



STUDENT HANDBOOK

2011-2012

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“A caring community of engaged learners”

GIMLI HIGH SCHOOL

Our Vision: “*A caring community of engaged learners*”

At Gimli High School, we aim to develop citizens who will be:

Responsible *Respectful* *Open-Minded*
Independent *Engaged*

Our Mission:

While pursuing our aim, we value:

- *The VOICE of students, staff, and parents*
- *DIVERSITY in programming*
- *A SAFE, CARING, INCLUSIVE environment*
- *Positive RELATIONSHIPS and a sense of COMMUNITY*
- *SOCIAL CONSCIOUSNESS and ENVIRONMENTAL RESPONSIBILITY*

2010-2013 Evergreen School Division Goals:

Engagement *Citizenship* *Sustainability*

2011-2012 Gimli High School Goals:

- *Engaging Students Socially, Academically & Intellectually*
- *Student & Staff Wellness*

We embrace the following Values:

Respect yourself *Respect others* *Respect property*

PRINCIPAL'S MESSAGE

Welcome to Gimli High School. Our school offers a wide range of learning opportunities and programs for students. We encourage you to make the most of your time with us by getting involved in the life of the school - activities, clubs, sports, drama and band to name a few. It has been proven that students who ‘get involved’ do better academically.

This handbook is in place to help you and your parents learn as much as possible about the policies, procedures and services we offer to you. We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.

D. M. Pona

GIMLI HIGH SCHOOL

Teaching Staff List & Contact Information

SCHOOL ADMINISTRATION		
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TEACHER CANDIDATES		
Diamond, Melissa	Phys Ed., Psych, SS	
Drohmereski, Kristopher	History, ELA	
ADMINISTRATIVE ASSISTANTS		
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GENERAL SCHOOL INFORMATION

CLASS SCHEDULE

8:50 A.M.	<i>Warning bell</i>
8:55 – 9:55 A.M.	Period 1
9:55– 10:00 A.M.	<i>Class change</i>
10:00 – 11:00 A.M.	Period 2
11:00 – 11:15 A.M.	<i>EP / Break</i>
11:15 A.M. – 12:15 P.M.	Period 3
12:15 P.M. – 1:15 P.M.	<i>Lunch Break</i>
1:10 P.M.	<i>Warning bell</i>
1:15 – 2:18 P.M.	Period 4
2:18 – 2:23 P.M.	<i>Class change</i>
2:23 - 3:25 P.M.	Period 5
3:25 P.M.	<i>Dismissal</i>

SEMESTER SYSTEM

GHS operates on a five-period day, with two semester time blocks: Semester I, from September to early February; and Semester II, from February to June.

EARLY DISMISSALS

In its pursuit of excellence, Evergreen School Division promotes ongoing professional development for teachers. This involves early dismissal (12:15 pm) of students on four days throughout the school year. Please check the calendar in this handbook for the dates.

SCHOOL CLOSURES

In the event of inclement weather resulting in the cancellation of school, the school division makes that decision by 6:30 a.m. The broadcast announcement to all homes will be made on the divisional School Connects system and on local radio stations.

ACADEMICS

CREDIT SYSTEM / GRADUATION REQUIREMENTS

Students in Evergreen School Division may graduate with one or more of the following diplomas:

Manitoba Diploma: Students who achieve 30 credits and meet Manitoba Education Citizenship and Youth graduation requirements.

Evergreen Diploma: Students who achieve 32 credits, meet Manitoba Education Citizenship and Youth graduation requirements and have a student portfolio which includes an employability skills section.

ESD Diploma with Distinction: Students who meet the requirements for the Evergreen Diploma and achieve an average of 80% or greater in Grade 12 courses (minimum five Grade 12 credits, interpreted as the best five Grade 12 credits achieved, which includes all core subjects).

Students must complete a minimum of nine credits in Grade 9 and eight credits in Grade 10, unless otherwise authorized by the school administration.

PROGRAMS OF STUDY

Regular Academic program:

Students graduating with a Regular Academic Diploma are required to complete a required number of academic courses in each of their four high school years. These may be supplemented by optional courses that will provide them with the necessary academic background for the field of study they wish to pursue.

Technology Education program:

Students pursuing a vocational-specific program of studies through the Career & Technology Studies pathways must complete a minimum of eight credits in the specific pathways cluster of courses. The two areas identified to date are Human Services Technology and Industrial Technology programs. More information is available from the GHS CTS coordinator.

Senior Years Apprenticeship Option:

Students who are 16 years of age can register for the High School Apprenticeship Program (HSAP), where high school credits can be earned for time spent in on-the-job training and employment as an apprentice. Up to 8 credits are available in Grades 11 & 12 (110 hours = 1 credit). Grade 11 & 12 ELA, Math & Physical Education are still academic requirements. HSAP allows students to earn a salary while they complete their high school. Students graduate at the end of Grade 12 and continue the Apprenticeship training at College where they would earn a 'Certificate of Qualification' in their trade. Information is available from the CTS coordinator.

Career & Technology Studies Program

CTS is a structural framework for assembling learning opportunities from both school and community resulting in highly individualized, flexible programming. Optional courses from Technology Education (Home Economics, Power Mechanics, Welding, Woodworking and Media Communications) are combined with community-based "Career Internship", and Career Development activity to create 'Programs'. Students subscribe to 'programs' based on their interests and career aspirations (typically at the Grade 11 & 12 level). *A program is made up of eight (8) option courses that serve to focus and develop the knowledge, skills, and experiences of students in a broad occupational area (e.g. Welding).* The school-based CTS coordinator is available for assistance and information about registering for this program.

Internships

Internship provides students with exposure to careers that they might consider as an option after high school. Only Grade 11 & 12 students may take part in this program except for exceptional circumstances. Students are asked to speak to the school-based CTS coordinator for assistance and for more information about registering for Internships.

Canadian Academy of Travel & Tourism

This is a national program in which the students receive CATT certificates at three levels: Level I requires the grade 10 Travel and Tourism course, 25 hours of volunteer experience, and the tourism career workshop. Level II requires Level I qualifications plus the grade 11 Travel and Tourism course, 100 hours of work placement, two employability skills, and MB Best. Gold Level requires Level I and II qualifications plus the grade 11 Travel and Tourism course, an additional 140 hours of work placement, the grade 12 Travel and Tourism course and a portfolio.

PHYSICAL EDUCATION

Provincial graduation requirements include Physical Education as compulsory for all high school students. At grades 11 & 12 the out-of-school component recognizes that students are involved in activities beyond the school's four walls. These activities are acknowledged by staff and parents / guardians with a portion undertaken out-of-school.

ADVANCED PLACEMENT

Advanced Placement programming is an opportunity for highly motivated senior year's students to take challenging university level courses taught by high school teachers. These offer students the advantage of a more rigorous curriculum at the senior years level and may improve student chance for acceptance at the university of their choice. Dependent upon final standing students can select to take first year standing at the university or enter first year courses with an opportunity to achieve high standing (impact on GPA).

INDEPENDENT SELF-PACED LEARNING CENTRE (ISPL)

A .6 equivalency teacher is assigned to assist students who are experiencing difficulty in passing compulsory courses. Student timetables are adjusted so they can spend one period a day in this classroom. Coursework may be limited to two per semester and dependent on need.

PRIVATE MUSIC CREDITS

Students taking private music lessons can receive high school credit standing. Please contact the school for more details.

COMMUNITY SERVICE CREDIT

Students may receive credit for volunteer activities outside of the school environment. Please contact the guidance counselor for more details.

CHALLENGE FOR CREDIT

The regular classroom setting is generally deemed to be the best environment for student learning. It is recognized that in exceptional circumstances a challenge for credit may be appropriate. This may be as a result of special talents, academic ability, transferring in from another jurisdiction, etc. Please contact the guidance counselor for more information.

SUBSTITUTION OF CREDIT

In exceptional circumstances students may require opportunities to move forward in their educational programming in order to achieve academic success. In these unusual circumstances the school administration may substitute compulsory credits with an alternate credit. Please contact the school for a more complete explanation.

TESTS / EXAMS

All courses offered are evaluated considering term tests, projects, and end-of-term examination (25%-40%), and the individual efforts of students. Term work (assignments, projects, unit tests, etc.) is weighed more heavily than examinations. All students are required to write final examinations in all core area subjects at the end of each semester. Examination timetables are posted prior to examinations.

ACADEMIC EXPECTATIONS

It is important for all students to strive towards academic success. Students participating in extra curricular activities are to maintain satisfactory academic progress and advisors / coaches will clarify these expectations with students involved.

COURSE CHANGES

Requests for a change of course may be made the first few days of each semester and must go through the guidance counselor. These changes are confined to the limitations of the school timetable. The school administration reserves the right to deny course changes.

DISCONTINUING COURSES

Grade 9 & 10 students must maintain a full timetable – dropping courses is not an option. Grade 11 & 12 students wishing to drop a course must involve the guidance counselor initially and submit the “Application for Course Change” form. This form requires the signature of the parent, teacher, principal and counselor. A course discontinued in any other manner will be recorded as a Failure. The school administration reserves the right to deny requests.

Grade 9 & 10 students must be enrolled in courses 100% of the time. Grade 11 & 12 students must be enrolled in no fewer than 60% of a full load = 3/5 classes. Exceptions can only be made in consultation with the school administration.

REPORT CARDS

The teaching staff prepares formal reports on student progress twice each semester. The first reporting period in each semester occurs near the midterm point of the semester. Reports are provided to students and parents at the Student Involved Conferences. The final reporting period occurs at the end of the semester.

STUDENT INVOLVED CONFERENCES

All ESD high school students are required to participate in Student Involved Conferencing with their EP advisor and parent(s) during the Student / Parent / Teacher Conferences in November and April. Prior to this students will be working with their classroom teachers and EP advisors in the development of Student Portfolios that they will be profiling during these conferences.

DEADLINES AND DUE DATES

In our efforts to develop citizens who are 'responsible', 'independent' and 'engaged' and to demonstrate our commitment of being "a caring community of engaged learners" extra time has been created to assist students in meeting course expectations and deadlines. The Engaged Learners Lounge has been established at lunch hour. Students may voluntarily choose to attend ELL, or they may be assigned to ELL by their teacher. In the latter case it is compulsory.

GHS ELL GUIDELINES

- ELL will take place every Tuesday and Thursday in Room #111 (ISPL).
- It is the classroom teacher's responsibility to inform each student that they have been sent to ELL. They must be clearly told.
- The classroom teacher must fill in the HC sign-up book located in the office.
- Students must arrive promptly at 12:20 pm and remain until it concludes at 1:00 pm.
- Students must bring their incomplete work with them. The classroom teacher must ensure that clear expectations are provided to the student prior to ELL.
- A teaching staff member will be in ELL to help students with their work.
- Students are encouraged to bring their lunch to ELL. Attending to the Cafeteria will not be an option, as it will take away time from ELL.
- Students who are unable to complete their work during this time will be required to continue to attend ELL until it is successfully completed.
- If students complete their assigned work prior to ELL, they must drop it off with the supervising ELL teacher, who will remove their name from the guest list. They will not be required to attend ELL for that session.

What happens if you don't go to ELL or choose to not attend when required?

- Students assigned to ELL must attend. We remind everyone that the intention of ELL is support student learning and assisting in meeting deadline requirements. It is a way to help students become more accountable for their own learning.
- When a student misses ELL, the classroom teacher will contact the student to provide a caution and understanding of the subsequent consequences.
- The student will be assigned to the next ELL by the classroom teacher.
- If ELL is missed for the second time, an in-school suspension will be imposed on that student. The student will serve the in-school suspension until such time as the incomplete work is completed. *Be mindful that this will compound the student's situation as they are now missing more class time and will get even further behind.* Parents may be contacted at this point to solicit their support.
- Continued refusal will result in additional disciplinary responses at the discretion of the school administration. This could also mean removal of privileges, extra-curricular activities or an out-of-school suspension. Parents will be contacted.

APPEAL PROCESS FOR STUDENT EVALUATION

Where a student or parent believes an evaluation does not accurately reflect the student's achievement or growth, their first contact shall be with the classroom teacher. If no resolution is reached the parent and/or student should be in contact with school administrator(s) to arrange a review with the parent, teacher and student.

STUDENT SERVICES

EDUCATIONAL PROGRAM ADVISOR

Students are assigned an Educational Program Advisor during their four high school years. Time for EP activities is scheduled on Mondays, Wednesdays and Fridays each week and ALL students are required to attend. EPA is a compulsory activity for all students and staff.

STUDENT SUPPORT SERVICES

The guidance and career counseling services have two primary goals:

- To assist students in overcoming academic, vocational, personal or emotional problems which may interfere with the pursuit of their educational goals.
- To promote the total growth and development of students with particular emphasis on self-understanding and interpersonal relationships.

Gimli High School has a fulltime counselor. Students can meet with this individual to discuss any academic, vocational, personal or emotional problems or concerns they may have. In addition:

- A Community School Liaison Worker is available two days per week to discuss more significant issues surrounding family and peers, and
- An Addictions Foundation of Manitoba counselor is in the school two days per week to provide counseling to students experiencing problems related to drugs and alcohol.

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

According to FIPPA rules, student's personal information will be used for educational purposes only. When a student turns eighteen (18) they are required to indicate in writing whether the school may share any school-related information with parents. We are bound by law to adhere to their decision however parents will be notified of the decision made

WEB-BASED ACCESS TO STUDENT RECORDS

All GHS students are provided web-based access to the GHS administrative program via login and passwords to check on course selections, attendance, academic progress, transcripts and personal information. Parents will be provided access to their child's information as well.

STUDENT FEES

A comprehensive student fee structure is in place at GHS. Please note the following table:

Activity	Fee	Rationale
Compulsory Fees		
Student Council:	\$40.00 / student \$35.00 / student if more than one from family	\$30.00 Yearbook \$5.00 - \$10.00 Student Council fee to support student activities, student card
Sports:	Cross-country, golf, badminton, curling, track & field: \$10.00 Soccer: \$30.00 Basketball (JV): \$50.00 (V): \$60.00	Cost of referees, scorekeepers and transportation to additional tournaments above the norm.

	Volleyball (JV): \$40.00 (V): \$60.00 Ultimate Frisbee: \$30.00 Multiple sports max: \$130.00	
Graduation:	\$160 / graduate for ceremony, banquet & Safe Grad. Reduced depending on involvement.	Gown & cap, meal, decorations, safe grad events, etc. Fundraising for decorating and other expenses.
Course-based Fees		
Food & Nutrition:	Grade 9: \$10.00 Grade 12: \$20.00	Grade 9: Food cost beyond basics Grade 12: Food cost beyond basics
Clothing Housing & Design:	Grade 11 & 12: \$20.00	Grade 11 & 12: Material / supplies
Welding & Woods:	\$10.00 - \$500.00 plus	Based on personal project materials
Art:	\$30.00	Based on personal project materials
Math:	\$5.00	Batteries & replacement calculators
Optional Fees		
Enviro Club:	\$20.00	Covers transportation costs
Weight Club:	\$25.00	Covers repairs and upgrades
Reach for the Top:	\$25.00	Covers transportation costs

TEXTBOOKS

Students are responsible for maintaining the books and equipment issued to them in an appropriate manner. At the completion of each course books must be personally returned to the classroom teacher prior to the student writing their examination. For poorly maintained textbooks, a fee will be assessed to cover the cost of repairs.

LIBRARY

The Library has been put in place for student use – reading, homework and research. Students must have permission from their teacher to use this facility during classtime. Rules and procedures have been established to ensure that optimum use of this room is ensured. Students are asked to refresh their understanding of these upon entry. The Librarian has the right to remove students from the Library for behavior not conducive to learning.

LOCKERS

All students are issued a locker and a combination lock. Students are required to lock lockers using the issued lock. Lockers are school property and as such, may be searched by school administration. The school will not take responsibility for theft from lockers.

Students are responsible for the lock and must return the lock to their EP advisor at the end of the school year. Students will be charged \$8.00 for a lost lock.

GYMNASIUM REGULATIONS

School facilities are intended for maximum use. School organized co-curricular activities generally utilize school equipment and facilities and **require staff / adult supervision**. Any casual use of equipment and/or facilities during the school day must be arranged through the teacher(s) who generally use the equipment / facility. Casual use of facilities outside of the regular school day must be arranged through a formal requisition of ESD facilities.

COMPUTERS

GHS has three well-equipped computer labs and mobile laptop carts for student and teacher use. Students are expected to use computers in an acceptable manner. ESD has established an Acceptable Use Policy for computer and Internet use. Students and parents are required to sign a permission form to allow students to use the computers and to access the Internet. Students

misusing the computers will have their access terminated. Willful damage will result in the student charged for the necessary repairs - the student will not be allowed access until full payment has been made. The school also reserves the right to remove the student from all computer-related courses.

Students are limited to 200 print copies for the school year. This number is consistent in other schools in ESD and has been set to discourage unnecessary copying of materials and to keep track of what is actually copied. If this is exceeded a fee will be assessed for additional copying rights.

INTRA-MURALS

An important component of the Physical Education program is the noon hour intra-mural program. All students are encouraged to participate. Participation is voluntary and the program has both competitive and non-competitive activities.

DAILY ANNOUNCEMENTS

Daily announcements will be read each morning with copies available in the office and on the school website. Anyone wishing to make an announcement pertinent to school activities or to the students in the school must submit the announcement to the school librarian one day prior.

PARENT ADVISORY COUNCIL

The GHS Parent Advisory Council meets monthly to discuss issues and offer advice to the school on matters important to the education of our students. The council has taken on an active role in policy development and welcomes participation by all parents. Dates for meetings are set at the commencement of each year. Information and meeting minutes are posted on the GHS website. Everyone is welcome to attend.

STUDENT COUNCIL

Student Council membership is voluntary for students willing to participate in student leadership activities. It is hoped that student representation from each of the Educational Program Advisory's will occur.

Student Council's voice in the high school may include but not be limited to:

- School policies and procedures
- Student governance
- Cafeteria
- Extra-curricular activities, including sports and the arts
- Student voice
- Fund-raising
- Any other areas as identified by them

ASSEMBLIES

Bi-weekly Assemblies are conducted to celebrate staff and student accomplishments, provide insight into important activities underway and to provide a sense of community.

SCHOOL DANCES

School dances are considered to be one of the co-curricular social activities sponsored by the Student Council. School dances are organized specifically for our students and are therefore considered closed dances. Attendance is limited to GHS students and guests. All school dances begin at 7 p.m. and end at 11 p.m. Tickets can be purchased in advance or at the door (for a higher cost). The school doors will be locked at 9:00 p.m. Students who anticipate that they will be late for the dance because of obligations / conflicts such as work, must sign up for a late pass. Late pass distribution is subject to conflict verification. All school rules apply to the dances. Disciplinary responses toward inappropriate behavior, alcohol consumption and/or use of illegal substances will occur.

DANCE GUEST PASS POLICY

- All students wishing to bring a guest to the dance must apply for a guest pass when purchasing their ticket. Sign-up deadlines will be announced in the daily announcements.
- Students signing in a guest must know the person they are signing in.
- A guest with a pass will not be allowed entry into the dance unless accompanied by the person requesting the guest pass. Guests must leave at the same time as the student signing them into the dance.
- Students signing in a guest are responsible for the guest's behavior and will receive any punishment levied as a result of that guest's behavior.

INSURANCE COVERAGE

Students wishing to participate in co-curricular sports are encouraged to have insurance coverage beyond basic Medicare coverage, as this will not cover dental injuries or ambulance transportation.

CO - CURRICULAR ACTIVITIES

An important goal is the development of the leadership qualities of our students. Leadership abilities can be developed by student participation in a variety of activities both co-curricular and in the classroom. The skills developed and the sense of accomplishment achieved by success in school activities is an important aspect of student self-esteem and a source of self-confidence in future endeavors. Students should attempt to become involved in a few co-curricular activities of their choice in order to get the full benefit of a well-balanced school program. These activities serve as a useful outlet for reserve energy and an opportunity to develop talents not fully utilized in academic situations.

CAFETERIA

The Student Council owned Cafeteria was established to provide hot lunch options for students. Lunches may be purchased between 12:15 p.m. – 1:10 p.m. Students are requested to help maintain the clean appearance of the cafeteria by placing their garbage in the containers provided.

PARKING AND SCHOOLYARD TRAFFIC

Student parking is on a first come basis and limited to specific parking stalls. Additional student parking is located on the Recreation Centre Road next to the RM pump house. Students are not considered visitors to GHS and therefore prohibited from parking in Visitor Parking. **Unauthorized vehicles parked in the schoolyard will be 'relocated' at the owner's expense.**

Students driving on school property must abide by the speed limit, obey all signage and drive in a prudent manner. Exit from the parking lot must be through the north gate toward Solvin Road.

STUDENT TELEPHONE

The Student Council provides a telephone for student use. The general office will only relay telephone messages to students during breaks. Only those of an urgent nature will be relayed during class time.

CELL PHONES & ELECTRONIC COMMUNICATION DEVICES

An ESD policy governing the use of cell phones and electronic communication devices (cameras & video recorders) has been adopted for all schools in the division. "Student use of electronic communication devices is not permitted in Evergreen schools and on school property, unless directed by a teacher or the school. This applies to recesses, lunch breaks, class changes and noon hour." Violation of this policy by students at GHS will result in a warning, followed by confiscation for the day and beyond, depending on the number of instances.

PERSONAL AUDIO AND VIDEO DEVICES

GHS is also limiting the use of personal audio and video devices to breaks and noon hour only. Classroom use will not be allowed unless teacher requested. These devices are not to be visible in the classroom and will be subjected to the same penalties as cell phones and communication devices above.

LOST AND FOUND

All lost and found articles should be turned in to the office and can be claimed at Lost & Found bin located in the General Office.

USE OF PHOTOCOPIER

Students are discouraged from using the office photocopier. Any required photocopying done at the office will be levied a charge of \$.15 per copy.

BUS SAFETY

Students are reminded that the school bus ride is part of our school system and that conduct on the bus is under the supervision of the school administration. The following are expected of students when riding a school bus:

1. Be aware that pupils are responsible for their own action and behaviour.
2. Know what the rules and procedures are and abide by them.
3. Display proper respect for the rights and comfort of others.
4. Realize that school bus transportation can be denied if they do not conduct themselves properly.
5. Be aware that any driver distraction is potentially hazardous to their safety.
6. Be familiar with emergency procedures.

STUDENT CODE OF CONDUCT

The ESD Code of Conduct expects that students, staff and parents demonstrate mutual respect while in the building and/or involved with school-based activities. It is everyone's responsibility to respect one another and one another's property.

GHS Values:

Respect Yourself

Respect Others

Respect Property

BULLYING & HARASSMENT

It is expected that we all conduct ourselves in a most appropriate manner at all times. Bullying and/or harassment will not be tolerated and disciplinary measures will be undertaken to address concerns as they arise. Cyber-bullying is a growing phenomenon and subject to disciplinary actions consistent with expectations.

DRESS CODE

It is expected that we maintain a suitable dress code consistent with recognized standards of appropriateness. Upon entry into the building students are required to remove head wear and jackets. Apparel with off-color slogans, sexual innuendos or drug and/or alcohol-related messages

are not considered acceptable in the school. As well, clothing must not be worn of a type or fit that other students and faculty find offensive.

DAMAGE / VANDALISM

Should a student accidentally cause damage to school property and report it immediately they will be asked to pay for half the repair costs. Should a student damage or vandalize property and not report it they will be asked to pay full replacement costs. Repeat instances will be addressed as a disciplinary matter.

FOOD OR DRINKS:

Food and/or drinks are allowed in the classroom at the teacher's discretion. Class change is only five minutes and time for students to purchase, eat and move to their next class is limited so staff have agreed to allow this, however with the proviso that it is a privilege, not a right.

SIGNING IN AND OUT

Students needing to leave the school during class for any reasons including medical appointments are required to sign out at the office and sign in upon their return.

ATTENDANCE POLICY

A key element to a student's success in school is regular attendance in all classes. Regular attendance is the responsibility of parents / guardians and is compulsory by law. Parents may only excuse their child's attendance from school for family or medical situations. All other matters fall under the jurisdiction of the Principal. Penalties for non-compliance fall under the Public School Act regulations.

The staff of Gimli High School, with the support of the Parent Advisory Council, developed the following attendance policy to encourage excellent student work habits. This policy is not intended to penalize students who may be absent for reasons beyond their control such as extended illness; rather, it is intended to encourage student responsibility and successful study practices. Legitimate reasons for absences are illness, bereavement, school sponsored activities and special approved parental requests. A medical certificate must certify five or more days for illness. Medical and dental appointments should be made outside of school hours.

Since class participation is an important aspect of evaluation, a substantial portion of a student's grade is based on the student's involvement in course activities. Term work, tests, and class participation usually comprise at least 60% of the student's final mark; this percentage can be as high as 100% in courses in which there is no final exam. Absences, therefore, have a detrimental effect on performance. The purpose of this policy is to reduce absences from class so that every student can excel. Truancy (absent without just cause) has negative effects on student success.

1. Any student accumulating **twelve (12)** absences in a one-credit course (**six (6)** absences for half-credit courses) will have his/her status in the course automatically reviewed. The school administration, in consultation with the classroom teacher, will decide whether or not the student will continue in the class. A student who has been excessively truant, may be denied credit in the course. The conditions for a student's return to the class will be established by the administration and the classroom teacher.
2. This policy in no way condones truancy from class. Students are expected to attend all classes and should only be absent for legitimate reasons.
3. Students are expected to be in class on time. Students who are frequently late disrupt the learning conditions of others in the class. Students who persist in being chronically late may be denied entry into class and marked absent.
4. All absences will be counted, including suspensions. However, school-sponsored field trips, drama or music activities, or extra-curricular activities, which cause a student to miss class, will not be recorded as absences. Also, in rare instances where courses are scheduled so that timetable conflicts occur, students will not be marked absent as a result of the conflict.

5. In the case of a lengthy illness or a prevailing medical condition requiring frequent appointments, a doctor's note must be provided to the school.
6. Where a student is absent due to participation in music, drama, cultural, or recreational events at the provincial or national level, PRIOR contact should be made with the school.
7. In the case of denial of credit, a student will have the right to appeal. However, appeals will only be considered in exceptional circumstances.
8. At semester end students with absences in excess of the maximum (12) will be required to 'make-up' time to meet the expectations set forth prior to receiving their credit in that course.

Notification of Absences

Where possible, a student should notify his/her teachers in advance of an absence. Parents can contact the office and/or the school administration and this information will be forwarded to the classroom teacher(s). Notes written by parents are also an effective way of communicating information to classroom teachers. Students will not be penalized for work missed for legitimate absences. Parents should notify the office of any absences due to appointments or illness.

Attendance in all classes is the responsibility of both the student and parents / guardians. Students are also responsible to be in class on time. Parents will be notified of student absences by our daily Schools Connect computerized phone/email message system. Notification of absences will also occur in the following manner:

Full Credit Courses

- At **4** absences, the classroom teacher will notify a parent by telephone.
- At **8** absences, the classroom teacher will inform the office. The school administration will notify parents by telephone and may meet with the student.
- At **12** absences, the classroom teacher will inform the office. The student's status in the course will be reviewed and the student may be withdrawn. The school administration will notify parents either by phone or letter.

Half Credit Courses

- At **2** absences, the classroom teacher will notify a parent by telephone.
- At **4** absences, the classroom teacher will inform the office. The school administration will notify parents by telephone and may meet with the student.
- At **6** absences, the classroom teacher will inform the office. The student's status in the course will be reviewed and the student may be withdrawn. The school administration will notify parents either by phone or letter.

It is our hope that parents will assist the school in its application of the attendance policy by ensuring that the school administration is informed early when unusual circumstances may lead to significant absences.

It is also very helpful to students if out-of-school appointments do not conflict with school courses. There are several days in the school year when there are no classes and these opportunities would be ideal for making routine appointments. A list of these dates can be found in this handbook. In addition, it is helpful if appointments can be made at times early or late in the day, enabling students to avoid missing an entire day of classes.

TRUANCY

- First truancy: The classroom teacher will speak with the student and provide a caution that another violation will result in contact home to the parent/guardian. The violation will be recorded.
- Second truancy: The classroom teacher will speak to the student. The parent/guardian will be notified that another violation will require a meeting of the student, teacher, parent/guardian and the school administration. The violation will be recorded.

- Third truancy: The student, parent/guardian, teacher and school administration will meet to discuss the student's status in their course. A caution will be provided that the next violation will result in removal from that course. The violation will be recorded.
- Fourth truancy: The student is removed from the course. The violation will be recorded.

Students who are truant from school will not be provided bus transportation home at the end of the day. The school bus is not a taxi service for students to get to town to spend the day skipping.

Students who choose to excuse themselves from 'special activities' days (ie. Creative Day, field trips, etc.) will not be allowed to participate in other special activities held throughout the school year. This could potentially include ski trips, sports days and other extended field trips, to name a few. Picking and choosing is not acceptable.

Appeal Process

If a student is denied credit due to attendance or truancy, he/she can appeal this decision. The student has two days of reaching 12 absences (6 absences for a half-credit course) to submit their appeal and it must be submitted to the school administrator on the **Attendance Appeal** form. The administration, in consultation with the student's teacher, will decide if the student will be reinstated in the course.

LATENESS

Continued lateness to class impacts negatively on the learning environment by disrupting the flow of the lesson underway. This is in conflict of our commitment to provide positive learning environments that promote student academic success.

- At **4** lates, the classroom teacher will notify a parent.
- At **8** lates, the classroom teacher will inform the office. The school administration will notify parents. The student's status in the course will be reviewed.
- Note: Lateness to class is a behavioral issue and will be dealt with in that regard. Refusal to abide by classroom re-integration requirements will be addressed in a disciplinary manner.

Parents will be notified of student lateness to class by our daily Schools Connect computerized phone/email message system.

Dependent on the circumstances students who exceed the allowable number of absences (12) will be required to make up the actual time required prior to the end of the semester. Failure to do so will result in an INCOMPLETE in the course, which reverts to a failure at semester end.

SMOKING

Smoking on school grounds and at school-based activities is prohibited. Consequences include warning, alternative disciplinary actions, suspension and possible expulsion. The Evergreen School Division policy will be clearly outlined to all students and staff.

ALCOHOL AND OTHER DRUGS

ESD recognizes that the use of alcohol, illegal drugs and the misuse of prescription drugs are detrimental to students. Chemical abuse affects their mental and physical health as well as their education and social development.

GHS is committed to providing the highest possible standard of learning environment for its students. The school and its staff members share a strong interest in the social and personal health and well being of all students.

Alcohol and other drugs, other than those medically prescribed, are not to be used by, nor be in the possession of individuals during school activities or student-related activities, either on or off school property. Furthermore, no student is to be under the influence of alcohol or other drugs during school programs, activities or events.

GHS has developed a policy intended to create a school environment that is alcohol and other drug free and to provide support services to students and to the families of students involved detrimentally with alcohol and other drugs. The policy recognizes and is sensitive to the legal rights of all students. This policy will be clearly outlined to all students and staff. Please contact the school for a copy of the policy.

PLAGIARISM POLICY

Plagiarism is the presentation of another person's ideas or words as if they were your own, without acknowledging the source. This offense includes:

- copying directly from another person, from a published or unpublished work, or downloading a source from the Internet, either in part or in full.
- conscious paraphrasing where wording is changed and used as one's own without bibliographic reference or citation.

Any of the above actions are a serious offence and will result in a mark of zero. In addition, all teachers on staff will be informed and a letter will be sent home to parents. A repeat violation may result in removal from that course.

AWARDS (Grade 9 – 12 students)

Each year in June, GHS holds its annual AWARDS BANQUET to acknowledge students who have achieved high academic standing or high co-curricular achievement, and/or have made extraordinary contributions to the school and school spirit in the previous year.

STUDENT OF THE MONTH / SPECIAL RECOGNITION STUDENTS

Student of the Month recognizes a student each month that exemplifies the qualities of leadership, involvement, and overall 'appropriateness'. Two Special Recognition students are also recognized monthly for their accomplishment, improvement or other important areas. These thirty students are honored at regular Assemblies and their photos are posted in the general hallway.