

G.I.S.S. HANDBOOK



Guiding Individual Student Success

TABLE OF CONTENTS

Procedures

1. Daily Schedule
2. Flex Block
3. School Fees
4. Lost and Found
5. Lockers
6. Extra-Curricular Athletics
7. Shop Policy
8. Field Trips
9. Communication
10. Inclement Weather

Student Expectations

11. Attendance
12. Student Drivers
13. Code of Conduct
14. Appropriate Dress
15. Drug, Alcohol and Tobacco Policies
16. Plagiarism
17. Theft and Vandalism

Safety

18. First Aid
19. Emergency Preparedness/Safety
20. Violence Prevention Policy
21. Harassment
22. Internet Safety and Electronic Devices

Course Information

23. Course Choices
24. Graduation Requirements and Provincial Exams
25. Parent Teacher Conferences
26. Assessment
27. Reports
28. Honours Standing and Academic Distinction
29. Alternate Programs

PROCEDURES

1. DAILY SCHEDULE

	DAY 1	DAY 2	DAY 3	DAY 4
8:55 - 10:10	A	B	C	D
10:10 - 11:10	Flex Block	Flex Block	Flex Block	Flex Block
11:15 - 12:30	B	C	D	A
12:30 - 1:30	Lunch	Lunch	Lunch	Lunch
1:35 - 2:50	C	D	A	B
2:55 - 4:10	D	A	B	C

2. FLEX BLOCK

During Flex Block, teachers may extend their first block class to expand learning and provide opportunities for enrichment. Students, in good standing, may ask their first block teacher to sign them in to work with another teacher during Flex Block or to do independent study in the library.

3 . SCHOOL FEES

Student Fees	
The fee structure will apply as follows:	
Student Activity Fee – includes student agenda, textbook rental, school calendar, locker rental, activity fee	\$30
Fee plus yearbook option	\$75
Athletic Travel	\$20/activity
Course Fees	
Art 9/10	\$10
Art 11/12	\$10
Technology Education (other fees are project based and will vary)	\$20
Extra-curricular Field Trips – costs vary depending upon the activity	

“If the above fees shall cause financial hardship, we will accept payment by installments (one or more post-dated cheque[s]). For cases of serious need, we can make other arrangements. All schools in School District #64 (Gulf Islands) have a School Fees Waiver Policy. In the event of an inability to pay, please contact the principal at 250 537 9944 . All requests will remain CONFIDENTIAL.”

4. LOST AND FOUND

Students should turn in found articles to the office. If you have lost any belongings, check at the school office at lunch or after school.

5. LOCKERS

Lockers will be made available to all students at Gulf Islands Secondary School for their personal use. Lockers are the property of the school.

- Lockers are issued to all registered students upon receipt of school fees.
- Students are responsible for maintaining their lockers in good condition.
- Lockers are subject to checks and searches at any time.
- Valuable items should not be kept in lockers.
- The school will not be held responsible for items lost or stolen from lockers.
- Students must only use lockers that are assigned to them.
- Lockers must be cleaned out by the last day of school exams in June.

6. EXTRA-CURRICULAR ATHLETIC POLICY

Gulf Islands Secondary School recognizes the value of extra-curricular activities to:

- Help develop self-esteem
- Challenge student talents and abilities
- Provide enrichment for students
- Help students explore a wide variety of activities
- Provide for healthy competition
- Provide students with opportunities to develop leadership skills

Process for Gym Use:

- All users are expected to wear clean appropriate attire. Gym shoes are to be clean and free from mud, pebbles and other material which will cause damage to the surface of the floor.
- A staff member or coach must be present in the gym/weight room area at all times. Students must be certified to use the weight room independently.
- Gym and weight room must be cleaned up after each use and broken equipment must be reported to staff immediately.
- Users are expected to refrain from bringing food and drinks into the gym, with the exception being water in plastic containers.
- School equipment storage areas are to be accessed by school staff only.

Student Athletes are expected to:

- Achieve academic potential by working in curricular courses to the best of their ability.
- Fulfill classroom expectations.
- Conform to school expectations regarding good conduct, attendance, drug and alcohol use, tobacco use, violence, communication, theft and vandalism, and dress.
- Behave within the bounds of the “Code of Conduct” as defined by B.C. School Sports, and CVIAA.
- Maintain full-time status.
- Communicate relevant information to parents, staff and coaches. This includes return of the “Player-Parent Information” form, submission of Medical Form, advising teachers ahead of time about missed classes and collecting homework for those classes the day before.
- Cover all costs of travel and any required accommodation. Pay initially an Athletic Travel fee of \$20 per team to the coach to cover league costs. Be ready and willing to fundraise to offset additional costs, or pay their own costs.
- Sign out a uniform and return it at the end of the season in good condition. Where necessary students may need to purchase their own uniform.
- Be ready and willing to officiate at the games of other teams.

- Attend all practices and games and when unable to do so, to notify their coach beforehand.

7. SHOP POLICY

All students must be supervised by a trained adult when in the shop. Students must complete safety courses before taking any shop related courses.

8. FIELD TRIPS

Students must adhere to all school expectations while on educational field trips. Please refer to school district Policy 585.

9. COMMUNICATION

GISS uses a variety of methods to keep whole community informed about important events.

Email: GISS has a family email list. By voluntarily providing your email address to Clare at the office, (cnuyens@sd64.bc.ca), you will be better informed about events, opportunities and successes at our school.

GISS App: The GISS app is a tool for students to access their schedule and daily announcements. Students can use the app instead of a printed planner.

Website: The Gulf Islands School District has an excellent website: www.sd64.bc.ca From here, you can find information about all schools and programs in our District and, more importantly, access the GISS website: www.gulfislandssecondary.ca

BLOG: Attached to the GISS website is a valuable news “BLOG” with a chronological listing of GISS messages sent to families.
<http://gulfislandssecondaryschoolnews.blogspot.com/>

Daily Announcements: Also located on the GISS website are “Daily Announcements” messages to our students.
<http://gisssdays.blogspot.com/>

Telephone: GISS uses an automated telephone system to send urgent messages out to all families of our school. For example, a last minute event cancellation. Please provide the school with your current phone number.

Facebook Page: Our Facebook page is always being updated with new and important school related information.
<https://www.facebook.com/GulfIslandsSecondary?ref=hl>

10. INCLEMENT WEATHER

There are three possible scenarios for inclement weather:

1) Buses running on main roads only

Schools are open as normal but the buses will be running on the main roads only. Parents should listen to one of the following radio stations to hear announcements regarding bus service: CJSU 89.7 FM Duncan, CBC Radio 1 690 AM, CBC Radio 1 Victoria 90.5 FM and CFSI 107.9 FM Salt Spring.

See the following link for a main roads only schedule:

<http://sd64.bc.ca/wp-content/uploads/2012/01/mainroads20130107.pdf>

2) Buses and/or water taxis not running, but schools open

Most students will likely not attend, but school is open. Parents should listen to one of the following radio stations to hear announcements regarding bus service: CJSU 89.7 FM Duncan, CBC Radio 1 690 AM, CBC Radio 1 Victoria 90.5 FM and CFSI 107.9 FM Salt Spring. Please use your discretion to decide if it is safe to transport your child to school.

3) Schools closed

Only in the most extreme cases would the school actually be closed. In this situation, please check our facebook page (<https://www.facebook.com/GulfIslandsSecondary>) OR our blog (<http://gulfislandssecondaryschoolnews.blogspot.ca/>) AND announcements will again be made on the radio.

*** Notices are also often posted on the front page of the district website in all three scenarios.**

STUDENT EXPECTATIONS

11. ATTENDANCE

Research clearly demonstrates that regular attendance positively impacts student engagement and achievement. Gulf Islands Secondary School believes that student attendance is a shared responsibility for students, parents/guardians, teachers and school administrators. The purpose of the policy is to help encourage regular attendance so that students can achieve success throughout their secondary years.

Attendance Monitoring Procedures

If a student's absences are negatively impacting their academic achievement and/or the class environment, the teacher will discuss these concerns with the student. The teacher may consult with the student's other teachers before contacting the their parents/guardians.

If a student's attendance does not improve, and continues to have a negative impact on their academic achievement and/or class environment, the teacher will notify the office.

Action may be an administration, or counsellor, meeting with student and parents/guardians; a referral to School Based Team; and/or formal email notification of concerns to parents/guardians, as deemed appropriate.

Follow up with the referring teacher will be done regarding actions taken and any further recommendations.

Student Absenteeism Reporting:

If your child is absent please let us know by reporting the absence through our on-line absence reporting web form. To do so, follow this link: <http://tinyurl.com/GISSattendance>.

Contact

Claire Nuyens	250-537-9944 (ext. 210)	cnuyens@sd64.bc.ca
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Absences Defined

Excused absences include situations where a student:

- has a documented acute or chronic medical condition or specialist appointments;
- is absent due to a verifiable religious observance;
- is absent due to a death in the immediate family;
- is absent as a result of participation in educational opportunity or special activity as deemed appropriate by school administration;
- is absent as a direct result of legal obligations

Excused absences do not show up student report cards.

Parent authorized absences include absences that the parent endorses such as a family holiday. These types of absences will show up on student report cards.

Unexcused absences include examples where the student chooses to miss class without parent or school authorization.

Long-Term Illness:

If a student is missing or is scheduled to miss more than two weeks of school for medical concerns; parents/guardians can request additional service by calling GISS School Administration (250) 537-9944.

Family Holidays:

Extended family holidays still count as absences. The GISS administration recommends that students and parents/guardians take a proactive approach by communicating with the child's teachers in advance, completing a planned absence form and finishing assignments on time. Planned absence forms can be found in the GISS main office.

Completion of missed assignments:

When a student is absent from class they generally miss one or more assignments. The explanations, clarifications, discussions, opportunities for feedback, and group learning activities that are common parts of everyday classroom experiences are lost. We also recognize the importance of students honoring their commitment to their courses by completing missed assignments in a timely fashion. Every teacher has a slightly different way of handling missed assignments and it is the responsibility of the student and the parent/guardian to obtain this information directly from the teacher.

12. STUDENT DRIVERS

Students must park in the designated student parking lot. Strict attention must be paid to safe, responsible driving on/around school property at all times. The speed limit while driving on school property is a MAXIMUM of 15 km/h. School buses and pedestrians have the right of way at all times. Students driving in an unsafe manner be reported to the RCMP and may have their school parking privileges withdrawn.

13. SCHOOL CODE OF CONDUCT

At GISS we are dedicated to the advancement of learning and social responsibility through **Guided Individual Student Success.**

The purpose of the Code of Conduct is to:

- Promote conduct that supports a safe, orderly and healthy learning environment.
- Establish expectations for conduct while engaged in school functions.
- Promote conduct that supports individual freedoms, rights, and responsibilities.

We believe that as students mature they will:

- Demonstrate increasing personal and social responsibility and self-discipline.

Acceptable student conduct involves:

- Acting in a safe and respectful way towards self and others.
- Demonstrating commitment and respect to learning and the learning environment.
- Avoiding and in no way condoning or promoting discrimination on any basis for an individual or a group, including but not limited to, race, color, ancestry, place of origin, religion, physical or mental disability, sex, or sexual orientation.

Unacceptable Student Conduct:

- Shows a lack of respect for self, others, the school and the learning environment.
- Involves acts of discrimination, bullying, harassment and intimidation.
- Involves illegal acts.

Consequences for Unacceptable Student Conduct:

- Responses to inappropriate conduct will be thoughtful, timely and reasonable.

Notification of violations of the Code of Conduct will be as follows:

- Parents/guardians of offenders and/or victims.
- School staff members where appropriate
- Community services
- School District officials, as required by policy.
- Police and other agencies as required by law.

14. APPROPRIATE DRESS

Inappropriate and/or offensive clothing is not suitable in a school environment.

Students wearing inappropriate and/or offensive clothing will be asked to change into something more suitable.

15. DRUG, ALCOHOL and TOBACCO POLICIES

The Gulf Islands Board of School Trustees prohibits the possession, consumption or use of illicit or non-medical drugs, alcoholic beverages, or other intoxicating substances, including misused prescription drugs, by any student while at school or any school-sponsored activity,

Principles:

- The school will respect all aspects of the School Board Policy on Drug and Alcohol use.
- The school views most seriously the consumption, possession, trafficking or direct association with drugs and alcohol.
- The safety of all persons is of paramount importance.

Process:

- Students will be informed at the beginning of each school year of the school policy involving drugs and alcohol.
- The Principal (and/or designate) will be responsible for assessing a student who is suspected of being involved with drugs/alcohol.
- Students involved or suspected to be involved with drugs and/or alcohol will:
 - remain in the care of school administration
 - have their parent/guardian contacted as soon as reasonably possible
 - be required to leave the school under the supervision of a parent/guardian
 - be required to meet with school administration to determine what is required of the student prior to resuming classes
- In instances where a student is suspected of a second or a serious involvement with drugs/alcohol, the Community Services Drug/Alcohol Youth Outreach Counsellor will be informed.
- The RCMP may be contacted at the discretion of the Principal.

SMOKING POLICY

- Students are not permitted to smoke, or to display tobacco products or smoking paraphernalia including vaporizers or e-cigarettes, on school property. Repeat offences could result in enforcing CRD Bylaws or in suspension from school.

16. PLAGIARISM

Plagiarism is using the work of others as your own. All students must take responsibility for acknowledging the sources of any original work they use. Submitting the work of others as your own is unacceptable. Students found plagiarizing the works of others will receive no credit for that work. Students will get a warning and reduced marks for a first offence, escalating to zero marks on subsequent offences. Parents will be notified and students may be allowed to resubmit assignments by a date determined by the teacher and for a mark determined by the teacher.

17. THEFT/VANDALISM POLICY

Principles:

- Respect for property must be shown at all times.

Process:

- Theft or damage to school property will be treated very seriously.
- Each year the school will establish a Vandalism Fund. Costs for damages to the school will be charged against this fund.
- Students will be required to reimburse the Vandalism Fund for any stolen goods or damage.
- Theft and vandalism may be referred to the RCMP.
- Students involved in a theft or vandalism incident may be suspended.

SAFETY

18. FIRST AID

The names of designated first aid attendants are posted in the main office. Scratches, bruises and other minor injuries will be treated at the school. More serious injuries will require the following procedures:

- Parents will be requested to pick up a student.
- If a parent is unable to come to the school, a staff member may take the student to the hospital.
- An ambulance may be called depending upon the nature of the injury. Parents will be informed as soon as possible.
- An online accident report form will be completed by the school describing the occurrence and the nature of the injury.

19. EMERGENCY PREPAREDNESS

Fire, Lock Down, and Earthquake drills will occur regularly during the school year. Students will be given special instructions by their teachers about the procedures to be followed. Safety Drills must be respected and treated seriously at all times.

20. VIOLENCE PREVENTION POLICY

The school community is to be seen as a society where the individual, both student and adult, can be free from incidents of a violent nature, threats, harassment or intimidation. If the school is to foster a climate of cooperation and mutual benefit, allowing the individual the fullest possible opportunities, then it is also imperative that the school community be a physically and emotionally safe place. Social media portraying inappropriate violence, or otherwise denigrating specific groups or individuals, are prohibited on school grounds unless justified for education reasons.

- The school recognizes a differentiated approach to student discipline depending on the individual circumstance.
- The school believes that students should be provided with opportunities to assume responsibility and be able to learn from their mistakes.
- Communication between the school, parents and students is critical to effectively deal with issues relating to student conduct.
- An accurate record system must be maintained by the school.

FIGHTING

- Any incident of a violent nature which involves the willful attempt to physically harm another person or property will result in removal of the student from school property under the care of a parent/guardian. In a timely manner, the student, together with a parent or adult advocate, will meet with the school's Violence Prevention Committee.
- The Violence Prevention Committee will determine conditions for return to the school.

INDIRECT OR SECONDARY INVOLVEMENT IN VIOLENCE

- Actively inciting, promoting, encouraging or supporting violence is considered a threat to the safety and well-being of the school community. In addition, passive participation as audience/spectator is seen as contributing to a violent situation.
- Any student identified as contributing to violence, either by active encouragement or passive participation as a spectator will be asked to report to the office. An administrator may issue a warning, suspend, or refer to the Violence Prevention Committee.
- The possession of an item that might be potentially dangerous, threatening or intimidating is prohibited on school premises and may be confiscated and turned into the RCMP.

It is important to know:

- If a suspension occurs, a letter will be sent home and an administrator will arrange a meeting with the Violence Prevention Committee.
- Unsafe incidents involving GISS students that occur outside of school time may fall under the same policy.
- A student who is involved in or who witnesses an unsafe incident is encouraged to report as above. The incident will be reviewed by the school administration under the guidelines of the district's policies or the RCMP.

21. HARASSMENT

HARASSMENT, ABUSE AND THREATS

Harassing, abusive or threatening behaviour will be treated as an attempt to harm.

- Harassment is behaviour, including comments and/or conduct, which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals.
- Abuse is behaviour, both verbal and non-verbal, in which the intent is to injure or damage or to express disapproval and condemnation.
- Threats are any behaviour which is seen by the person threatened as intimidating or expressing an intention to injure, harm or damage.

Incidents of a violent nature in which a student is abusive, threatening or harassing to another person will lead to the following action:

- First offence: Immediate suspension to an administrator for documentation and clarification of the school's Violence Prevention Policy. Restitution may be required.
- Subsequent offence: Immediate suspension from school. A copy of the Violence Prevention Policy will be appended to the suspension letter.
- Procedures to follow are described under the Fighting Policy. Violent activity, whether or not on school property or during school hours which involves or affects any member of the school community, is a potential threat to the school environment. Such behaviour will be taken into consideration when making assessments.

22. INTERNET SAFETY and ELECTRONIC DEVICES

Students will be provided with access to the school's computer network after signing a usage agreement.

Principles:

- Successful use of Gulf Islands Secondary School's on-line access to the Internet and the local network requires that users understand and respect that these are shared resources.
- Users are expected to conduct themselves in a legal, responsible, ethical and polite manner while using the Internet or the school network.
- School computers are provided to assist students with school course work.
- All files on the school network are the property of the system owner, School District 64.

Process:

- The system administrator reserves the right to access any files.
- The system administrator may remove the access of any user to the Internet and/or the local network for using the computers in an inappropriate manner.
- Any individual who becomes aware of improper use of the Internet or local network, or of any action that could compromise the school's computer system, is expected to report this information to school staff or the system administrator

COURSE INFORMATION

23. COURSE CHOICES

Students in Grade 9 to 12 will take a minimum of 8 courses each year to ensure exposure to a variety of academic choices and learning opportunities and to meet full graduation requirements. Students must be in classes so that the school supervision requirements for safety can be met.

Course changes are made within the first week of the first semester and before the start of second semester. Request for changes must follow the school processes and be approved by administration

List of required and elective course can be found at

<https://sites.google.com/a/gulfislandssecondary.ca/giss-course-selection-guide/>

24. GRADUATION REQUIREMENTS and PROVINCIAL EXAMS

The Ministry of Education is currently in a transition stage in implementing BC's New Curriculum. Information on the graduation programme and exam requirements is found at <https://curriculum.gov.bc.ca/>

25. PARENT-TEACHER CONFERENCES

Teachers will be available to meet with parents and students by appointment to discuss student progress on an ongoing basis.

Following the interim reports, scheduled parent-teacher conferences will be held to provide parents with the opportunity to discuss student progress with the subject teachers.

26. ASSESSMENT

The Ministry of Education is reviewing assessment and reporting procedures.

Classroom assessment plays an important role in student achievement. Classroom assessment is the process of gathering evidence of what a student knows, understands, and is able to do. It can also help to identify students' learning needs.

Teachers set specific criteria based on learning outcomes and expected levels of performance to evaluate students' learning. These criteria form the basis for evaluating and reporting student progress. Teachers use their insight, knowledge about learning, and experience with students, along with the specific criteria they establish, to make judgments about student performance in relation to prescribed learning outcomes for each subject or course and grade.

Teachers will use a variety of methods to assess students progress.

27. REPORTS

Reports will be provided after 4 weeks in each semester. Interim reports will report on work habits in each subject. Formal reports will be available for parents twice during each semester. Dates are in the school calendar. Reports may contain percentages, work habits and comments relating to student progress. The following symbols may appear on report cards

Achievement:

Term		Final	
86 – 100%	(A)	86 – 100 %	(A)
73 – 85%	(B)	73 - 85%	(B)
67 – 72%	(C+)	67 – 72%	(C+)
60 – 66%	(C)	60 – 66%	(C)
50 – 59%	(C-)	50 – 59%	(C-)
0 – 49%	(I)	0 – 49%	(F)

The report symbol “I” is used to alert parents that the student is not demonstrating minimally acceptable performance in relation to the expected learning outcomes. There may be various reasons for this. Examples include: the student may be making progress but requires additional time or support in order to meet the expected learning outcomes; the student has not completed important assignments and the teacher is unable to adequately assess student progress without the assignment being completed; the student has not been attending class.

An “F” letter grade will only be assigned if an “I” reporting symbol has been previously assigned or, if a provincially examinable course has not been successfully completed.

Work Habits

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement

28. Honours Standing criteria will include **engagement in learning** and **social responsibility** as well as **strong academic standing** (above 80%). Additionally, students who demonstrate significant growth in their learning throughout the semester and meet the criteria for engagement in learning and social responsibility, but who may not have achieved an 80% overall average, will be considered.

To be eligible for Academic Distinction, students must meet the same requirements as Honours Standing and all of their course marks must be 90% or above.

Honours Standing and Academic Distinction will be determined twice per year, at the end of each semester, and students must be nominated by all of their GISS teachers in a given semester.

Engagement in Learning

- Extends the learning of the class
- Positively affects the classroom environment
- Attentive, curious, interested
- Receives and synthesizes new information
- Takes risks and stretches learning
- Resilience: ability to persevere and work through challenges
- Has demonstrated growth in learning
- Strong work ethic
- Motivated

Social Responsibility

- Regular attendance
- Promptness
- Respecting the learning environment
- Communicating with teacher and peers when not in attendance
- Effective time management
- Self-motivated

29. ALTERNATE PROGRAMS

Gulf Islands Secondary School students have many opportunities to pursue their learning other than in a traditional classroom. Check out the school, or the district websites. Links are also found in the course selection guide.