



Green Valley School

2019-2020

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WELCOME TO GREEN VALLEY SCHOOL

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 2018-2019 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.

Mrs. Angela Burtack-Schinkel – Principal

Mr. Marlin Adrian – Vice-Principal

GVS MISSION

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.

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

19-2020 CALENDAR

Sept 2 Labour Day (No Classes)	: 20 Last Day of Classes before Christmas Break
Sept 3 School Admin/PD Day (No Classes)	: 21-Jan 5 Christmas Break
Sept 3 Meet the Teacher	6 First Day of Classes of 2018
Sept 4 Great Expectations (Gr. 5&9 Students Only)	7-10 Grade 12 ELA Standards Exa
Sept 5 First Day of Classes (Gr. 5-12)	
Sept 5 Awards Assembly at 11:00am	Jan 21 Basketball Season Begins
Sept 12 Parent Grad Meeting @ 6:30pm	Jan 21 Gr. 12 Applied Math Exam
Sept 13 Strong Connections (Gr. 5-8)	Jan 21-22 Grade 8 at Camp Cedarwood
Sept 16 Strong Connections (Gr. 5-8)	Jan 22 Gr. 12 Essentials Math Exam
Sept 17 Picture Day	Jan 23 Gr. 12 Pre-Calculus Math Exam
Sept 17-Oct 4 FCC Food Drive	Jan 27-30 Final Assessment Block Gr. 9-12
Sept 18 Gr. 5 Indigenous Day @ Kleefeld	Jan 31 SY Admin Day/ MY PLC/PD Day (No Classes)
Sept 20 HSD Cross Country Run #1	Feb 3 Semester 2 Begins (Gr. 9-12)
Sept 24-25 Grad Retreat at Camp Cedarwood	Feb 6 Grad Meeting @ 10:15am
Sept 26 Terry Fox Run and Assembly at 11:00am	Feb 7 SY Report Cards Issued
Sept 27 HSD Cross Country Run #2	Feb 17 Louis Riel Day (No Classes)
Sept 30- Oct 21 School Wide Fundraiser- Chocolate Sales	Feb 18-20 Scholastic Book Fair
Oct 10 Grade 12 Options (Program at SRSS)	Feb 21 HTA PD Day (No Classes)
Oct 11 Eastman Choral Workshop	Mar 7 Basketball Qualifier
Oct 14 Thanksgiving Day (No Classes)	Mar 12-14 JV Basketball Provincials
Oct 23 Fall Music Concert (Gr. 7-12 at 7:00pm)	Mar 13 MY Admin Day/ SY PLC/PD Day (No Classes)
Oct 25 SAGE/MTS Day (No Classes)	Mar 13 Grad Pictures (No Classes)
Oct 26 JV Boys and Girls Volleyball Tournament	Mar 19-21 Varsity Basketball ProvincialsMa
Nov 1 Picture Retakes	Mar 20 MY Report Cards Issued
Nov 4 MY PD/SY Admin Day (no classes) Marks due @ 4:00pm	Mar 25 MY Learning Expo/ Grade 9 Orientation
Nov 8 SY Report Cards Issued	Mar 27 Last Day of Classes before Spring Break
Nov 8 Remembrance Day Service at 10:45am	Mar 28- April 5 Spring Break
Nov 11 Remembrance Day (No Classes)	Apr 6 First Day of Classes after Break
Nov 12 MY Admin/ SY PD Day (No Classes)	Apr 10 Good Friday (No Classes)
Nov 13 URIS Training	Apr 15 Spring Concert
Nov 14 Take Your Kid to Work Day (Gr. 9's only)	Apr 17 SY Report Cards Issued
Nov 16 Varsity Volleyball Qualifier	Apr 17 Gr. 5 Night at the Museum
Nov 21-23 JV Volleyball Provincials	Apr 22 SY Parent Teacher Interviews
Nov 22 MY Report Cards Issued	May 18 Victoria Day (No Classes)
Nov 26 MY/SY Parent Teacher Interviews	May 25-28 Grade 12 ELA Standards Exam
Nov 28-30 Varsity Volleyball Provincials	Jun 2 Gr. 5 Orientation
Dec 11 Gr. 5-12 Christmas Program	Jun 9 Gr. 12 Pre-Calculus Math Exam
Dec 12 SY Christmas Banquet	Jun 9 Athletic Awards Evening
Dec 11-12 Fair Trade Festival Sale	Jun 10 Gr. 12 Essentials Math Exam
Dec 16-20 Spirit Week	Jun 10 Summer Concert Gr. 7-12 @ 7:00pm

Ju Jun 11 Gr. 12 Applied Math Exam
Ju Jun 17-22 Final Assessment Block Gr. 5-12
Jun 24 Grad Rehearsal/ MY Activity Day
Ju Jun 25 Graduation

Jun 25 Assessment Make-Day Gr. 5-8
Jun 29-30 Admin Days/Final Report Cards Issued (No Classes)

****Circumstances may necessitate changes, additions or deletions as the year progresses.****

TEACHING STAFF

Ms. Angela Burtack-Schinkel	PRINCIPAL
Mr. Marlin Adrian	VICE-PRINCIPAL/DIGITAL ART
Mrs. Kate Babij	GRADE 7/LITERACY SUPPORT
Ms. Katelyn Corbin	GRADE 6
Mrs. Carrie Dennis	SY RESOURCE
Mr. Tony Donkersloot	SY LEARNING COACH
Mr. Gordon Dueck	SY MATH/PHYSIOLOGY
Ms. Tara Duval	SY FRENCH/SOCIOLOGY
Mrs. Connie Epp	GRADE 5
Ms Malorie Fisher	GRADE 8
Mrs. Maria Friesen	GRADE 7/NUMERACY SUPPORT
Mr. Cam Gerbrandt	SCHOOL COUNSELLOR
Mr. Alexander Grant	GRADE 5
Mr. Kurt Hangle	TECHNICAL EDUCATION
Ms Sarah Harder	BUSINESS EDUCATION/CAREER DEVELOPMENT
Mr. Justin Hart	PHYSICAL EDUCATION
Mr. Sheldon Hill	PHYSICAL EDUCATION
Mr. Jonathan Kornelsen	GRADE 8
Mrs. Nicky Little	GRADE 8/9/10 ELA
Ms. Sheila MacLeod	GRADE 6
Ms. Katie Martin	SY ELA
Mrs. Merle Mertins	GRADE 6
Mrs. Kelly Mikkelson	GRADE 5
Mr. Vern Neufeld	MUSIC/BAND/CHOIR
Mrs. Ashley Penner	SY MATH/SCIENCE
Ms. Anasia Persowich	HUMAN ECOLOGY
Mrs. Kerri Schroeder	MY RESOURCE
Mr. Ray Schroeder	SY SOCIAL STUDIES
Ms Lisa Skelton	GRADE 7
Mr. Chris Thiessen	SY MATH/SCIENCE
Mr. Connor Wiebe	PHYSICAL EDUCATION
Mrs. Doris Wiens	GERMAN
Ms. Margaret Wiens	ART

Mr. Jason Winter
Mr. Michael Zwaagstra

GRADE 7/8 MATH/SCIENCE
SY SOCIAL STUDIES

ACADEMICS

ASSIGNMENTS/TESTS/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.

LATE ASSIGNMENTS

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.

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 expected 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.

SCHOOL ACTIVITIES

ATHLETICS

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.

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 extracurricular 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.

FEES

All program/ school fees **must** be paid by September 13, 2019. Students will not be able to participate in labs until fees are paid in full.

TECHNOLOGY EDUCATION- INDUSTRIAL ARTS/HOME ECONOMICS: Grade 7, 8 and 9 students pay an annual \$30.00 for consumable materials used in the Tech. Ed./Home Ec. Program.

BUILDING CONSTRUCTION: Students are required to pay a \$45.00 course fee.

FOODS & NUTRITION: Students are required to pay a \$45.00 course fee.

ART FEE: Students in Grades 9-12 Art are required to pay a \$40.00 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, 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. Prior to receiving a uniform, payment for uniform must be made. Sport fees **must** be paid before the first league game. Players that have not paid are ineligible to play.

****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 fundraising 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 or paid online vial Parent Portal. Due to rising costs for officials and tournament fees, GVS will no longer be able to offer a \$150.00 cap for athletes.

Sport	User Fee Amount	Uniform Payment
All Grades 7-8 V-Ball & B-Ball	\$30.00	\$30.00
Varsity Soccer	\$50.00	N/A
All Varsity & JV V-Ball & B-Ball	\$150.00	Boys V-Ball - \$65.00 Girls V-Ball - \$100.00 (Long Sleeved) B-Ball - \$100.00 (Top & Bottom)
Junior High Badminton	\$25.00	N/A

Senior High Badminton	\$25.00	\$30.00
Senior Track & Field	\$30.00	N/A
Cross-Country	\$25.00	N/A
Baseball & Fastball	\$50.00	N/A

AWARDS/ GRADUATION

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.

GRADUATION

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 19** 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 March 13, 2020 at Green Valley School. Any further portraits are the responsibility of the individual students. The group picture will be taken June 25.
- Graduation will be held on June 25, 2020. 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 and vice-principal.
- All non-graduate Grade 12 students are invited to attend the ceremony and banquet, with exception to certain circumstances.

STUDENT USE OF DIGITAL TECHNOLOGY

PERSONAL ELECTRONICS POLICY – In accordance with HSD policy, personal electronics such as cell phones, iPods and other personal musical or video devices may only be used in class at the discretion of the classroom teacher. Students are asked to set their devices on silent mode during all 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 the 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**. There is No posting to the internet without verbal consent or permission of parents. Recordings made secretly and/or used maliciously will result in disciplinary action up to and including suspension and/or 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.

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.

Being a RESPONSIBLE DIGITAL CITIZEN – THINK BEFORE YOU POST ONLINE

? Who might read this?

? Could someone misinterpret what I am saying?	T	-	Is it TRUE?
? Am I showing a bad side of myself?	H	-	Is it HELPFUL?
? Am I revealing too much about myself?	I	-	Is it INSPIRING?
? Could someone feel disrespected?	N	-	Is it NECESSARY?
? Am I posting in anger?	K	-	Is it KIND

At GVS we strive for ALL students to become DIGITAL CITIZENS that:

- Use technology in a positive and meaningful way
- Apply critical thinking skills
- Responsible and ethical
- Know how to stay safe and manage risk
- Understand rights and responsibilities
- Use technology to participate in educational, cultural and economic activities

- Promote civility and respect
- Use technology to connect with the world outside their schools and communities
- Always refer to the **THINK** acronym before posting

Staff and Students will refer to THE 9 Elements of Digital Citizenship for ongoing lessons and discussions.

BUS DISMISSAL

BUS DISMISSAL PROCEDURE

The first dismissal will be at 3:40 and buses will depart by 3:45, second dismissal will then be at 3:45 with a departure time of 3:50. Any students who walk or get picked up will be dismissed at 3:45.

SOUTH OAKS

291- Shelley Block
 328- Gary Block
 235- Candice Thiessen
 301- Jerry Esau
 315- Becky Martens
 250- Margaretha Falk

GREEN VALLEY

244- Margaret Doerksen
 253- Hana Falk
 299- John Enns
 314- Anne Braun
 306- Helen Beaudette
 320- Menno Braun
 296- Leonard Friesen
 328- Gary Block (second run)

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 extracurricular 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 10th 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.

Late's - Five-minute class changes (at the start of periods 1, and 5) give students ample time to find their classrooms. There are no official breaks between classes. 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 lunch hour or detention after school.
- Three (3) lates in any given class will result in a detention that must be served at noon in the homework room. Students must bring work or a book to read during their lunch hour detention. TEACHERS are responsible for emailing Mr. Marlin Adrian for students that will be required to make up time for lates.

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 student's 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.
- 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.

MEDICATIONS / HEALTH PLANS – We are legally not able to provide pills to students (i.e. Tylenol, Aspirin, etc.). Any prescription medications need to be kept in a secure location in the school. All prescriptions should be handed in to the office and necessary documents need to be filled out by parents/guardians. 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 12:30-1:25 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.

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 the 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 the 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 the 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 it 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 the 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.

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/E-CIGARETTES/ALCOHOL/ILLICIT DRUGS - The use of nicotine(including vaping)/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 rules will face suspension from school.

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 down	Writing on desks	Loud/disturbing others
Classroom disruption	Snowball throwing	Out of assigned area
Spitting on school property	Misuse of personal belongings/toys	

Not cleaning up after yourself in an unauthorized/unsupervised location

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 the 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 Program/referrals	Completion of a drug awareness program	Intervention

	Respectful	Responsible	Reasonable
Classrooms	Listen to teachers Be polite Demonstrate your best effort	Come prepared Be on time Complete assignments Keep Classroom neat and tidy	Use equipment/ supplies correctly Take care of belongings
Hallways/ Entrances	No pushing or shoving Being polite to visitors	Keep hallways clean	Walk

	Remove headgear	Keep lockers closed and locked	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. Be a respectful Digital Citizen.	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

Personal Device	I respect myself and others when I am online. I use kind words and remember that MY digital footprint should not harm others or myself.	During class I will use my personal device for educational purposes only. In failing to do so, my device may be confiscated.	I can access my personal device for messages, social media or games during breaks or noon hours.
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Appendix B - Bullying

Section J:	Students	Code:	JFA
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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.prevnet.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 concentrating, 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 the 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 behavior, they must notify the parents of the victim, including the nature of the unacceptable behavior, 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 percent 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 behaviors 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. Staff 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 Behavior 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 behavior 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 behaviors 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 behavior 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

Policy:	Appendix B - Bullying	Adopted:	Revised:		
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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. 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 (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.