

# G.S. LAKIE MIDDLE SCHOOL

---

## STUDENT HANDBOOK



50 Blackfoot Blvd. West  
Lethbridge, AB  
T1K 7N7

Telephone: (403) 327-3465  
Fax: (403) 327-3450  
Website: [gsl.lethsd.ab.ca](http://gsl.lethsd.ab.ca)

“HOME OF THE GATORS”

# A MESSAGE FROM THE ADMINISTRATION

The staff of G.S. Lakie Middle School considers itself a partner with you and the community in providing an education to meet the needs of your child for now, as well as in the future. We are committed to your child. Our focus is and shall always be what is in the best interest of the students we serve.

We appreciate that children learn in different ways and at varying speeds and this is reflected in the planning, preparation, classroom organization, management and differentiation of instruction used by our professional staff. We are sensitive to the total developmental needs of young adolescents. We emphasize the social and physical well-being, as well as the intellectual development of our students.

We understand that a child must learn responsibility and therefore we provide various opportunities and experiences that enable our students to develop a sense of individual and community responsibility. We set high, and realistic expectations for our students.

We request your support and anticipate a harmonious relationship as, together, we strive towards the development of healthy, happy, responsible and intelligent citizens. Our entire staff keeps an open door policy and is most willing to work with you in meeting the needs of your child. Please feel free to drop in or give us a call if we can be of any assistance.

Sincerely,

Mr. Doug James, Principal  
Mr. Terry Hagel, Vice Principal  
Mr. Kyle McKenzie, Vice Principal  
Mrs. Kim Orr, Assistant Principal  
Mr. Andy Tyslau, Vice Principal

## **WHAT DO WE BELIEVE AT G.S. LAKIE MIDDLE SCHOOL?**

G.S. Lakie Middle School has developed a responsive middle school that promotes high expectations of success. Our school is committed to the understanding that young adolescents are capable of far more than adults often assume. We at G.S. Lakie feel that attaining positive educational and individual success is dependent on the flexibility and the quality of the programs provided for young adolescents.

We believe that middle level educators make conscious choices to work with young adolescents. They will understand the developmental uniqueness of young adolescents and are knowledgeable about the subject matter they teach. We believe that a safe, inviting and caring school promotes a sense of community and encourages learning. As a result, both students and teachers will engage in positive risk-taking, initiative and the development of relationships.

### **G. S. LAKIE STUDENT RIGHTS AND RESPONSIBILITIES**

- I have a RIGHT to learn in this school. It is my RESPONSIBILITY to listen to instructions and respect the rights of others to learn as well.
- I have the RIGHT to hear and be heard. It is my RESPONSIBILITY to not talk while others are listening and to hear what they are saying.
- I have a RIGHT to be respected in this school. It is my RESPONSIBILITY to not tease, bully or harass other people.
- I have a RIGHT to be safe in this school. It is my RESPONSIBILITY to not physically harm or threaten anyone else.
- I have a RIGHT to privacy and my own personal space. It is my RESPONSIBILITY to respect the personal property of others, and accept their right to privacy.

### **SCHOOL FEES 2016-2017**

The following fees are charged by G.S. Lakie Middle School in accordance with the provisions of Lethbridge School District No. 51 Policy, and should be paid online using School Cash Online as soon as possible.

ALL STUDENTS MUST PAY THE FOLLOWING FEES:

1. Complementary Course (Options) Materials Fee	\$45
2. Co-curricular Fee	\$15
YEARBOOK IS OPTIONAL	\$30

Certain other option course may have separate fees attached to them (ex. band instrument rentals, hockey program, golf program, baseball program)

## **DISCIPLINE PHILOSOPHY**

At G.S. Lakie, we believe the following:

- The goal of discipline is to create a safe, and productive educational environment.
- Discipline is based on the principles of respect, fairness and consistency.
- Discipline procedures are best facilitated through the cooperative efforts of home and school.
- Discipline procedures must be sensitive to the individual needs of the student and attempt to be both consistent and flexible.

### **DISCIPLINE DELIVERY**

At G.S. Lakie, we believe that each student is an important individual who deserves the best education possible. This means that students must be prepared to adhere to the following expectations:

- Be diligent in pursuing your studies.
- Attend school regularly and punctually.
- Cooperate fully with members of school staff.
- Respect the rights of others as listed on the previous page.

We believe our students will conduct themselves in a manner consistent with these expectations. When students behave in ways which are contrary to the above expectations, they will be dealt with according to the G.S. Lakie Discipline Policy. The ultimate goal of all disciplinary interventions is to assist students in recognizing their responsibilities and to accept them and act on them.

Discipline will be dealt with on the following two levels:

### **CLASSROOM**

Classroom teachers will deal with minor incidents of discipline through discussion, problem solving, parental contact, counselling referral, and/or detentions. In the event that behaviour is not corrected, teachers will refer a student to administration. All referrals will be tracked and dealt with according to the situation. This can take place through further discussion, parent contact, detentions, loss of dances or extra-curricular privileges and/or suspensions.

### **MAJOR DISCIPLINE**

Administration will deal directly with any incidents that fall under the following categories:

- Fighting
- Bullying, Harassment, Threats
- Weapons
- Tobacco and Drugs
- Truancy

When it is deemed necessary, administration will involve our ALERT Resource Officer, School Truancy Officer or other appropriate agencies. Consequences could range from detentions and suspensions to expulsion. G.S. Lakie administration is adamant about keeping the students and staff on our campus safe. Parents are encouraged to phone the school regarding any safety concerns they may have.

### **STUDENT DRESS**

Students are reminded that G.S. Lakie Middle School is a place of work. Consequently, clothing worn should allow students to work comfortably and respectfully. Students arriving at school improperly dressed may be asked to return home and to change before being admitted to class or given a different article of clothing to wear. Specific items that should not be worn to school include halter tops, tube tops, short shorts/skirts, muscle shirts, T-shirts with imprints that are in poor taste, etc. Cut-offs are permissible provided they are of reasonable length and are not excessively frayed. Clothing which is designed for athletic activities should be worn only in the physical education classes.

We have also adopted a "no hats" policy within the school. Students and visitors are asked to remove their hats upon entry to the building.

Note: Our dress policy specifically prohibits clothing that contains logos or advertisements for drugs, alcohol or tobacco, that contains messages with sexual innuendo, or that appears to promote racism, discrimination or illegal activities.

Staff or Administration may ask students to change or cover up any offensive items of clothing.

### **CELL PHONES and IPODS**

Please note there is no cell phone or ipod/mp3 use during class time without teacher permission.

## **ATTENDANCE – IMPORTANT INFORMATION**

We believe that there is a direct relationship between the habit of prompt, regular attendance and academic achievement. This must be developed by the home, reflecting a joint responsibility of parents and students. It must be supported and reinforced by the school. When attendance is unsatisfactory, appropriate steps must be taken by the school and the parents in order to remedy problems and to maximize opportunities for success.

### **REPORTING ABSENCES AND LATES**

The office staff of G.S. Lakie carefully check the attendance twice each day and place calls to parents or guardians of students who are deemed unexcused in

their absence. If a student is absent from school or unavoidably late, the parents are instructed to contact the school either by phone or in writing to provide an explanation of the absence. The school will attempt to follow up unreported absences but please remember: It remains the responsibility of the parents to make the first contact regarding such a situation. Please help us out by giving us a phone call at the beginning of the day!

### **CONSEQUENCES OF UNEXCUSED LATES AND ABSENCES**

When arriving late to school, students must sign in at the office where it will be determined whether the late is excused or unexcused. Students may serve nutrition break detentions for lates that are not excused by a parent. If a student is truant, they may serve in-school suspensions, lunch hours or Friday afternoon school to make up the time. Students habitually arriving late or missing school may lose extra-curricular privileges such as dances.

### **LEAVING SCHOOL DURING THE SCHOOL DAY**

All students leaving the school for any reason during school hours must check out at the main office. Notes from parents are required for all appointments. In case of illness, parents will be contacted and students sent home; if parents cannot be contacted, students must remain at the school. Appropriate consequences will be assigned to students who leave the school without following the above procedures. Students taking part in scheduled field trips are required to have parental permission if required by District Policy; teachers will contact parents and provide them with all necessary information.

### **TRANSFERS**

Students who transfer out of G.S. Lakie Middle School during the school year should inform the school at least two days prior to leaving. Detailed instructions regarding check-out procedures will be given to the student at that time. After the student has registered in a new school, G.S. Lakie Middle School will send the student's educational records directly to the school.

### **CHANGES TO REGISTRATION DATA**

During each school year many students and parents experience changes of address, phone number, email or name. It is important that the school be informed of such changes so the parent can be contacted should an emergency occur or to follow up on attendance.

## **STUDENT SERVICES**

### **COUNSELLING SERVICES**

Counsellors are assigned special responsibilities for providing personal, social, academic and career counselling for all students. Students who believe they need guidance beyond what is available from teachers may see a counsellor by making an appointment. Besides day-to-day counselling, counsellors meet with students whose achievement is below acceptable standards. In addition, referrals are made to members of the Student Services Department of Lethbridge School District #51 and other outside agencies when it is deemed necessary to rely upon more specific assistance than what is available in the school. During their final term in grade eight students receive career/scholastic guidance. Considerable attention is paid to programs available at the Chinook High School, Lethbridge Collegiate Institute, Winston Churchill High School, and Victoria Park High School.

Parents are also encouraged to email teachers or phone the school at (403) 327-3465 to make inquiries regarding student progress or to request help with a specific problem.

### **SCHOOL RESOURCE OFFICER**

A Lethbridge Police Service officer is assigned to G.S. Lakie Middle School as part of the Assisted Learning Environment Response Team (ALERT). The officer is an essential part of our school environment and often provides counselling and mediation help as well as dealing with legal issues.

## **LOCKS AND LOCKERS**

On the first day of school, or at the time of registration each student is assigned to a locker with a combination lock. This service is provided to all students free of charge on the condition that the school administration reserves the right to search or repossess the locker at any time without notice. Students are cautioned that they should not tell anyone their combination to ensure that no one else can open their locker and also to prevent the lock from being stolen. Please note: the school is not liable for theft from lockers and we reserve the right to remove any lock from a locker without notice if it is necessary to do so.

Each student is responsible for the care and maintenance of the lock and locker assigned. If the lock is lost or if the lock or locker is damaged by the student, the student must reimburse the school. While damage to lockers is assessed on a case-by-case basis, the usual charge for a lost or broken lock is \$7.00.

Students have two nutrition breaks during which they can go to their locker, so they do not have to carry a heavy load of books and other materials with them

all day. They will attempt to restrict their trips to their lockers to these breaks as well as the time before first period in the morning.

### **SECURITY IN THE LOCKER ROOM**

Students are expected to change out for Physical Education. When they do so they should make sure that they do not leave anything valuable in the locker room because other classes may use the locker room during their Physical Education period.

Students are encouraged to leave all unnecessary valuables at home.

### **BICYCLES & SCOOTERS**

Many students ride their bicycles or scooters to school. For the convenience of students, bike and scooter racks are provided on the outside of the school. Since the school cannot accept responsibility for students' bicycles and scooters it is essential that students **lock** them securely to the rack at all times.

### **FIRE DRILLS/LOCK DOWN DRILLS**

At least two fire drills are conducted by the school administration each school year. During a fire drill every person in the school is expected to leave the building. Fire drills are very important exercises in ensuring the safety of our students by providing practice in safely exiting the building. Each teacher will inform all classes of proper evacuation routes and procedures early in the school year. Students will also be informed of where they are to go in the event of an emergency that would prevent them from returning to the school building during inclement weather. Students are expected to remain familiar with these routes and procedures and are expected to behave in an orderly manner during all fire drills. Lock down drills will be conducted at least twice a year. Each teacher will inform students of the procedures and expectations prior to a drill.

### **NUTRITION BREAKS**

Lakie students break from class twice a day during nutrition breaks. (See Bell Schedule at the end of this document). The intention of these breaks is to provide an opportunity for students and staff to eat and drink foods that support good health.

Students will remain at school for nutrition breaks. Students will be supervised by teachers.

Students may bring their own lunch or access our canteen for a variety of meals or snack items at reasonable prices.



# **DIGITAL CITIZENSHIP**

G.S Lakie offers students access to a wide array of electronic resources to enhance teaching and learning. These resources include applications residing on the school's local area network as well as those available via the Internet. Students are expected to adhere to the Digital Citizenship Agreement outlined below. An individual search will be conducted if there is reasonable suspicion that you have violated this agreement, the school's disciplinary code or the law. The investigation will be reasonable and related to the suspected violation.

## **DIGITAL CITIZENSHIP – G.S. LAKIE MIDDLE SCHOOL AGREEMENT**

### **Looking After Yourself!**

- Choosing online names that are suitable and respectful.
- Only inviting people you actually know in the real world to be your friends in the online world.
- Only visiting sites that are appropriate and respecting the rules that web sites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing the web site to you parents or grandparents then its inappropriate.
- Setting your privacy settings so only the people you know can see you and your personal information.
- Only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly.
- Always reporting anything that happens online which makes you feel uncomfortable or unhappy.
- Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

### **Looking After Others!**

- Show you care by not flaming (sending hurtful or inflammatory messages) other people, or forwarding messages that are unkind or inappropriate.
- By not getting involved in conversations that are unkind, mean or bullying.
- By reporting any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them offensive then they are inappropriate.
- Some web sites are disrespectful because they show people behaving inappropriately or illegally—or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult.
- Show respect for other's privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.

### **Looking After Property!**

- By not stealing other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online.
- By not sharing the music, movies, games and other software that you own with other people.
- By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.
- By looking after other people's web sites, acting appropriately when visiting them, not making changes or vandalizing them, and reporting any damage that you finds.

- By respecting all school equipment such as laptops, cameras etc and also respecting others property such as cell phones, tablets etc. If I find one, I'll hand it in to the office and won't look through it if it's not mine.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, and to act appropriately, and in a moral and ethical manner.

I, \_\_\_\_\_ agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these tenets will have consequences. Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **STUDENT EVALUATION**

At G.S. Lakie Middle School, each grade level will be responsible for determining the particulars of student assessment and evaluation within their program. We strive to be consistent in the expectations within our teams on our approach to assessment and evaluation, homework, exams and progress reports. Course outlines will be provided for students outlining the formal evaluation structure for each course.

Progress is formally reported three times per year through online report cards available on the PowerSchool Parent Portal. Parent-teacher interviews are not the only time to address concerns about academic progress. Parents are encouraged to phone or email teachers to discuss student progress at any time.

## **CO-CURRICULAR PROGRAMS**

### **Athletics, Clubs, Dances and Fine Arts Productions**

Each year the teachers at G.S. Lakie devote countless hours outside of school time to the development and supervision of a wide variety of co-curricular activities for the students. Students can vastly enrich their years at G.S. Lakie by becoming involved in the co-curricular program and the school encourages all students to participate in as many activities as they can after taking into consideration homework assignments, community and home commitments.

## **MIDDLE SCHOOL CLUB ATHLETIC PROGRAM**

G.S. Lakie is pleased to offer a club program that allows all students the chance to participate in our five main sports: cross country, volleyball, basketball, badminton, track and field.

This means any student may participate in a grade 6 or grade 7/8 mixed club setting that emphasizes participation, skill development and fun. These activities will be sponsored by teachers and take place before or after school.

## **Interschool Athletic Competitions**

Students will be chosen from our club program to participate on a rep team in cross country, volleyball, basketball, badminton, and track and field. There will be boys and girls teams which participate competitively in the LSAA League. These activities will be sponsored by teachers and offered after school.

## **DANCES AND SPECIAL ACTIVITIES**

G.S. Lakie Middle School offers dances throughout the year which are open to our students only. Students can check the calendar of events for dates. All school-sponsored social activities are carried out under the supervision of the staff and administration. Parents are invited to all such activities, including student dances, as guests of the staff and students. During any social activity sponsored by the school, students are expected to maintain reasonable standards of behaviour and must refrain from the possession or use of drugs and/or alcohol and smoking.

Other special activities may include talent shows, dance contests, athletic tournaments, grade 8 farewell, special assemblies, concerts and theme days. These are often coordinated by staff and/or student leadership groups and are advertised in newsletters and on announcements.

## **TEXTBOOKS – DAMAGE GUIDELINES**

Criteria for assessing dollars to damage:

The life of a textbook is about 5 years. With textbooks costing approximately \$68, that is a value of about \$13/year. A compromised spine lessens the life of the book. Therefore, depending on the age of the book, and the severity of spinal damage, the charge will be anywhere from \$13 to the entire replacement of the book. Deliberate vandalism will be charged anywhere from \$5 to total replacement, again depending on the severity of damage. Graffiti will be charged \$5 unless it can be removed. Lost books need to be replaced immediately, so the cost of the book will be dependent on however many years were left for the life of the book. (ie. A new book will be \$68. A book that is 3 years old will be \$34.)

## **FAIR NOTICE OF THREAT/RISK ASSESSMENT**

Our School District believes in creating safe and caring environments for students and staff. Any incident where a student engages in behaviour which threatens or appears to threaten the safety of others will be investigated. Administrators can implement a Risk Assessment for behaviours that are worrisome including writing or drawings with violent themes; references to or involvement in violent activity at school; or an increased interest in activities that

are deemed as dangerous to the safety of others. A Threat Assessment is implemented when a student threatens to kill or injure others, brings a weapon to school, or makes direct verbal or written violent threats to others. Lethbridge School District No. 51 partners in the Southwest Alberta Regional VTRA Protocol: Violence Threat Risk Assessment & Intervention. This protocol is the result of commitment and cooperation between many partner school jurisdictions and community agencies, all of whom are committed to making our schools & communities safe.

# Bell Schedules

Block	Start	End
Block 1	8:30	9:21
Block 2	9:23	10:12
Block 3	10:14	11:03
Gr 6 Lunch	11:03	11:33
Gr 6 Advisor	11:33	11:53
Gr 7/8 Advisor	11:03	11:23
Gr 7/8 Lunch	11:23	11:53
Block 4	11:53	12:42
Block 5	12:44	1:33
Nutrition Break	1:33	1:48
Block 6	1:48	2:37
Block 7	2:39	3:28

Block	Start	End
Block 1	8:30	9:13
Block 2	9:14	9:56
Block 3	9:57	10:39
Block 4	10:40	11:22
Gr 6 Lunch	11:22	11:52
Gr 6 Advisor	11:52	12:12
Gr 7/8 Advisor	11:22	11:42
Gr 7/8 Lunch	11:42	12:12
Block 5	12:13	12:55
Block 6	12:56	1:38
Block 7	1:39	2:21

Block	Start	End
Block 1	8:30	9:16
Block 2	9:18	9:54
Block 3	9:56	10:32
Break	10:32	10:37
Block 4	10:37	11:13
Block 5	11:15	11:51