

GFSS WOLVES STUDENT HANDBOOK 2009/10

GRAND FORKS SECONDARY SCHOOL
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TABLE OF CONTENTS

- A. RATIONALE
- B. MISSION STATEMENT
- C. VISION STATEMENT
- D. SCHOOL VALUES
- E. STATEMENT OF PURPOSE
- F. CONDUCT EXPECTATIONS
- G. SOCIAL RESPONSIBILITY
- H. SCHOOL PROCEDURES
- I. ACADEMICS
- J. STUDENT OPPORTUNITIES
- K. STUDENT SERVICES
- L. SCHOOL POLICIES
- M. CODE OF CONDUCT

A. RATIONALE:

This handbook has been prepared to inform students of the expectations and daily operational procedures at Grand Forks Secondary School. School cultures are shaped by the values and attitudes of the people they involve: school staff, supporting organizations and agencies, students, parents, and the wider community. In a safe, caring, and orderly school community the deep, personal commitment of its members to create and maintain a respectful, welcoming and nurturing environment is imperative to its success. Please read the handbook carefully and conduct yourself accordingly.

Students at Grand Forks Secondary are encouraged to strive for a level of academic excellence. To be successful, students must attend school on a regular basis, come prepared to work, complete school assignments, and participate cooperatively in classroom instruction and activities. Academic success in school will depend directly on consistent effort and hard work.

We hope you enjoy your upcoming year at Grand Forks Secondary and we challenge you to get involved in extra-curricular activities - participate on a team, join a club, dress up for a special day, or attend a dance. Plan to be an active and supportive student and you will have a social year.

If you have any questions about this handbook, please contact the school at 442-8285.

Have a great year!

Scott Stewart
Principal

Shawn Lockhart
Vice-Principal

Marci Butler
Vice-Principal

B. MISSION STATEMENT:

Our mission as educators is to facilitate the physical, intellectual, emotional, creative, ethical, social and cultural growth in our students. We do this by assessing for learning, modeling respectful behavior, and providing students with opportunities to develop their full potential. We do this so that students become lifelong learners who will be positive, successful contributors to society.

C. VISION STATEMENT:

Grand Forks Secondary School will be a safe, respectful and welcoming school community in which to learn and work. We will commit to constructing an environment of responsibility and aspire to do our best, which in turn fosters intellectual, social, physical, emotional, and ethical growth. Students, staff and parents will take pride in our school and its accomplishments by celebrating successes in all programs. By having a student-centered learning environment students will leave GFSS prepared for the future.

D. SCHOOL VALUES:

Grand Forks Secondary School espouses the following CORE VALUES:

- When students leave here they should feel confident, positive about learning, respectful to others and themselves, curious yet aware, and fully knowing they can be self-reliant learners.
- All teachers will respect the code of ethics, celebrate all teaching areas and extra-curricular areas, be supportive of each other and embrace a diversity of teaching styles.
- Student learning is based on experience and risk taking and we support this through an understanding of multiple intelligences and a commitment to positive interactions.

E. STATEMENT OF PURPOSE:

The purpose of the GFSS Code of Conduct is to:

1. establish and maintain a safe, caring and orderly school environment to ensure purposeful learning
2. clarify and publish the expectations for student behavior while at school, while traveling to and from school, and while attending or participating in any school function or activity at any location.

F. CONDUCT EXPECTATIONS:

ACCEPTABLE CONDUCT:

1. Students will conduct themselves in a courteous and respectful manner at all times.
2. Courtesy and respect will govern all student actions in helping to make the school a safe, caring and orderly environment.

UNACCEPTABLE CONDUCT: These are...

1. behaviors that interfere with the learning process, the stability of an orderly environment, or that create an unsafe condition
2. acts of bullying, intimidation, or physical violence
3. illegal acts such as possession, use, or distribution of illegal substances or weapons.

RISING EXPECTATIONS:

1. It is expected that, in concert with the Code of Conduct, as students become older and more mature, they will develop increasing self-discipline and responsibility.

CONSEQUENCES:

1. Disciplinary Action will be a fair and consistent response to unacceptable conduct.
2. Disciplinary Action will, whenever possible, be more preventative and restorative, rather than punitive.
3. Where necessary, special consideration may apply to students with special needs who may be unable to comply with the code of conduct

NOTIFICATION:

1. School Officials may have a responsibility to notify other parties of serious breaches of the code of conduct.
2. These include: parents (where deemed appropriate), school district officials, police and/or other agencies as required by law .

CODE OF STUDENT BEHAVIOUR

EXPECTATIONS AND RESPONSIBILITIES

It is the personal responsibility of each student who attends GFSS to be aware of, to support, and to abide by the policies and procedures of our school and district as outlined in the student handbook.

CONDUCT OF STUDENTS

The school operates on the premise that no person's education will suffer because of the actions of another student. The behavior of all members of the student body should display common sense, good taste and a sense of purpose and should reflect concern for safety and consideration of the rights of others.

G. SOCIAL RESPONSIBILITY:

❖Creating a safe, caring, and orderly school

HOWL out LOUD

This school slogan was developed by Student Council in 2005/06. It describes behaviors and attitudes of what all Grand Forks Secondary School students should display:

Helpful Helps peers when they don't understand a concept
Picks up litter
Gives others a helping hand
Volunteers work around the community

Open minded Tries new things
Gets involved in school activities
Sees others' points of view
Contributes to discussions
Listens to others' suggestions
Is tolerant of those different from himself

Winning Attitude Thinks positively
Displays good sportsmanship
Keeps trying when things get tough
Cheers for others
Takes on a challenge
Is a team player

Leader Is confident
Encourages others to get involved
Sets a good example for others
Sticks up for others less fortunate
Is respectful

Learner Shows a willingness to learn
Demonstrates good study habits
Asks questions
Always does his best
Learns from his mistakes

Outgoing Gets involved
Reaches out to other people
Welcomes newcomers
Takes initiative
Is not afraid to try new things
Is enthusiastic

Understanding Listens to others
Is not judgmental of others

Puts himself in others' shoes
Is considerate of other people's feelings

Dependable
Is reliable
Is trustworthy
Follows through on things
Is not willing to quit
Keeps promises to others

Teacher Role:

Each teacher is provided a pack of "HOWL" cards that can be used to recognize students when they demonstrate the above attributes. Teachers are encouraged to give these cards out on a regular basis as its helps initiate positive interactions with our students. Once a student has been given a card, they can place it in the box in the office. At the end of each month, the office holds a draw from the cards submitted, where several students are recognized with "HOWL out LOUD" shirts, hats or other school gifts.

Respectful Relationships –

The Peer Counseling program is based on the concept of students helping students. The peer counselors are students in Grades 11 and 12 that are trained to help the incoming Grade 8's with their first year at Grand Forks Secondary School. The Peer Counseling training involves the peer counselors learning about listening skills, responding skills and the importance of confidentiality. These skills are used to assist the new Grade 8's with their transition from elementary to secondary school and to ensure that they have a great year.

Peer Counseling –

The Respectful Relationship Program is a violence prevention program presented to Grade 8 and 9 students at GFSS. Adult and youth team facilitators are trained to introduce and discuss topics such as bullying, racism, and homophobia and to teach students about assertiveness skills, listening skills and healthy relationships. The goal of the program is to reduce violence in the school and develop skills within the students that will promote mutual respect and healthier relationships.

H. SCHOOL PROCEDURES:

1. STUDENT FEES:

a. General:

Student Council Fee: \$ 20.00
(This fee covers all events student's council puts on for the students during the year. I.E. dances, assemblies, cultural presentations, Terry Fox run, Milk Run, Storm the Wall, etc.)

b. Elective Course Fees:

Students are no longer responsible for general course fees. In some cases where students choose to use materials other than what is provided by the school, they may be required to cover those costs. Students may also be charged fees for optional field trips where they have the choice to attend.

c. Other Optional Expenses:

Combination Locks (sold in Office):	\$8.00
Grad Ceremony Fee (for robes, hats, diplomas, chair rental, etc.)	\$20.00
Sports Teams Transportation Fee (for team members per sport)	\$35.00(gr.8) \$50(jr.) \$75(sr.)
Sports Team Uniform Deposit (dependent upon sport and <u>refunded</u> upon return of uniform)	\$60.00 to \$100.00
School Yearbook (Cost will rise to \$33.00 after Oct. 31st)	\$28.00
Band Instrument can be rented from Paramount)	Varies

2. BELL SCHEDULE:

8:16	warning bell
8:20-9:35	Period 1 (75 min)
9:40-10:55	Period 2 (75 min)
11:00-12:12	Period 3 (72 min)
12:12-12:55	lunch
12:55	warning bell
12:59-2:10	Period 3 (71 min)
2:14-3:30	Period 4 (72 min)

3. TEXTBOOKS:

Textbooks will be issued by the subject teachers who will record the number and condition of the book. Some of the textbooks are issued for the duration of the course; others are issued on a rotational basis.

The student is responsible for his or her textbooks. If a text is lost or damaged, a replacement cost will be charged before another text will be issued. This should be paid at the Office as soon as possible once the loss of the text is confirmed. Course credit will be withheld and a letter grade 'I' will be given as a final mark if a textbook is not returned or paid for.

4. REPORTING TO PARENTS:

Teachers and counselors are encouraged to contact parents by telephone as the need arises and parents are also encouraged to initiate communications with teachers and counselors. If you have a question, or a concern, please call - 442-8285. Parents are also encouraged to communicate with teachers via email. Specific addresses can be obtained by calling the school.

a. REPORT CARDS:

Parents will receive a minimum of four formal report cards over the two semesters.

b. INTERIMS:

Parents should receive interims on a monthly basis if their child is having difficulties in a subject area. Interims may be less frequent for students that are doing well. Progress reports can be sent to parents at any time throughout the year upon request. Teachers are encouraged to send home regular progress reports.

c. PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held twice a year, once during each semester. Parents are encouraged to make an appointment through the office in order to meet the teachers and talk about their child's learning and progress in school. Parents who can't make a formal P/T conference are encouraged to book a time to meet with teachers at a time convenient to them. At the "Night Maze" in October, grade 8 teachers, admin, and support staff meet with parents to explain school expectations, answer questions, and exchange information.

d. SCHOOL NEWSLETTERS:

The school issues newsletters approximately eight times during the school year. In order to keep both students and their families informed, it is essential that these newsletters get taken home. The newsletters are also posted on the website and sent to parents who have provided the school with their email address.

e. SCHOOL WEBSITE :

If you have access to a computer, the school website is an excellent resource for you to keep up to date with school events. The new website can be found at www.sd51.bc.ca/gfss and is updated on a regular basis.

f. PARENT NEWSFLASH EMAIL:

Any parents who are interested in receiving school news via email please contact the office for more details.

5. HOMEWORK REQUESTS:

Students absent for an extended period of time should contact a secretary to request homework and then make arrangements to pick it up at the office. Please bear in mind that it is essential in the interests of accurate attendance reporting to phone the school each and every time your child is not attending for any reason.

6. LOST AND FOUND:

The 'lost and found' clothing bin is located in the Office. Any lost or found valuables (jewelry, etc.) should be turned in to the Office. Lost or found texts should also be turned in to the Office.

7. ANNOUNCEMENTS:

PA announcements are everyday in the morning at the beginning of 1st class. Announcements are also posted on the school website, on the hallway monitors, and in the Office. It is the student's responsibility to be aware of information affecting their classes, sports, social events, and school procedures.

8. EMERGENCY DRILLS:

a. FIRE

In the event of a fire an alarm will sound. Students anywhere in the building must leave the school promptly and quietly, using the nearest exit route as directed by the teacher. Once outside, students must move well away from buildings and roadways in order to permit the entrance of emergency vehicles. Students must then gather in the areas specified by the teacher in order that attendance may be taken. An 'all clear' signal will be given by an administrator to direct students to return into the building.

If the alarm rings during the lunch hour, all students are to report to the back field, keeping as much as possible to grade groupings.

b. LOCK DOWN

In the event of an intruder a message will be sent over the PA stating "Lock down in progress". Students anywhere in the building are asked to either stay in or find a classroom closest to them. Teachers will check hallways for any students or staff, bring them into their room, and lock the door within 10 seconds. Students and staff are then asked to remain quiet, away from any windows and doors until notified it is safe. DO NOT ANSWER THE DOOR UNDER ANY CIRCUMSTANCES until you hear a message over the PA stating it is okay to do so or the rooms are cleared by the RCMP. They will have a key.

Students or/and staff outside the building at the time of a lockdown are to get away from the school grounds as quickly as possible and to proceed to back fields or to the School Board Office.

c. EARTHQUAKE

In the event of an earthquake students and staff will take cover in their classrooms under their desks or in the door jams, away from shelving or any items that could potentially fall and harm. Students in the hallway will take cover under door jams.

NOTE: Please do not under any circumstances use the elevator during any of these emergencies. It is important to remain calm and follow procedure.

I. ACADEMICS

1. PROMOTION POLICY:

Students must repeat any core or required course that was not successfully completed.

2. PASSPORT TO EDUCATION CRITERIA:

In order to qualify for Passport to Education stamps awards, students must meet the following requirements in grade 10-12:

A student average will be calculated based on the top five provincially authorized courses in the given year which the student is enrolled. Specific criteria are as follows:

Grade 10 - courses will include English 10, Science 10, Math 10 and two other courses

Grade 11 - Social Studies 11, English 11, and three other courses

Grade 12 - English 12 and four other courses

Where a student is on an accelerated program, they will be calculated based on their top three courses in the final semester of enrollment. If English 12 is not one of those courses, it will be the fourth course calculated into their average.

Students who receive an "N" for work habits will have that course automatically withdrawn for eligibility in any final calculation.

In cases where there is a tie or scores are very close between receiving a stamp and not, work habits and citizenship may be used to determine final standing. In grade 12, this may also include a student's performance on the Grad Transition package.

3. HONOUR ROLL:

Honour Roll is calculated based on a student's final grades in term 1, term 2, term 3 and term 4. They are not calculated on the final grades in each semester. Grades are assigned the following values related to calculating the GPA average.

A is worth 4 pts

B is worth 3 pts

C+ is worth 2.5 pts

C is worth 2 pts

C- is worth 1 pt

Students with failing grades or unsatisfactory work habits are not eligible for Honour Roll or Merit Roll status.

4. AWARDS:

At G.F.S.S., student accomplishment is encouraged and recognized. In June of each year, the Lupine Awards ceremony is held to recognize those students who have demonstrated excellence in the areas of athletics, academics, service, citizenship, industry and perseverance.

5. LOCAL SCHOLARSHIPS AND BURSARIES:

At the Graduation Ceremonies, awards of more than \$50,000 are presented to successful applicants. Application forms are available in the Counselling Centre and students will be advised when to apply.

6. UNIVERSITY AND COLLEGE SCHOLARSHIPS AND BURSARIES:

Starting in September each year, G.F.S.S. is inundated with information about the many university and college scholarships and bursaries. Grade 12 students should stay abreast of this information. Scholarships are posted on GFSS website and inquiries are welcome through the Counselling Centre.

7. GRADUATION:

a. ELIGIBILITY

Who is enrolled as a grade 12 student in September?

Students are eligible to be enrolled as grade 12 students if they have the possibility of fulfilling Ministry of Education graduation requirements by the end of the school year within the confines of the regular timetable and/or combination of distance learning courses.

Who can participate in Graduation Ceremonies?

Students who are enrolled in the required number of credits and have a reasonable expectation of fulfilling the Ministry of Education graduation requirements as of the end of Term 3 can participate in the Grad ceremony. Students must have a reasonable expectation of passing their semester two or linear courses by Term 3 report cards to be placed on the initial list. This determination will be based largely on the professional opinion of their teachers. Student progress will be reviewed again two weeks prior to graduation at which time expectations must be met in order to be placed on the final list.

Students who will receive a School Leaving Certificate must have met the requirements and goals as established in their Individual Education Plan.

Students must also meet school expectations related to behaviour and collection of

any outstanding fees.

Those parents of students who are not on the initial grad list will be contacted by the school to outline what steps need to be taken to upgrade their eligibility status. Students may apply to the principal for extension of deadlines related to fee payments.

Graduation Lists

The official list of students eligible to take part in the school commencement ceremonies will be posted 2 times during the school year.

1st posting – May 28^h, 2010

2nd posting – June 16th, 2010

Students must check the lists & ensure the correct spelling of their names. This is the way the names will appear on certificates. If it is incorrect on the list it will be incorrect on grad certificates. Corrections must be submitted to the office a day or two after the final posting of grad list.

Students are permitted to attend only one graduation ceremony.

In order to be eligible for graduation ceremonies, students must have successfully completed and/or be currently achieving a minimum grade of 50% (or in a reasonable position to pass based on their teachers judgment) in a sufficient number of courses to satisfy the Ministry of Education graduation requirements

Students may be withheld from participating in the graduation ceremonies if they have received a major school suspension after the posting of the initial grad list. School and grad fees need to be paid by the end of term 3 or students must have received a time extension or exception from the principal to be eligible for the grad list.

b. APPEALS

Students, staff or parents may ask for an individual student to be put on the Grad List due to extenuating circumstances. A written request must be submitted to the Vice-Principal within two school days after the final list has been posted explaining the circumstances. A committee composed of a student (if available), parent from PAC, teacher and vice-principal will meet to review the appeal. Further appeals may be forwarded to the school board if unsuccessful at the school level.

J. STUDENT OPPORTUNITIES

Students are encouraged to get involved in any and all school activities.

1. ATHLETICS:

G.F.S.S. has an excellent athletic program. Participation on a school team involves a commitment in time and energy as well as a responsibility to the team and school. The following team sports are offered for the 2009/10 season:

Fall season

- gr.8, Jr. girls volleyball
- Jr. and Sr. boys soccer

Winter Season

- gr.8, Jr., and Sr. girls basketball
- gr.8, Jr. and Sr. boys basketball
- curling

Spring season

- grade 8 and Jr. boys rugby
- girls rugby
- Jr. and Sr. girls soccer
- golf

2. STUDENTS COUNCIL

Students' council organizes and coordinates various functions for the benefit of students throughout the year. These functions include social, athletic, and student advisory responsibilities as well as charity drives and sponsorship.

4. STUDENT ADVISORY COUNCIL

Students may apply to be part of the Student Advisory Council at the beginning of each year. The role of the council is to meet with the Principal approximately each month to provide input to admin on school issues and take leadership roles in school projects. The committee is made up of 2 Grade 12's, 2 Grade 11's, 2 grade 10's, 1 Grade 9, and 1 Grade 8. Students apply directly to the principal.

4. DRAMA CLUB

The GFSS Drama Club is growing and always looking for new members interested in theatre arts. The club has traveled and competed against other schools in Regional Festivals and if you are interested in acting, lights, stage crew, or set design this is the club for you!

5. EDUCATIONAL EXCURSIONS

Various teachers have taken groups of students on curricular and extra-curricular excursions such as Quebec, Bamfield, Sailing, Germany, band trips, athletic trips, ski/board club trips, etc. Students are encouraged to listen to announcements and sign up for anything they find interesting.

6. JAZZ CLUB

This is for the connoisseur of music! This club is a great opportunity for students who love music and enjoy playing together outside of class.

7. DANCES:

- a. Our dances are for G.F.S.S. students and only approved guests from other secondary schools who are under the age of 19.
- b. All rules which apply in school apply at school dances.
- c. Tickets are sold at the door, but the doors close thirty minutes after the

dance begins. Only students who have made special arrangements with the school will be allowed in late.

- d. Once you have paid admission and entered the dance, you must remain inside. If you leave the school, you will not be allowed back in. There is NO SMOKING DURING THE DANCE.
- e. Students who are not in attendance at school the day of a dance will not be permitted entry to the dance.
Students with an unexcused absence the day after a dance will not be allowed to attend the next dance.

K. STUDENT SERVICES:

1. Aboriginal Student Program

All students with Aboriginal ancestry are eligible to be part of the GFSS Aboriginal Education program. Enrollment in the program comes from declaration of ancestry on previous school records, GFSS enrollment or registration forms or self-declaration by the student.

The program operates under the framework of the Boundary Aboriginal Education Enhancement Agreement, signed by the local Aboriginal community, the school district, and the Department of Education. The goal is to help all Aboriginal students be successful at school so that they will be able to graduate.

There are several ways that we strive to enhance student success. First, we offer academic support to students at all levels. Student progress is monitored by contact with all classroom teachers. Help in completing class work or preparing for tests and projects may be scheduled in the form of one-to-one or small group assistance, inside a class or on a pull-out basis. This program is offered by Ms. L. Matheson in the Aboriginal Education Centre, next to the Counselling offices. Other students, particularly senior students, may be offered individual tutoring for specialized courses.

Students are encouraged to explore career choices and post secondary training and scholarship opportunities. Appointments may be made with the Aboriginal counsellor at Selkirk College. Depending on student interest, we have also attended career fairs and open house events.

We also seek to support the social and emotional strength of our students to enhance their success.

Students have the opportunity to take part in self-development and leadership activities at the local level and beyond, through programs such as E-Spirit, being part of the Advisory Committee, and initiatives in conjunction with the local Aboriginal community. We are working on increasing awareness of Aboriginal presence throughout the school by having elders as guest speakers in a variety of classes. Trevor Murdock, Aboriginal Support worker, is the coordinator for many of these initiatives.

If you would like more information about the program, please contact Ms. Matheson, Aboriginal Education Teacher.

2. RESOURCE CENTRE/LIBRARY:

The Resource Centre is open daily for general student use at lunch hour, before and after school.

All books must be signed out. Certain heavy use items may be placed on a restricted (overnight) loan. General reading items are on a two week loan basis.

There is an extensive magazine and paperback collection as well as a reference materials section. If students wish to obtain any library information, the Resource Centre staff will be pleased to help.

A computer mini-lab with Internet access is available in the library for student use as well.

3. CAFETERIA:

The cafeteria is open daily for students at 7:30am for a breakfast program and at 11am for healthy snacks during the nutrition break. Beverage machines are also accessible to students during the day.

4. COUNSELLING CENTRE:

G.F.S.S. has two counselors, Mrs. TA Webster and Mrs. H Argue, who are available to students, staff, and parents. Counselors provide academic, career, personal, and group counseling. In addition, school counselors can make referrals to outside agencies (Public Health, Social Services, etc.). Teachers may direct students to see a counselor, or parents and students can make an appointment through a secretary in the Office.

5. CHILD AND YOUTH CARE SERVICES

Grand Forks Secondary has two Child and Youth Care Workers who are available to students. Counselors work with students in a variety of ways including working with the student who is having school difficulties and assisting students who are having personal problems.

6. LEARNING ASSISTANCE

G.F.S.S. provides assistance in most academic subjects for students who have learning difficulties. For some students, however, additional help may be necessary so that they can be successful in school. For this purpose we have a Learning Assistance Program. Enrolment is limited so placement is on a needs basis either through teacher recommendation or student/parent request. Students may see a Counselor to access this service. In the program, the students receive extra help in their courses as well as learn organizational and study skills.

7. DISTANCE LEARNING CENTRE:

The DLC is a learning support room for students. Students that require additional academic support may access the DLC either as a block in their schedule or through self or teacher referrals. The DLC provides a quiet atmosphere where a teacher,

teacher assistant, and youth care worker are available to help keep students on track.

L SCHOOL POLICIES:

1. LATES:

Students who arrive at school after classes have begun must report to their scheduled classes as quickly and quietly as possible. The classroom teacher will contact the home on individual students whose late record is unacceptable.

Lates to classes will be dealt with by individual teachers. Teachers are to inform administration when students have missed their classes for unexcused purposes. For students skipping class, the following steps will be taken by administration:

1st truancy	time missed, time served
2nd truancy	1 day In-class suspension (sign-in with office at each break/lunch)
3rd truancy	1 week in-class suspension
4th truancy	1 Week in-class suspension Parent meeting with administration and possible withdraw from class

2. ABSENCES FROM SCHOOL:

In order to keep the attendance record of our students accurate, parents are asked to telephone the school the morning of the absence at 442-8285 or use our 24-hour call-in Attendance Line at 442-0954.

If your child will be out of town for any reason and will miss a day of school, please advise the Office in advance of that trip. Excused absences will be recorded only before or the day of the absence, otherwise the absence will be considered truant.

An automated attendance program will be in effect again this year. Parents will receive automated calls whenever their child is not in school. Please ensure you have contacted school to prevent unwanted calls. Students are expected to make up time for unexcused absences.

3. LEAVING THE SCHOOL EARLY:

a. ILLNESS AT SCHOOL

Students who become ill at school must report to the Office. Parents must be contacted before permission to go home is granted. Parents must ensure the school has all necessary phone numbers.

b. MEDICAL

Accidents and emergencies must be referred to a staff member immediately. If you wish to go home because of an accident or illness, you must report to the Office. As well, no medication is provided by the school.

c. APPOINTMENTS:

Unless it is an emergency, personal appointments should be established outside

regular school hours. Nonetheless, if it is necessary to leave school for an appointment, a student must bring a note written by a parent/guardian to the Office and he or she will be given an early dismissal slip which should be shown to the classroom teacher when the student leaves. A STUDENT MUST NEVER LEAVE THE SCHOOL PREMISES DURING CLASS HOURS WITHOUT FIRST SIGNING OUT AT THE OFFICE. If a student goes home for lunch and cannot return because of illness, a parent or guardian must phone the school, 442-8285, and let the school know.

Students must sign in at the Office when they RETURN from an appointment so the school is aware the student has returned.

4. TELEPHONE:

The student telephone in the Office is NOT TO BE USED DURING CLASS TIME (except for those senior students on study blocks). In cases of emergency, a secretary should be contacted for access to Office telephones.

5. OFFICE AREA:

You are to direct inquiries to the secretaries. They will assist students before and after school and during the lunch hour. Normally, students WILL NOT COME to the Office during classes.

If you have been asked to report to the Principal or Vice Principal, you must enter the Office and sit quietly in the student waiting area until called. Students are not allowed behind the Office counter unless directed to be there.

The use of the Office photocopier is for staff use only. The photocopiers in the Resource Centre and DLC are available for student use. No supplies will be given out to students.

6. VISITORS:

All visitors MUST report to the Office upon arrival to the school to receive authorization for their presence. Unauthorized people are not allowed on school property at any time during the day, including lunch hours.

7. LOCKS AND LOCKERS:

Students may keep their lockers from year to year. Lockers must be secured with combination locks which are available for sale in the Office for \$8.00. In order to provide security for your belongings you must obviously keep your combination a private matter - do not give your combination to anyone. Locker numbers and combinations must be registered at the Office whenever lockers or locks are changed. Please remember lockers are school property and can be searched at any time at the discretion of the Administration.

It is the student's responsibility to keep their locker free of any writing or damage. The cost of re-painting a door is approximately \$100.00. Students who damage lockers will have to pay the cost of re-painting.

CONDITIONS OF USE:

- a. Students are responsible for the locker which is assigned to them and it is not to be used by any other person.

- b. Only approved locks may be used on student lockers and the combination of the lock must be registered at the Office.
- c. The locker may only be used for the storage of books, school supplies and equipment, outerwear, school sports equipment and lunches.
- d. The locker is to be kept clean and foodstuffs are to be removed on a regular basis and removing all material from the locker at the end of year or when they leave the school.
- e. No illegal substances, weapons or other prohibited or offensive material are to be placed in school lockers.
- f. These conditions of use, and other school policies and rules, will be enforced by school officials, who may search student lockers at any time and without prior notice.
- g. Permission to use the locker may be terminated where a student does not comply with the conditions of use or school policies or rules.
- h. It is the responsibility of all members of the school community to keep our schools safe. If any student has reason to believe that any locker contains anything which would threaten the safety of other student, staff or any other person, that student is expected to immediately report the information to a teacher or administrator. The name of the student making the report will be kept confidential.

8. P.E. LOCKERS:

Do not leave valuables such as money, calculators, watches, wallets, or jewelry in the PE change rooms at any time. Because of bathrooms access, change rooms will remain unlocked during classes.

9. VALUABLES:

The school is not responsible for the loss of personal items. To prevent theft, the please adhere to the following suggestions:

- 1. Use only a good sturdy lock to secure your locker;
- 2. Keep your lock combination private;
- 3. Lock your bicycle to a bicycle stand;
- 4. Leave items of major value at home. If you must bring valuable items to school, please check them into the Office for safekeeping.
- 5. Never leave anything of value in the change rooms.

M. STUDENT CODE OF CONDUCT:

Each year, the Student Advisory Committee will review the Student Code of Conduct and make recommendations to administration regarding policy and student consequences.

1. LUNCH HOUR:

School lunches may be eaten in the cafeteria, hallways, courtyard, or outside. Students must leave all areas clean and tidy by using the appropriate containers. Students are also expected to treat the noon hour supervisors with the same respect as they would any staff member.

2. SCHOOL DRESS:

Students and their parents are asked to exercise good taste in determining what appropriate attire is for students in school, bearing in mind that the student is expected to be fully clothed, including footwear, and in such a fashion that the clothing is not distracting to other members of the class. The focus is on safety and the maintenance of a suitable teaching atmosphere. Administrators may prohibit the wearing of clothing which is seen as inappropriate such as underwear showing, low cut shirts, profanity, or written material that may be offensive to others. Cleanliness and good grooming are also expected.

3. SCHOOL FUNCTIONS:

When you attend a school function, even when away from school, you are expected to demonstrate responsible behavior. School functions include dances, athletic events, concerts, trips, and any other activity that is being sponsored by the school. All school regulations apply at these functions. You will be made aware of specific rules and expectations governing these events and it is your responsibility to follow them.

4. ASSEMBLIES:

Assemblies are held monthly throughout the year for special purposes. Attendance at these assemblies is a part of the total school program. Performers and guests must be treated with politeness and respect at all times and appropriate audience behavior is expected. Hats are not to be worn in the auditorium as a respect to the person sitting behind you.

5. GYMNASIUM:

Although primarily a teaching area, the gymnasium is also used before and after school as well as during the lunch hour. Because of its heavy use, students are urged to do their best to keep it clean and in good condition. All students must wear proper gym strip when using this facility. The equipment rooms are off limits to all students except when under the direct supervision of a staff member. Students are prohibited to eat in the gymnasium – please use the adjacent multi-purpose room.

6. HOMEWORK POLICY:

Homework is an essential feature of secondary school education. Generally, students could have 20-30 minutes in length for each subject area for homework each night. If specific assignments have not been given, students should use the time to review. Homework should not be given unless students are capable of doing the material on their own. Students are not to receive marks for homework completion as this is meant as a way for teachers to determine student understanding rather than using homework assignments as a formal level of evaluation.

7. STUDY BLOCKS

Students enrolled in a study block must sign in at the library or the office on a daily basis and use their time for studying or go to the Multi-Purpose Room (when the weather is appropriate, students may work outside on picnic tables as long as they are not creating a distraction for other students in class). Students found in the halls during study block will be assigned to a classroom by the Administration. As well, in order to ensure student safety, students must have verbal and/or written permission from their parent/guardian to leave the building. Written permission should be indicated on Study Block Application forms all students are given at the beginning of the year.

8. CELLULAR PHONES/PAGERS:

Students must not use cellular phones in the building during class time. Cell phones and pagers brought to school must be turned off and stored in a locker or bag. Phones that go off during class may be confiscated and available for pickup at the end of the day. After initial warnings, if cell phone use remains a problem, administration may request parents to come and pick up the devices. Cell phones are not to be taken into change rooms due to privacy issues.

Listening devices may be used during class time at the discretion of individual teachers.

9. COMPUTER PRIVILEGES:

Students involved in unauthorized use of the GFSS computer network may have privileges revoked for up to one year and may be suspended for up to five (5) days depending on the infraction. Students should not download materials onto school computers without permission Mr. Lockhart or technology teachers. Game play and chat room use should also be refrained from.

10. HELMETS:

Safety helmets must be used at all times when using rollerblades, bicycles, skateboards, etc., on school property. Use of any of this type of equipment is also prohibited inside the school and must be stored in lockers during instructional time.

11. TRUANCY:

Truancy is when a student skips a class or classes without school or parental permission. As a result, we ask parents to telephone the school when their son/daughter will be absent or late. A 24-hour attendance line (442-0954) is available for your convenience.

For students skipping class, time will be made up and tracked by administration.

12. TARDINESS:

Students who are continually late cause another problem. Chronic lates will be treated as truants and students will be required to make up time.

13. BREACHES ON (EXTRA-) CURRICULAR TRIPS:

All school rules apply when students are on field trips or team trips. They will be strictly enforced to ensure the safety of all students participating. Regulations do not permit students to drive other students in their own vehicles on any curricular or extra-curricular trip. In some cases, students may be given permission to drive

themselves as long as parent consent is obtained. Students who break rules on school trips may lose privileges for future trips.

14. DRUGS/ALCOHOL:

Drug or alcohol use is not permitted on any School District property. Students will be dealt with as per the GFSS Drug & Alcohol Policy which applies to all school functions. Students caught under the influence, selling, or with drugs/alcohol on their person will receive an immediate indefinite suspension from school. The RCMP could also become involved.

GRAND FORKS SECONDARY SCHOOL
DRUG AND ALCOHOL POLICY
2009-2010

Any student, under the authority of the school, found to be under the influence of, or in the possession of, drugs or alcohol during the school day or while participating in a curricular or extra-curricular school event:

- will be given an immediate **INDEFINITE SUSPENSION** for a minimum of **FOUR** consecutive days. A package of appropriate school work assigned by their teachers and/or Drug and Alcohol educational assignments must be completed prior to meeting with the Superintendent as part of being reinstated to GFSS or other educational program.
- request and then attend a compulsory student/parent meeting with the Superintendent of Schools to request reinstatement into an educational program.
- may be requested to attend Drug and Alcohol counseling sessions
- may lose the privilege to participate in any extra-curricular events for a period of **ONE calendar year**, from the date of the incident.
- will not be permitted to be on GFSS property at any time until reinstated.
- will meet with a GFSS Administrator at 8:00 am on the day of reinstatement.

Parents of any student who has been suspended indefinitely will be contacted by telephone by an Administrator followed by a letter sent in the mail.

A student will have an opportunity to apply in writing to an **APPEALS COMMITTEE** (comprised of one administrator, one counsellor and one staff member) to have extra-curricular privileges reinstated. This appeal may occur after a time period of no less than **THREE** school months from the date of the incident, but only after any Drug and Alcohol sessions have been completed and there have been no discipline notices from teachers nor any truancies from classes reported during these three months. If the appeal is successful, the student may participate in school-based activities as governed by the GFSS extra-curricular policy.

Any student found to be under the influence of, or in possession of, drugs or alcohol for a **second time** may be **EXPELLED** from GFSS.

15. **SMOKING:**

GFSS does not allow smoking or chewing tobacco use in or on any school property.

16. **BOMB THREATS/FALSE FIRE ALARMS:**

Grand Forks Secondary School will not tolerate this kind of disruption. Students involved in this behavior will be indefinitely suspended from school and reported to the RCMP.

17. **OTHER SERIOUS OFFENCES:**

A school must provide a safe and comfortable environment for students to learn effectively. Consequently, certain actions must be dealt with severely by the school, the School Board or the law. These include:

- a. The use of foul or offensive language towards staff or other students in or around the school.
- b. The use of physical violence or verbal threats in or around the school, including harassment and intimidation.
- c. The willful disobedience of teachers, or other adult school personnel (staff, secretaries, noon hour supervisors).
- d. The causing of willful damage to school property or the property of teachers or students. Students causing such damage will be held jointly liable with their parents.

CONSEQUENCES:

The purpose of any disciplinary action at Grand Forks Secondary is to create and maintain a safe learning environment for all students and staff. If students choose to disobey school rules thus jeopardizing their personal safety or the safety of others there will be a consequence for poor behavior. Whenever possible, parents will be contacted when students are disciplined due to conduct issues. The following list includes possible consequences that may be used depending on individual circumstances. **Where possible, in school suspensions will be used as opposed to out of school consequences.**

- a. **WARNING:** Written or verbal conversation with student &/or parent regarding student behavior
- b. **DETENTION:** After school or noon hour loss of privileges
- c. **IN-CLASS SUSPENSION:** Students report to the office before classes, at lunch and after school. They lose all their socializing privileges.
- d. **IN-SCHOOL SUSPENSION:** Students spend the entire day – including their lunch hour and breaks - in the office.
- e. **INDEFINITE SUSPENSION:** In some cases, students who commit serious breaches of school or District rules will be indefinitely suspended. This means that a student cannot resume his or her studies and/or extra-curricular activities until he/she and a parent have met with the Superintendent of Schools and have been reinstated to GFSS.
- f. **EXPULSION:** students who re-commit serious breaches of school or District rules will be expelled. This means that a student cannot resume his or her studies for a minimum of 1 year. After that time, in order to be reinstated he/she and a parent must meet with the Superintendent of Schools and the

GFSS Administrative team.

- g. Any offences dealing with the law will result in referral to the R.C.M.P where appropriate.