



STUDENT HANDBOOK

2011-2012

Rules & Regulations

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ALEXANDER GALT REGIONAL HIGH SCHOOL

MISSION STATEMENT

The mission of Alexander Galt Regional High School is to encourage youth to become involved and responsible citizens, to value and support each individual's diverse and unique potential, and to provide educational opportunities in a positive and inspiring environment.

PRINCIPAL'S MESSAGE

I welcome you to a new school year at Alexander Galt and, on behalf of all the staff, wish you a productive, happy, safe and healthy school year. With your cooperation and respect for the rights of others, we intend to work together to make this school year a rewarding and memorable experience.

This agenda has been produced to serve several functions. In it you will find general information about Alexander Galt Regional High School and the services which the school offers. You are also provided with the guidelines concerning your responsibilities as a member of our school community. Most importantly, as a Galt student, you are expected to use the agenda for recording homework and assignments daily.

Please read the information contained in the agenda carefully and take it home for your parents to read as well.

Have an amazing year!

Mr. Béliveau

RULES & REGULATIONS

ABSENCES FROM SCHOOL:

1. Parents must call the school and notify the appropriate house office in order to justify an absence at the following extensions:

- Yellow House – Ext. 888
- Blue House – Ext. 777

2. Upon your return to school you must bring a written note signed by your parent or guardian giving your name, date of absence and reason for absence.

3. This note is to be given to your homeroom teacher.

4. You should ask all teachers for make-up assignments. Assignments that are not made up will be reflected on your grade. (You are responsible for seeing that the made-up work is completed.)

5. If an absence is due to work, travel, or some other reason, your parents or guardian must notify the school prior to these absences.

6. You must be present in school all day in order to participate in any extra-curricular activity occurring on the same day. Only a justifiable absence (i.e. a scheduled doctor appointment or something similar) can be considered as an exception. Students who do not attend school regularly (at least 90% attendance) will not be allowed to participate in extra-curricular activities.

ABSENCES FROM CLASS:

If you wish to be absent from class for a school related activity (examples:

Student's Council, school play, sports team, etc.) you must meet the eligibility requirements as per the Athletic & Extra-Curricular Activities Participation regulations.

ACTS AGAINST CRIMINAL CODE:

You will be suspended and could face court action and a severe penalty if you:

1. Steal
2. Tamper with a fire alarm or fire equipment
3. Set a fire
4. Cause willful damage to school property (vandalism, graffiti, etc.)
5. Possess, sell or otherwise distribute illegal drugs or alcohol
6. Use the telephone to make false 911 phone calls
7. Are in possession of a weapon or use any object to threaten or harm another person
8. Assault another person or make threats of violence towards another person.
9. Use e-mail or other internet programs to harass and/or threaten another person.

Any student who damages or causes damage to school property will be suspended and will be assessed the replacement cost including labor involved.

ATTENDANCE:

The school day begins at 9:00 am and ends at 3:35 pm. Students require a permission note from their parents in order to be eligible for the green

“Permission to Leave School Grounds Pass” needed to leave campus during the academic day. Please note that if you have not called or emailed the House Office on days when your child is absent from school, you will receive a call from our attendance monitor. This is part of our attendance policy. Please note that academic success is reinforced by regular attendance.

ATHLETIC FIELDS:

You are asked to restrict your playing of all outdoor games (i.e. tossing football, softball, frisbees, etc.) to the soccer fields. Other fields are out of bounds. (See “Out of Bounds Areas” on page 12). You are not to play games near the parking lots or in the inner courtyards.

Please note that for the safety of the athletes and to help in the general cleanliness of our campus, no food or beverages are to be taken to the athletic fields at any time during the day.

ATHLETIC & EXTRA-CURRICULAR PARTICIPATION:

At the beginning of each session, all students involved in the interscholastic sports program receive written guidelines concerning conduct, academic requirements, attendance, trip protocol, alcohol and drugs, insurance requirements, hygiene requirements and other pertinent information. Lack of compliance with these guidelines will result in suspension and possible removal from the team.

It should be noted that students must meet the following four criteria of eligibility in order to participate in extra-curricular activities:

1. Students must maintain passing grades in all subjects. Students not passing any subject(s) will be “*yellow flagged*”.
2. Students must demonstrate appropriate behavior in and out of the classroom at all times. Students whose behavior does not meet expected standards will be “*yellow flagged*”. Students involved in serious incidents will be “*red flagged*”.
3. Students must respect academic deadlines and make honest and consistent efforts. Students not meeting these expectations will be “*yellow flagged*”.
4. Students must attend school regularly. Undue or unnecessary absences will result in being “*yellow flagged*”.

Yellow flagging means the student is allowed to participate in the activity but must rectify the problem situation. Not doing so will lead to red flagging which means the student is temporarily removed from the activity or is not allowed to participate in an extra-curricular activity until certain conditions have been met.

BEEPERS, PAGING DEVICES, CELLULAR PHONES, DIGITAL OR VIDEO CAMERAS:

Personal hand held technology is permitted in the hallways outside of

classroom time, so long as the rules and guidelines prescribed by the school regarding appropriate use are followed. Any use of phones during class time may result in the confiscation of the device.

You may not take photos or videos on school grounds without prior authorization. You may obtain written permission through your class teacher.

BEHAVIOR CODE:

General Principles:

1. Behavior at school is based on the premise that each individual will be treated with respect.
2. All students are expected to contribute to a safe and healthy learning environment for all members of the school community

BEHAVIOR IN THE CLASSROOM:

1. You must at all times show courtesy and respect towards other students and staff members.
2. You must follow disciplinary instructions such as detentions given by a teacher.
3. You will be considered late if arriving in the classroom after the second bell.
4. If you do not report to class or are continuously late you will be deemed to be skipping and will be suspended.
5. You must bring (to each class) the material required: i.e. agenda, pencils, pens, paper, books, and computers.

6. You must complete your assignments and do your homework on time. You are responsible for making up any assignments or homework missed when you are absent.
7. You are expected to be honest. Cheating is a serious offence and is considered a major infraction.

Cheating includes:

- Copying other's work
 - Plagiarism (representing other's work as your own)
 - Allowing others to copy your work
 - Using prohibited sources
8. Coats and jackets are not to be worn in class.
 9. Due to space restrictions in many classes, you are not to bring your book bag to class. Ample time is provided at the end of the day for students to return to their lockers before the buses leave.
 10. I-Pods, MP3 Players or other devices that may detract from the normal communicative processes may only be used before first period, at recess and at lunchtime. They may not be used at any other time unless specifically requested by an I.E.P..

BEHAVIOR ON SCHOOL PROPERTY:

1. Harassment of any nature, including cyber-bullying, is contrary to an atmosphere of equal respect of all persons and is prohibited by law. Harassment generally refers to acts of

physical, verbal, visual or psychological harassment, which is pervasive and creates an intimidating, hostile or offensive learning environment. You are asked to be respectful of all individuals in the building.

2. Appropriate social conduct is expected at all times. Displays of intimacy such as prolonged kissing, necking, etc. are not considered proper conduct and will not be tolerated.

3. Garbage containers are located everywhere inside and outside the school building. It is expected that you will use these to deposit your paper bags, wrappers and other litter. Food may not be taken outside the direct perimeter of the school. This means that no food may be taken to any of the playing fields. Litter bugs will be expected to clean the school grounds after school hours.

4. Snowballs are not to be thrown on campus. Throwing snowballs will result in detentions and possibly in-school suspension.

BUS TRANSPORTATION:

Every attempt has been made to provide you with a safe bus transportation system to and from school. For your safety we would ask that you keep the following in mind:

1. A bus driver is in full charge of his or her students at all times. He has “delegated authority” which makes him responsible for all students. A bus driver may of his own volition or at the request of the School Board assign students to specific seats.
2. A student who misbehaves on the bus will receive a verbal warning.

The student who ignores this warning will be issued an incident report by the driver that is to be signed by the student’s parent/guardian. **To be accepted on the bus the following day, the student must present the signed written notice to the driver.**

3. If in the bus driver’s opinion, the safety of the bus passengers is threatened by the conduct of one or more students, he/she may of his/her own authority apply a suspension of transportation privileges. The driver will then advise the Transportation Service.
4. Students who board the school bus are expected to ride all the way to school.
5. Students will only be allowed to board or get off the bus at their assigned stops unless permission has been granted by the school. **To obtain this authorization both of the following conditions must be met:** 1) a blue form which is available at the house office must be signed by the bus driver at least 24 hours prior to the granting of the permission; and 2) a student must present a note signed by his/her parent or guardian to the House Office. Please note that this authorization will only be granted if space is available on the bus.

Information relative to video cameras on buses, the code of conduct on the bus and the transportation of sporting equipment or other large objects may be found in the Student Transportation Information brochure which is sent home with students early in the school year.

CAFETERIA:

Before first period and at recess, you may buy muffins, cookies, milk or fruit. Hot meals are served during the hours of 11:55 to 12:30.

In order to help keep our school and cafeteria clean you are asked to do the following:

1. Eat your lunch in the cafeteria. Dishes, styrofoam or cardboard containers and cutlery are not to be taken out of the cafeteria unless a student is going to a room which is supervised by a teacher. **At no time are these to be taken outside.**
2. Do not consume food/drinks in the hallways or stairwells at any time.
3. When finished eating, we ask that you clean your table and return your cafeteria trays to the dish room as you leave.
4. Please use the trash barrels to deposit your garbage.
5. You may eat bag lunches outside of the building, but are asked to use the containers provided for garbage. Food purchased in the cafeteria is to be eaten in the cafeteria.

CARS AND SCOOTERS:

To drive your vehicle on school property is a privilege. You may bring your vehicle on school grounds **only** if:

1. Special permission has been obtained from your Vice-Principal.
2. You provide a photocopy of your insurance card, registration, driver's license, and complete the permission

form that is obtained at the House Office.

3. Your vehicle is parked only on the graveled parking lot and remains stationary and locked until you leave.
4. You do not carry any passengers to and from school (except family members with written authorization from respective parents).
5. You are not permitted to hang out in your car (out of bounds area) or travel to and from campus during breaks and noon hour. Your vehicle is parked for the regular school day.
6. You must arrive at school on time for first block.
7. You do not leave the school grounds with your vehicle until all of the school buses have left the school grounds or you are directed to do so by Mr. Sparkes or his representative.
8. Permission to bring a vehicle to campus must be obtained yearly and you must adhere to the posted speed limit (20 km per hour).
9. A car pass will be issued and must remain in view on your dashboards/rearview mirror (cars only).
10. Your inability to adhere to these guidelines will result in the removal of this privilege.

CHANGE OF ADDRESS:

You must advise the house office of changes in address and telephone numbers so that the information can be updated on your school records and with transportation.

COMPUTER & INTERNET USE:

The Internet is an endless source of information, some good, some not so good. You should be guided by the following when using the computers and the Internet:

1. You are not to search sites for materials that are offensive or destructive. This includes sites with pornography or sites that advocate violence or hatred.
2. You are not to use the Internet and the school computers to send offensive or harassing e-mails. Social networking can be a positive. Sites such as Facebook are designed to bring people together, not pull them apart and cause tension. You are asked to be respectful and mindful of society's expectations. Unless required by a teacher, you are to refrain from such sites during class time. Failure to do so will result in disciplinary measures.
3. You are not to change a computer's file structure in any way.
4. You are not permitted to be on sites deemed inappropriate by your class teacher. If you are found using an unauthorized site, your laptop will be confiscated for a period of time.

DAILY STUDENT BULLETIN:

The daily Student Bulletin will be read and posted at the beginning of each school day in your first period class. If you wish to make an announcement, you are to contact Mr. Halsall by noon the previous day. An administrator or Mr.

Halsall must approve all posters, pamphlets, etc. before being displayed in the school.

The daily Student Bulletin will also be posted on the Galt website usually by 9:00 a.m. the actual day of the bulletin. Athletic schedules and game and practice schedules are also posted on the website. A voice mail version of this information can also be obtained by calling the school number (819-563-0770) and select option 6.

DRESS GUIDELINES:

Your dress should be confined to clothes that are reasonable, practical, and in good taste for school. Cleanliness and neatness have proven to be an important asset in your performance and attitude in school. Clothing must be in good condition and free of any form of tears or rips. The dress guidelines which follow apply to all school related activities including special dress day and school dances. Additional dress requirements may apply depending on the activity. Your teachers and coaches will make you aware of these as need be.

Your cooperation is expected in the following areas:

1. **Visors, hats, and headgear of any kind are not permitted inside the building except for religious purposes.** Shoes must be worn at all times. Sandals are permitted. Wearing shoes that deface the floor with spikes, cleats, or wheels are not permitted.

2. The body's mid-section is to be fully covered at all times. Sleeveless shirts, halter tops, tube tops, and tank tops are not permitted at school. T-shirts and polo shirts are examples of permissible tops. Skirts, dresses and shorts must be of a length appropriate for the school setting. Generally, more than 2 inches above the knee is considered too short.
3. Pants are to be worn in the appropriate fashion, i.e. pulled up to the waistline. T-shirts or other garments with pictures, logos, phrases, letters, or words printed on them that are obscene or disruptive in the judgment of the school administration are not to be worn.
4. Appearance, or dress/clothing associated with or suggestive of gang membership, racial discrimination, or violence are not permitted. Dog collars, studded bracelets and chains other than a small chain for one's wallet or watch are not to be worn at school. Administration reserves the right to intervene if clothing or accessories are deemed inappropriate. If you are deemed inappropriately dressed, you will be spoken to privately and with undue embarrassment. A second offense will lead to disciplinary action.
5. Regulations regarding clothing for Physical Education can be found further on in this book.

DRUGS AND ALCOHOL:

It is our intention to provide all students with an environment conducive to the development of learning. The presence of drugs and/or alcohol in school or

students with substance abuse problems is a deterrent to learning and therefore limits the school's primary responsibility which is to educate. As such, if you are in possession of prohibited substances or paraphernalia associated with the consumption of any of these substances or are suspected of having used them, you will be immediately suspended and you will be referred to the police. In order to be readmitted to school you may be requested to become involved in a rehabilitation program with an outside agency.

When school personnel have reasonable grounds to believe that a student is in possession of illegal drugs or alcohol, a designated authority may proceed with a search of the student in question. This means that they may examine the student's clothing, personal effects, locker(s) or person to seize evidence required for disciplinary action.

EVACUATION DRILL:

You are asked to study the emergency route in case the school has to be evacuated. A list of these routes is posted in every room of the school. Please note that the route varies according to the area and room.

During a drill you are expected to:

1. Exit in a quiet and orderly manner with no talking.
2. Stay with the subject teacher you were with.

3. Line up in an orderly fashion outside the building, at a distance of at least 100 feet.
4. When the bell rings, signaling permission to return, you are to re-enter the building in an orderly manner.

FIELD TRIPS:

You represent the school when you are on a field trip. Rules of conduct apply at school, on the school buses and during transfers from one bus to another. The same standard of conduct is expected at all school-related activities whether held on the school premises or away from the school. This applies to all sports events and extra-curricular activities as well.

LEAVING THE GROUNDS:

If you wish to leave the grounds during the day for a doctor or dentist appointment or for other business you must:

1. Bring a note from home
2. Take the note to the office
3. Provide for your own transportation to leave the school
4. You are not permitted to hitchhike or walk down the highway

The gate to Viewpoint is for Viewpoint residents only. No other Galt students may exit the school grounds via that gate.

LATE ARRIVALS:

You must report to your House Office if you arrive at school after the start of first period.

LATE BUSES:

If you take a late bus home due to a field trip or sports activity, you should note that you will not be allowed to enter the school after 3:45 p.m. You may stay for late buses **ONLY** if you are involved in a supervised activity.

You may not stay to wait for your friends or to watch a practice. If you wish to stay to watch a game, you must bring a written note from home and obtain a permission slip from your house office.

LIBRARY / MEDIA / RESOURCE CENTRE:

The school library/media resource centre is open to all students between the hours of 8:45 a.m. and 3:30 p.m. Students wishing to sign out books or wishing to use one of the computers must have their I.D. cards. In both cases, students are to report to the person at the circulation desk. Students will be held responsible for all books that they sign out. As such, they should not sign out books for friends or classmates.

When looking for a book, students should make use of the card catalogue. Our catalogue lists books by title, author and subject. If you are in need of

assistance please ask one of the library staff.

You are reminded that books must be stamped before leaving the library and returned on the due date. Late books will be charged \$.10 per day.

Please note that no coats, bags, food or beverages are to be brought to the library. These should be left in your lockers.

LOCKERS:

You will be assigned a locker, which must be kept clean and orderly. In order to use a locker, you must purchase a combination lock from the school store. Allowing other students to use your locker sacrifices your own security and therefore is prohibited. Protect your valuables. Malfunctioning locks should be reported to the school store or House Office.

Your Phys. Ed. teacher will assign gym lockers at the beginning of the school year.

Prior to the end of the school year, or upon leaving the school, you are expected to clear your locker of personal belongings, and return texts, equipment and library books.

Students are reminded that lockers are the property of the school and as such may be opened at any time.

LOST AND FOUND:

All articles found on the school campus are to be brought to a house office. To claim lost goods, you must come to the

house office, or contact Mr. F. Sparkes, the Security Officer.

LOST TEXTBOOKS:

Books are very expensive and should be given the greatest care. You must pay for books that are lost or damaged before another book can be issued. You are responsible for all textbooks issued to you. You are to inform your teacher when you lose a textbook in order that another textbook can be issued to you.

PHONES:

Public phones are provided for your use in the Central Lobby and in the P.E. area. The office phones are for business purposes and are not to be used for personal calls except in an emergency and **only** after permission has been obtained from the House Office. Phone calls should be made at recess and noon, not during class time. Arrangements for transportation, etc., should be taken care of before you leave for school in the morning.

PROFANITY/VULGARITY:

The use of profanity and vulgar language is not acceptable in a civilized society. If you persist in this type of behavior, you will be disciplined as insubordinate and suspended.

'OUT OF BOUNDS' AREAS:

As the following areas could pose a hazard to your safety, they are out of bounds to all students. If you are found in these areas you will be suspended.

1. The maintenance shed
2. All school roofs
3. The school bus parking lot below the graveled parking lot
4. Staff parking lot
5. Athletic fields

REFERRALS TO THE HOUSE OFFICE:

You will be sent to the House Office if you do not follow the rules regarding behavior in and out of the classroom. You will be internally suspended if you are repeatedly referred to the House Office and your vice-principal will notify your parents/guardian. One of the conditions for your return to class will be that you agree to receive counseling to help modify your behavior. If after having been internally suspended, you demonstrate that you are unable to follow the rules, you will be externally suspended until such time as a meeting has taken place with your parents, guardians, teachers and counselor.

SKATEBOARDS / ROLLERBLADES:

You are asked to not bring skateboards or roller-blades to school, as they are not to be used on school grounds.

SMOKING:

In accordance with the Eastern Townships School Board policy, smoking in the building or on the school grounds **is not permitted**. Students who are caught smoking will be suspended. Students who smoke repeatedly will face long term suspensions and may be referred to the school board for end of year suspensions.

The following sanctions will apply to students caught smoking:

First Offense: One day internal suspension. Counseling by the PASS Coordinator. A subsequent smoking offense in any year is automatically considered to be a 2nd offense.

Second Offense: 3-day at home suspension (readings and an essay on the topic of smoking). Upon return, counseling by the school nurse.

Third Offense: 5-day at home suspension.

Fourth Offense: Referral to the School Board for a 30-day suspension.

THEFT PREVENTION:

In any group of citizens there is usually a certain percentage of dishonest people. To help remove temptation from those individuals, you are encouraged to leave valuables (Examples I-Pods, MP3 players and other hand-held electronic games) and extra money at home. If you bring these items to school you do so at your own risk. The school will not

assume responsibility for lost or stolen valuables.

VISITORS:

In order to better insure the safety of all students and increase educational opportunities, Alexander Galt is a closed campus. If you wish to bring a visitor to school you must do the following:

1. Obtain permission at least two (2) days in advance from your Vice Principal
2. Check with each of your subject teachers for permission to have your visitor attend these classes
3. Obtain a bus pass and visitor's pass from the House Office and have your guest keep the visitor's pass with him/her at all times.
4. Visitors are allowed on campus for one day only. Exceptions to this must be approved by a Principal.
5. The visitor must be a high school student or following a home-schooled program (high school) to be eligible for a visitor's pass.

You are reminded that you are responsible for the behavior of your visitor. If this procedure is not followed, your visitor will be sent home at your expense.

CYCLE I – CYCLE II PROGRAMS:

Cycle I (Levels 1 – 2)

These students will have a core program with a team of teachers. To be promoted to Cycle II, students must obtain the

competencies of Cycle I. Students who do not meet these requirements and who are 15 years of age will be referred to the Work Oriented Path.

Cycle II (Levels 3, 4, 5)

These students will be promoted by subject, not grades. Students will repeat subjects failed only if they are compulsory subjects such as English or French, or, if the subject is necessary for future plans. As a result, students may be in different grade levels in different subjects. Therefore, in Cycle II, students are classified according to their English level. The following tables give an overview of typical student timetables.

CYCLE I

Level 1

English
 *Social Studies
 *(Geography/History or géo/histoire)
 ERC
 Phys. Ed.
 *Arts Education
 *(Art, Music, Drama,Dance)
 French

Level 2

English
 *Social Studies
 *(Geography/History or géo/histoire)
 ERC
 Phys. Ed.
 *Arts Education
 *(Art, Music, Drama,Dance)
 French

Science & Tech/Science & Tech/
 Applied Science Applied Science
 *(Offered in French – Science et technologie)

CYCLE II

Level 3

English

Level 4

English

Level 5

English

French	French	French
-----	ERC	ERC
Phys. Ed.	Phys. Ed.	Phys. Ed.
*Arts Ed.	*Arts Ed.	*Arts Ed.
*(Art, Drama, Music, Dance)		
History/	History/	Cont. World
Histoire	Histoire	
Math	Math	Math
Sci. & Tech./	Sci. & Tech./	-----
Applied Sci. & Tech.	Applied Sci. & Tech.	Option (Chem./Physics)
Option	Option	Option
Option	Option	Option

GENERAL INFORMATION:

AWARDS:

Various awards are presented annually in recognition of students whose achievements and/or services have distinguished them in their area of involvement. Nominations for these awards are received from students and teachers in the following areas:

- | | |
|---------------------|--------------------------|
| Geography & History | |
| Science & Math | |
| French | Moral Option
(Ethics) |
| Home Economics | |
| English | Graphic Arts |
| Public Speaking | Art |
| Citizenship | Music |
| Drama | Phys. Ed. |
| | Special Ed. |

More information on these awards can be obtained from the brochures on Awards at the House Office or from the respective Department Heads.

BOOK RETURN:

All text and library books owned by the School Board and loaned to students

must be returned when due or during the month of June. Students who leave school during the course of the school year must return borrowed books before leaving.

The School Board is to be reimbursed by the current value (value at the time of issue) of each book lost by any student. The total assessment is to be paid by the parent or guardian concerned by the time the books are to be returned.

The final report for the school year will not be issued until the account for the student has been paid.

Be certain to PUT YOUR NAME, HOMEROOM AND YEAR in every textbook. Look after your books carefully. Do not leave them around, even for a few minutes. When you do not need them, lock them in your lockers.

In spite of these precautions, should you lose a text and it is found in the school, it will be taken to the library where you may claim it.

Should you change classes or drop out of a class during the year, be certain you return the text to the teacher who issued it, or check to see that the teacher has transferred your record of having it to your new teacher. If this is not done, you may be charged for this text.

CLINIC:

The school clinic provides a service for students who incur an injury or become sick while at school. A nurse is available

on a limited basis to answer questions and to do individual counseling concerning health and prevention.

The clinic bed space is limited therefore students should not leave home in the morning when ill.

The school cannot give out medication like Advil, Tylenol, etc. Students who may need these medications are to provide their own.

EQUIPMENT:

Equipment loaned to students during the year is to be returned in June or during the year if required. Reimbursement for loss will be on the same basis as lost textbooks, library books and damage to school property.

All outstanding accounts (i.e School Store) are to be paid by the end of June.

FINAL EXAMINATIONS:

These are usually written during the months of May and June. However, courses that are semestered will have their final exams written in January.

HONOR ROLL:

To qualify for the Honor Roll a student must have an average of 80% with no failures. Ministry marks, not school marks, will be used in determining the average for courses in which students take Ministry examinations.

PRINCIPAL'S LIST:

To qualify for the Principal's List, a student must have an average of 85% or more with no failures.

PHYSICAL EDUCATION ACTIVITIES:

The gymnasium and its equipment are available to all students according to a schedule prepared by the physical education staff. The intramural program gives all students an opportunity to participate in both team and individual activities. Students interested in the interscholastic program (games with other schools) are advised to check the practice schedules posted regularly on the gymnasium bulletin boards and in the daily Student Bulletin for the event of the season.

Gym uniforms are compulsory. All students are expected to wear school issued T-shirts and shorts. These can be purchased at the school store. Those students who prefer to wear sweat pants will have to purchase these from the school.

REPORTS:

Please refer to the newsletter sent to you in August for specific dates of the various school reports.

SAFETY GLASSES:

In classes where safety glasses are required, a pair will be issued. However, each student is responsible for returning

these glasses or paying \$10.00 to cover the cost of replacing them.

SCHOOL STORE:

Located on the first floor of Yellow House, the school store offers school supplies, jackets and gym clothes. The store is open daily from 12:30 – 12:45.

GRADUATION REQUIREMENTS:

The Ministry of Education awards a Secondary School Diploma to students who accumulate 54 credits in Secondary IV and V, at least 20 of which must be at the Secondary V level or in vocational education. The following credits are compulsory:

Sec. IV Math	4 credits
Sec. IV Science	4 or 6 credits
Sec. IV History	4 credits
Sec. V English	6 credits
Sec. V French	4 credits
Sec. IV Arts Ed.	2 credits
Sec. V Physical Ed. or Ethics & Religious Cultures	2 credits

The pass mark in all subjects is 60%.

FROM MAY 1, 2010:

The Minister shall award a Secondary School Diploma to students who earn at least 54 credits at the Secondary IV or V level. Among those credits, there must be at least 20 credits at the Secondary V level and

- 1. 6 credits in Secondary V language of instruction*

- 2. 4 credits in Secondary V second language*
- 3. 4 credits in Secondary IV mathematics*
- 4. 4 credits in Secondary IV science and technology or 6 credits in Secondary IV applied science and technology*
- 5. 4 credits in Secondary IV history and citizenship education*
- 6. 2 credits in Secondary IV arts education*
- 7. 2 credits in Secondary V ethics and religious culture or physical education and health*

CEGEP ADMISSION:

To be admitted to CEGEP, a student must have been awarded a Secondary School Diploma.

Please note that many CEGEP and University programs demand additional subject requirements. To find more specific information concerning a certain CEGEP or University, students should contact the counselor in academic and career training.

ABSENCE FROM EXAMINATIONS:

Ministry of Education Examinations and ETSB Final Examinations

A student who is absent from an examination of the Ministry of Education or an ETSB Final examination, without a recognized reason, will receive ABS on the record of marks for that course. The student may take the examination at the next official session.

School End of Year Examinations

A student who is absent from a summative examination at the end of the school year, without a recognized reason, will receive either **NO MARK OR ABS** on the final school report. The student may take the examination at the next session offered.

School End of Term Examinations

A student who is absent from a summative examination at the end of term will receive either **NO MARK** or, if deemed to conform to the fairness and uniformity guidelines of the ETSB Evaluation Policy, may receive a mark based upon the term work.

Recognized Reasons for Absence

Only the following recognized reasons can excuse a student absence from Ministry of Education Examinations, ETSB Final Examinations and School End of Year Examinations:

- serious illness or accident confirmed by a medical attestation;
- death of a close relative;
- required court appearance;
- delegation to or selection for a pre-authorized event of significance such as a provincial, national or international conference, sporting competition, educational or cultural event

Under these circumstances, for Ministry of Education examinations, a student may apply for credit by equivalence for a recognized absence or, where prior

Ministry of Education approval has been obtained. An equivalence for an authorized absence is granted only if the moderated school mark is equal to or higher than the pass mark. The student may be required to take the examination at the next session offered.

For ETSB Final Examinations and School End of Year Examinations a student may be granted a final mark based upon the year's work.

COMPLEMENTARY SERVICES:

Complementary Services consist of a multi-disciplinary group of professionals who provide programs and services designed to support the academic, social and psychological well-being of all students within our school.

Team members include:

- Counsellor in Academic Training:
Ms. Marie Thibault
- Psycho-educator:
Ms. Annie Asmar
- Psychologist:
TBD
- Re-adaptation Officer:
Ms. Tiffany Blinn
- School Nurse:
Ms. Nathalie Morin
- Spiritual Life Animator:
Ms. Barbara Beech

Please consult our website under the Student Services tab:

<http://www.etsb.qc.ca/alexandergalt/defaultE.htm>

P.A.S.S.:

Positive Alternative to Student Suspension Program

P.A.S.S. is a highly individualized program, designed to assist students who are experiencing serious behavioral or academic difficulties at school. Students are encouraged to accept responsibility for their actions in a safe and secure environment where they can focus on changing unsuccessful school experiences into positive ones.

A student may be referred to this program as an alternative to suspension from school. The program provides a temporary alternative where an Individual Action Plan is developed by the student to resolve his/her difficulties and return to the regular classroom as quickly as possible.

PEER TUTORING PROGRAM:

The Peer Tutoring Program is a noon hour service that provides assistance to students in need of academic guidance on a “revolving door” needs basis. Fellow students voluntarily assist students in need of academic tutoring in reading and writing skills as well as all other subject areas.

STUDENT COUNCIL:

Role:

The Student Council plays an important role in generating school spirit and unity within the school body. It is through

Council that such activities as Winter Carnival, Prom, the Catalyst and intramural sports are organized.

Organization:

The Regional Students’ Council is comprised of an executive body of six students, two representatives from the school teams (G-A-L-T), two representatives from Level 4, two representatives from Level 3, and two representatives from Cycle 1. These students are all elected. This makes a total of 20 students. These members then have the right to choose “4” students who are called “Walk On Members”. This gives us a total of 24 Voting Members. One walk-on will be a Level One student elected in September by his classmates.

The teams are named the:

- GREMLINS
- ARMADILLOS
- LEAPING LIZARDS
- TASMANIAN DEVILS

You will notice that if you take the first letter from each team’s name it spells GALT. Elections for Regional Council take place in May each year at which time Levels 1 – 4 may vote.

INTERSCHOLASTIC SPORTS:

BOYS

- | | |
|-------------|-------------------|
| Fall | Football |
| | Bantam Soccer |
| | Senior Soccer |
| | Junior Soccer |
| | X-Country Running |

Winter Bantam Hockey
 Senior Hockey
 Senior Basketball
 Junior Basketball
 Bantam Basketball
 Swimming

Spring Baseball
 Bantam Badminton
 Junior Badminton
 Senior Badminton
 Track & Field
 Tennis
 Rugby
 Golf

GIRLS

Fall Senior Soccer
 Junior Soccer
 Bantam Soccer
 X-Country Running

Winter Senior Basketball
 Junior Basketball
 Bantam Basketball
 Junior/Senior Hockey
 Swimming

Spring Softball
 Bantam Badminton
 Junior Badminton
 Senior Badminton
 Track & Field
 Tennis
 Rugby
 Golf

INTERSCHOLASTIC SPORTS :

Information & Guidelines

At the beginning of each season, all students involved in the interscholastic sports program receive written guidelines concerning conduct, academic requirements, attendance, trip protocol, dress expectations, usage of tobacco, alcohol and drugs, insurance requirements, hygiene requirements and other pertinent information. Lack of compliance with these guidelines renders a student ineligible to participate in the interscholastic sports program.

CLUBS & ACTIVITIES:

The following are some of the clubs and activities that students may join during the school year. Students with ideas for a new club are asked to see Bob Halsall at the Student Activities Office located in the Central Lobby.

- Breakfast Club
- Campus Life
- Carnival Committee
- Catalyst Yearbook
- Christmas Baskets
- Dance Club
- Drama Production (School Play)
- Galt Idol
- Home Room Rep.
- Peer Tutoring
- Prom Committee
- Art Club
- Book Club

Absenteeism Protocol

<p><u>Step 1</u></p> <p>All absences</p>	<ul style="list-style-type: none"> ➤ School contacts parents daily.
<p><u>Step 2</u></p> <p>5 unjustified absences in a term (Days) OR</p> <p>3 unjustified absences in row (Includes 3 blocks of the same course)</p>	<ul style="list-style-type: none"> ➤ Homeroom teacher contacts parents and advises administrator. ➤ Administrator facilitates internal suspension (PASS) for the student upon his or her return.
<p><u>Step 3</u></p> <p>7 unjustified absences in a term (Cumulative)</p>	<ul style="list-style-type: none"> ➤ Homeroom teacher advises administrator ➤ Administrator: <ul style="list-style-type: none"> - Contacts parents - Meets with the student - Facilitates internal suspension (PASS) for the student upon his or her return
<p><u>Step 4</u></p> <p>10 unjustified absences in a term (Cumulative)</p> <p>OR</p> <p>20 absences in the year</p>	<ul style="list-style-type: none"> ➤ Homeroom teacher advises administrator ➤ Administrator: <ul style="list-style-type: none"> - Sends a registered letter to parents inviting them to a meeting. ➤ Student Services facilitates the development of an action plan.
<p><u>Step 5</u></p> <p>Continued absences > 20 absences in a year</p>	<ul style="list-style-type: none"> ➤ Student Services contacts Youth Protection ➤ Administrator sends a letter to parent informing them of this and reminding them of their obligation to send their child to school.