tobacco, whether smoked or chewed, is strictly forbidden. A student who breaks this rule will be firmly disciplined and, in the case of a repeated offence, will be placed on Wilberforce, or subsequently be placed on Probation. Smoking inside a school building is regarded as a particularly serious offence and will result in immediate suspension.

- Keys. Unauthorized possession of School keys is a serious offence and may render a student liable to dismissal.
- Harassment. Shawnigan Lake School considers harassment a serious offence that will not be tolerated or condoned. Any complaint of harassment within the Shawnigan Lake School community will be investigated and responded to by the School.
- Misuse of technology. Misuse of technology or a breach of the “Technology and Acceptable Use Policy” will result in a disciplinary consequence ranging from Wilberforce to dismissal

Academic Offences

Shawnigan Lake School students are expected to conduct themselves at all times in a responsible manner and in accordance with the generally accepted standards of an academic community. The School has the right to take whatever disciplinary action is deemed to be warranted by a student’s misconduct. Penalties may range from a reprimand to suspension from the School.

Acts of academic misconduct subject to penalty include, but are not limited to, the following offences.

- Cheating. Cheating includes copying from the work of another student, allowing another student to copy from one’s own work, consulting with another student during examinations, using unauthorized aids during an examination, and the theft or unauthorized possession of an examination paper or other materials. Such breachers are subject to severe penalty, up to and including suspension from the School.
- Duplicate submission of work. Submitting work for one subject, which has been or is being submitted for another subject, is not permitted without the express permission of the instructors involved. This includes essays, term reports, assignments, laboratory reports, and projects and is subject to severe penalty, up to and including suspension from the School.
- Non-compliance with Technology and Acceptable Use Policy and intellectual property rights. All students who use the computer facilities at Shawnigan Lake School are required to comply with the “Technology and Acceptable Use Policy” and respect intellectual property rights.
- Plagiarism. Plagiarism is the act of presenting the ideas or works of another as one’s own. This applies to all materials including essays, term reports, laboratory reports, seminar presentations, computer programs, research projects and results, and statistical data. The use of such material either directly or indirectly without proper acknowledgment (i.e., footnotes or endnotes) is contrary to the norms of academic behaviour and is subject to severe penalty, up to and including suspension from the School.

Time Table Blocks

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
1 8:15 – 9:15 (9:00 – 9:50)	A	F	D	B	G	E	C
2 9:20 – 10:20 (9:55 – 10:45)	B	G	E	C	A	F	D
10:20 – 10:45 (10:45 – 11:05)	BREAK						
3 10:45 – 11:45 (11:05 – 11:55)	C	A	F	D	B	G	E
4 11:50 – 12:50 (12:00 – 12:50)	D	B	G	E	C	A	F
12:50 – 1:40	LUNCH						
5 1:45 – 2:45 (1:45 – 2:35)	E	C	A	F	D	B	G
	TUTORIAL						

Sport and Fine Art begin at 3:30 pm daily. See notice boards for exact times.

