



**Grand Manan  
Community School**  
*"Truth Conquers All"*

## **G.M.C.S. Mission Statement**

**We will work collaboratively to ensure that each student learns the skills essential to be valued citizens**

As part of our on-going efforts to improve our school, GMCS has introduced Positive Behaviour Support (PBS), a system of school-wide processes designed to prevent and decrease problem behavior and to increase and maintain positive behavior.

Our school has adopted a common code of conduct that includes all grade levels and outlines the behavioural expectations for all students, all classroom and non-classroom settings. School staff will focus on and emphasize positive behavior and provide direct teaching of desired behaviours. It is our hope that in providing a concrete framework where students behave and interact positively with others, discipline issues will diminish and students will focus on their learning in a safe, respectful, and responsible environment.

Welcome back, everyone! It's going to be a great year!

## **G.M.C.S. Code of Conduct:**

**Be Safe    Be Respectful    Be Responsible**

**Some of the most important things I can do to be successful in High School:**

- **Don't miss classes (it's your job to get caught up)**
- **Check the Homework Blog/Homework Hour links to keep track of assignments due**
- **Hand in assignments on time**
- **Get extra help if you don't understand a topic**

# Student Information

Promotion	Final Exam Exemptions
<b>Grade</b> <b>3 – 12</b> <b>60%</b> minimum pass mark	<b>Grade 9 - 12</b> Students with 85%+ can choose 2 courses each semester to be exempted (not ones with district or provincial assessment)

- ✓ Up to mid-term exams is 40% of the school grade while mid term to the end of the semester is 60%.
- ✓ Grades 6-8 Merit for marks of 75-84. Honors is an overall mark of 85% or higher for grades 6-8, 80% or higher for grades 9-12. High honors is 90% or higher for grades 6-12. Merit in 9-12 is 75% - 79%.

School staff will meet on a regular basis to review students' progress. Classroom teachers will make promotion recommendations to the Principal. Administration will review each case and consult with parents before a final decision is reached. Summer school may, or may not, be available. Summer school placement is by staff recommendation.

## Helping my child with Reading

- Read to your child every day
- Vary the types of books (short stories, poems, longer stories, etc.
- Ask questions about the story:
  - What do you think might happen next?
  - Why do you think the author put that part in the story?
  - Other "why" questions
- Talk about books that the child has read at school and about books, magazines, and newspapers that you have read at home.
- Praise all the things that your child does right, don't dwell on the errors
- Leave notes around the house or under your child's pillow
- Give your child plenty of time to correct themselves when reading aloud
- Have your child read simple instructions such as game instructions, recipes, etc.
- Look at the *TV Guide* together and choose programs to watch



## Writing Practice

- Have plenty of scrap paper, pens, and pencils at your child's desk.
- Encourage your child to:
  - keep a journal or diary of events, especially holidays
  - write letters and make lists
  - create birthday cards, and invitations
- Play word games
- Accept spelling mistakes

# **WHES and GMCS Discipline Policy**

The Discipline Policy for WHES and GMCS seeks to create a learning community where we work together to create a respectful, responsible, safe and caring environment.

## **Students will:**

- Play in a safe way and use good judgment.
- Consider the health or safety of oneself and others.
- Follow school rules on the playground, in the classroom, and in all parts of the school.
- Use equipment appropriately.
- Respect everyone's right to learn.
- Speak and act in a kind/courteous way to other children and adults.
- Peacefully resolve conflicts by talking and listening to the other person.
- Follow the instructions of supervising adults.
- Be prepared to learn by coming to school on time with all of the appropriate materials.
- Respect and take care of school and private property.
- Manage their time at school in a way that facilitates learning.
- Follow established guidelines and routines.

## **Rights and Responsibilities**

### **Student**

- The student has the right to a public school education in an environment conducive to learning.
- The student is expected to do the following:
  - Attend school every day, on time, and complete all class work.
  - Understand and observe the rules of the school.
  - Participate in the development of school rules.
  - Show respect to all adults, school staff and to other students.

### **Parent**

- The parent has the right to expect that the school will address the learning needs of their child in an equitable way, respecting the individual differences of children.
- The parent has the right to be informed of their child's progress and of areas where closer home-school cooperation is needed.

## **Rights and Responsibilities (Parent cont'd)**

- The parent is expected to do the following:
  - Send their child to school every day, on time, and prepared.
  - Respond to communications pertaining to their child.
  - Cooperate with the school staff in solving academic/behavioral/attendance problems.
  - Develop in their children respect for the rights/property of other people.
  - Support the fair and consistent implementation of the discipline policy.
  - Show respect to students, school staff, and to other parents.

## **Teacher**

- The teacher has the right to teach in an atmosphere that fosters satisfaction in their work (with respect to Policy 703) with the support and guidance of the administration in maintaining high professional standards.
- The teacher is expected to do the following:
  - Work with students with respect to learning expectations.
  - Help the students realize that as an individual they are important and that they should act in a responsible way.
  - Encourage the student to understand and support school rules.
  - Enforce the rules and policies of the school consistently.
  - Use procedures appropriate for age, background, and level of maturity in dealing with inappropriate behavior from students.
  - Seek conferences with parents and other school personnel in an effort to help students who present academic/behavior problems (following the pyramids of intervention model).
  - Show respect to students, parents, and to other school staff.

## **Support Staff**

- The Support Staff has the right to perform their daily tasks/responsibilities in an atmosphere that fosters satisfaction in their work with the support and guidance of the administration.
- Each support staff member is expected to do the following:
  - Help the students understand and support school rules.
  - Enforce the rules and policies of the school consistently.
  - Seek guidance from teachers and administration in an effort to help students learn, achieve and be successful in the school environment.
  - Show respect to students, parents, and to other school staff.

**Please keep this a Peanut Free and Scent Free School**

## **Rights and Responsibilities**

### **Administration**

The administration has the right to expect the cooperation of staff, students, and parents and seeks to facilitate the school's function as a learning institution. The administration is expected to do the following:

- Make the school community aware of the discipline policy.
- Review the discipline policy annually.
- Support all school personnel in maintaining appropriate and effective discipline.
- Be available for conferences on discipline matters.
- Provide staff assistance with serious problem situations.
- Inform teachers of administrative disciplinary action.
- Identify a line of authority during absence of administration, for disciplinary matters.
- Show respect to students, parents, and to all school staff.

## **Standards of Behavior**

### **General**

Students are expected to:

- Follow directions given by staff members and/or parent volunteers.
- Show respect toward school property and the property of others.
- Use computers and other technology resources in a responsible and ethical manner for educational purposes (Policy 311).
- Interact with peers and adults in a respectful way.
- Remove hats and other head coverings when in the building,
- Keep hands, feet, and objects to one self.
- Follow Fire Drill procedures quietly.
- Follow school safety procedures and crisis plan.

### **Hallway**

Students moving through the halls are expected to:

- Walk quietly and on the right side of the hallway.
- Be considerate of others.
- Respect the work of other students displayed in the hallway.

### **Restroom**

Students are expected to:

- Respect the rights of other students who are in the restroom.
- Respect the property in the bathroom and help keep it clean.
- Keep walls and doors free from any drawings, markings, or writing.

## **Bus**

Students are expected to:

- Wait appropriately while at the bus stop (no running, playing in the street, etc.)
- Follow the instructions of the bus driver.
- Board and exit the bus in an orderly manner.
- Keep aisles clear of all materials.
- Remain seated while on the bus.
- Keep hands and body to yourself
- Talk quietly and respectfully to students seated nearby.

## **Assembly**

Students attending an assembly are expected to:

- Walk and enter assembly quietly in order to hear instructions.
- Come prepared to sit through an entire assembly.
- Listen and pay attention to the presenter.
- Show appreciation for the assembly by applauding at appropriate times.
- Follow the directions of the adult in charge.

## **Lunchroom**

Students are expected to:

- Respect our peanut free and scent free environment in the school.
- Speak/act in a respectful manner toward all adults and students.
- Use quiet indoor voices.
- Use proper manners.
- Throw trash in appropriate containers, and return dishes/trays when their table is dismissed.
- Keep their hands to themselves.
- Talk quietly to their friends sitting near them.
- Finish all food/drink in cafeteria before going out to recess.

## **Playground**

Students are expected to:

- Remain in the fenced-in area, and not to climb on the fences.
- Speak/act in a respectful manner toward all adults and students.
- Follow the directions of the playground personnel.
- Do not walk up the slides, or stand at the bottom, preventing others from going down.
- Only climb on things that were meant for climbing
- Do not throw rocks, gravel, sand, or snowballs

**Please keep this a Peanut Free and Scent Free School**

- No fighting or play-fighting
- Follow the playground rules.
- Play cooperatively and respectfully.
- Keep hands to one self.
- Line up when the whistle blows.
- Leave toys/sports supplies at home, including electronic devices.

## **Dress & Grooming**

Appropriate dress and grooming for school are:

- Shorts and skirts must be longer than your hands reach down your side.
- Underwear must not be visible (even when bending down).
- Bellies should not show (even when arms are raised straight out to the side).
- Shirt straps must be more than two fingers wide.
- Pajamas are for bedtime at home (unless sanctioned as a 'pj day').
- Parts that are meant to be private should not be visible.

Clothing that is likely to cause a disruption at school activities is banned if;

- It does cause a disruption to school activities.
- It endangers health or safety.
- It fails to meet a reasonable requirement of a course or activity.
- It is associated with gangs.
- It is lewd, vulgar, obscene, revealing or has a sexual nature.
- It promotes the use of tobacco, alcohol or drugs.

Students will be given a choice: Wear a school-provided shirt over the offensive shirt or return home to change.

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### ***The following offenses are not tolerated and will be referred directly to administration:***

- **Fighting/Violence** (including play fighting and wrestling)
- **Smoking on school grounds**
- **Theft, Property Damage & Vandalism**
- **Verbal Abuse, Threats, Intimidation, Harassment** (including cyberbullying)
- **Drugs and/or Alcohol**
- **Weapons** (including any toys which might be perceived as weapons)

### ***Possible consequences include:***

1. A series of classroom consequences developed by individual teachers.
2. Detention time in accordance with late and/or unacceptable absences.
3. In-School suspension (the day and length of time to be determined by administration)
4. Suspensions from one to five days according to the nature and frequency of the offence.
5. Suspensions longer than five days, the development of an alternative educational program, home tutoring, or recommendations for expulsion are final possibilities.

# **Attendance Policy**

*Irregular attendance will be addressed using the following procedure.*

**Common Step One for both Grades K-5 and 6-12**

**Teacher Action (following an absence of 4 days, for any reason, in any class)**

- a) Student/Teacher meeting.**
- b) Phone call home (letter sent if no telephone contact).**

## **Grades K-5**

**Step Two: School Letter (following any absence of 8 days, for any reason, in any class). Letter sent home (including a copy of this policy) and a**

**Student/Guidance/School Personnel meeting held (Intervention Plan Developed/Implemented).**

**Step Three: Referral to Administration (following an absence of 12 days, for any reason, in any class)**

**A case conference will set up to meet with the parents and the student. At the discretion of administration, district office personnel and/or outside agencies (Including the Dept. of Social Development) may be involved. Clear expectations and guidelines, including consequences, will be implemented.**

**Step Four: Referral to Administration (following an absence of 16 days) Parents will be contacted by phone or letter. The Dept. of Social Development will be notified.**

## **Grades 6-12**

**Step Two: School Letter (following an absence of 8 days, for any reason, in any class).**

**Letter sent home (including a copy of this policy) and a Student/Guidance/School Personnel meeting held. Intervention Plan Developed/Implemented. The student will be required to attend Saturday School to buy back days (see below).**

**Step Three: Referral to Administration (following an absence of 12 days, for any reason, in any class)**  
**A case conference will set up to meet with the parents and the student. At the discretion of administration, district office personnel and/or outside agencies may be involved. Clear expectations and guidelines, including consequences, will be implemented.**

**Step Four: Referral to Administration (following an absence of 16 days) Parents will be contacted by phone or letter to remind them of the pending 20 day consequence (loss of credit).**

**Step Five: Removal from the Course (following an absence of 20 days (final number of absences to be determined by administration who will consider extenuating circumstances)).**

**Students who are removed from courses will need to be in a supervised class or must leave the building during the block from which they have been removed (ie. leave early if last block or come in late if 1<sup>st</sup> block).**

### **Buy-back option:**

**Students who have missed eight (8) or more days are required to attend Saturday School and have one (1) absence removed for each Saturday School attended. Students must be actively working for the entire 5 hours of Saturday School (8:00 AM to 1:00 PM). They must, of course, follow all the guidelines for Saturday School. Students can also buy back time after school with teachers.**

### **Extra-Curricular and Co-Curricular Events:**

**Students traveling, or participating in, school sponsored events (for example: sports, drama) will not be considered absent for those days.**



# Procedures for...



## Technology Use

1. Computers & Technology must be used for school related work.
2. Save information on your network drive. It is your responsibility to safeguard your network password.
3. Do not eat or drink around the computer, or abuse them in any other way.
4. Don't download or install software, utilities, songs, games, etc.
5. Respect the work of others by:
  - not destroying data belonging to other students.
  - respecting copyright laws. Footnote information belonging to others.
6. Avoid inappropriate material and internet sites. **Immediately** back out of inappropriate sites if they are encountered.
7. Read policy 311 on the home page regarding internet use & safety. When you login to a computer, you are agreeing to abide by these rules!
8. When creating project videos you must not including anything inappropriate, unsafe, illegal, or scenes that could cause harm to the actors or others.
9. Do not connect personal devices (laptops, iPods, etc.) to our school network.

**Any violations of the rules may result in the complete loss of computer use, which can affect your courses and marks.**



## Textbooks

All loaned textbooks are to be returned in the same condition that they were issued. **Students**

**will be required to pay for lost or damaged textbooks before receiving their report card.**

## Telephones

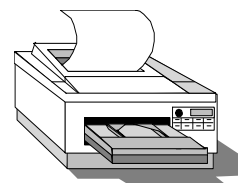
School phones are not for student use unless there is an emergency.

Pay phones are available to students, however, they are not for use during class time. Cell phones are only permitted in the Great Hall during lunch hour (HS only).



## Photocopiers

Photocopiers are for **teacher use only**. Students will be charged 25 cents per page.



## Student Valuables & Lockers

Students, not the school, are responsible for items lost or stolen. Items of value should be kept in **LOCKED** lockers. Lockers can be searched at any time by school staff. **Students will receive a \$5 refund when they turn in their locks at the end of the year.**



# Extra Curricular



## Dance Rules

- MS dances 7- 9pm and HS 9:30- 11:00pm
- Sign-ins must be approved by Administration
- Coats & Bags will be checked at the door
- Lockers will not be accessible
- Once you leave, you won't be let back in
- Parents and RCMP will be called if alcohol or drugs are suspected
- Suspension from dances will be for all dances including the prom
- You must attend school the entire day to be allowed in to the dance

## Gr. 6-12 Student Fees

We use your \$25 fee (\$35 for families) for student activities. Please pay promptly. We require \$5 deposit on each lock for every locker. Your homeroom teacher will return your deposit when you return the lock.

This money goes to support student council activities throughout the year.

## *Funding Policy:*

It is expensive to participate in off island activities but each group is responsible for their own fund raising. That means that teams and groups must organize initiatives to support their activity. Student Council does not fund sports or organizations.

Student Council will fund raise to provide their own fun, cultural, and leadership opportunities from grades 6-12.

**If you are on a team you must fund raise.** (Students in grades K-5 are not legally permitted to sell door to door.)

**All fund raising money, must be deposited into the school account and cheques will be written to disburse the funds as needed by teams and organizations.**

*Join in and enjoy  
our events!*



**We encourage you to take an active role in your child's education from K-12. We find that parents who join in school activities, help out on the playground, or visit the classroom, give their child the feeling that education is important.**

# Guidance & Resource

## Portfolios

All students, grades 6-12, should have a personal portfolio. Inside you should have an updated resume, reference letters, and any school work that you are proud of. You might also include photos of activities, sports, or trips.

**Elementary Resource (K-5)**  
Mrs. Stephanie Fitzsimmons  
662-7009

**Grades 6-12 Resource**  
Ms. Caroline Smart - 662-7122

**Grades K-12 Guidance**  
Mrs. Heather Brown – 662-7004



## *Problems/Concerns with...*

**Schoolwork? Family? Peers?  
Relationships? Harassment?  
Graduation? Scholarships?**

## *...Make an appointment*

The Guidance Center works closely with school and community agencies. All appointments will be kept confidential (except for life threatening situations, or, if permission has been granted by the individual).

## *Distance Education*

Many courses are available for students in grade 11 & 12 online through Distance Ed. See the Guidance Councilor for details.

Note: If you do not complete one Distance Ed course then you cannot take another.

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## Administration's Expectations for Students

It is important for students to complete their assigned homework. Taking a Zero is not an option. Missing assignments may lead to an incomplete on a report card. Homework hour will be a requirement for students that do not complete their homework by the due date (Tuesday & Thursday from 3-4 p.m.).

**Saturday School:** Administration will assign Saturday school when deemed appropriate. Students must arrive by 8 a.m. and remain until 1 p.m. There will be one 10 minute break at 10 o'clock. Students must have work to do the entire time and they must not bring any distractions such as mp3 players. This is a work time and any problems will mean that they are sent home. Not attending Saturday school, or being sent home, will result in a 3 day suspension.

# Plagiarism Policy

## (Grades 9-12)

The administration and teachers of Grand Manan Community School want students to put their best effort into assignments to produce quality work. We want GMCS students to try their best and, as a school, we value honesty ("truth conquers all"). In order to ensure our students are putting their best effort into their school work, students need to avoid plagiarism regardless of the type of assignment.

Plagiarism is using someone else's ideas, information, pictures, images, diagrams, charts, statistics, or quotations without clearly acknowledging the source of the information with the use of a footnote or reference. Examples of plagiarism are: copying word for word, in part or in whole, from any source without properly acknowledging the source ("sources" include the other students, internet, reference books from a library, encyclopedias, magazines, journals, interviews, newspapers), paraphrasing ideas from a source without properly acknowledging the author, handing in a paper written by another person or copying homework answers off another student.

GMCS teachers have provided proper methods for using and documenting outside information. Please refer to your student agenda on pages 13 and 14 to see how to properly footnote information, construct a bibliography and avoid committing plagiarism. Additional assistance is also available from any of your classroom teachers upon request.

Penalties for plagiarism are as follows:

- ◆ A student who allows another student to copy an assignment or essay will receive an automatic 50% reduction of their mark.
- ◆ Students who commit plagiarism will receive the following penalties:

First Offence – The student will complete a similar assignment after a meeting with the subject teacher to discuss the incident. Parents will be notified by letter or phone call that the student committed plagiarism.

Further Offences – Zero on the assignment with no option to redo it, parents will again be notified of the incident by a phone call, and the student will be required to meet with the principal or vice-principal.

**All incidents of plagiarism will be recorded and placed in the students' permanent cumulative file!**

# Report Format

## 2 Footnote Styles – ask your teacher which style to use

### MLA Style:

- **Book with one author**

<sup>1</sup>Jennifer Armstrong, *Shipwrecks* (New York: Crown, 1998) 1.

<sup>2</sup>Armstrong 22.

- **Magazine/Newspaper**

<sup>2</sup>Real Gross, "Slugs in a Milk," *The Middleton Mercury*, 15 Oct. 2000: A1.

- **CD-ROM**

<sup>1</sup>"Film Animation," *The Canadian Encyclopedia*, World ed., CD-ROM (Toronto: McClelland & Stewart, 1996).

- **Interview**

<sup>3</sup>T. Jai Singh, Personal Interview, 10 March 2000.

- **Internet**

<sup>2</sup>"Ice Breakup," *Nunatsiaq News*, Internet, 14 May 1999:  
<http://www.nunatsiaq.com>

<sup>3</sup>CN Tower, City of Toronto Home Page, Internet, January 1, 2003: [www.toronto.com](http://www.toronto.com)

Page Name, Web Site Name, Internet, Date Seen, Web Site Address.

### APA Style:

In APA style, the footnote appears at the end of the reference information as show:

There are 749,168 people in New Brunswick (Smith, Ingalls & Griffin, 2007, p. 10).

Author's Last Names

Publication Date

Page

**Note: Google.ca is not the Web site address of your sources.**

# Report Format

## Bibliography

A bibliography is a list of all the works consulted during the presentation of an essay or research paper. It should appear on a separate page at the end of the paper. Arrange the sources alphabetically by the author's surname.

### MLA Style:

- **Book with one author**

Armstrong, Jennifer. *Shipwreck*. New York: Crown, 1998.

- **Magazine**

Jarzen, David. "Pollen Power." *Owl* Mar. 1997:12-14.

- **Interview**

Singh, T. Jai. Personal Interview. 10 March 2000.

- **Internet**

"Ice Breakup." Nunatsiaq News. Internet. 14 May 1999:

[www.nunatsiaq.com](http://www.nunatsiaq.com)

CN Tower, City of Toronto Home Page, Internet, January 1, 2003: [www.toronto.com](http://www.toronto.com)

Page Name, Web Site Name, Internet, Date Seen, Web Site Address.

### APA Style:

- **Book with one author**

Tuleja, T. (1988). *Beyond the bottom line: How business leaders are turning principles into profits*. New York: Rosen.

- **Magazine Article**

Fuentes, A. (2000 June). Won't you be my neighbor? *American Demographics*, 22, 60-62.

- **Internet Source**

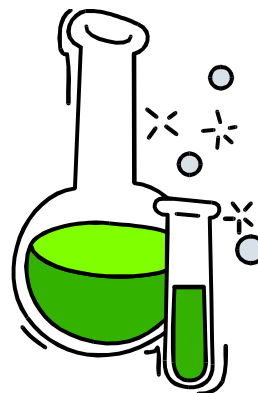
Murphy, Elizabeth (1997). "Constructivist learning environments", Retrieved July 13, 2004 from: <http://www.cdli.ca/constructivism.html>

**Note: Google.ca is not the Web site address of your sources.**

# Format

## Gr. 6-12 Science Lab

1. **Title of Activity**
2. **Purpose:** Tell what you are trying to prove or discover in the experiment. This can be written as a question.
3. **Experimental Design:** This section is only necessary for high school lab reports. Briefly summarize the procedure.
4. **Materials:** List in columns all materials and equipment required.
5. **Procedure:** Explain the steps required to complete the experiment. This section must be detailed enough so another person could read the procedure and be able to perform the entire experiment. Write this section in numbered steps and past tense.
6. **Observations:** Record any reactions, measurements, or changes that you see during the experiment. Data should be organized in tables. Diagrams should be drawn in pencil, labeled, and given a title.
7. **Analysis:** There may be assigned questions to answer in this section.
8. **Conclusion:** Explain what you have learned from this experiment. This should be related to the purpose.



### Insert a Header with a Shortened Report Title and the Page Number

(A Header will appear on every page of the document)

(The Page Number can be set to advance automatically on each page)

Vertically Center the combined sections on the page

Shortened Title 1

Title

By (Full Name)

Course Name

Teacher's Name

Date

## Title Page Format

(APA format used by many universities)

### Rules

- Use a 12 point font
- Centered from left to right
- Double Space within each section

## *Coming to visit??*

### *Please...*

Register at the Office on each visit.

Thanks for removing your hat while in the building!

Wear the nametag given to you at the office. Return the tag before leaving.

*...Thank You!*

## *Use of the Gymnasium*

2. No food or drinks allowed.
3. Proper gym clothes must be worn for grade 6 to adults.
4. Outdoor footwear must be left outside the door, even if you plan on sitting on the bleachers.
5. The gym must be supervised when in use.

**Coaches/Parents/Students: Look for the sports policy and travel policy by clicking the Sports Link on our home page.**

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Students wishing to bring student visitors to school must have permission of their classroom teachers in advance of the visit.

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