



Gill Memorial Academy School Handbook

2017-2018

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Home of the Vikings

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SCHOOL STAFF

Staff Member	Duties	
Mrs. Dianna Abbott	Kindergarten	Grade 1 Math
Mrs. Susan Faulkner	Grades 1, 2, and 3	
Mrs. Rebecca Vincent	Grades 1, 2, and 3	
Mrs. Betty Moulard	Instructional Resource Grade 4/5 Language Arts Grade 4/5 Social Studies	Grade 4/5 Science Grade 5 Math Grade 5 Religion
Mrs. Sandy Strickland	Grade 4 Math Grade 4 Religion Grade 4/5 Health Grade 6 Language Arts	Grade 6 Science Grade 6 Health Grade 6 Math Grade 6 Religion
Mrs. Stephanie Holloway	K-Grade 9 Music Grades 4-9 Art Grade 6 Social Studies Grade 7/8 Religion	Grade 9 Religion Grade 9 Health Grade 7/8 Social Studies Art & Design 2200
Ms. Kathryn Johnson	Grade 7/8 Language Arts World Geography 3200 Career Development 2201	Nutrition 3102 Writing 2203
Mrs. Bobbie Keeping-Sibley	Grade 9 Language Arts Grade 9 Social Studies Consumer Studies 1202 Library	English 1201/1202 English 2201/2202 English 3201/3202
Mr. Rex Stirling	Grade 7 Math Grade 9 Math Grade 7/8 Science Grade 9 Science	Grade 7/8 Health Biology 2201 Science 1206
Mr. John Abbott	Grades 1-9 Physical Education Physical Education 2100/2101 Design and Fabrication 2202	Grade 7/8 Technology Grade 9 Technology Communications Technology 3104
Mr. Blair Hann	Grade 8 Math Canadian Law 2204 World Geography 3202	Math 1201/1202 Math 2201 Math 3201
Mr. Brian Strickland	Instructional Resource	
	Guidance Counselor	
Mrs. Jessica Stokes	Student Assistant	
Mrs. Stephanie Abbott	Vice-principal Grades 4-9 French	French 1200 Library
Mr. Sheldon Gillam	Principal Math 3202	Chemistry 2202
Mrs. Chantelle Moulard	Secretary	
Mr. Phonse Fahey	Bus driver/Custodian	
Mrs. Judy Fahey	Bus Driver	
Mrs. Nicole Hicks	Janitor	
Mrs. Angie Nippard	Janitor	
The John B. Wheeler Public Library is located at Gill Memorial Academy. Eunice Abbott is our Public Librarian.		

PRINCIPAL'S MESSAGE

Welcome to Gill Memorial Academy for the 2017-2018 school year. This school handbook has been developed to help provide school related information to all students and parents. Gill Memorial Academy will also publish a number of school newsletters, approximately every 6 weeks, which will contain updates on specific school events and activities. These newsletters will be handed out to all students to bring home. They will also be posted on our school web page at <https://workspace.novacentral.ca/sites/home/gillmemorial/Pages/default.aspx>. In order to meet our goals, we feel clear and effective communication with students, parents, and community representatives must be maintained. This handbook is one tool to aid in effectively communicating with all students and parents. Also, we maintain a Gill Memorial Academy facebook page, which we use as an informal means of communicating school related information to parents, students and other community members. We look forward to working with all students and parents to make this another successful school year.

ABOUT OUR SCHOOL

Gill Memorial Academy is named after Major Kenneth Gill, a Salvation Army officer who was the driving force behind the plans and approval for a new high school in Musgrave Harbour. Unfortunately, he passed away before the school was finished. Upon opening, the school was named Gill Memorial in his honor. Gill Memorial Academy has a student population of approximately 127 students. The school is truly a community school since it serves only the residents of Musgrave Harbour, which sets it apart from most other schools in our province.

ENTERING AND EXITING GILL MEMORIAL ACADEMY

The main entrance at Gill Memorial Academy is located nearest the main office. This entrance is to be used by parents dropping off or picking up their children and visitors to the school. It is opened at 8:40 a.m. Bus students and students who walk to school enter and exit the school through the entrances at the front of the building (high school section) located nearest the road. These entrances are opened at 8:40 a.m., but are locked once classes begin.

An entrance security system is installed at the main entrance of our school. It consists of a camera mounted near the entrance, a buzzer and a monitor located in the main office. The main door will normally be locked and the lock will be released from the main office. The camera will enable staff in the main office to identify who is at the door. We want to reinforce that parents and other visitors are welcome in our school. This system enables us to monitor the people who are coming and going in our school especially during the school day.

NOTIFICATION OF SCHOOL OPENINGS AND CLOSINGS

Any change to the scheduled opening or closing of school is communicated to parents/guardians using one or more of the following means.

- Synervoice – an automated phone messaging system through which all staff and students can receive messages
- School district website – www.nlesd.ca
- Radio announcements (VOCM and CBC)
- Note/newsletter sent home via students
- Phone tree – all students in Kindergarten to Grade 7

SCHOOL COUNCIL

School councils are a collaborative group who ensure local input into decisions which affect the school and the children it serves. School councils assist the school administration in the development and implementation of school-based policies, practices and activities which help improve the teaching and learning environment of their school.

Gill Memorial Academy school council for 2016-2017 includes:

Name	Position
Sheldon Gillam	Principal
Dianna Abbott	Teacher
Vacant	Teacher
Jennifer Pearce	Community Representative
Ashley Fahey	Community Representative
Vacant	Parent
Claudine Moulard	Parent
Nadine Stokes	Parent – School Council Chairperson
Laura Whiteway	Student

SCHEDULES

Gill Memorial Academy has a 5 period day within a 14 day cycle. Below is our Daily Schedule, 14 Day Schedule and Holiday Schedule.

Daily Schedule

TIME	Session
8:40 a.m.	School doors open
8:45 a.m.	First Bell
8:45 a.m. – 8:50 a.m.	Opening Homeroom Period
8:50 a.m. – 9:50 a.m.	1 st Period
9:50 a.m. – 10:50 a.m.	2 nd Period
10:50 a.m. – 11:05 a.m.	Recess
11:05 a.m. – 12:05 p.m.	3 rd Period
12:05 p.m. – 12:45p.m.	Lunch
12:45 p.m. – 1:45 p.m.	4 th Period
1:45 p.m. – 2:45 p.m.	5 th Period
2:45 p.m.	Dismissal

14 Day and Holiday Schedule 2017-2018

September				
Mon	Tue	Wed	Thur	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October				
Mon	Tue	Wed	Thur	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November				
Mon	Tue	Wed	Thur	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December				
Mon	Tue	Wed	Thur	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January				
Mon	Tue	Wed	Thur	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February				
Mon	Tue	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March				
Mon	Tue	Wed	Th	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April				
Mon	Tue	Wed	Thur	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May				
Mon	Tue	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June				
Mon	Tue	Wed	Thur	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Key: black = calendar days
 red = cycle days
 green = common holidays

SAFE ARRIVAL/DISMISSAL

If parents know their child will not be in school on a given day, they are asked to contact the school at their earliest convenience so that we can be assured of the child's safety. In order to ensure safe arrival at school, Gill Memorial Academy has a practice of contacting the home of Kindergarten to Grade 7 students, who are absent in the morning and/or afternoon sessions.

Bus students will be picked up and dropped off at their designated bus stops only. In accordance with school district policy, a parent has the option to contact the school administrator and request to change their student's bus stop to another existing bus stop on the student's assigned route.

1. This change in bus stop must be on a continuous/regular basis (minimum one week)
2. Written notice must be provided by the parent to the school (minimum 3 working days notice)
3. Written notice must be provided by the school to the Regional Manager for that route (minimum 2 working days notice)

Written notice is to be provided using a ***Courtesy Seat Request Form*** which can be obtained at the school.

Grade 7 to Level III students arriving at school after homeroom period are required to sign in at the main office. Also, Grade 7 to Level III students leaving school any time during the school day are required to sign out at the main office.

BREAKFAST PROGRAM

Through the efforts of a group of volunteers, a Breakfast Program is available at the school 3 days a week – Monday, Wednesday and Friday. The Breakfast Program occurs in the High School lunch room beginning at 8:40 a.m.

VOLUNTEERING AT GILL MEMORIAL ACADEMY

Volunteers at Gill Memorial Academy serve a vital role in the smooth functioning of a number of school related activities and groups. The breakfast program, school canteen and winter carnival are just a few areas where volunteers show their school involvement. All volunteers must have a satisfactory Criminal Reference Check on file, prior to commencing a volunteer placement. Once volunteers have submitted a satisfactory CRC, they are able to complete an annual Criminal Offence Declaration. If anyone is interested in volunteering at the school and requires assistance with acquiring a Criminal Reference Check, please contact us and we will try to help. Criminal Reference Checks are free for volunteers. We would like to take this opportunity to thank any and all volunteers in advance.

ATTENDANCE POLICY

Attending school on a regular basis is the key to students doing well at school and helps establish good habits for later in life and the working world. More specifically, increased attendance at school will result in increased student achievement. Attendance provisions require students to attend school regularly and punctually, unless there is illness or other reasons are presented in accordance with Sections 4 or 5 of the Schools Act. Provided it is communicated in writing or orally by the parent/guardian, acceptable absences are:

1. Illness of the student
2. Other unavoidable cause, such as:
 - Serious illness in the family.
 - Death in the family.
 - Any other explanation deemed acceptable by the principal after considering prior absenteeism.

In addition, the following guidelines will apply:

- No student is to leave the school building during class time without first getting permission.
- Parents are asked to call the school if they know that their child will be absent because of illness.

EVALUATION POLICY

Formal exams that require the suspension of classes will only take place at the end of the school year. The following guidelines will be used in determining a final evaluation.

- In the primary grades testing will not be used for summative evaluation.
- There will be no mid-term or final examinations for Grades K-6. Midterms will be administered in selected Senior High courses.
- In Grade 4, no more than **20%** of the total evaluation shall include tests, quizzes or reviews.
- In Grade 5, no more than **30%** of the total evaluation shall include tests, quizzes and reviews.
- In Grade 6, no more than **40%** of the total evaluation shall include tests, quizzes or reviews.
- In Grades 7-8, no more than **50%** of the total evaluation shall include tests, quizzes or reviews.
- In Grades 9-12, no more than **70%** of the total evaluations shall include tests, quizzes or reviews.
- For Senior High students, final exams shall be **30%** to **40%** of the total evaluation.

A student will be permitted a make-up exam if the following conditions are met:

- The student is ill on the day of the exam and the parent phones the school on the day or writes a note after the student returns to school, informing the teacher of the student's illness.
- Prior approval of the principal is given excusing the students because of their participation in a school sponsored activity or for some other approved reason.
- Make-up exams are to be completed within 2 days or scheduled as soon as possible thereafter.
- If a student is ill and misses a final exam, they should contact the Principal immediately to make special arrangements.

REPORTING PERIODS

Gill Memorial Academy has three reporting periods for K-6 students and four reporting periods for 7-12 students. Approximate dates for these periods are:

Time period	Students involved
Late November/early December	All students
Mid February	7-12 students only
Late March	All students
End June	All students

Junior and Senior High teachers at Gill Memorial Academy may also choose to use performance alerts to notify parents/guardians of any concerns they may have with their child's academic performance. These alerts are sent home in the mail.

GRADUATION REQUIREMENTS

Students require 36 credits to graduate, however most students complete 14 credits each year for a total of 42 credits after three years. Credits must be completed to fulfill each subject area below.

Subject Area	Credits Required
English Language Arts	6
Optional Language Arts	2
Math	4
Science	4
World Studies	2
Canada Studies	2
Career Education	2
Fine Arts	2
Physical Education	2
Enterprise Ed., French, Religious Ed., Technology, Family Studies	4
Any Subject Area	6

Notes:

1. At least 20 of the total credits must be obtained beyond Level I.
2. At least 9 of the total credits must be beyond Level II.
3. A student cannot use more than 4 local course credits to contribute to the 36 credits to graduate.

Please note that Senior High students will be placed in the homeroom class that is indicated on their Department of Education Transcript.

CODE OF CONDUCT

Gill Memorial Academy is committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

The Standards of Behaviour outlined apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

- On school property.
- Traveling on a school bus that is under contract to the school and/or school board.
- Participating in extra-curricular activities.
- Participating in off-site school-sponsored activities.
- Engaging in an activity which will have an impact on the school climate.

A) Standards of Behaviour

All members of the school community are expected to:

- Respect and comply with federal, provincial and municipal laws.
- Demonstrate honesty and integrity.
- Respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, national or ethnic origin, religion, culture, body image, gender, sexual orientation, gender identity, age or ability.
- Show proper care and regard for school property and the property of others.
- Take appropriate measures to help those in need.
- Demonstrate best effort during all school-based activities.

B) Inappropriate Behaviours

In abiding by Gill Memorial Academy Standards of Behaviour, all members of the school community are expected to refrain from:

- Breaking federal, provincial or municipal laws.
- Any behavior that discriminates based on economic status, national or ethnic origin, religion, culture, body image, gender, sexual orientation, gender identity, age or ability.
- Any violent or bullying behavior (physical, verbal, social, electronic) that intentionally causes harm (physically, socially or emotionally) to another person.
- Making derogatory or hateful comments toward an individual, group of people, idea, opinion or belief.
- Threatening an individual, group of people or property.
- Injuring an individual, group of people or property.
- Use of technology that intentionally abuses or bullies another person.
- Use of technology that interferes with the positive climate of the school.
- Using language that is violent, profane or discriminatory.
- Wearing clothes that depict violence, profanity or discrimination.
- Wearing outdoor clothing, coats and hats during class time.
- Dressing in a sexually suggestive manner. More specifically, shirts, tops and other clothing that are strapless, reveal cleavage and/or the midriff region will not be permitted.
- Wearing clothes that advertise drugs and alcohol.
- Wearing pajama tops and bottoms unless a special activity has been planned (ex. Pajama Day).
- Having cell phones, pagers and other electronic devices turned on and in sight during instructional time, except with the explicit permission of the school administrator or his/her designate. It is strongly suggested that these types of devices be left at home since students have access to a phone in the office and the cost to the individual student to replace them is significant should they be lost or stolen.

C) Proactive Strategies

Expected behaviours as identified in Gill Memorial Academy's Standards of Behaviour will be encouraged and supported through the following school-wide practices:

- Behavioural expectations are discussed with all members of the school community during scheduled meetings.
- Standards of Behaviour for students are reviewed, practiced and discussed on a regularly scheduled basis and as needed.
- Standards of Behaviour are applied consistently by all staff.
- Students are offered choices with the resulting consequence of each choice, so that they can make an informed decision before acting.

- On-going modelling of appropriate behaviours by school staff.
- On-going acknowledgement by staff of appropriate student behaviours.
- Parents/guardians are contacted by teachers for feedback on student behavior and accomplishments.
- Curricular and extra-curricular programs that promote social skill development are available.
- Environmental and/or programming changes are considered.
- Teacher uses the pre-referral process to determine and/or meet a student's needs.
- Referral for assessment may be considered by the service delivery team.
- Referral for counselling.
- Referral to district staff or outside agencies.
- Consistent teacher documentation of inappropriate student behavior.
- Focused support for small groups and individual students.

D) Reactive Strategies

In response to inappropriate student behavior, teachers and administrators of Gill Memorial Academy shall utilize a Reactive Strategy, depending on:

- The level of the behavior.
- Circumstances of the behavior:
 - The other people involved.
 - The environment.
 - Precipitating factors.
 - Special circumstances.
- Past reactive strategies utilized for this student and the students resulting behavior.
- The frequency of the behavior.
- The student's exceptionality and/or Individual Education Plan (IEP).

Appropriate school response to inappropriate student behavior is summarized below.

SCHOOL-WIDE DISCIPLINE PLAN



We Care
Gill Memorial Academy

Minors

These behaviors are handled by the classroom teacher OR the attending adult.

- Teasing and/or derogatory remarks
- Inappropriate hallway & classroom behavior
- Swearing (unintentional)
- Disrespecting others
- Talking out of turn
- Wandering hallways during class time
- Not prepared for class
- Misuse of personal electronic devices in school
- Theft (minor)
- Assembly misbehavior
- Inappropriate use of personal items
- Late for class
- Littering (inside and outside of school)
- Unauthorized use of school technology

Middles

These behaviors are handled initially by the attending adult, but are referred to the administration if they become chronic.

- Defacing School Property
- Cheating/Plagiarism
- Lying (at detriment to others)
- Inappropriate clothing
- Refusing to comply with teacher request
- Community or cultural slurs
- Misuse of trust (keys, tools, etc.)
- Use of matches/lighter
- Disrespecting teacher's personal space/items
- Skipping class or school
- Inappropriate touching/displays of affection
- Abuse of school equipment
- Bus misbehavior

Majors

These behaviors are immediately referred to the administration.

- Fighting
- Physical Aggression
- Defiance
- Dangerous use of vehicle on school grounds
- Major damage of property
- Uttering threats
- Smoking
- Use of drugs and/or alcohol
- Bullying
- Intimidation
- Theft (serious)
- Non-Emergency fire alarm/prank calls
- Deliberate inappropriate internet sites and/or print material
- Inappropriate representation of school (field trips, athletics, performances, etc.)
- Sexual Harassment
- Sexual Behavior (suggestive or actual)
- Weapons
- Discrimination

BULLYING: CREATING A SAFE AND CARING SCHOOL

Fostering a safe and caring learning environment is important in establishing a positive school culture. Gill Memorial Academy strives to be an inclusive school where diversity is embraced and celebrated so that all students experience quality education. One of the most difficult issues facing schools today is that of bullying. However, bullying behavior isn't always easy to define. Where do you draw the line between good-natured ribbing and bullying? Generally, schools view bullying from the following point of view. Bullying is a pattern of behavior. It is a series of actions, repeated over time, with the intent to harm another individual physically, verbally or socially. The four most common types of bullying are:

Verbal Bullying—name calling, sarcasm, teasing, spreading rumours, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, making unwanted comments.

- **Social Bullying**—mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.
- **Physical Bullying**—hitting, poking, pinching, chasing, shoving, coercing, destroying, or unwanted sexual touching.
- **Cyber Bullying**—using the internet or text messaging to intimidate, put down or spread rumours about someone.

At Gill Memorial Academy, we believe bullying can be a serious issue worthy of reasonable attention, awareness and action. We encourage parents to discuss this issue with their son or daughter knowing that keeping lines of communication open is an important way in which we can raise bullying awareness.

FIRE DRILL PROCEDURES

- Window and classroom doors are to be closed to prevent the spread of fire.
- Once outside, students are to move away from the building and remain with their class and teacher.
- Fire evacuation charts are placed in strategic locations. The evacuation routes are clearly marked in red.
- In the event of a real fire, arrangements have been made to take students to the Salvation Army citadel, thus getting them away from the building.
- Fire drills are conducted monthly.

LOCKDOWN/SECURE SCHOOL PROCEDURES

- If a threat/action is considered an imminent and significant risk, a lockdown procedure will be put into place in an effort to ensure the safety of all students and staff. Details of this procedure are kept confidential in an effort to ensure its effectiveness.
- Three lockdown drills are conducted during the school year.

BEHAVIOUR MATRIX

The matrix below was developed to clarify for all stakeholders what is considered appropriate behaviors at Gill Memorial Academy.

Settings	Behavioral Expectations: Code of Conduct			
	H Honesty	E Excellence	R Respect	O Ownership
All School Areas	Be trustworthy and honorable.	Be prepared to always give your best effort.	Be respectful of all members of the school community.	Be accountable for your actions. Take responsibility to stop bullying.
Hallway/ Stairwells	Behave appropriately even while unsupervised. Report dangers or accidents.	Be a good role model. Be courteous and friendly. Take pride in displayed work.	Respect people, belongings, and school property.	Help keep hallways and lockers clean and tidy.
Washrooms/ Change Rooms	Return to class promptly. Report problems to teachers.	Flush, wash hands, and keep area clean.	Allow others their privacy.	Protect and take responsibility for your personal property.
Lunchroom	Wait your turn.	Use table manners.	Respect others and their personal space.	Clean up after yourself. Recycle.
Bus	Report lost and found items.	Follow bus safety rules. Use appropriate language.	Take care of others. Do not distract the bus driver.	Be on time and wait in designated areas.
Playground/ Outside/ Gym	Take turns and share.	Participate, have fun and include others. Practice citizenship.	Respect school property and equipment.	Stay within designated areas, and keep them clean.
Classroom	Make sure your work is your own. Ask for help if needed.	Take pride in your work.	Respect differences in ideas and opinions of others. Respect people's belongings and school property.	Be prepared for class and arrive on time. Use class time wisely. Keep desk area clean and tidy.

SCHOLARSHIPS AND AWARDS

The scholarships below are presented at our Christmas/Scholarship Assembly. Every effort is made to contact parents of recipients prior to the awards ceremony.

Scholarship	Criteria
FFAW	Student attending Marine Institute
Elaine's Grocery	Top Grade 6 Student
Jeffery Hicks Memorial	Top Grade 9 Math Student
NLTA Scholarship	Top Grade 9 Student
Chad Mouland Memorial	Top Music Student
D&M Services	Top Senior High French Student
D&M Services	Highest Average in Intermediate Music
Straight Shore Lounge (Jack Mouland Mem.)	All Round Elementary Student
Beothic Fish Processors	Academic Achievement Level III
Student Council	Most Improved Elementary Student
Student Council	Most Improved Junior High Student
Student Council	Most Improved Senior High Student
Ray Guy Memorial	Top Math and English Level III Student
Fisherman's Committee	Top Level II and Level III Science Student
Spindrift Motel	Top Grade 7 Student
Hillcrest Manor	Top Grade 8 Student
Muddy Shag Lounge	Senior Male and Female Athletes of the Year
Town of Musgrave Harbour	Top Level III Male Student
Lions Club	Top Level III Female Student
Danny Faulkner, Darrin Faulkner and Roger Hann Memorial	Junior High Male and Female Athletes of the Year
Kean's Pharmacy	Top Grade 9 Science Student
Kean's Pharmacy	Top Technology Student
Kittiwake Funeral Home	Highest Average in Level III
Alex D. Mouland Memorial	Jr. High Spirit Award
Shoppers Drug Mart	Highest Average in Level I
Shoppers Drug Mart	Highest Average in Level II
Hamilton Sound Credit Union	Achievement in Art
R.W. Abbott Scholarship	Creativity in the areas of Drama, Art, Music & Creative Writing
Memorial Scholarship – in memory of Draper Fahey, Danny Faulkner, Darrin Faulkner, Irving Faulkner & Roger Hann	Two Students who best demonstrate Citizenship
Lion's Club/Gander Coop/NCSD	Top Level III student recognizing their academic achievement and volunteer contribution
H&S Tax Centre	Highest average in Economic Education or Social Studies
Simeon Guy Scholarship	Highest Average in Level III
High School Volunteer Award & Fire Brigade	Sponsored by the Department of Education and the Fire Brigade recognizing the contribution of a student to their community and school
Best Attendance Awards	Best attendance by a K-6 student and a 7-Level III student. Sponsored by Fire Brigade.
Oceanview Restaurant & Bakery	Highest average in Nutrition/Family Studies
Governor General Award	Top Level III Student

