

GREEN VALLEY SCHOOL



STRIVING FOR EXCELLENCE

2009-2010

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 hope that, as you enter the 2009-2010 school year, you are here for an educational purpose. Your success will depend on how well you work to achieve your goals. Since an orderly atmosphere 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 best academic performances in each grade 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 (5-11) and at graduation ceremonies (12). In addition, student citizenship, achievement and improvement will be recognized throughout the year.

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.

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

- 1) dispensing career information to students;
- 2) career counseling 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 counselor directly if they require counseling 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 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 8 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 in the office.

REPORT CARDS - Report cards are issued as indicated on the school calendar and should be signed by parents or guardians and returned to the homeroom teacher.

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.

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.

STUDENT FEES - At the beginning of the year, each student is required to pay a fee. The fees are as follows:

	Textbook Caution Fee	H.Ec/Tech.Ed.	Total
Grades 7-9	\$ 20.00	\$ 15.00	\$35.00
Grades 10-12	\$ 30.00		\$30.00
	Sports User Fees		
Grades 7 – 9	\$ 20.00	Volleyball/Basketball	
Grades 10-12	\$ 30.00	Volleyball/Basketball	
Grades 7 –12	\$ 10.00	any other sport	

At the end of the year, book losses or damage of school property will be assessed against students’ textbook caution fee. Students will be charged replacement cost for books that are lost or damaged beyond repair.

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 TOBACCO/ALCOHOL/ILLCIT DRUGS - The use of 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 are major offenses 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 - Regular and punctual attendance is one of the most significant prerequisites for positive academic achievement. The Department of Education recognizes this by requiring a minimum number of hours of instructional time in any course before credit may be granted. A student missing more than 20% of any course will not receive academic credit. This amounts to 20 double classes in semestered courses.

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 students 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 receive a letter after a student's 10th absence, to let parents know that attendance may be hurting the student academically or that withdrawal from the course and loss of credit is a danger. Such a letter may also be sent if there are a series of absences not covered by notes or calls.

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 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 (3 minutes after class change buzzer).

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 for the purpose of determining withdrawal from a course.

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 In an unauthorized/unsupervised location.	Misuse of personal belongings/toys	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	Seating Change

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 counselors	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		

	Respectful	Responsible	Reasonable
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

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 cover the shoulders.
- Shorts and skirts must reach mid-thigh.
- For health and safety reasons, footwear must be worn in school.
- Headgear will be removed when in school.
- 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.

HEADGEAR POLICY - Students are reminded that wearing headgear (e.g. caps, hats, bandanas) is not allowed within the school building. Only on special occasions such as student council activity days will the wearing of headgear be allowed.

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.

- When assignments are due one day, students may have a grace period until 9:00 am the following day to hand in the required work.
- Students who do not hand in the required work by 9:00 am the following day 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.
- 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 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 schoolyard 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 police background check and 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.

PERSONAL ELECTRONICS POLICY – In accordance with HSD policy, personal electronics such as cell phones, MP3 players and other personal musical or video devices may not be used in any classes. Cell phones must be turned off in school and may be used only in the front foyer area.

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 behavior 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 behavior 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 misbehavior, 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 be 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 behavior.
- 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 with Mr. Biberdorf 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.
- 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 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 honor its graduates. For this reason, the school plans the activities of this event. The graduates make the following decisions:

1. elect grad committee
 2. elect valedictorian
 3. select theme for the banquet if desired
 4. various program arrangements at banquet
- Grade 12 students who will have 30 credits or more, and have met all provincial requirements, by June 25, 2010 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.
 - All grads will be treated to a pre-grad supper and are expected to attend graduation rehearsal the day prior to graduation.
 - Individual Grad portraits will be taken by Lifetouch on **Monday, March 15, 2010** at Green Valley School. Any further portraits are the responsibility of the individual students. The group picture will be taken **June 28, 2010** in the afternoon.
 - Graduation will be held on **Monday, June 28, 2010**. Details to follow. A graduation banquet will follow the banquet.
 - 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 8:30-4:00.

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 (7-12) - Lockers are assigned to most students in grades 7-12. Each student will receive a lock free of charge. If the lock is lost, the student will be charged a \$7.00 replacement fee. If a lock is damaged, the student responsible will be required to pay the cost of a replacement lock. All grade 7-12 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/>

FIRE DRILLS - Periodic fire drills will be held during the school year. Students are expected to observe necessary rules during the fire drills. Lines must move quickly and safely to the appointed exit and move well away from the building. Students are directed away from the building during the drill procedure. Students re-enter the building when told to do so. It is the responsibility of each student to become familiar with the exit routes from the various parts of the building as posted on diagrams in the various areas. Students should remain in class groups outdoors so that teachers may conduct roll call.

GREEN VALLEY SCHOOL STAFF LIST 2009-2010

Teaching Staff

Mr. Rick Ardies	PRINCIPAL
Ms Rachel Thiessen	VICE-PRINCIPAL
Ms Lynn Ashton	SR. MATH/SCIENCE
Mr. Russ Bergen	GRADE 7
Ms Sheryl Berglund	HOME ECONOMICS
Mr. Barry Biberdorf	BUSINESS EDUCATION
Ms Phyllis Braun	GRADE 6
Ms Kate Babij	GRADE 8
Ms Keegan Collett	GRADE 6
Ms Katie Cook	SR. ELA/DRAMA
Mrs. Connie Epp	GRADE 5
Ms Carrie Friesen	RESOURCE
Mr. Wes Friesen	TECHNOLOGY EDUCATION
Mr. Dale Fust	PHYSICAL EDUCATION
Mr. Cameron Gerbrandt	SENIOR & MIDDLE YEARS GUIDANCE COUNSELLOR
Mrs. Sarah Harder	GRADE 8
Mr. Justin Hart	PHYSICAL EDUCATION
Mr. Sheldon Hill	PHYSICAL EDUCATION
Ms Krista Hillier	SR. FRENCH
	SR. ART/HUMANITIES
Ms Lisa Limpright	GRADE 7
Mr. Allen Martens	SR. MATH/SCIENCE
Mrs. Merle Mertins	GRADE 6
Mr. A. J. Neufeld	GRADE 7
Mr. Vern Neufeld	MUSIC/BAND
Ms Ashley Penner	SR. MATH/SCIENCE
Ms Heather Prior	BUSINESS EDUCATION
Ms Kelly Rafferty	GRADE 5
Ms Helen Robidoux	GRADE 5
Mr. Brett Schmall	SR. ELA/DRAMA
Mrs. Kerri Schroeder	RESOURCE
Mr. Ray Schroeder	SR. SOCIAL STUDIES
Mr. Jake Spenst	GRADE 8
Mr. Chris Thiessen	SR. MATH/SCIENCE
Mrs. Doris Wiens	GERMAN/PHYS. ED
Ms Margaret Wiens	SR. SCIENCE/ART
Mr. Jason Winter	GRADE 9 GERMAN/BUSINESS
Mr. Michael Zwaagstra	SR. SOCIAL STUDIES

Green Valley School 2009-2010

Sept. 7	Labour Day
Sept. 8	School Admin. / PD Day
Sept. 9	First Day of School
Sept. 11	Picture Day
Sept. 15-16	Grad Retreat
Sept. 24	Assembly/5-11 Awards Meet the Teacher BBQ PTA Meeting
Sept. 25	Terry Fox Run
Oct. 2	Superintendent's In-service No classes
Oct. 8-22	Fundraising
Oct. 12	Thanksgiving Day
Oct. 15	Grade 12 Options
Oct. 16	Eastman Choral Workshop
Oct. 22	Music Fall Concert
Oct. 23	SAG day (no school)
Oct. 28	Picture Retakes
Nov. 11	Remembrance Day
Nov. 16	Admin Day-No Classes
Nov. 19-21	GVS/PTA Dinner Theatre
Nov. 20	Report Cards Issued (5-12)
Nov. 26	Parent/Teacher Interviews (5- 12)
Dec. 8	Christmas Program (9-12)
Dec. 15	Christmas Program (5-8)
Dec. 18	Last Day of Classes
Jan. 4, 2010	First Day of Classes
Jan. 14	Parent/Teacher Interviews (Grade 9-12)
Feb. 2-4	Final Assessments (9-12)
Feb. 5	Administration Day
Feb. 8	Semester 2 begins

Feb. 12	Report Cards Issued (5-12)
Feb. 15	Louis Riel Day
Feb. 18	Parent/Teacher Interviews (5-8)
Feb. 23-25	Grade 7 Camp Arnes Retreat
Feb. 26	PD Day
Mar. 15	In-service Day (5-12) Grad Portraits
Mar. 26	Last Day of Classes before Spring Break
Apr. 5	First Day of Classes after Spring Break
April 15-16	Musical
Apr. 19	Administration Day (5-12)
Apr. 23	Report Cards Issued (5-12)
Apr. 29	Parent/Teacher Interviews (5-12) PTA Meeting
May 6	Open House
May 11	Gr. 5 Orientation
May 24	Victoria Day (no school)
June 1	Band Instrument info night (4-7 p.m.)
June 3	Spring Music Concert
June 22-28	Final Assessments (9-12)
June 28	Graduation
June 28	5 & 6 Picnic
June 29-30	Administration Days
June 30	Final Report Cards Issued

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

