

Glenlawn Collegiate

Student Handbook



“Home of the Lions”

Administration

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HISTORY

Glenlawn Collegiate opened in 1922 at Norberry as the Norberry High School Department. A pioneer class of five students graduated in 1923. On January 1, 1930 the name was changed to Glenlawn Collegiate Institute. Glenlawn moved to its present site in January 1950. There have been several additions since then, including a new wing and theatre built after the devastating fire of 1993.

GCI COLOURS - RED and GREY

These were chosen in 1948 - a change from blue and gold (colours used by three other city high schools).

Louis Riel School Division

MASCOT - A LION NAMED “ARTHUR”

Arthur is named after Arthur A. Leach, coach of Glenlawn teams during the 1950’s.

SCHOOL PHILOSOPHY

Use the following words to guide you in your journey to reaching your potential.

Learning

Opportunity

Preparation

Responsibility

Respect

ADVOCACY

We believe that good relationships are pivotal to success in school and you will select a teacher advocate who will get to know you as a whole person. Advocate meetings are important, so it is crucial that you always attend them.

PROGRAMS – SOMETHING FOR EVERYONE....

Glenlawn’s course offerings are comprehensive, ensuring a challenging, relevant program for everyone. Programs offered include Regular High School Program, Successful Futures Program, Business Education Program, Skills for Living Program and Co-Op Education Program.

GENERAL EXPECTATIONS AND RESPONSIBILITIES OF GLENLAWN COMMUNITY MEMBERS

CODE OF CONDUCT

The Community of Glenlawn provides **OPPORTUNITIES** for **LEARNING**, growth and **PREPARATION** for our future in an environment of **RESPONSIBILITY** and **RESPECT**.

Glenlawn is your school, and, like each student here, you have rights and obligations. You share the school with other students who have the same goals as you do – to do as well as possible academically, to build friendships, and to participate in and enjoy the many extra-curricular activities the school offers. These goals can be achieved when rights are respected and all Glenlawn students live up to the expectations of good citizenship. You have the right to be treated with dignity and respect; but respect is also earned. You are expected to behave responsibly, speak considerately, dress appropriately, work diligently and resolve all differences through direct, polite discussion or by seeking assistance. Rules and policies have been developed by the school and the school division to ensure that the learning climate serves all students. You are expected to comply with school rules and divisional policies, thereby showing your willingness to contribute to an atmosphere that is nurturing, positive and orderly for all. Make good choices. Teachers and other adults have an ongoing responsibility to prepare students for their role as citizens and to model these attributes in their daily interactions with students. Discipline and

restitution create a balance that allows for learning from mistakes, learning different behaviours and making amends.

Students and staff must behave in a respectful manner and comply with the Code of Conduct.

Students are expected to:

- Comply with the Code of Conduct
- Behave responsibly, safely and in a respectful manner
- Show concern for and tolerance for others
- Demonstrate respect for the rights, roles and responsibilities of other students and staff

- Demonstrate respect for the school building and its contents including cleaning up their own mess in the cafeteria
- Take care of lockers and learning materials on loan from the school and return them at the end of the year or class.
- Demonstrate respect for the property of others
- Adhere to school policies respecting appropriate use of electronic tools, electronic mail and the Internet, including the prohibition of materials that the school has determined to be objectionable
- Attend classes, SAS meetings and SAS days regularly
- Arrive on time for school and classes
- Follow guidelines for appropriate school attire
- Ensure that all assignments and tests demonstrate academic honesty

School staff plays a critical role by modeling respect for and support of the above expectations.

Staff will intervene when students:

- Use profanity (including language and/or gestures)
- Are disrespectful
- Do not maintain academic integrity – plagiarism, cheating etc.
- Utter threats
- Are disruptive and interfere with the learning of others
- Fail to complete their homework

Students are referred to administration when the following occurs:

- Fighting
- Physical harm to and/or assault on another student or an employee.
- Weapons on the school grounds (including school buses and bus stops)
- Serious damage to property. This includes fires that are set on school property.
- Chronic behaviour problems
- Stealing
- Threats to other students and/or staff members.
- Leaving class or school without permission.
- Defying a teacher, educational assistant, custodian, secretary or other school staff
- Smoking on school property or at school-sponsored events

The following must be noted as stipulations that will result in **immediate referral to the administration**, as outlined in the Public Schools Act:

- Bullying, or abusing physically, sexually or psychologically (orally, in writing or otherwise) any person is unacceptable
- Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code is unacceptable
- Using, possessing or being under the influence of alcohol or illicit drugs at school or in any school-related activity is unacceptable
- Gang involvement will not be tolerated on school sites
- Possessing a weapon, as “weapon” is defined in section 2 of the Criminal Code (Canada), will not be tolerated on school sites

Interventions, including disciplinary consequences for violating the Code of Conduct, in all situations are intended to preserve the dignity and self-worth of all involved in the disciplinary action.

Interventions/consequences may include one or more of the following:

- Counseling
- Formal conference
- Temporary withdrawal from the classroom
- Removal of privileges
- Detention
- Restitution
- Clinician referral
- Performance contract
- Notification of parent
- In-School Suspension
- Out-of-School Suspension
- Police involvement

Divisional Policy JK - Student Discipline outlines the procedures for appealing disciplinary decisions.

CLASSROOM OBLIGATIONS

Your classroom obligations are straightforward. You are at school to learn and that is your job, just as it is the teacher’s job to help you learn. **You must attend all your classes regularly, to arrive on time, to bring all necessary materials and to be ready for work.** In addition, you are expected to complete all homework and assignments on time. Prepare for tests/ examinations. Be an active class participant: ask questions. Come to class with a positive attitude, and ensure that your behaviour is helpful to the learning process.

SCHOOL DAY

Regular classes begin at 8:30am and end at 3:45pm. “Early Bird” and “Late Bird” classes are held before and after school respectively. Periods are 75 minutes in length. There is a common lunch period. One day per month there will be an early dismissal for Staff Meetings. One day per month there will be an alternate schedule for an SAS meeting. (See the back cover for the schedules)

ATTENDANCE POLICY

Your parents and the staff at Glenlawn and even outside agencies will make all possible efforts to promote regular and punctual attendance, **but it is very important to note that we expect you as a young adult to take personal responsibility for your own attendance as well.**

PROCEDURES

- A student who is absent from class shall be marked absent.
- Students missing classes due to illness, personal appointments or personal reasons such as winter vacations, family wedding, sports tournaments, and any other non-school sponsored events will have these days recorded as **explained absences if a note is provided.**
- Parents are expected to **contact the school by telephone and follow up in writing** regarding absences.
- **The phone line for reporting absences is 233-3263.**
- On returning to school, **notes are to be shared with teachers first and then taken to the school office** so that the attendance secretary can update the computer records.
- Parents of grade 9 students will be contacted immediately should a class be missed. Grade 10, 11 and 12 students will be contacted via the automated call system each day a student **misses** a class. **Phone calls will not be made if a student is late for class.**
- A doctor's certificate is required if accumulated absences due to illness reach ten days. Please contact the school if you have an on-going health concern so that accommodations can be made.
- Students will receive a phone call if the number of unexplained absences reaches five in a course.
- Students with 8 or more absences in a course will be required to make up that class time in order to complete credit requirements.

MAKE UP TIME

Students will be provided with an opportunity to complete make up time during or at the end of each semester. Administration will make these arrangements with individual students.

PUNCTUALITY

- Students are expected to be in class **before** the 8:30am bell (i.e. before *Oh Canada* is played).
- Students who are late to class will be marked tardy on the attendance by the teacher but allowed into class.
- Students who arrive late will be asked to make up the time they missed with the teacher that same day or the next.
- If tardiness continues, teachers will contact parents.

ILLNESS

Students who become ill during school hours are asked to proceed to the Administration Office and inform the secretary. Parents will be contacted before the student is allowed to leave the building.

FIRE AND INTRUDER ALERT DRILLS

Fire and Intruder Alert drills are required by law. When the fire bell rings, please move swiftly and quietly out of the building via the route outlined by your teacher. Stay outside until signaled to return to the building. Follow the instructions of your teacher during Intruder Alert drills.

ASSESSMENT, EVALUATION and REPORTING

Evaluation procedures for each course will be given to you by your teachers. Assessment for each course will be continuous and varied, thus it is important for you to complete daily work. An interim report will be issued 6 weeks into the course for all grade 9 students and for those students who are finding the course difficult. Regular reporting will occur in November, February, April, and the end of June. Parent-Teacher-Student interviews will be scheduled after the reports in November and April.

EXAMINATIONS

Students are expected to be present at the prescribed dates and times for each of their examinations. **Do not schedule vacations or job shifts during the exam period.** A student who is absent from an examination due to illness must present a doctor's certificate.

ACADEMIC HONESTY

Honesty and fairness are fundamental to the mission of the Louis Riel School Division and Glenlawn Collegiate. Students are encouraged to take pride in work that meets accepted standards of academic honesty. Students should consult with their teachers about acceptable standards. All cases of inappropriate collaboration, plagiarism and cheating are subject to disciplinary action.

COMPUTER RESOURCES ACCEPTABLE USE DOCUMENT

It is a general expectation that Glenlawn computer resources are to be used in a responsible, efficient, ethical, and legal manner. The Acceptable Use Document, outlining the roles and responsibilities for students using the Internet, must be read and signed by both the student and a parent/guardian and returned to the school prior to accessing the internet at Glenlawn. Infractions of the Acceptable Use Document may result in suspension of computer access.

FULFILLING COMMITMENTS

Glenlawn offers you many opportunities to become involved in activities, but your involvement often carries with it sacrifice and responsibilities. Once committed to an activity, you are expected to fulfill the obligations that the activity may demand of you. See your Advocate or coach if difficulties arise.

SCHOOL RULES

DRESS

Clothing regulations take into account safety, health, and the maintenance of a **work** atmosphere similar to that of **an office**. Shoes are to be worn at all times. Clothing for school must be appropriate for a work-like atmosphere. This means that the body must be covered from neck to mid-thigh, including shoulders: no spaghetti straps, plunging necklines or bare midriffs for girls, no sleeveless singlets for boys, no short-shorts for girls or boys. Gym shoes and a change from class clothing are required for Physical Education classes. Special areas, such as labs and shops, may require special safety clothing. **Baseball hats, bandannas, hoods, toques... are not to be worn in the school by males or females. This applies to all areas of the school.**

AUDIO EQUIPMENT

Personal music devices are not to be operated in classrooms, shops or in the library without teacher permission. **Beware of thieves: Glenlawn Collegiate IS NOT responsible for loss or theft of personal items.**

USE OF FREE TIME/HALLWAY TRAFFIC

Since classes at Glenlawn are continuous throughout the day, calm, quiet deportment is required at all times. Hallway traffic during class time must be kept to a minimum. **You are expected not to sit or stand in hallways, stairwells, or entrances.** Please use your free time constructively and in a way that does not impede others from achieving their goals. The library is available for homework and study; for socializing, the cafeteria.

FIGHTING

If you are directly involved in a fight, organizing a fight and/or watching a fight you will be suspended for a period up to five days. Fights originating at school but taking place off school property are still subject to school and LRSD policy and consequences.

SKATEBOARDS

If skateboards are used as transportation to school they are to be dismounted when on school property and carried to the locker.

SMOKING

Grade 9 students are NOT allowed to smoke or be at the smoking areas.

We would prefer that you quit this habit but until that occurs make sure you are off school property when smoking. **If caught smoking on school property, you will be suspended or be given community service to perform. There are two off campus designated smoking areas.**

Please use garbage cans and do not abuse this privilege. You must have a smoking pass ready to present if you are smoking.

OUT-OF-CLASS OBLIGATIONS

Your out-of-class behavior should also reflect Glenlawn expectations and Code of Conduct. Whether you are enjoying free time, are on a field trip or a tour, doing a research project, or participating in an athletic event, you are a representative of Glenlawn and of the Louis Riel School Division and your behaviour should always bring credit to yourself, the school and the Division.

GENERAL INFORMATION

STUDENT SERVICES

The Student Services staff provides counseling and resource services in Room 207. Student Services can help with career, personal and academic decisions, and give information about Independent Study courses, withdrawal or transfer from school, scholarships and bursaries. The Academic Center (AC) is open to all for assistance with homework, tests and studying.

CAFETERIA

You may eat only in the cafeteria or in other areas designated by staff. You are expected to clean up after yourself and place all garbage in the containers provided. Behave in a civilized manner. Failure to do so may result in loss of cafeteria privileges.

LIBRARY

You are welcome and encouraged to use Glenlawn Library and its resources from **8:00am to 4:00pm** each school day. It is expected that you develop independent study habits and research skills as you use the various materials that support and enhance the curriculum. Computers are for academic purposes, therefore, no games or monopolization of computer time will be allowed.

STUDENT COUNCIL AND SCHOOL ACTIVITIES

Your Student Council plans and supports a variety of activities, school dances and Spirit Week. Countless activities are offered throughout the school year. Active participation in school life will enrich your years at Glenlawn with fun, new friends, and personal growth. **GET INVOLVED!** There is something for everyone. Listen to the announcements and check out the TVs and Website for information on activities.

TELEPHONE CALLS

The switchboard does not accept personal messages for students except in an emergency. Office telephones are not for student use except in an emergency such as illness. Student pay phones are available outside the Gym.

VISITORS TO THE SCHOOL

All visitors coming into the school must report to the office and state their business. Persons who fail to do so are trespassing and may be prosecuted. You are asked NOT to invite friends into the building. Visitors' passes for guests are to be requested in the office.

LOST AND FOUND

The school is not responsible for loss or theft of personal possessions. **DO NOT BRING VALUABLES OR CASH TO SCHOOL.** Do not leave valuables in your locker or in change rooms. Bring any found items to the office. Check at the office for lost items.

HONOUR ROLL

In order to achieve honour roll status a student must meet the following criteria:

- Minimum 80% average
- No mark under 70%
- Minimum of 7 courses for Grades 9 & 10
- Minimum of 6 courses for Grades 11 & 12
- All courses weighted evenly

CHANGE OF ADDRESS

Let the office know of any change of address or telephone number.

SCHOOL FEES

Your school fees pay for your yearbook, your student I.D. photograph, your Transit Go Card, and also support Student Council, Parent Association, and school activities.

ACCIDENT INSURANCE

It is a good idea to ensure that you are fully covered - either through your family insurance or by taking our Board recommended Accident Insurance. Separate accident Insurance is mandatory for field trips.

STUDENT PARKING

You may park in designated student parking areas only, on the west side of the school. As per School Division Policy, a parking tag is required to parking in this area. There is assigned parking. Parking tags must be displayed or cars will be towed. Parking in non-student areas will result in tow-away. You are expected to drive carefully. Cars must not be used for socializing or smoking. Infractions of safety rules will lead to loss of parking privileges and may result in police being contacted. Parking tags will be available for purchase in early September – listen for the announcements.

LOCKERS

These are assigned to students at registration and/or the beginning of each year. **Student lockers may be subject to inspection by school or divisional authorities on demand.** You are expected to keep your locker neat, clear and free from graffiti or offensive posters at all times. You must provide your own locks and MAY NOT CHANGE LOCKER LOCATIONS once you have signed for and assumed responsibility for a particular locker. Any damage to a locker should be reported to the main office immediately. **The school is not responsible for articles lost/stolen from lockers.** We recommend a good quality lock, and that you **not** keep valuables and money in your locker. You share a locker and assume equal responsibility for it and its contents. **Fines will be assigned to all occupants of a locker for:**

Emptying (including garbage)	\$5	Sticker/tape removal	\$5
Graffiti removal	\$5	Damage	\$10

ACADEMIC CALENDAR 2014–2015

Dates are subject to change. Please visit the school website at www.lrsd.net/schools/GCI for more information.