

# Glaslyn Central School



## Student Handbook

2025-2026

**Principal:** Charmaine Hicks

**Vice Principal:** Angela Michelon

**Administrative Assistant:** Lynda Wiebe

**Custodians:** Denis Ouellette & Janice Lockhart

Kindergarten/Grade 1: Anita Hamm

Grade 2/3: Jaycee Wells

Grade 4/5: Melanie Wells

Grade 6/7: Lorna Macnab & Angela Michelon

Grade 8/9: Kesia Stewart

Grade 10: Nicki Bannerman

Grade 11 & 12: Zophia Zhou

**Educational Assistants:** Kandice Pylypow,  
Karen Durocher, Carrie Russett

**Librarian:** Amber L'Heureux

**Wellness Coordinator:** Brooke Greening

## **Introduction**

The purpose of this handbook is to help improve communication between the home and the school. In it you will find excerpts from the Education Act, Northwest School Division Policy, as well as our own school policies that apply to the students of our school. Hopefully, this will make parents aware of the philosophy and goals of our school. We trust that both parents and students will find this handbook useful and keep it for future reference.

## **Mission Statement**

The school belief is that Glaslyn Central School is a place for learning. Dignity, respect and belonging are promoted in a safe and caring environment that sets high standards for student achievement and conduct. To achieve this requires the partnership of home, school and community. Through these key partners in the educational process, we will provide students with opportunities to develop and enhance the skills, attitudes and behavior necessary to become responsible citizens.

The following mission statement was developed by the staff and our local school community council:

- A) To provide for each student, to the best that our resources allow, an education suited to their ability.
- B) To nurture and encourage, to the best that our resources allow each student to develop positively in the areas of self-esteem, self-concept and socially appropriate behavior, and at all times conduct himself or herself with an understanding of citizenship and Civic pride.
- C) To provide all of the above in a climate of safety and security.

## **Vision Statement**

Safe, inclusive, engaging education for all!

## Bell Schedule

| <b>Time</b> | <b>High School</b> | <b>Time</b> | <b>Elementary</b> |
|-------------|--------------------|-------------|-------------------|
| 8:50 – 8:55 | Warning Bell       | 8:50 – 8:55 | Warning Bell      |
| 8:55 – 9:47 | Period 1           | 8:55-9:47   | Period 1          |
| 9:47-9:55   | Transition         |             |                   |
| 9:55-10:47  | Period 2           | 9:47-10:39  | Period 2          |
| 10:47-10:54 | Transition         | 10:39-10:54 | Recess            |
| 10:54-11:46 | Period 3           | 10:54-11:46 | Period 3          |
| 11:46-12:31 | Lunch              | 11:46-12:31 | Lunch             |
| 12:31-1:23  | Period 4           | 12:31-1:23  | Period 4          |
| 1:23-1:31   | Transition         |             |                   |
| 1:31-2:22   | Period 5           | 1:23-2:14   | Period 5          |
| 2:22-2:29   | Transition         | 2:14-2:29   | Recess            |
| 2:29-3:20   | Period 6           | 2:29-3:20   | Period 6          |

## Student Expectations

- Cooperate with all employees of the School Division.
- Attend school regularly and punctually.
- Respect others and their property and the property of the Board of Education
- Use appropriate language at all times.
- Follow the dress code
- Follow the school policy for PED's
- Be diligent in their studies and do all the assigned work.
- Not cheating or behaving dishonestly. Other specific policies as outlined in the remainder of this handbook shall also be enforced according to this policy or as specified in the appropriate section of the handbook. In the case of suspensions or expulsions the school administration and the Board of Education shall comply with the guidelines – see below.
- Students are encouraged to keep large sums of money and valuables at home. If money or valuables are brought to school, the onus is on the student to ensure safekeeping. The school is not responsible for lost, stolen or broken items.

**In accordance with the Education Act, students are accountable to the school while coming to and from the school, during the school day (including during the noon hour), and during school-sponsored activities such as field trips, social or sporting events.**

## Education Act

### Duties of Pupils

**150** In the exercise of their right of access to the school of the division and to the benefits of the educational service provided by the board of education, every pupil shall cooperate fully with all persons employed by the board and such other persons who have been lawfully assigned responsibilities and functions with respect to the instructional program of the school or such special or ancillary services as may be provided or approved by the board or the department and without restricting the generality of the foregoing, every pupil shall:

- Attend school regularly and punctually.
- Provide themselves with such supplies and materials not furnished by the board of education as may be considered necessary to his courses of study by the principal.
- Observe the standards approved by the board of education with respect to cleanliness and tidiness of person, general deportment, obedience, courtesy and respect of the rights of other persons.
- Be diligent in their studies.
- Conform to the rules of the school approved by the board of education and submit to such discipline as would be exercised by a kind, firm and judicious parent.

➤  
151 Every pupil shall be accountable:

- To the teacher for their conduct on the school premises during school hours and during such hours as the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted in out-of-school hours.
- To the principal for their general deportment at any time that they are under the supervision of the school and members of the teaching staff, including the time spent in traveling between the school and place of residence.
- Subject to the stated policies of the board of education, to the driver of a school bus and to any other person appointed by the board for the purposes of supervision during hours when pupils are in the personal charge of such employees of the board, and those employees shall be responsible to and report to the principal in accordance with the procedures approved by the board.

## Dress Code

Students are expected to use good taste and judgement in their dress. Offensive and inappropriate messages will not be allowed.

If a student arrives at school inappropriately dressed, a staff member will meet with the student to determine what changes must be made to have him or her remain at school. The student may be asked to go home to change or phone a parent to have appropriate clothing brought to the school. Students are expected to cooperate with staff should they be required to modify their mode of dress.

## Attendance

The Education Act (156(1)) - every parent, guardian or other person having charge of a pupil who is of compulsory school age shall take all steps that are necessary to ensure regular attendance of that pupil.

Absences are categorized as either “excused” or “unexcused” according to the criteria outlined below.

**Excused absence** - Illness/Medical: Parents must contact the school if a student is absent due to illness or must attend a medical appointment. Other absence: The school will recognize absence due to special occasions or emergencies. Parents must contact the office prior to their absence in order to explain the circumstances. *The school administration will decide the validity of the absence.*

**Unexcused absence** - An absence is considered unexcused when a student leaves the school premises without parental consent and without school staff having prior knowledge. All unexcused absences will be investigated and documented by the school administration.

Whenever a student is absent for any reason, parents or guardians ***must phone the school at 342-2114 or text the school at 306-342-7144 to report the absence.*** Absences can also be recorded through Edsby by guardians. Absences should be reported to the secretary before school starts in the morning. Attendance will be taken at the beginning of each period. We will phone home in order to track any “unaccounted for” students.

- **When students miss classes for any reason, it is their responsibility to find out what they have missed and to make every effort to get caught up as soon as possible.**
- Students who miss an exam for valid reasons are expected to write immediately upon their return, unless prior arrangements have been made.
- School Administration will send a letter home indicating 10 or more absences in one course and discuss an attendance contract. At this time the student may be at risk of being removed from the class.

At times, parents take children out of school for a variety of reasons – holidays, family events, emergencies, etc. When this happens, parents have requested that teachers provide homework for their children. It should be understood that it is difficult for a classroom teacher to arrange homework for extended periods of absence. Though teachers have complete outlines of material to be covered, sometimes well laid plans need to be deviated from and as a result students may have received information during those absences that has not been covered during the time frame or has been changed to accommodate student learning. Teachers are **not** required to provide work in advance of students missing school.

Teachers are **not** obligated to re-teach the curriculum that your child misses. Please consider how the absence will impact on your child before planning absences from school. The school calendar is available in this handbook and on the Northwest School Division website.

## **Lates**

It is important for students to be on time for class and ready to start with instruction at the beginning of class. If a student receives 6 lates they will owe a 45-minute adjustment. This session can be served at noon hour or after school.

Students will be informed of the adjustment session, so they can plan.

## **Leaving During the School Day**

Students leaving the school during their scheduled class time or work period are to report to the school administration before they leave, signing out at the office. At this time, they may be asked to contact their parents to confirm their departure.

Students in Grades 6-12 are permitted to leave at noon hour. They are required to sign out at the office prior to leaving. This is a privilege and not a right. Students may lose the privilege due to misbehavior,

to complete missing assignments or at the request of parents or guardian. This helps to track student location in times of emergencies. In the fall a parent permission form will be available and must be returned to the school.

Students are **NOT** allowed to leave the school during the transitions between classes.

## **GCS Use of Personal Electronic Devices (NWSD AP 145)**

- GCS staff will work collaboratively with the SLC members and the SCC to develop a plan.
- Grades K-8 PED's are not permitted in class for any reason. They need to be out of sight and on silent. The staff reserve the right to collect PED's during instructional time.
- K-7 are not to use PED's during recess or lunch.
- Grades 9-12 PED's - may allow PED use in limited instances for instructional use only. The staff is to notify administration and parents of PED use as outlined in number 5 (Division Policy).
- GCS/NWSD is not responsible for any lost, damaged or stolen PED's
- PEDs are not permitted during any school assembly, pep rally, or guest speakers that take place during the school day in the school.
- PEDs shall be permitted during travel time for field trips and extra curricular as decided by the supervising staff.
- For the purposes of this procedure, the term Personal Electronic Devices includes, but is not limited to, cell phones, smartphones, tablets, smart watches, headphones, personal computers, e-readers and portable video game systems. Grade 10 -12 can use their personal computers during class time with previous permission from staff.

### Disciplinary Action

1. If a student's PED is seen and/or the student is using a PED during instructional time, the device will be taken away until the end of the period.
2. If a student's PED is seen and/or the student is using a PED during instructional time a second time, the device will be taken away and sent to the office for the day. The student can pick up the PED at the end of the day.
3. The next time a PED is sent to the office, a parent/guardian will be required to pick up the phone by the end of the day.
4. If PED's continue to be a problem, then a meeting will be arranged for the student, parent/guardian and staff.

## **Transportation**

### **Bus**

Transportation by bus comes under the jurisdiction of the school. Students must comply with the bus driver in accordance with the terms of the Northwest School Division Board Busing Policy which states

that “Student conduct on school buses shall be consistent with that expected of the student in the classroom.” Transportation of students is a privilege, not a right. Whenever the behavior of a student interferes with the safety or comfort of others on the bus, the privilege of riding on the bus may be temporarily or permanently revoked. Bus drivers will report inappropriate student behavior to the school administration and to the Supervisor of Transportation in a written “Student Conduct Report”.

The following general rules shall be observed:

- Conduct must be orderly at all times.
- Shoving or pushing will not be permitted while boarding or alighting from the bus.
- There is to be no moving around on the bus while such vehicle is in motion.
- Students must remain in their assigned seats, facing forward and out of the aisle, until the bus comes to a complete stop.
- Students are not to have head or arms out of open windows.
- Students are to refrain from throwing articles on the bus or from bus windows.
- Students are to refrain from distracting the driver while the bus is in motion.
- Students must wait in the proper loading zone for their bus. Upon alighting from the bus, students’ will cross the road, where necessary, three meters in front of the bus in view of the driver and under the protection of the flashing bus signals.
- No smoking, vaping or alcohol will be allowed on a school bus.

During the winter we expect all students to wear appropriate clothing: this means a warm jacket, boots, headgear and gloves or mitts. It is especially important for bus students to be dressed properly in case of emergencies. Bus drivers can refuse to transport students who are not dressed appropriately.

### **Travel to Extra-Curricular Activities**

It is recognized that students do bring vehicles to school for extracurricular activities. However, only parents, community coaches, teachers, teacher aides and/or bus drivers are allowed to transport students to extracurricular events. If parents, teachers, teacher aides and/or bus drivers are unavailable, students will not participate in that event. If a student is involved in a practice at a venue other than GCS, the student may, with the written permission of a parent, travel to the venue unaccompanied.

### **Student Parking**

Students have designated parking, and they are to park in an orderly way and not block other vehicles or park on the approach. Students are NOT to park by the garbage and recycle bins. If your vehicle is parked unreasonably, you will be asked to move it immediately.



## Discipline Policy

Every pupil shall be accountable:

- To the staff for their conduct on the school premises during the school hours and during such hours as the staff oversees the pupil in class or while engaged in authorized school activities conducted in out-of-school hours.
- To the principal for their general deportment at any time that they are under the supervision of the school and members of the teaching staff, including time spent traveling between school and their place of residence. (Excerpt from the Education Act) b)

Students are subject to the general discipline of the school. The Education Act and Northwest School Division Policy allows for suspension of students when warranted.

Expectations for Behaviour:

- All students are responsible to all staff members.
- Students will treat other students, staff, parents, and guests with respect.
- Students will use appropriate language in our school and on the school grounds.
- Students will show respect for personal and school property.
- Students will contribute to creating a productive and supportive learning environment.

### Group 1 - Minor Violations

Minor violations are actions that cause small annoyances and inconveniences, that violate a principle of etiquette, are non-violent and interfere primarily with the students' own learning.

For example, minor violations include such behaviors as **but not limited to**:

- Unexcused lates/absences (for school or class)
- Disruptive behaviour
- Not prepared for class
- Spitting in the school
- Violating dress code
- Littering (inside and outside)
- Writing on desks and lockers
- Running in the hallways
- Leaving the school during transitions

Minor violations may initially result in a verbal reprimand. However, if the behavior persists despite the verbal reprimand, the student is asked to fill out a Behaviour Incident Form stating that they were involved in the actions stated.

If a student accumulates three (3) recorded infractions within a thirty (30) day period, they will be held accountable for their actions. The student will be asked to perform some type of work around the school or engage in some extra academic pursuit.

The principal will notify parents of the incidents and the disciplinary action taken. (It should be noted that persistent minor offenses might be regarded as blatant defiance of authority and therefore constitute a major violation.)

## Group 2 - Major Violations

Major violations are actions that cause physical, social or emotional harm to another person, that blatantly violate the expected code of conduct for students, or which inflict significant cost to another person. Major infractions include such behaviors as:

- Teacher defiance and/or disrespect
- Wrestling /play fighting
- Fighting
- Inappropriate language
- Swearing at a staff member
- Chronic disruptive behavior
- Vandalism
- Bullying/intimidations, name-calling - threats to others
- Theft
- Harassment
- Racial or sexual comments
- Alcohol/drug use on school property or at school sponsored functions
- Bringing weapons to school
- Inappropriate sexual behavior
- Smoking on school property or in sight of the school (All students)
- Leaving the school premises without Permission (K – 9)

The student is asked to fill out a Behaviour Incident Form stating that they were involved in the actions stated and the matter is referred to the school administration. The student may be subject to the following disciplinary measures, depending upon the nature and frequency of the action involved:

- ½ day in-school suspension
- 1 - 2 day in-school suspension
- 1 - 3 day out-of-school suspension
- 4 - 10 day out-of-school suspension (includes involvement of Discipline Committee)
- Indefinite suspension (involves referral to Discipline Committee and Board of Education; may involve a recommendation for expulsion)

Parents are notified at every step and behavior is documented.

## Bullying Policy

### Definition

An individual is bullied when he or she is exposed to negative actions causing emotional, psychological, and/or physical harm and is consistent and repetitive by an individual or group. Bullying can be verbal, physical, relational or reactive. Bullying involves an imbalance of power, creates fear, and is not gender specific.

### Types or Forms

Bullying can come in many forms and is not limited to the following examples:

- Verbal Bullying - arguing, put-downs, threats, gossiping, racial/ethnic slurs, name-calling, taunting, intimidations, harassment and rumors.
- Physical Bullying - hitting, kicking, pushing, shoving, punching, slapping, physical violence, attacks, stealing, vandalism, graffiti and destroying personal property.
- Other Forms of Bullying - inappropriate sexual comments or actions, public humiliation, social rejection, cyber bullying and websites and/or chat rooms targeted to individuals.

### Steps to be taken

A safe, positive school environment requires a high degree of responsibility from the students. Students are expected to follow these 6 steps to stop bullying

1. Find a staff member & report – Staff member will report to Admin
  2. Find the same teacher & report - Admin will meet with the bully and parent
  3. Admin will suspend & possible discipline hearing
  4. Contact police
- Suspensions could occur at any step
  - Police may be contacted at any point in this process
  - Documentation is important at all steps

### Determine consequences.

Consequences for students involved with bullying behavior are carefully considered after a thorough investigation and may include, but are not limited to the following:

First Offence: Administration will document and speak to the report of the bullying behaviour.

Second Offence: First Offence procedures will take place, parents will be contacted, and in/out school suspension may occur

Third Offence: First and Second Offence procedures will take place. The student will then receive an out of school suspension.

**Fourth Offence:** First, Second and Third Offence procedures will take place. The student will then receive a 1-2 day school suspension.

**Fifth Offence:** First, Second, Third and Fourth Offence procedures will take place. The student will then receive suspension and a discipline meeting will be held.

## Academics

### Credit Requirements for Grade 12's – 24 Credits are required to Graduate

| Grade 10  | Grade 11  | Grade 12   |
|---|---|--|
| <i>minimum 8 cumulative credits</i>   | <i>minimum 16 cumulative credits</i>              | <i>minimum 24 cumulative credits (5 of which must be at level 30)</i>                                    |
| <b>Compulsory Courses:</b>  | <b>Compulsory Courses:</b>                        | <b>Compulsory Courses:</b>   |
| English Language Arts A 10 and English Language Arts B 10                         | English Language Arts 20                          | English Language Arts A 30 and English Language Arts B 30  |
| Social Studies 10, History 10 or Native Studies 10                                |   | Social Studies 30: Canadian Studies, History 30: Canadian Studies or Native Studies 30: Canadian Studies |
| One Science at level 10   | One mathematics at level 20                       |  |
| One mathematics at level 10   |   |  |
| Three electives at level 10, 20 or 30   |   |  |
|   | One science at level 20 or 30 *                   |  |
|   | One social science at level 20 or 30              |  |
|   | Six additional elective credits at level 20 or 30 |  |
| Two credits in arts education or practical and applied arts at level 10, 20 or 30 |   |  |
| One of: Wellness 10, Physical Education 20 or Physical Education 30               |   |  |

## Credit Requirements for Grade 10 & 11's, 12's – 24 Credits are required to Graduate

| Grade 10  | Grade 11  | Grade 12   |
|---|---|--|
| minimum 8 cumulative credits  | minimum 16 cumulative credits                       | minimum 24 cumulative credits (5 of which must be at level 30) |
| <b>Compulsory Courses:</b>  | <b>Compulsory Courses:</b>                          | <b>Compulsory Courses:</b>                                     |
| One English language arts at level 10   | One English language arts at level 20               | One English language arts at level 30                          |
| One of: Social Studies 10, History 10, or Native Studies 10                       |   | One Canadian Studies at level 30                               |
| One mathematics at level 10   | One mathematics at level 20                         |  |
| One science at level 10   |   |  |
| Four electives at level 10, 20 or 30  | One science at level 20 or 30 *                     |  |
|   | Seven additional elective credits at level 20 or 30 |  |
| Financial Literacy at level 10  |   |  |
| Two credits in arts education or practical and applied arts at level 10, 20 or 30 |   |  |
| One of: Wellness 10, Physical Education 20 or Physical Education 30               |   |  |

## Course Load

The school does not encourage Division IV students to drop classes for the following reasons:

- Students who drop classes close off future opportunities. Often students change their mind about what they want to do after graduation.
- Students who drop classes run the risk of being short of credits for graduation.
- Often there is less commitment to school if students have too many work periods .
- If, however, a student decides to take a work class in grade 12 they are certain limits.

**Students need to take 4 classes per semester to be deemed a full-time student. A part-time student will NOT be allowed to participate in any extra-curricular events during the semester.**

- Students who drop a class and are not taking a DLC class will be required to stay at school and work in the classroom of the class they are no longer taking. Any other arrangements need to be made with the Administration and the parents.
- Students taking online classes will be permitted to work in the Library on those classes as long as expectations of the Library are met.
- In order for students to drop a class they need to fill out a form and have their parents and Administration sign it.

- Dates to drop classes – Term 1 – November 21 and Term 2 – March 27

| Grade 10                      | Term | Grade 11                         | Term | Grade 12                    | Term |
|-------------------------------|------|----------------------------------|------|-----------------------------|------|
| ELA 10 - Compulsory           | 1    | ELA 20 Compulsory                | 1    | ELA 30A Compulsory          | 1    |
| Work Place 10 Compulsory      | 1    | Work Place 20 Compulsory         | 1    | Work Place 30               | 2    |
| PreCalc 10 Compulsory         | 2    | Health Science 20 Compulsory     | 1    | Health Science 20           | 1    |
| Wellness 10 Compulsory        | 1&2  | Physical Education 20 Compulsory | 1&2  | Physical Education 30       | 1&2  |
| History 30 Compulsory         | 2    | History 30 Compulsory            | 2    | Biology 30                  | 2    |
| Financial Literacy Compulsory | 1    | Financial Literacy Compulsory    | 1    | Financial Literacy          | 1    |
| Psychology 30 Compulsory      | 2    | PreCal/Foundations 20 Compulsory | 2    | Psychology 30 Compulsory    | 2    |
| Online 2 classes Compulsory   | 1&2  | Biology 30                       | 2    | PreCalc 30                  | 1    |
|                               |      | Online 2 classes Compulsory      | 1&2  | Online 2 classes Compulsory | 1&2  |

## DLC

If a student requires an additional course that the school is not able to offer there are online options available with SaskDLC. Classes will be discussed with the student, guidance teacher and the school administration before the school proceeds. Grade 10, 11 and 12's will be required to take 1-3 online courses through the DLC. Courses offered at the school will not be approved through DLC.

## School Assessment Policy

### Teacher Responsibilities

- Develop a comprehensive course plan/outline
- Foster student involvement by seeking input and ideas during the course planning phase.
- Share the finalized course plan on Edsby for transparency and reference
- Define clear expectations through assignments with explicit success criteria, collaboratively established where appropriate.
- Utilize rubrics and exemplars to illustrate expectations and guide student understanding.

- Foster student goal-setting opportunities to align with course outcomes.
- Embrace a variety of assessment methods catering to both formative and summative approaches:
  - Assessment for Learning: Utilize diverse tools to gauge understanding, adapting instruction accordingly.
  - Assessment as Learning: Empower students to reflect on their learning process and set future goals with teacher guidance.
- Feedback and Self-Assessment:
  - Offer constructive feedback through verbal, written, or multimedia formats. Through, peer feedback, self-assessment and check-ins.
- Ensure all courses include:
  - Balanced assessment approach:
    - Engage students as active participants in determining how their learning will be demonstrated.
    - Provide opportunities for students to make connections and demonstrate their knowledge, skills, abilities, values, and attitudes in diverse ways
  - Differentiated materials and assessments as needed to accommodate diverse learner needs
  - Triangulated data sources: gather evidence from conversations, observations, and products to provide a comprehensive view of student learning.
- Implement assessment practices that honor and respect diverse cultural backgrounds and perspectives.
- Ensure assessments are culturally sensitive and relevant to all students.
- Incorporate diverse cultural references and examples in assessment materials and tasks.

### **Clearly Informing Stakeholders**

- Regularly update Edsby with assessment results and progress updates.
- Share gradebooks and assignments with stakeholders to foster transparency and collaboration
- Provide clarity on all assigned tasks, including:
  - Clearly communicating achievement standards and criteria using tools such as rubrics, checklists, demonstrations, and exemplars.
  - Specify clear due dates for assignments.
- Implement a Missing Evidence Plan for overdue assignments, including:
  - Flag overdue assignments on Edsby
  - Send messages to students and caregivers
  - Negotiate reasonable accommodations for submission of work, which may include:
    - an alternate or adapted assignment
    - additional supports
    - provide peer support for the student;

- student completing work outside of school hours such as lunchtime or after school;
- A zero grade may only be included in final grade calculations after multiple intervention attempts and attempted parent communications have occurred

### **Student Responsibilities**

- Re-submitting Evidence of Learning
  - Students have 1 week to hand in as assignment. After the week they can hand in what they have complete or receive '0' if nothing handed in.
  - Students wishing to resubmit evidence of their learning (one per outcome) must contact their teacher within **2** days of receiving their initial assessment.
  - All students are eligible to resubmit evidence of their learning provided they adhere to the designated relearning procedures.
  - Plan will outline:
    - A timeline for resubmission
    - Procedures for the student to demonstrate relearning before being granted permission to resubmit evidence, which may include:
      - Completion of additional tasks related to the learning outcome
      - Attendance at a tutorial or supplementary session

## **Medication Policy**

Parents or guardians are required to inform the administration of any medical conditions or precautions that might endanger the health and/or safety of their child. This information will be entered into the student data system and shared on a need-to-know basis (coaches, supervisors, etc.)

Teachers or Educational Assistants are not permitted to administer prescribed medication or medication of any kind to a student without a consent form signed by a parent and the family physician. *Consent given by telephone is not valid and will not be accepted. Please refer to AP 316 for details on the NWSD website.*

## **Visitors**

All visitors are to report to the office before proceeding into the school. In the interest of student safety, security, to assist the teacher with the delivery of instruction and to promote learning with minimal disruption, **ALL** visitors to the school (including parents/guardians and other family members) must sign in at the office upon arrival. The high school is not a public building open to any visitor wishing to wander the halls. This high school reserves its right to refuse visitor's access to the students and facilities.



## Student Services

- **Guidance Counselor** – Mrs. Hicks provides this service to students from Monday through Friday. She meets with students as necessary to assist students with applications and scholarship information. There is also a group on Esdby to find information for students and parents.
- **Educational Psychologists** – The school division provides the services of Educational Psychologists for students referred by the Student Services Support Teacher, classroom teachers and school administration. The service is provided in consultation with parents/guardians.
- **Speech Language Pathologist** - SLP services are available. Therapist provides diagnostic services and approves individualized programs for specific students.
- **Occupational Therapists** – OT services are available. Therapists provides services on a rotation as needed for individual students.
- **NWSD Counsellor** – Mrs. Blais - NWSD provides counselling services for students during the school day as needed. This service is available upon request and are arranged in consultation with parents.
- **Wellness Coordinator** – Mrs. Greening - Will work with school staff to support physical and mental wellness in students from kindergarten to Grade 12

## Extracurricular

### ATHLETIC POLICY

The purpose of this policy is to guide staff, students, and parents in their participation in the GCS Athletic Program, and to assist in the development and well-being of all participants. This policy cannot cover all of the circumstances that may arise in the administration of an organized athletic program, and is not intended to be a substitute for common sense in the administration of the program.

Clearly, participation in inter-scholastic athletics is a privilege, not a right, for both coaches and student-athletes, and by extension, parents of student-athletes. Thus, along with that privilege, participants must accept several responsibilities that will be articulated in this policy. Ultimately, all policies and expectations outlined hereafter are intended to provide all athletes and coaches an environment in which the growth and wellness of all participants are vigilantly safeguarded.

### Philosophy

The Athletic Program at GCS shall be based on the following premises:

- Values and fair play direct our athletic program, and therefore must always prevail.
- Inter-scholastic athletics is an important part of the overall educational program.

- The inherent goal of school athletics is to help young people develop skills that will be significant and positive factors throughout their lifetime.
- Inter-scholastic athletics provides an enrichment opportunity for students who display strong interest and aptitude in athletics.
- While athletics is one of the key areas in the total operation of the school's program which is exposed to public display, focus will remain on the personal development of the student rather than on the enhancement of the school's prestige.
- Community-building through cooperative programs and friendly competition with other schools is a goal of this program.
- Participation in the Athletic Program is a privilege that participants must reciprocate with responsible deportment, full commitment, and the display of values.

### **Participation**

- It is expected that all student-athletes will conduct themselves within the objectives of the mission statement of GCS. Student-athletes are also expected to be in full attendance and are also expected to maintain their academics to the best of their abilities.
- For student safety, students absent from school due to illness or skipping beyond a half day are not permitted to participate in any activity, practice session, or interscholastic competition on that day.
- Students suspended from school, either in-school suspension or out-of-school suspension, are not permitted to participate in any school-related activity for the duration of the suspension.
- Practices are essential for proper conditioning, improvement of technique, and the orderly progression and development of the total team. Athletes are required to attend all scheduled practices unless absent due to illness or excused by the coach. Appointments, if at all possible, should be arranged so they do not conflict with practices or games. Coaches, in consultation with athletes, are responsible for setting the practice schedule during vacation periods. Students are encouraged to attend practices scheduled during vacation periods unless they are excused by their parents in advance.
- Student-athletes are expected to maintain a satisfactory level of effort in their academic endeavors. If, in the opinion of classroom teachers and the coaches, a student-athlete is not maintaining reasonable academic effort, he/she may be deemed unable to participate in an activity. This will be done in consultation with the principal.
- Tobacco use, use of drugs or any controlled substances, and consumption of alcohol are prohibited, and could be cause for suspension or dismissal from the team if the violation occurs during the school year. Each coach, in consultation with the athletic director and the principal, will determine the appropriate course of action in such an event.
- Students engaging in activities that are not edifying to their school, their teammates, and themselves may be subject to suspension or dismissal from the team if the violation occurs during the school year. Each coach, in consultation with the athletic director and the principal, will determine the appropriate course of action in such an event.

## School Dances

Throughout the school year, the Student Representative Council (S.R.C.) may host several school dances for students in grades 7 - 12. School dances will be held in the school gymnasium as long as the following regulations are adhered to:

1. The principal is informed well ahead of time that there will be a school dance. The principal shall then notify the R.C.M.P. to inform them of the date of the upcoming dance. It is the responsibility of the elected S.R.C. executive to notify the School Community Council Chairperson of the upcoming dance.
2. All doors shall be locked at least one hour from the commencement of the dance and all exit doors shall remain closed throughout the dance. Students are not allowed to leave the premises and return after this time. Persons who arrive at the dance following the closure of the doors shall be admitted only if advance arrangements have been made with the staff supervisors.
3. The dance shall end no later than 12:00 a.m.
4. There shall be eight parent chaperones and two teachers, or 1 teacher and one support staff, at each school dance. The responsibility of obtaining the chaperones shall be that of the Glaslyn Student body.
5. The staff members present shall determine whether lighting is sufficient, and sound level is acceptable. They shall also allocate duties to the parent chaperones.
6. Alcohol, drugs and smoking are not allowed on the premises. Anyone found in possession of, or under the influence of alcohol or drugs, will be asked to leave. Parents will be contacted and requested to pick up their child if a student is suspected of drinking or under the influence of drugs. The R.C.M.P. may also be notified. The student may also face an out-of-school suspension.
7. The S.R.C. shall ensure that confectionaries, soft drinks and/or juice are available to the students attending the dance.
8. Washroom facilities will be made available to the students.
9. The chaperones shall have authorization to end the dance if, in their opinion, conditions necessitate this type of action.
10. There must be four members of the elected S.R.C. present at each dance.
11. A student committee shall clean the gymnasium immediately following the dance.
12. The S.R.C. shall be responsible for all damages incurred at student dances.

Any persons who do not abide by these guidelines will be asked to leave immediately and not be allowed to return. They will also be excluded from the next school dance and may be subject to further disciplinary action.

## Community Use of GCS

The facilities of GCS are developed for the use of its students. However, facilities that are under the jurisdiction of the Northwest School Division #203 are available to community groups whose main purpose is promoting cultural, educational and recreational advancement in the community. School related activities held within the school shall have priority over community activities. Rental and janitorial fees may apply. Rental rates, if applicable, are established by the School Community Council and approved by the Board of Education annually.

The community use of the GCS facilities shall comply with Community Use of Facilities policy 545 of the Northwest School Division #203. This policy is designed to facilitate responsible use and maintenance of the school building and grounds. **Find the rental request form online or school administration.**

## Awards

Awards day is held in the middle of June.

GCS awards are given to students who have achieved success through academics and/or school involvement. It is our belief to honor the many outstanding achievements that occur during the school year(s).

The number of awards available to GCS students is extensive. These awards have been categorized into:

- a) Academic Scholarships
- b) Athletic Awards
- d) Other Awards
- e) Scholarships

### Academic Awards

#### Division I & II Awards

- a. English Language Arts
- b. Math
- c. Perseverance
- d. Growth

#### Division III Awards

- a. English Language Arts
- b. Math
- c. Science
- d. Social Studies
- e. Perseverance

#### Division IV Awards

- a. English Language Arts
- b. Math
- c. Science
- d. Social Studies/Humanities

- e. Academic Excellence (highest cumulative average in each grade)
- f. Honor Roll (cumulative average of 80%+)
- g. Honor Roll with Distinction (cumulative average of 90%+)

### **Athletic Awards**

“Outstanding Athlete of the Year” awards given to a Jr (7-9) Boy and Girl, and Sr Boy and Girl (9-12) (Not necessary a Gold Athlete.) Athletes will be chosen based on their involvement in the number of extracurricular sports, attitude, coach ability, leadership, and sportspersonship. Coaches and teachers will use the point system, the coachability rubric, and their professional judgment when picking the most suitable candidate.

#### **Athletic Points**

50 pts Cross-Country  
50 pts Badminton  
50 pts Basketball  
50 pts Golf  
50 pts Track and Field  
50 pts Volleyball  
50 pts Provincial's  
50 pts Regionals  
40 pts Divisions  
30 pts Districts  
30 pts Jr Districts

**Gold Athlete:** students who has completed 200+ points, and is eligible for the Outstanding Athlete of the Year

**Silver Athlete:** students who has completed 100-199 points; if no Gold Athlete is awarded, a silver athlete is eligible for the Outstanding Athlete of the Year.

**Bronze Athlete:** students who has completed 50-99 points

### **Academic Scholarships**

The Awards Day committee will be comprised of the GCS staff. Any staff member whose child has been nominated for an award will remove him/herself from the room. All marks will be rounded either up or down by the awards committee and will be based on all marks accumulated to and including term 4 and any other criteria specific to an individual award. There are several awards available to students in this category. These awards are split into five categories which reflect a variety of recognized intelligences. If, after reading the selection criteria, students that may be eligible for one or more of these awards must submit a one, properly worded, 250-400-word essay, per award, which explains why you should be selected. Students in grade 11-12 may apply.

Included in student's essay:

1. The name of the award the student is applying for
2. An explanation of why the student would be worthy candidate
3. A list of related accomplishments and official record of such achievements
4. The degree or certification the student is working toward.

5. An indication of the post-secondary institution the student is planning to attend.

All awards are to be spent on post-secondary education at a recognized vocational school, academics of learning, colleges, or universities. Funds are released when Glaslyn Central School receives official documentation of tuition payment. The onus is on the recipient to supply such documentation. As a recipient, the student will have until September 15, two years post grade 12, to confirm course of study. If the award is not officially claimed by this time funds are lumped together with the next year's allocation. No one person may receive more than two awards.

Submit your essay to Glaslyn Central School by June 7. The award committee will review your submission and winners will be chosen.

**Academic Scholarship \$100:** Based solely on best average in a select number of purely academic classes. Classes include: ELA 30A, ELA 30B, Hist 30, Math 30 (workplace or precal or cal), Bio 30, Chem 30, Phys 30. Money paid toward fulltime tuition at a recognized University or Technical Institute. Funds are released when copy of receipt is submitted.

**PAA Scholarship \$100:** Based solely on best average in a select number (4) of PAA classes. Included are both pure and survey classes from grade 10-12. Classes include: Entre 30, Info Pro 30, Law 30, PAA 20/30, Ag Tech 30, Apprenticeship, any other online PAA course. Money paid toward fulltime tuition at a recognized University or Technical Institute. Funds are released when copy of receipt is submitted.

**Fine Arts Scholarship \$100:** Based partially on best average in a select number of Fine Art classes and partially demonstrated ability in music, drama, visual art, and/or design. Classes include: All Fine Art marks from grade 10-12, including correspondence. Money is paid toward full time tuition at a recognized Arts School, Music Conservatory, or a University. Funds are released when copy of receipt is submitted.

**Citizenship Scholarship \$100:** The award is in recognition of active participation in community service. The service must be officially recognized by a committee such as the Glaslyn Rec Board, NWSD, Elks, Legion, etc. Services may include coaching, maintaining diamonds, work with seniors, etc. Onus is on the potential recipient to provide proof of service OR award may be granted to the student demonstrating outstanding service to the school community. This may be above and beyond the Recognition Award. The recipient's grade average, in their senior year, must be high enough to qualify for entrance to postsecondary education. Money is paid toward tuition at a recognized postsecondary institution where recipient is pursuing a professional degree or diploma. Funds are released when copy of receipt is submitted.

**Athletic Scholarship \$100:** this award is based on a student who has completed 200+ athletic points, and who has the best cumulative average in physical education class- marks from Wellness 10, PE 20, and PE 30. Grade 11: money is paid toward fees or expenses incurred while attending athletic conditioning, training, or selection camps at the provincial level. Funds are released upon receipt of official invitation and description of fees. OR Grade 12: Money is paid toward full time tuition at a recognized post-secondary institution where recipient is pursuing

**SCC – Criteria determined by the SCC**

#### **Other Awards**

Drama  
Student Leadership

## PERMISSION FORM FOR STUDENTS TO LEAVE AT NOON HOUR

Date: \_\_\_\_\_

This is to inform you that my son(s)/daughter(s) has/have permission to leave the school at the noon hour.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Leaving During the School Day

Students leaving the school during their scheduled class time or work period are to report to the school administration before they leave, signing out at the office. At this time, they may be asked to contact their parents to confirm their departure.

Students in Grades 6-12 are permitted to leave at noon hour. They are required to sign out at the office prior to leaving. This is a privilege and not a right. Students may lose the privilege due to misbehavior, to complete missing assignments or at the request of parents or guardian. This helps to track student location in times of emergencies. In the fall a parent permission form will be available and must be returned to the school.

Students are **NOT** allowed to leave the school during the transitions between classes.

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Parent Signature