

# General School Information

## **Student Access/Supervision:**

Adult supervisors are responsible for the supervision of students on the grounds and/or in the school building before/after school and at lunch. Supervision is available beginning at 8:15 a.m. Students may access the building upon arrival (gym, library and other designated areas), provided their behaviour is acceptable. Classrooms will not be open except under teacher supervision.

## **School Visitors:**

Parents and visitors to Gordon Head Middle School are welcomed and expected to check in with the office. Students are not to invite friends or acquaintances to visit them at school.

## **Lunch:**

Students will eat their lunches in their classrooms during the first 15-20 minutes of the lunch break. At the end of this time, students will be permitted to play in the gym and other designated areas of the school or outside on the school grounds.

## **Lockers/Locks:**

Each student will be assigned a locker in their advisory classroom. We strongly recommend that students take advantage of our \$7 one-time lock rental. Students must not give out locker combinations to others and must stay with the locker they are assigned.

Students are responsible for all valuables they bring to school. The school is not responsible for lost or stolen articles.

Since the lockers are the property of the school, the contents may be subject to scrutiny by school personnel at any time.

## **Textbooks:**

Textbooks and library books are the property of the school and students are expected to take good care of these items. The Greater Victoria School Board authorizes a \$20.00 textbook deposit. This deposit is requested once during the time a student is at Gordon Head Middle School. It will be refunded upon leaving the school and when the student is cleared of all liabilities.

*No student will be denied educational opportunities offered at the school due to financial hardship. If a student's family has a financial hardship, they are requested to notify the school principal. These matters will be held in confidence.*

## **Daily Announcements:**

Each day, school announcements are televised in classrooms via the Grizzly Den or read over the P.A. system. These announcements, which are also posted in the hallways and on our website, are an important source of information to help students become involved in the activities of the school.

## **Reporting to Parents:**

Three formal reports on student progress will be issued in December, March, and June. In addition, informal reports in the form of parent/teacher and student-led conferences, or written progress/check-list updates will also occur. Phone calls and emails can also be effective ways to keep parents informed, as well as our school website.

### **Student Support Services:**

The Student Services/School Based Team is a group of teachers and support staff whose function is to support students in their effort to be successful in their studies and school life. On a regular basis each "team" of teachers will meet with members of the Student Services Team to achieve the goal of supporting students. Students may then be brought forward to the School Based Team.

Support for a student may be in the form of learning assistance, adapted or modified programming, counseling, conflict resolution, or other strategies in consultation with the parents and the student.

Students are encouraged to get to know who the "helping" people are, other than their teacher. Where necessary, parents are invited to call for assistance.

### **Band and Strings:**

Band and strings are elective programs which occur both inside and outside the timetable. Students are encouraged to join these programs regardless of their musical experience or ability. Most participants will need to rent or purchase instruments. Excellent partnerships have been established with local suppliers who will help make these arrangements.

### **Clubs, Sports and Student Leadership:**

Organized activities will occur in the mornings, at lunch, and after school and will be open to all students. All activities will be supervised by an adult.

Our school is a member of the Lower Island Middle School Sports Association which organizes sports for middle schools in the Sooke, Saanich and Greater Victoria school districts. Students from all grades will be invited to participate in the activities designated for a specific season of play as published at the beginning of the school year.

### **Library/Resource Centre:**

The Library/Resource Centre is open daily, before school, at breaks, and after school, depending on the schedule of our teacher-librarian and library clerk.

### **Lost and Found:**

Items that are lost and found will be turned in to the office or put in the lost & found box. Periodic announcements will be made to advise students of these articles. Several times during the year, the lost and found items will be displayed for everyone to see.

### **Parent Advisory Council (PAC):**

Parent participation in the school is welcome and encouraged! All parents are members of our PAC and are seen as partners! The Parent Advisory Council will conduct regular meetings as one means of keeping parents informed.