

# **GREEN VALLEY SCHOOL**



**STRIVING FOR EXCELLENCE**

2015-2016

**STUDENT HANDBOOK**

# GREEN VALLEY SCHOOL

*STRIVING FOR EXCELLENCE*

*At Green Valley School all partners in education including parents, students, and staff, strive to create a safe, caring learning environment which promotes academic excellence while validating the uniqueness of the individual as a contributing member of the larger social community.*

## **WELCOME**

A warm welcome to all students who have returned and to students who have transferred in from other areas. We wish you all an enjoyable and successful 2014-2015 school year. Your success will depend on how well you work to achieve your goals. Since a positive school culture is essential for learning to take place, we are providing you with this handbook which will set out the guidelines that are necessary for your personal welfare as well as for the common good of the school. We encourage you to get involved in school activities. Green Valley School spirit depends on student enthusiasm. Therefore, your participation will result in a more enjoyable and successful school year.

## **A: ACADEMICS**

**AWARDS** - Awards will be presented to students annually for academic performances at the senior years level and for outstanding achievement and participation in other school activities. The various departments will set their own criteria for receipt of these awards. Each teacher who has charge of an activity will submit recommendations for the awards. All awards will be presented in September (9-11) and at graduation ceremonies (12). In addition, student citizenship, achievement and improvement will be recognized throughout the year. Middle Years awards are described on page 22.

**ASSIGNMENTS/TESTS AND EXAMS** - Students are expected to complete all work that is assigned. Notebooks and other forms of written work should be neat and well-organized. Incomplete assignments and mediocre work habits usually result in poor marks. Students cannot expect to write tests or exams at other times than when they are scheduled by teachers except in cases where a student is sick or a similar emergency has arisen. Students cannot expect to have tests rescheduled because they are not "prepared" or because they haven't been able to study. All exams are finals and must be written by all students.

**CHOIR/BAND/DRAMA** - Involvement in choir, band and drama will allow students to participate in musicals, concerts and dramatic performances throughout the year.

**COUNSELLING AND GUIDANCE DEPARTMENT** - Students may wish to discuss problems, academic or otherwise, with the guidance counsellor or with any other teacher with whom they have confidence. In addition to counselling students with problems, the guidance counsellor will be responsible for:

- 1) dispensing career information to students;
- 2) career counselling and individual timetabling;
- 3) post-secondary options & scholarship
- 4) being a resource for the principal and staff in dealing with some discipline concerns.

Students may contact the guidance counsellor directly if they require counselling or assistance in any of the above areas.

**LATE ASSIGNMENTS** – In order to facilitate better learning, it is important that all assignments are completed as assigned. When students do not complete assignments by assigned due dates, teachers may deduct marks, contact parents and/or assign lunch hour or spare period work time to students until the assignment is complete. Please see the complete Green Valley School Late Assignment Policy on page 17 of this handbook.

**MAKE-UP WORK** - The prime responsibility for make-up work is with the student. After any absence, the student must contact teachers for make-up assignments which are to be completed and submitted according to the directions stated by the teacher(s). Teachers are available before and after classes to assist students in completing make-up work. Students are encouraged to take advantage of a teacher's offer of extra help.

**PUNCTUALITY** - Students are strongly urged to be prompt for all classes. Those who are not in their class for roll call at the beginning of each class are considered late and this will be recorded by the subject area teacher. If a student earns three lates in one subject the office will be informed and the student will serve one lunch hour detention. If a student reaches 25 lates in one subject area, they could be removed from the class. If a student reaches 30 unexcused absences, they will also be in jeopardy of being withdrawn from the course.

**REPORT CARDS** - Report cards are issued as indicated on the school calendar.

## **B: SCHOOL ACTIVITIES**

### **ATHLETICS**

#### a) Intra-Mural Program

The school has an active intra-mural athletic program which includes sports such as volleyball, badminton, basketball, floor hockey, etc. Intra-mural participation does not only refer to participating in games but a willingness to referee and keep score as required. All students are eligible and encouraged to participate in these programs.

#### b) Inter-School Program

The school has a very active inter-school athletic program as well. Students must remember that being a member of a school team is an honour and that they represent the school on their outings. Their sportsmanship, or lack of it, characterizes the entire school. The negative actions of one team member can cast a negative image upon the whole team and school. For this reason, it is of utmost importance that we have students on our teams who demonstrate leadership and good sportsmanship. Initially, this is demonstrated in intra-mural play and later in inter-school play. The school needs players that will characterize our community in a positive light.

**EXTRA-CURRICULAR ACTIVITIES** - Green Valley School offers a variety of activities to provide students with opportunities to develop their interests and to make school experiences more enjoyable. They are encouraged to participate in them and to "get involved". If a student needs help in signing up for an activity, he or she should contact the homeroom teacher.

### **Academic Eligibility**

Extra-curricular activities are an important part of student life and a valuable opportunity to represent Green Valley School in a variety of events, both in the arts and sports, throughout the division, zone and province. It is the responsibility of students to maintain an acceptable academic standard to retain this privilege. When concerns about a student's academic standing arise, a committee including the coach or athletic director, academic teachers and a school administrator will meet to develop a contract detailing standards to be achieved to determine student eligibility. Parents will be contacted and informed whenever a student's eligibility is in question or restricted.

### **School Absence and Extracurricular Involvement**

A student who misses all or part of a day is not eligible to take part in after-school sports or extra-curricular events unless the absence is unavoidable and cleared by the parent with the Administration, preferably in advance. Students who are cleared to attend a tournament during the school day are expected to be in school from 9:08 until leaving time, unless they have scheduled spares. Students who do not show up for their classes may lose their clearance to accompany the team or may face team discipline by the coach.

## **POLICY FOR EXTRA-CURRICULAR ACTIVITIES**

“Good sportsmanship is viewed by the Manitoba High Schools Athletic Association as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities, which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all athletic disciplines. Individuals, regardless of their role, are expected to be aware of their influence on the behavior of others and model good sportsmanship.”

The MHSAA has identified nine groups within the high school community that are responsible for conducting themselves in a sportsmanlike manner. Following are expectations of each group.

### **Expectations of Coaches**

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship expectations and demand that they make sportsmanship and ethics the No. 1 priority.
- Respect judgment of officials, abide by rules of the event, and display no behavior that could incite fans.
- Treat opposing coaches, administrators, participants and fans with respect. Shake hands with officials and opposing coach in public.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.

### **Expectations of Student/Athletes**

- Treat opponents with respect: shake hands prior to and after contests.
- Respect judgment of officials, abide by rules of the event and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair competition.
- Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.
- Live up to high standard of sportsmanship established by coach.

### **Expectations of Parents, Students and Other Fans**

- Realize that a ticket is a privilege to observe a contest and support high school athletics, NOT a license to verbally assault others or to be generally obnoxious.
- Respect decisions made by game officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect fans, coaches and participants.
- Maintain enthusiasm and composure.
- Recognize outstanding performances on either side of the playing court, field, or arena.
- If a parent feels the need to communicate with a coach after a game or tournament, we kindly ask they follow the 24 hour rule. Please wait 24 hours to communicate with your child’s coach.

### **Expectations of Media**

- Promote ideals and fundamentals of good sportsmanship.
- Report acts of sportsmanlike behavior without giving undue publicity to unsportsmanlike behavior.
- Refrain from making negative comments toward participants, coaches or officials.
- Recognize efforts of all who participate in the contest.

### **Expectations of Officials**

- Accept role in an unassuming manner. Showboating and over officiating are not acceptable.
- Maintain confidence and poise, controlling contest from start to finish.
- Know rules thoroughly and abide by established Code of Ethics.
- Publicly shake hands with coaches of both teams before contest.
- Never exhibit emotions or argue with participants and coaches when enforcing rules.

### **Expectations of School Administrators**

- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, zone, and province.
- Provide appropriate supervisory personnel for each interscholastic event.
- Support participants, coaches, and fans who teach and display good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attend events whenever possible.

**Expectations of Provincial Association Staff (MHSAA)**

- Provide leadership and information to member schools.
- Act as a liaison to other educational associations within the province.
- Use provincial visibility to actively promote good sportsmanship.

**Expectations of School Boards**

- Adopt policies that promote ideals of good sportsmanship, ethics and integrity.
- Serve as a positive role model and expect the same from, parents, fans, participants, coaches and other school personnel.
- Support participants, coaches, school administrators and fans who display good sportsmanship.
- Recognize the value of school activities as a vital part of education.
- Attend and enjoy school activities.

**STUDENT FEES**

Students will receive a list of fees owed to the school from their homeroom teacher on the first day of school. It would be appreciated if all fees could be submitted by **September 18, 2015**. You may pay all with one cheque. Please itemize everything on the cheque to assist in our bookkeeping. Thank you.

**TECHNOLOGY EDUCATION- INDUSTRIAL ARTS/HOME ECONOMICS:** Grade 7, 8 and 9 students pay an annual \$20.00 for consumable materials used in the Tech. Ed./Home Ec. Program.

**BUILDING CONSTRUCTION:** Students are required to pay a \$25.00 course fee.

**FOODS & NUTRITION:** Students are required to pay a \$25.00 course fee.

**BAKING/PASTRY:** Students are required to pay a \$25.00 course fee.

**GRADE 11 & 12 APPLIED MATH:** Applied Math students will be required to have their own TI-84 or TI-83+ Graphing Calculator.

**SCHOOL LOCKS:** Students who lose or damage their school lock will be assessed a replacement charge of \$10.00

**ART FEE:** Students in Grades 9-12 Art are required to pay a \$20.00 fee which will outfit them with supplies needed to meet course requirements.

**SPORTS FEES:** Basic user fees for sports are set to help cover costs associated with court rentals, referee/official fees, tournament entry fees, uniforms, and private transportation where applicable. These fees are supplemented from the school's budget and are the minimum required to continue to offer the particular sports programs. In order to more effectively manage the distribution and collection of uniforms we are instituting a damage deposit for sports teams' uniforms. Prior to receiving a uniform students will be required to give a post-dated cheque that will be returned to the student at the end of the season upon return of the uniform.

All fees will be paid to Ms Tiffany Bergen in the main office. (Sports, Art, Tech Ed, Home Ec., Band, etc.)

User fees and damage deposits are as follows:

Sport	User Fee Amount	Due Date	Uniform Payment	Due Date
All Grades 7-8 V-Ball & B-Ball	\$25.00	V-Ball – Sept. 18 B-Ball – Nov. 26	\$30.00	V-Ball – Sept. 30 B-Ball – Dec. 1
Varsity Soccer	\$50.00	Sept. 18	N/A	Sept. 5
All Varsity & JV V-Ball & B-Ball	\$100.00	V-Ball – Sept. 18 B-Ball – Nov. 26	Boys V-Ball - \$65.00 Girls V-Ball - \$100.00 (Long Sleeved) B-Ball - \$100.00 (Top & Bottom)	V-Ball – Sept. 30 B-Ball – Dec. 1
Junior High Badminton	\$20.00	Mar. 1	N/A	Apr. 15
Senior High Badminton	\$20.00	Mar. 1	\$30.00	Apr. 15
Senior Track & Field	\$25.00	May 1	N/A	May 1
Cross-Country	\$20.00	Sept. 15	N/A	N/A
Baseball & Fastball	\$25.00		N/A	

Fees may vary depending on the number of tournaments attended and on the number of players on each team. Fees for other sports will be determined as the need arises.

In order to plan for coaching, tournaments, gym scheduling etc., the fees should be submitted by **September 18, 2015** for Volleyball & Soccer and by **November 26, 2015** for all other sports (except Badminton) a student intends to play. This is recognized as a commitment of participation and will help to determine whether enough students are interested to form a team.

**\*\*PLEASE NOTE:**

Our Grade 10-12 Sports Fees are set, to enable GVS athletes/teams to compete at the high level to which they have become accustomed and that we have all come to expect. Programs in other schools use school-wide fundraisers and/or mandatory individual fund raising to offset fees. In consideration of these facts GVS' sport fees are fair, reasonable and compatible with fee structures in other schools. Sports fees may be paid with one cheque. An itemization of fees for each sport will assist in bookkeeping. There is a \$150.00 cap on sports fees.

### **C: DISCIPLINE AND BEHAVIOUR**

**CARE OF SCHOOL PROPERTY** - It is essential that a wholesome respect for public property is fostered. Students who damage or destroy school property shall be required to make complete restitution. Other disciplinary action may be taken to ensure facilities are appropriately maintained. Vandalism will be reported to the RCMP.

**CONDUCT TO AND FROM SCHOOL** - Students are under the school's jurisdiction going to and leaving from school. Therefore, they are subject to school regulations concerning general conduct. This includes adhering to all bus rules as stated by their bus driver.

**FIGHTING** - Fighting and other aggressive behaviours deemed inappropriate to good school conduct are subject to disciplinary measures. Fighting will result in school suspension. To avoid any misunderstanding, it is recommended that students follow a "Hands Off" policy. Play-fighting is not permitted.

**INSUBORDINATION AND INSOLENT** - Insubordination is the failure to obey rules as directed by those in authority. Insolence is being arrogant, hateful and vulgar in behaviour or language. Both are subject to serious disciplinary measures.

**USE OF NICOTINE/TOBACCO/ALCOHOL/ILLCIT DRUGS** - The use of nicotine/tobacco/alcohol and/or illicit drugs are not only hazardous to your health, but they also have no place in the school environment. None of these are permitted on school property during school hours or during school-sponsored activities. The use of these items is a major offense and will not only involve communication with parents, but students violating the rule will face suspension from school.

## **D: POLICIES**

### **GREEN VALLEY SCHOOL ATTENDANCE POLICY**

**Attendance and Lates** - We highly encourage and expect punctual and regular attendance of all our students. Regular and punctual attendance is one of the most significant prerequisites for a positive academic experience.

The purpose of the attendance policy of Green Valley School is to keep absenteeism and late arrival to an absolute minimum in order to maximize instructional time and improve academic performance for all.

When prospective employers ask the school for references, attendance patterns are often as important as academic achievements.

**Excused Absences** - It may occasionally be unavoidable to miss a class or a day. Absences will be recorded as excused when a parent or guardian has made arrangements in advance with the Administration to excuse a student for a justifiable or unavoidable cause. Excused absences include, but are not limited to the following:

- A parent or guardian calls the school on the day of the absence or sends a written note with the student on his/her return to excuse an illness.
- An outside coach or youth leader who makes arrangements for a group of students to attend a tournament or retreat and several days in advance, supplies the school with a complete list of students attending.
- A teacher or staff member takes a student or group of students out of regular classes for a school-related event and supplies the Administration with a complete list of participating students several days in advance.
- A music teacher schedules a music lesson during school hours and provides the school with a schedule of lessons at the beginning of the term.

The following considerations apply to excused absences:

- In all cases it is the responsibility of the parent / guardian / coach / teacher to make advance arrangements or to inform the school promptly. Advance notice is very important, as the Administration can inform the parents of tests and events that may be missed. Parents may then reconsider the absence if other arrangements are possible, to avoid loss of marks or activities crucial to the student's academic progress.
- Parental notes explain but do not excuse sleeping in. Parents who excuse a student from school must ensure that they are under their supervision or under the supervision of a responsible adult.
- In all cases, the student is responsible to catch up on any work missed or tests written in his/her absence.
- Students who miss school due to illness may not participate in extra-curricular events that day or evening.
- If at all possible, medical appointments should be scheduled out of school time. If it is unavoidable, then the amount of time missed should be kept to the bare minimum, with the student returning to school for part of the day and even part of a class.
- If scheduling a family trip which does not fall during school breaks or extends a break, advance arrangements should be made with the Administration. Students will be provided with work and must take the responsibility to catch up on any material they miss or tests which were written in their absence.

- The Administration may recommend that a student not accompany a group if that student cannot afford to miss classes or if disciplinary concerns exist.
- The Administration may recommend changes to music lesson schedules in the case of a student who cannot afford to miss certain classes.
- Students involved in school-related events which take them from regular classes will be considered to be present for the purpose of the attendance policy.
- Parents of students who are chronically absent will be notified after a student's 10<sup>th</sup> absence, to let parents know that attendance may be hurting the student academically.

**Inexcusable Absences** - An inexcusable absence is an absence that is deemed to be avoidable or unjustifiable, such as skipping, sleeping in, or shopping trips.

To avoid the danger of an absence being considered inexcusable, all absences should be arranged in advance or documented by a written note from a parent/guardian/coach/teacher.

If an absence proves to be inexcusable, it will be dealt with in the following manner:

- Any inexcusable absence will be dealt with by the subject teacher and brought to the attention of the Administration.
- Students will be required to make up any time missed and all work missed with no changes in deadlines.
- Any in-class work, including tests, exams, presentations, etc., missed due to an inexcusable absence may result in a 0%.
- Parents/guardians of students with multiple inexcusable absences will be notified.

**Lates** - Five-minute warning buzzers (at start of periods 1, and 5) give students ample time to find their classrooms first thing in the morning and afternoon and after the long breaks. There are no official breaks before the start of periods 2, 4, 6, 7 and 9; however, students are given up to three minutes of grace to get from one class to the next. Being chronically late to class is unfair to the teacher and the rest of the students in the class. Students who are frequently late are being irresponsible and must work to break bad habits.

A student is on time for a class when they are:

seated in the classroom, ready to pay attention, with all books, notebooks, supplies and assignments needed for that class when the buzzer goes or when the teacher is ready to commence the class.

Consequences:

- Classroom teachers may use such disincentives as warnings or reminders, followed by making up lost time during the break or the lunch hour or detention after school.
- Three (3) lates in any given class will result in a detention in the office and will be counted as one absence.

## **GREEN VALLEY SCHOOL CODE OF CONDUCT**

### **MISSION STATEMENT**

At Green Valley School all partners in education including parents, students and teachers strive to create a safe, caring learning environment which promotes academic excellence while validating the uniqueness of the individual as a contributing member of the larger social community.

### **PREAMBLE**

This code of conduct is a reflection of the shared values of the Green Valley School learning community. These values are represented by our three R's:

### **RESPECTFUL**

Being considerate of others.

For example:

- Following directions from teachers
- Taking care of school property
- Being courteous to other students

### **RESPONSIBLE**

Taking ownership of your learning.

For example:

- Coming to class on time
- Being prepared to work
- Completing assignments

### **REASONABLE**

Thinking about the results of your actions and behaving appropriately.

For example:

- Refraining from drug, alcohol and tobacco use
- Using equipment safely and as intended
- Working constructively to settle differences

## **MISBEHAVIOURS AND CONSEQUENCES**

### Level 1 Misbehaviours

Running in the hallway	Sign jumping	Littering
Loitering	Being late for class	Messy lockers/desks/hooks
Indirect swearing	Wearing headgear	Not following directions/rules
Pushing and shoving	Play fighting/horse play	Use of vulgar language
Teasing/name calling/put downs	Writing on desks	Loud/disturbing others
Classroom disruption	Snowball throwing	Out of assigned area
Spitting on school property	Misuse of personal belongings/toys	
In an unauthorized/unsupervised location.		Not cleaning up after yourself

### Level 1 Consequences

Consequences to Level 1 misbehaviours may include but are not limited to:

Verbal Reprimand	Loss of Privilege	Sincere Verbal Apology
Work Assignments	Time Out	Problem Solving
Retraining of expected behaviour	Detention	New Seating Arrangement

Level 2 Misbehaviours

Repeated/chronic level 1 offences	Bullying	Directed profanity
Racist/sexist remarks	Petty theft	Lying/dishonesty
Fighting	Plagiarism	Cheating
Misuse of computer privileges	Disrespect of adults in school	
Graffiti	Non-compliance/defiance/insubordination	

Level 2 Consequences

The incident will be documented using a behavioural report form which will be signed and discussed by the teacher and parent. The student is responsible for returning the form signed by the next school day. Consequences may include but are not limited to:

Verbal reprimand	Teacher/Parent contact	Restitution
Confiscation	Referral to counsellors	Principal/Student Conf.
Extension of the school day	Suspension	Work assignments
Written apology	Detentions	Behaviour contracts

Level 3 Misbehaviours

Repeated/chronic level 2 offences	Fighting causing bodily harm	Substance abuse
Vandalism/theft	Verbal threats	Sustained non-compliance
Sexual misconduct	Weapons threat	Stalking/harassment
Gang-related activity	Possession/Dealing drugs	Stealing
Arson		

Level 3 Consequences

Students who engage in level 3 behaviours will be referred to school administration for immediate corrective action. After consulting with the parents and school/division personnel, the principal will issue consequences and facilitate corrective action designed to help the student improve his/her behaviour. Level 3 consequences may include but are not limited to:

Suspension	Re-entry/intake process	Limited access to the school
Expulsion	Issuing of a petty trespass order	Behaviour contract
Contact with local RCMP		
Completion of a drug awareness program	Intervention Program/referrals	

	<b>Respectful</b>	<b>Responsible</b>	<b>Reasonable</b>
Classrooms	Listen to teachers Be polite Demonstrate your best effort	Come prepared Be on time Complete assignments	Use equipment/ supplies correctly Take care of belongings
Hallways/ Entrances	No pushing or shoving Being polite to visitors Remove headgear	Keep hallways clean Keep lockers closed and locked	Walk Stay in designated areas
Lunch Time	Listen to supervisors Be polite	Clean up	Limit microwave use to 2 minutes Eat a healthy lunch
Gym	Play fair/follow rules Be considerate of the privacy of others in the change rooms	Bring change of clothes and shoes Keep equipment/change rooms clean Have clean shoes	Follow gym safety rules Use equipment in a safe and acceptable manner
Assembly	Listen quietly and participate appropriately	Follow instructions	Enter and exit in an orderly fashion
Washrooms	Allow others their privacy	Keep bathrooms clean	Wash and dry hands
Playground	Cooperate with others Involve other students in play Listen to adult supervisors	Use conflict managers to solve problems Sign out/return equipment Keep playground clean Come inside at the bell	Remain in the designated areas Use equipment properly Dress appropriately for the weather
Library	Whisper Listen to librarian	Sign out and return books on time Treat books with care	Select appropriate reading material
Computer Rooms	Follow the computer lab rules	Clean up Use printer only with permission	Push chairs in when finished Supervised computer use only
Buses	Listen to the bus drivers and supervisors	Arrive on time Keep bus clean	Follow bus rules Take personal belongings with you when you leave
Office	Be polite	Return borrowed supplies promptly	Wait your turn

Bullying is intended to cause, or should be known to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, *feelings*, self-esteem, reputation or property; or is intended to create, or should be known to create, *a negative school environment* for another person.

Bullying evolves throughout childhood. Bullying can be repeated or a single act of targeted aggression and does not need to be physical in order to be hurtful. Physical bullying may be more present during the elementary school years, while more covert forms such as social and cyber-bullying can take precedence during high school.

The most common types of bullying are:

1. **Verbal Bullying** - name-calling, mocking, sarcasm, hurtful teasing, insults, humiliating spreading rumours, threatening, making negative references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted sexual comments.
2. **Social Bullying** – rolling your eyes or turning away from someone, gossiping and/or spreading rumours, mobbing, scapegoating, excluding others from a group, humiliating others with public gestures or graffiti intended to put others down, setting others up to look foolish, and damaging reputations and friendships.
3. **Physical Bullying** - hitting, poking, kicking, spitting, stealing or damaging property, pinching, chasing, shoving, coercing, destroying or stealing belongings, unwanted sexual touching.
4. **Cyber Bullying** – using cell phones, email, using the internet or text messaging to intimidate, put-down, spread rumours or making fun of someone.
5. **Racial Bullying** - includes treating people badly because of their racial or ethnic background, saying bad things about a cultural background, calling someone racist names or telling racist jokes.
6. **Religious Bullying** - includes treating people badly because of their religious background or beliefs, making negative comments about a religious background or belief, calling someone names or telling jokes based on his or her religious beliefs in an effort to hurt them.
7. **Sexual Bullying** - includes leaving someone out; treating them badly, or making them feel uncomfortable because of their sex; making sexist comments or jokes; touching, pinching or grabbing someone in a sexual way; making crude comments about someone's sexual behaviour or orientation; or spreading a sexual rumour.
8. **Disability Bullying** - includes leaving someone out or treating them badly because of a disability, making someone feel uncomfortable, or making jokes to hurt someone because of a disability. (Source: <http://www.preynet.ca/>)

### The Effects of Bullying

It is recognized that acts of bullying or the perception of being bullied, may have different and potentially far-reaching effects on victims, bystanders, and perpetrators.

1. Bullying has an emotional impact that makes the victim *feel* upset, lonely, unhappy, isolated, unsafe, frightened or hurt. Victims may also feel that there is something wrong with them, lose their confidence and stay away from school. Victims can also become ill, leading to long-term physical and psychological consequences. Mental health problems associated with bullying tend to last until later in life.
2. Researchers have shown that bullying can lead to depression, anxiety, low self-esteem and physical illness. In extreme cases, bullying can lead to more serious concerns such as violent behaviours, a victim's consideration of suicide, or death.
3. Victims of bullying may withdraw and want to be left alone or away from family, school activities and friends.
4. Victims may experience (but not limited to) shyness, stomachaches, headaches, panic attacks, nightmares, not being able to sleep or sleep too much, and feel tired or exhausted.

5. Victims of bullying or harassment may experience stress and anxiety, which can make learning difficult. Victims who have anxiety or feel stressed out may have difficulty concentration, remembering things, or staying focused and on task.

Because bullying is foremost a relationship problem, adults must also look for signs of bullying or victimization within the child's relationships.

#### Emotional & Behavioural Signs of a Student Being Bullied

- Afraid to go to school or other activities
- Appears anxious or fearful
- Low self-esteem and makes negative comments
- Complains of feeling unwell (headaches and stomach aches)
- Lower interest in activities and lower performance at school
- Loses things, needs money, reports being hungry after school
- Injuries, bruising, damaged clothing or articles
- Appears unhappy, irritable
- Trouble sleeping, nightmares
- Threats to hurt themselves or others
- May appear isolated from the peer group

#### Relationship Signs of a Student Being Bullied

- Parents may be overprotective, restrictive
- Siblings may bully child at home
- Lonely and isolated at school
- Few friends at school or in neighbourhood
- Teachers may be unaware of child's strengths and challenges and therefore unresponsive to needs
- Few opportunities to shine and show talents at home, school or in the community (positive power)

#### Emotional & Behavioural Signs of Bullying Others

- Aggressive with parents, siblings, pets, and friends
- Low concern for others' feelings
- Bossy and manipulative behaviour
- Unexplained objects or money
- Secretive about possessions and activities
- Holds a positive view of aggression
- Easily frustrated and quick to anger
- Does not recognize impact of his/her behaviour
- Has friends who bully and are aggressive
- Child has trouble standing up to peer pressure

#### Relationship Signs of Bullying Others

- Parents may model use of power and aggression by yelling, hitting or rejecting child
- Parents may model use of power and aggression with each other
- Siblings may bully child at home
- Child has friends who bully and are aggressive
- Child has trouble standing up to peer pressure
- Teachers or coaches may model use of power and aggression by yelling, excluding or rejecting
- Few opportunities to shine and show talents at home, school or in the community (positive power)

#### Dangers for Children and Adolescents Who Are Bullied:

- Depression (low mood, a sense of hopelessness)
- Social anxiety, loneliness, isolation
- Stress related health problems (e.g., headaches, stomach aches)
- Low self esteem
- School absenteeism and academic problems
- Aggressive behaviours
- Contemplating, attempting, or committing suicide

#### Dangers for Children and Adolescents Who Bully Others

- Not knowing the difference between right and wrong
- Delinquency and substance use
- Academic problems and increased school dropout rate
- Aggression
- Sexual harassment and dating aggression
- Gang involvement and criminal adulthood
- Difficulties in their relationships with others
- Being bullied at the hands of others

(Source: <http://www.prevnet.ca>)

#### Dealing with Bullying

It is important when staff deal with a bullying situation they focus on the actions of the students. ***Bullying is a relationship problem.*** To help better deal with bullying situations, staff need to focus on the strengths and challenges of the children involved, their environment, as well as, the child's relationships with their family, peer group, school and even the community.

#### Addressing Bullying

It is important to make sure that children have a clear and consistent message about what it means to relate to another person in a positive and healthy way. Children need to understand and demonstrate how to be socially responsible and the importance of standing up for themselves, and for others; It is critical that all HSD staff and parents work together to promote healthy relationships.

1. Under the laws of Manitoba, if a teacher / staff member observes, suspects or are made aware of a particular bullying situation, they must immediately bring the situation to the attention of the school principal or vice-principal.
2. If the principal believes that a student has been harmed / negatively affected of the unacceptable bullying behaviour, they must notify the parents of the victim, including the nature of the unacceptable behaviour, the nature of the harm caused, and the steps taken to protect their child's safety.
3. For reasons of privacy, the principal will not disclose the name of any identifying or personal information about the bully or any bystanders, except in so far as to comply with the Public Schools Amendment Act, subsection 3.
4. **It is absolutely critical that teachers / staff take bullying seriously, intervening early when necessary and encouraging healthy relationship skills.** Unfortunately, research tells us that the bullying behaviour children experience or adopt within peer relationships at school will carry over to other relationships as they move through adolescence and into adulthood.

5. Any HSD staff member who becomes aware of a bullying situation must intervene immediately. **Bullying occurs where teachers, parents and other authority figures are less present.** In the majority of cases, bullying stops within 10 seconds when peers intervene (bullying stops 57 per cent of the time in 10 seconds or less - Canadian Red Cross, 2013).
6. There is a correlation between increasing adult supervision and decreased bullying. Bullies stop when adults are around or when someone speaks up and takes action to reduce or stop the bullying. School principals are responsible for ensuring that students are properly supervised by staff.
7. Schools are to have a highly visible adult presence before, during, and after school. Whether victims are the ones being hurt, or the ones being aggressive towards others, children may find talking to adults about bullying difficult. **Adult intervention is the key to bullying prevention; parents and educators alike need to be aware of the behaviours and emotional signs that children are being victimized or are using power aggressively.**
8. Staffs need to be aware that students are most vulnerable to bullying during transitions from early years to middle school, and from middle school to senior years schools.
9. Bullying can happen wherever children gather. Unfortunately the majority of bullying occurs when children are at school, with an increasing amount of cyber-bullying taking place after school hours. This makes a student's teacher one of the first lines of defense from bullying.
10. Teachers influence how students develop social skills, empathy, social responsibility and citizenship. Relationship skills are just as essential as knowing how to read and write. Teachers are responsible for helping students engage in healthy relationships at school by teaching children how to recognize and manage their emotions, how to make decisions and how to behave ethically and responsibly. Teachers are responsible for helping develop good people.
11. Staffs are responsible for intervening and documenting all bullying incidents that they become aware of. The school principal is responsible for the collection of all bullying incident data, communicating with parents on all bullying situations, as well as, reporting all bullying incidents to the superintendents at the end of each school year.

### **If the Bullying Behaviour is Criminal**

If law enforcement action is necessary due to the actions of the bully (i.e. a bully takes another student's money by use or threatened use of force. (This legally constitutes a robbery.)

However, because the action may also be a direct result of bullying behaviour and not just a criminal act, the administration, in consultation with the RCMP/Police and parents, may engage in a consultation before affecting an arrest.

### **Cyberbullying**

With today's use of technology by students, bullying, harassing, humiliating, intimidating and/or threatening others can occur 24 hours a day. Unfortunately for students who are victims of cyberbullying, there is no safe zone. Cyberbullying allows a bully to anonymously hide behind their technology and avoid directly witnessing the hurt and pain their actions may cause.

Cyberbullying allows bystanders to support bullying behaviours by receiving messages and/or forwarding these messages to others without considering themselves as being part of the bullying situation. Forwarding hurtful messages or content can be witnessed by thousands of others "instantly". Once such digital messages are posted, they are extremely difficult to delete. Facebook can be extremely challenging to deal with when "Liking" a message or passing it on tells the person who is cyberbullying that his or her behaviour is okay, and makes it easier for that person to become more aggressive and viscous.

Examples of Cyberbullying (but not limited to):

- Sending mean and sometimes threatening emails or text messages.
- Spreading gossip, secrets or rumours about another person that will damage that person’s reputation.
- Breaking into an email account and sending hurtful materials to others under an assumed identity.
- Creating blogs or websites that have stories, cartoons, pictures or jokes ridiculing others.
- Creating polling websites where visitors are asked to rate individuals’ attributes in a negative manner.
- Taking an embarrassing photo of someone with a digital camera and emailing that photo to others.
- Engaging someone in instant messaging, tricking them into revealing personal information and then forwarding that information to others.
- Using someone else’s password in order to change their profile to reflect sexual, racist and other content that may offend others.
- Posting false or hurtful messages on online bulletin boards or in chat rooms.
- Deliberately excluding others from instant messaging and email contact lists.

#### Addressing Cyberbullying

1. Any staff member who becomes aware of a cyberbullying situation must immediately report the incident to the principal.
2. Principals are responsible for making sure the incident is addressed with immediately, accessing the necessary school, divisional and police support needed to deal with the situation. Although cyberbullying generally occurs after school hours and off campus, cyberbullying can create, **a negative school environment** for the victim, which allows for the principal to address the situation and impose disciplinary consequences as required.
3. Principals once made aware of and addressing a bullying (and cyberbullying) situation, are to document the incident, contact the parents of everyone involved, and keep a detailed record of the incident.
4. At the end of the first term and at year end, principals are required to submit a bullying incident report to the superintendents.

To respond to actions that contravene this policy, Hanover School Division and its school principals shall reference:

Legal References: The Public Schools Act – Manitoba

The Education Administration Act – Manitoba

The Public Schools Amendment Act – Manitoba

Policy References: Respectful Workplace Policy – AE

#### Legal References:

Additional Information:

#### Appendixes:

Policy:	Appendix B - Bullying	Adopted:	Revised:		
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**ACADEMIC HONESTY POLICY** – In accordance with the Provincial Assessment Policy, GVS expects all students to complete tests, exams and assignments as evidence of their own learning. As such all work must be the students own work. Cheating and plagiarism will not be tolerated. If a student is found to have cheated or plagiarized it will be dealt with in the following manner:

- Parents will be contacted.
- The incident will be documented in the student’s file.
- The behaviour will be reported on the student’s report card.
- There will be a loss of privileges at the school for the student. There also may be other disciplinary measures taken, such as detentions.
- The student will redo the work honestly and there will be a deduction of marks for academic dishonesty.

**DRESS CODE** - At Green Valley School, our standard of dress and expectations regarding appropriate attire are based upon common sense and respect for self and others. Just as the topics within the Health curriculum reflect issues important for maturing children and adolescents (i.e. personal hygiene, physical changes resulting from puberty, and responsible decision-making), so should the expectations for appropriate attire reflect the changes and challenges faced by students.

The intent of the guidelines listed here is to help develop and protect the safety, self-confidence, self-respect and self-esteem of students.

- Clothing and accessories that promote alcohol, drugs, sex, violence, profanity, gangs, prejudice, sexism, or racism are not acceptable.
- Revealing clothing and bare midriffs are not acceptable.
- Exposed undergarments are not acceptable.
- Shirts or tops must be modest with no cleavage visible and broad straps. Sleeveless shirts are acceptable.
- Shorts and skirts must reach mid-thigh.
- For health and safety reasons, footwear must be worn in school.
- Hats are permitted in all public areas of the school. Classroom procedures will be determined by individual teachers.
- Clothing must be clean.

These guidelines are representative but not exhaustive. Teachers and administrators will make the final determination on what constitutes appropriate attire. Students who come to school dressed inappropriately will be asked to remedy the situation by changing into different attire. If the problem persists, parents will be contacted by the administration. The Green Valley Parent Teacher Association will review the dress code on a periodic basis.

**DRINK MACHINE POLICY** - The drink machines and vending machine found in the lobby are to be used only during non-class hours. No food or drinks are allowed in the gym, library or in class during scheduled classes or study periods; water may be permitted. Middle Years students may use the vending machines prior to the start of the school day and during the lunch hour. The vending machines may not be used by Middle Years students during recess.

**HANDS OFF POLICY** – At GVS, we wish to maintain an environment that is respectful of everyone. Students are reminded that public displays of affection are exclusionary and awkward for other students and are therefore inappropriate. The hands off policy also includes respecting each other by not pushing and shoving or play fighting.

**LATE ASSIGNMENT POLICY** – At GVS, we are asserting the importance of completing assigned work by the time of the assigned due date. We affirm that learning is more effective when assigned work is completed at the assigned time as students then have access to active teaching and other teacher support while they are completing their work. We affirm that the work has importance as it has been strategically selected to help students meet targeted learning outcomes. We also assert that there is inherent value in the teaching and learning of responsibility and organizational skills. We commit ourselves to provide all necessary supports to students who need our help in completing required work in a successful and timely manner.

- Students who do not hand in the required work on time will be assigned to complete the work during lunch hours (or spare periods for senior students) in room 111 (or room designated by subject area teacher) until the assignment is completed satisfactorily.
  - If a student misses an assigned lunch hour work period, their parents will be contacted by phone and informed of the situation. Parents will be asked to intervene at home by supporting the need to complete the assignment.
  - If a student misses a further assigned lunch hour administration will be contacted and will provide support.
  - Please note that we are not providing choice or options to students with this program. We, as professionals, are deciding that completing work is best for their learning.
  - Teachers may deduct marks for late assignments.
  - Student work will be assessed once it is handed in. Assessment will reflect attainment of designated learning outcomes. Grades will be assigned that reflect the attainment of learning outcomes (punctuality is primarily a behavioural issue as opposed to a learning outcome).

**MEDICATIONS / HEALTH PLANS** – We are legally not able to provide pills to students (i.e. Tylenol, Aspirin, etc.). Medications that are to be administered by the school must be part of a URIS health plan. Students with major health issues must complete a health plan and carry the necessary equipment, such as inhalers for Asthma and Epi-pens for allergic reactions.

**NOON HOUR POLICY** – Lunch hour is 11:40 -12:35 for the Senior Years and 12:15 – 1:10 for the Middle Years. Grades 5-8 students are not permitted to leave school grounds. Students leaving school property must be accompanied by a parent or guardian. Town students are allowed to go home for lunch provided they do not cause any disruption off of the school yard. Grades 9-12 students may leave the school yard without permission, provided they do not cause a disruption off of the school yard.

**PARENT VOLUNTEERS** – Green Valley School encourages the parents of our students to get involved and volunteer. Hanover School Division policy states that all volunteers, drivers, and coaches must complete a child abuse registry check. The necessary forms are available in the office. All volunteer drivers must additionally fill out a volunteer driver’s form. All of the necessary forms must be completed a minimum of two weeks prior to the event.

**PERSONAL ELECTRONICS POLICY** – In accordance with HSD policy, personal electronics such as cell phones, MP3 players and other personal musical or video devices may only be used in class at the discretion of classroom teacher. Cell phones must be turned off in classes.

These devices may not be activated when classes are in progress or during any school event during the regular school day except when being used for a class activity under the direct supervision of a teacher. Students may not leave class to make or receive an electronic communication - cell phone call, text message or internet communication.

During school outings, field trips or extracurricular events, use of a cell phone is by permission of the supervising academic staff (principal or teacher) or the designated community coach, where no academic staff is present.

Inappropriate use of electronic communication devices or digital cameras during a test or assessment will result in removal of the student from the assessment and the assessment will be considered invalid. A mark of zero may be assigned.

Cameras or devices equipped with cameras must be kept out of sight and not activated in washrooms, change rooms or any other private areas. Use of recording devices to record video, still shots or sound must be done with express permission of the supervising staff member and with full advance knowledge and permission of any individual or group being recorded. Sharing, distribution or broadcasting of any such material must be done with full permission of every individual being recorded. Posting to the internet may require written permission of

parents. Recordings made secretly and/or used maliciously will result in disciplinary action up to and including expulsion and a police report.

Any use of an electronic communication device during prohibited times or in an inappropriate manner may result in immediate confiscation of the device by school staff. Devices will be returned to parents or guardians under conditions set by administration.

### **HANOVER SCHOOL DIVISION - Use of Information Technologies & Student Responsibilities**

Hanover School Division offers employees, students and other authorized users (as determined by the computer department, and school and department administrators) access to a variety of information technology resources, including computer workstations, local area networks, a wide area network and the Internet.

Electronic information research skills are fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources.

Students are responsible for good behaviour on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behaviour and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Use of the Internet and other computer networks will take place in teacher supervised settings. Before a student is permitted to access the Internet, the student and his or her parent or guardian will be asked to complete and return the form entitled "*Internet Acceptable Use Agreement & Parent Permission Form*".

#### General Use Guidelines

- Use of the Internet, other computer networks and computer workstations is a privilege, which may be revoked at any time for abusive conduct.
- Access to the Internet will be for educational purposes.
- In addition to the Division's standard consequences for student misbehaviour, any network misuse or illegal activities will result in temporary or permanent cancellation of network privileges, contact with the student's parent(s) or guardian(s) and, if a violation of law has occurred, contact with law enforcement authorities.

The following actions will not be permitted:

- Using abusive language, including hate mail, harassment or discriminatory remarks.
- Accessing inappropriate websites that contain objectionable, offensive or obscene material, including reviewing, downloading, storing or printing files or messages that are obscene, vulgar, sexually explicit or that use language that offends or tends to degrade others.
- Using anything as public without the permission of the author. (All communications and information accessible through the Internet or other computer networks should be assumed to be private property.)
- Deliberately attempting to harm or destroy data of another user, school or Division network, or the Internet, including uploading or creating viruses.
- Using networks and /or Division resources for any illegal activity, including violation of copyright or other laws.
- Using networks for a commercial, political or profit-making enterprise.
- Gaining unauthorized access to resources or entities.
- Using an account owned by another user, with or without their permission.
- Deliberately distributing any material in such a manner that might cause congestion of networks.
- Downloading and/or installing unauthorized software or hardware on school systems.

Students who come across any information that is obscene, vulgar, sexually explicit or offensive should immediately inform a teacher or other adult staff member. Students are responsible for not pursuing this type of information.

When using email and other communication systems, students are expected to abide by school and Division policies and rules, and the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Refrain from any abusive language. Swearing, vulgarities and other similar use of language is not acceptable and will not be tolerated.
- Do not give out any personal information such as home address, telephone number, parent's or guardian's name, etc.
- Do not send fraudulent, intimidating or anonymous messages.
- Do not participate in defamatory attacks on individuals or organizations.

Network storage areas are to be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on Division servers will always be private.

#### **SANCTIONS**

- Violations of any of the outlined guidelines may result in a loss of access privileges and, in turn, may necessitate withdrawal from any technology related courses in which a student may be enrolled.
- Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behaviour.
- Individual students and their parent(s)/legal guardian(s) may be held liable for violations of the outlined guidelines.
- When applicable, law enforcement agencies may also be involved.

#### **GREEN VALLEY SCHOOL COMPUTER LAB USE**

Priority of use during class time:

- 1) Regularly scheduled classes.
- 2) Classes reserved by a teacher. These classes must be reserved on-line with Ms Harder at least 1 day in advance for the Senior Years computer lab. The Middle Years computer lab can be booked anytime the time slot is open, on the on-line registration schedule.
- 3) Students working on school assignments with a permission note from the assigning teacher. These notes are to be arranged at least 1 day in advance. A student shall not interrupt classes to obtain or deliver such a note.
- 4) Students on free time with legitimate school or personal projects. Arrangements with the supervising teacher must be made at least 1 day in advance.

Note: In some cases where a teacher has reserved a lab, an individual student may be allowed to use a free computer if that student has made arrangements with the teacher in charge. Arrangements must be made before class begins.

Lunch Hour – Students must be in possession of a permission note from the subject teacher. Students will be granted access at the discretion of the supervising teacher of the lab. Students who do not have a note or are not following regulations will be asked to leave and may lose computer privileges.

#### **PRINTER USE**

- 1) Any printing must be approved by a teacher.
- 2) If your copy did not print as expected see a teacher before selecting print a second time.
- 3) If permission is granted, printing of personal materials is 25¢ per copy and \$1.00 per colour copy.

The following will result in loss of computer privileges:

- Being in the lab without proper clearance or permission note.

- Food or drink in the lab.
- Horseplay or rowdy behaviour.
- Sending messages.
- Loitering – groups of students around a single computer.
- Installation of games or personal software.
- Tampering, of any sort, with the equipment.
- Unauthorized personal use of the printer or scanner.
- Printing documents or pictures without permission.
- Inappropriate use of the Internet: Chatting, Accessing inappropriate sites, Unauthorized e-mail.

## **GREEN VALLEY GRADUATION POLICY**

Graduation is an event sponsored by Hanover School Division to honour its graduates. For this reason, the school plans the activities of this event. The graduates make the following decisions: elect valedictorian, select theme for the banquet if desired, and select various program arrangements at banquet.

- Grade 12 students who will have 30 credits or more, and have met all provincial requirements, by **June 20, 2016** will be allowed to graduate.
- Graduates will be allowed to invite 3 persons (which include parents/guardians). The parents/guardians will receive their invitations from the school. Graduates are responsible for the one other invited guest.
- Graduates are expected to attend graduation rehearsal prior to graduation.
- Individual Grad portraits will be taken by Lifetouch on **Monday, March 14, 2016** at Green Valley School. Any further portraits are the responsibility of the individual students. The group picture will be taken **Tuesday, June 28, 2016**.
- Graduation will be held on **Tuesday, June 28, 2016**. Details to follow. A graduation banquet will follow the ceremony.
- The Hanover School Division covers all expenses including: diplomas, grad gown rental, banquet and ceremony. Diplomas will be presented by the principal.
- All non-graduate Grade 12 students are invited to attend the ceremony and banquet, except in certain circumstances.

## **E: PROCEDURES**

**THE LIBRARY** - Students are offered a variety of educational resources for information and interest. Students may sign out up to three books for one cycle. Books may be renewed to extend this time. Fines for late books are assessed at the rate of \$0.10/day with two grace days after the due date. Students are responsible to pay for lost or damaged books. The library is open from 8:30-4:15.

**BICYCLES** - All bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of bicycles or their parts while they are parked in the racks.

**RESTROOMS** - Restrooms should be used for the purpose that they are intended. Most students should be able to regulate the use of restrooms at times other than when class is in session. If there are circumstances to the contrary, the school should be notified. Do not loiter in or around the restrooms.

**LOCKERS (5-12)** - Lockers are assigned to most students in grades 5-12. Each student will receive a lock free of charge. If the lock is lost, the student will be charged a \$10.00 replacement fee. If a lock is damaged, the student responsible will be required to pay the cost of a replacement lock. All grade 5-12 students must use a school-issued lock on their lockers at all times. Lockers should be handled with care and kept neat and tidy at all times. They are the property of Hanover School Division. Gross misuses or damage to the lockers may be charged against the caution fee. Teachers and administration may inspect lockers at their discretion.

**SCHOOL CANCELLATIONS** - Throughout the year, there may be times when school will be called off because of inclement weather or some emergency. School closing announcements will be made over Radio Station - CHSM – 1250 and Mix 96.7 beginning at 7:00 a.m. School closings can also be found on the Hanover School Division website: <http://www.hsd.ca/> As well HSD will use the School Connects automated phone calls to notify parents of school closures.

**EMERGENCY DRILLS** - Periodic fire, tornado and lockdown drills will be held during the school year. Students are expected to observe necessary rules during all emergency drills. Teachers will instruct students in the procedures for each of these drills. It is the responsibility of each student to become familiar with procedures of each of these drills and follow all instructions of the supervising teachers. Students should also familiarize themselves with the exit routes from the various parts of the building as posted on diagrams in the various areas. Students should remain in direct supervision of the teacher at all times in each of the emergency drills.

#### **GVS MIDDLE YEARS AWARDS FOR 2015-2016**

The following ten awards will be presented to students on the last day of classes in June.

Each student in class will receive an award under any of the following categories. Some categories will have more than one winner (no more than 5 students per category)

- 1. Peace-Maker Award-** for those students who are able to work well and get along with other classmates, encourages other students, and is helpful to staff and students
- 2. The Spirit of the Youth Award-** recognizes the positive, uplifting and funny contributions a student makes to the school and class setting
- 3. The STEM Award-** recognizes the passion, the deeper level of thinking or problem solving skills a student exhibits in any of the following subject/topic areas: Science, Technology, Engineering or Math
- 4. The Amazing Author Award** -for a student who writes great stories
- 5. The Joy of Reading Award** -for a student that enjoys reading
- 6. True Canadian Citizenship Award** – for a student that shows a passion in the world they live in and engages in active ways to better our society
- 7. The Active Leader Award-** presented to a student that shows great leadership and cooperation skills in Physical Education classes, or during noon hour or recess breaks. This student respects fair play and includes all students in free time activities
- 8. The Rosetta Stone Award-** presented to the student that shows a keen interest and passion in learning and appreciating a second language studied in school or out of school
- 9. The Creative Expressions Award-** presented to a student that enjoys drawing, creating pieces of art, actively involved in movement expression activities or is actively pursuing music or voice lessons
- 10. Lady Bug Award-** recognizes the interest and the actions taken by students that are involved in any Social Justice or Environmental groups

The following two awards will be presented during our school wide assembly at the beginning of the school year. Each award will have four winners from each grade level (5-8)

**On Course Award-** This award is given in recognition of a student who, over the course of the year has overcome learning difficulties, personal adversity or illness.

**GVS MISSION STATEMENT AWARD-** One student from each grade will receive this award for their year- long accomplishments both in the class and in the community. This award recognizes a student's desire to strive for excellence in all of their endeavors.

# Green Valley School Student Council Constitution

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## *Article I – Name and Objectives*

1. The organization shall be known as the Green Valley Student Government.
2. The objectives of the organization shall be:
  - a. To express the wishes of the student body to the administration.
  - b. To co-ordinate and promote extra-curricular activities within the school.

## *Article II – Organization*

1. The student body of Green Valley School shall be represented by the following voting members:
  - Co-Presidents
  - Secretary-Treasurer

### **Co-Chairs of the following committees:**

- a. Athletics
  - b. Social Justice (middle years & senior years)
  - c. School Spirit Committee (middle years & senior years)
  - d. Communications and Promotions
  - e. Student Voice (middle years & senior years)
2. Staff advisors shall be volunteers from the Green Valley teaching staff, ratified by the principal.

## *Article III- Election of the Student Council*

1. Members
  - a. Co-Presidents: Candidates for election as School Co-Presidents should campaign as a team and must be eligible to graduate in June of his/her year in office, have attended Green Valley for the previous semester and have paid their student fees. Candidates must be students in good standing who have demonstrated leadership ability. They must participate in an interview with the student council advisors. Candidates must collect signatures from fifteen sponsoring students and a signature and recommendation from a teacher.
  - b. The Secretary-Treasurer: Candidates must have attended Green Valley for the previous semester and have paid their student fees. Candidates must be students in good standing who have demonstrated leadership ability. They must participate in an interview with the student council advisors. Candidates must collect signatures from fifteen sponsoring students and a signature and recommendation from a teacher.
  - c. Co-Chairs – Each co-chair is appointed by the teacher advisor(s) of that committee.
2. Nominations
  - Co-Presidents & Secretary-Treasurer.

In order to be eligible to run for a position candidates must:

- Be eligible to graduate in June of their year in office
- Have attended Green Valley for the previous semester
- Have paid their student fees
- Be students in good standing (academic achievement, attendance, behavior) and who have demonstrated leadership ability
- Participate in an information session with student council advisors and executive members (not applicable to 2014 school year)
- Collect signatures from 15 sponsoring students
- Collect a signature and recommendation from a teacher
- Submit nomination form to the office for approval by administration

3. Election Campaign

The election campaign shall be restricted to the three days preceding the day of elections. No campaigning will be allowed on Election Day. The existing Student Council Executive (consisting of the Co-Presidents, Secretary-Treasurer) will establish campaign rules with the Principal's approval.

4. Method of Voting

The Co-Presidents, Secretary-Treasurer shall be elected by secret ballot. The candidates with the most votes shall be declared the winner.

Elections shall be supervised by the Student Council Executive, with the assistance of the staff advisors.

Only students enrolled in the current school year that have paid their student fees are eligible to vote.

A nominee who remains unopposed at the time of the advertised deadline shall be declared elected by acclamation.

5. Time of Election

- a. Election of the Co-Presidents, Secretary-Treasurer shall take place at a time during the month of May, chosen by the Student Council Executive in co-operation with the Principal.
- b. All members of the student Council shall take office at the beginning of the Fall term.

## *Article IV – Impeachment*

### Co-Presidents

- a. If a Co-President does not fulfill his/her duties, the Council may, by a two-thirds majority of council members, arrange for an open hearing to be followed by a referendum of the student voters.
- b. Impeachment shall take place if a two-thirds majority of the students voting on the referendum indicates approval of the impeachment.

- c. If one Co-President is impeached, the other Co-President shall assume the full duties of the President until a by-election can be held. The Acting-President may hold office for a period not exceeding 25 school days.

#### *Article V- Duties of Student Council Officers*

1. Co-Presidents
  - a. To act as ex-officio member of all committees of the Student Council.
  - b. To call and chair specific meetings of the Student Council and the Student Council Executive.
  - c. To act as the official student body representative to all other organizations.
  - d. To act as signing officer for the Student Council bank account.
2. Secretary-Treasurer
  - a. To keep minutes of all Student Council meetings and to provide the Principal and Vice Principal with copies of the minutes for each regular or special meeting.
  - b. To act as Student Council correspondent.
  - c. To keep and attendance record of all Student Council and Student Council Executive meetings.
  - d. To bring to the attention of the Student Council and continual absences of Council members.
  - e. To fulfil other secretarial duties
  - f. To present a report of Council finances at the request of the Executive and at each Student Council meeting.
  - g. To fulfill any duties normally required of a treasurer.
  - h. To keep the books of the Student Council.
  - i. To act as signing officer for the Student Council bank account.
3. Co-Chairs
  - a. To attend all Student Government meetings
  - b. To represent the interests and needs of their committee's area of focus.
  - c. To participate in the organization of Student Council activities.

#### *Article VI – Committees*

The Student Council may create Ad Hoc committees as they are needed.

#### *Article VII – Meetings of the Student Council*

1. Regularity

The Student Council will meet every Monday during the regular school year unless otherwise specified.
2. Quorum

A quorum will consist of one more than fifty percent of the full voting membership of the Council. If a quorum does not exist at a meeting, no motions may be passed.
3. Open Meetings

The Student Council meetings shall be open to all students and staff of Green Valley School. If there is need for a closed meeting, it must be advertised as such.

4. Parliamentary Procedures

The Student Council will operate under a modified form of Parliamentary procedures as defined in the Appendix.

### *Article VIII – Student Fees*

1. All Students at Green Valley School will submit a student fee of \$20 for field trips and student council sponsored activities held during the regular school day. Special banquet fees will be separate from the student fee.
2. Student fees are due the first week back at school.
3. In order to participate in school sponsored extra-curricular activities, students must have paid their student fees for the year.

### *Article IX – Financial Affairs*

1. The signing officers for the Student Council bank account shall be the Secretary-Treasurer, the Co-Presidents, the Principal, the Vice-Principal and the school Office Manager.
2. All expenditures and contracts made on behalf of the Student Council and its committees must be approved by the Student Council.
3. Cheques will only be issued when a copy of the minutes signed by a staff advisor and the Student Council Secretary-Treasurer authorizing the expenditure is presented to the school office manager,
4. The Student Council may grant members of the executive and committees the authority to enter into contracts at their discretion, subject to any restrictions the Council chooses to impose.
5. All profits earned by any committee of the Student Council shall go into the general Student Council fund.
6. Any club operating in the School may ask for a budget from the Student Council. To qualify for budget funds, all members of a club or team must have paid their student fees.
7. Clubs shall be allowed to spend money granted to them by the Student Council without further approval from the Student Council.
8. The Principal must approve all club fund raising activities. All Hanover rules concerning school fund-raising must be followed.
9. The Student Council Secretary-Treasurer will prepare and submit a statement of Revenue and Expenses for the year by June 30<sup>th</sup>
10. Student Council is to allow the exterior student groups or individuals to approach them to solicit funds. Said funds should be for personal humanitarian endeavors. Any individual or group is welcome to request financial aid. These requests will be considered on a student to student basis. The council will vote on each request. If approved, the council will then decide on the amount, taking into consideration budget status and previous student funding.

## *Article X – Amendments*

Proposed amendments to the Constitution must be printed and circulated to the student Council and the Principal at least one week prior to the vote on the amendment. The amendments must receive a two-thirds majority vote of all voting Student Council members and then the approval of the Principal.

## **Appendix**

### **Parliamentary Procedures**

#### *I. Principles of Parliamentary Procedure*

1. All members have equal rights, privileges, and obligations. Any member may propose motions, speak, ask questions, nominate, be a candidate for office, and vote.
2. The majority vote decides, except where a 2/3 majority vote applies. Each member is required to abide by the will of the majority.
3. Each member has the right to express his/her opinion freely whether he or she is a member of the majority or minority, if he/she stays within the rules.

#### *II. Basic Rules*

1. Every meeting must have a chairperson of a presiding office (i.e. the Co-Presidents).
2. The chairperson has the privilege of call a person or group of persons to order if rules are being broken or if a disturbance is being created.
3. Adoption of the minutes may be either by a motion from the floor or by a declaration from the chair, if there are not corrections. If there are corrections to be made, they are dealt with, the statement is re-read; and the minutes are moved, seconded, and adopted as amended.
4. No member may speak when another has the floor or while a vote is being taken.
5. When there is a great deal of business to be dealt with, it may be necessary to set a time limit of all speeches or debates and to permit no member to speak on any motion more than once.

#### *III. Motions & Amendments*

1. A main motions is a proposal presented to the assembly for consideration and must begin with the words “I move...”
2. A motion should always be made in the affirmative and should be short, clear and concise in order to reduce misunderstanding and confusion.
3. An amendment is a proposal to change the working of the motion. There may be an amendment to the amendment. No amendment can change the intent of the motion.
4. No motion may be discussed until it has been seconded. It is customary to have the mover and the seconder of the motion speak first when discussing the motion.

5. Once a member has put forward a motion, no other motion may be introduced until the original motion has been dealt with. However, an amendment may be proposed before the motion has been put to a vote. A motion may also be tabled until the next meeting through a majority vote.
6. An amendment to a motion may be made in one of the following ways:
  - a. By deleting a part
  - b. By adding a part
  - c. By substituting a part
7. Amendments are voted upon in reverse order to their proposal, e.g.:
  - a. First vote of the amendment to the amendment
  - b. Then vote on the original or amended amendment
  - c. Finally vote on the original or amended motion

#### *IV. Order of Business*

The Normal order of business is as follows:

- a. Call to order
- b. Roll call
- c. The minutes of the previous meetings are read:
  - a. May be accepted as read
  - b. May be accepted as corrected
- d. Statement of the treasurer
- e. Committee reports
- f. Unfinished business
- g. Correspondence
- h. New Business
- i. The program (i.e. speakers, film, etc...)
- j. Adjournment

#### *V. Bringing it to a Vote*

1. When all the members who wish to speak have spoken, the chairperson asks, "Is there any further discussion?" If not one responds, the motion is put to a vote.
2. A vote may be taken by secret ballot or by show of hands or spoke vote.
3. Most votes require a simple majority, but others, particularly those which involve membership (i.e. impeachments, elections) may require a 2/3 majority.

#### *VI. Recording of Minutes*

1. The Secretary shall record all motions word for word, the name of the person making the motion, the name of the seconder and whether the motion is passed or defeated.

## Green Valley School 2015-2016

Sept. 7	Labour Day	Feb. 8	Semester 2 Begins (9-12)
Sept. 8	School Admin / PD Day	Feb. 10	Grad 2017 Meeting
Sept. 8	Meet the Teacher	Feb. 12	SY Report Cards Issued
Sept. 8	PTA Meeting	Feb. 12	SY Student Voice Meeting (9-12)
Sept. 9	Great Expectations Gr. 5 & 9	Feb. 15	Louis Riel Day – No Classes
Sept. 10	First day of Classes Gr. 5-12	Feb. 16-18	Grade 8 at Camp Arnes
Sept. 10	Awards Assembly	Feb. 22-25	Scholastic Book Fair
Sept. 15	Picture Day	Feb. 26	HTA PD Day – No Classes
Sept. 18 & 21	Strong Connections Gr. 5 & 6	Mar. 11	MY Admin Day – No Classes
Sept. 22-23	Grad Retreat – Camp Arnes	Mar. 11	SY DLC PD Day – No Classes
Sept. 25	HSD Cross Country Run #1	Mar. 11	Grad Portraits
Sept. 30	Terry Fox Run	Mar. 17	Spring Concert (7-12)
Oct. 1-22	Fundraising	Mar. 18	MY Report Cards Issued
Oct. 2	HSD Cross Country Run #2	Mar. 23	MY Parent/Teacher Interviews (5-8)
Oct. 12	Thanksgiving Day – No Classes	Mar. 24	Last Day of Classes before Spring Break
Oct. 15	Grade 12 Options (SRSS)	Apr. 4	First Day of Classes after Spring Break
Oct. 15	Fall Music Concert (7-12)	Apr. 8	Admin/PD Day – No Classes
Oct. 16	Eastman Choral Workshop	Apr. 15	Grade 5 Night at the Museum
Oct. 23	SAGE Day - No Classes	Apr. 15	SY Report Cards Issued
Nov. 2	SY Admin Day – No Classes	Apr. 21	SY Parent/Teacher Interviews (9-12)
Nov. 2	MY PD Day – No Classes	Apr. 21	Grade 9 Orientation
Nov. 4	Take your Kids to Work (9s)	May 5	Open House
Nov. 9	SY Report Cards Issued	May 23	Victoria Day - No Classes
Nov. 10	Remembrance Day Service	May 25	Student Government Planning
Nov. 11	Remembrance Day – No Classes	May	Grades 5-6 Track Meet
Nov. 13	SY PD Day – No Classes	May 26	Band Instrument Info Night
Nov. 13	MY Admin Day – No Classes	May 30-June 2	Grade 12 ELA Standards Test
Nov. 13	MY Reports Issued	June 8	Grade 5 Orientation
Nov. 16	WE Day	June 9	MY Track Meet (7-8)
Nov. 17	Picture Retakes	June 10	Tri-School Track Meet
Nov. 17	Parent/Teacher Interviews (5-12)	June 14	Grade 12 Pre-Cal Exam
Nov. 26	SY Christmas Program (9-12)	June 15	Grade 12 Essentials Exam
Dec. 3	SY Student Voice Meeting (9-12)	June 16	Grade 12 Applied Exam
Dec. 4	MY Christmas Program (5-8)	June 16	Summer Concert (7-12)
Dec. 10	Spirit Week	June 16	Rain Date Middle Years Track
Dec. 14-18	2 <sup>nd</sup> Annual Christmas Caroling	June 17	Rain Date Tri-Meet
Dec. 17	Last Day of Classes	June 20-24	Final Assessments (7-12)
Dec. 18	First Day of Classes	June 20	Hanover Soccer Day
Jan. 4, 2016	Grade 12 ELA Standards Test	June 27	MY Activity Day (5-8)
Jan. 11-14	MY Student Voice Meeting (5-8)	June 28	Graduation
Jan. 15	Grade 12 Applied Exam	June 29-30	Administration Days
Jan. 26	Grade 12 Essentials Exam	June 30	Final Report Cards Distributed
Jan. 27	Grade 12 Pre-Cal Exam		
Jan. 28	Final Assessments (9-12)		
Feb. 1-4	SY Admin Day – No Classes		
Feb. 5	MY CST PD Day – No Classes		

\*Please note that circumstances may necessitate changes, additions or deletions as the year progresses.

## GREEN VALLEY SCHOOL STAFF LIST 2015-2016

### Teaching Staff

Ms Angela Burtnack-Schinkel	PRINCIPAL
Ms Rachel Thiessen	VICE-PRINCIPAL
Ms Kate Babij	GRADE 8
Ms Phyllis Braun	GRADE 6/LITERACY
Ms Keegan Collett	MY FRENCH/PHYSICAL EDUCATION
Ms Katie Martin	SY ELA
Mrs. Carrie Dennis	SY RESOURCE
Mr. Tony Donkersloot	SY LEARNING COACH
Mrs. Connie Epp	GRADE 5
Ms Malorie Fisher	GRADE 7
Ms Justine Fontaine	SY ELA
Mrs. Maria Friesen	NUMERACY
Mr. Wes Friesen	TECHNOLOGY EDUCATION
Mr. Cam Gerbrandt	GUIDANCE COUNSELLOR
Ms Tara Graham	GRADE 7
Ms Sarah Harder	BUSINESS EDUCATION
Mr. Justin Hart	PHYSICAL EDUCATION
Mr. Kevin Hiebert	DIGITAL ARTS/DRAMA
Mrs. Lisa Hildebrandt	GRADE 7
Mr. Sheldon Hill	PHYSICAL EDUCATION
Ms Karla Kroeker	SY ART/HUMANITIES
Ms Sheila MacLeod	GRADE 8
Mr. Allen Martens	SY MATH
Mrs. Merle Mertins	GRADE 6
Ms Rachel Naylor	GRADE 5
Mr. Vern Neufeld	MUSIC/BAND
Mrs. Ashley Penner	SY MATH/SCIENCE
Ms Kelly Rafferty	GRADE 5
Mrs. Whitney Reimer	SY ELA
Ms Helen Robidoux	SY FRENCH /LEARNING COACH
Mr. Brett Schmall	DRAMA
Mrs. Kerri Schroeder	MY RESOURCE
Mr. Ray Schroeder	SY SOCIAL STUDIES
Mr. Jake Spent	GRADE 8
Ms Jennifer Stewart	HUMAN ECOLOGY
Mr. Chris Thiessen	SY MATH / SCIENCE
Mrs. Doris Wiens	GERMAN/PHYS. ED
Ms Margaret Wiens	SY SCIENCE/ART
Mr. Jason Winter	GRADE 9 GERMAN/BUSINESS
Mr. Michael Zwaagstra	SY SOCIAL STUDIES