



School Hours

Supervision begins	8:00 a.m.
Morning classes begin	8:30 a.m. (8:29 on Mondays)
Nutrition Break	9:47 to 10:02 a.m.
Lunch Break	11:56 to 12:46 p.m.
Dismissal	2:45 p.m.
Supervision ends	3:00 p.m.

Student Access

Adult supervisors are responsible for the supervision of students on the grounds and/or in the school building before and after school. Supervision is available beginning at 8:00 a.m. Students may access the library and computer lab at 8:00 a.m.

Emergency Preparedness

Fire

Fire, earthquake and lockdown drills are required. Students and staff will evacuate the school quickly and quietly when the fire bell rings. Evacuation routes, posted in every room, direct individuals to use the nearest exit and assemble on the main playing field, well away from the school. Students are to move with their teacher and stay with their teacher in the marshalling area. Re-entry to the school will occur after an "all clear" is given by the Principal or Vice-Principal. If the fire alarm rings at a time other than when classes are in session, students are to leave via the nearest exit, move away from the school quickly and assemble at the soccer field in

their advisory formations. Adults will be in this marshalling area to assist.

Lockdown

All schools in the Greater Victoria School District are participating in annual lockdown drills. These are meant to be low key, yet preparing students and staff in the rare event that an emergency of this nature may occur. Should school administration or the police department deem that a lockdown is necessary, an announcement will be made for all students and staff to find a safe location to remain until advised otherwise.

Earthquake

At the first indication of an earthquake, staff members will give the instruction to duck and cover. Staff and students will take cover under a desk or table in a crouched position, facing away from any window. Once the shaking has stopped, a staff member will direct students to evacuate the building through the nearest exit. Students will gather on the field in the designated marshalling areas to await further instructions. No one will leave the area without the permission of the Principal or Vice-Principal stationed at the Command Centre.

Assessment and Evaluation

Reporting to Parents

Three formal reports on student progress will be issued as outlined in the School Calendar. As well, two informal report sessions will occur in the form of parent/teacher conferences or communication between teachers and parents (phone calls, e-mail, etc.), and via ongoing communication.

Program Information

Advisory

Each day GMS students will participate with their teacher in an advisory session. The goals of the program are to develop relationships, tune into Studio 85 (our morning announcement program via live television broadcast) to promote our school culture, and to assist students with personal planning and development.

Core

At each grade level students will follow the Ministry of Education guidelines and be engaged in the core courses of *English Language Arts, French, P.E., Mathematics, Science, and Social Studies*.

Exploratory

GMS students will participate in a series of courses designed to give them practical experience in Music, Home Economics including Foods/Nutrition and Textiles, Art, Computers, Woodworking, Dance/Drama, and Environmental Education. The exploratory programs at GMS are designed to develop and expand on every student's personal interests and skills.

Band

Although band is an optional program, students are encouraged to join the GMS Band Program, regardless of their grade level, their musical experience, or ability. The Band program is an amazing experience for GMS kids, and we encourage your child's participation.

Strings

The Strings Program is also optional. Students who choose to be involved in the Strings Program will meet twice weekly for skill instruction. There will be an opportunity for strings players that are beginners and advanced levels.

Clubs, Sports

Organized activities often occur at lunch times or after school and will be open to all students. Student participation, skill development, and FUN are our priorities with extra-curricular sports. GMS will honor a "no cut" policy, which assures a student playing time when the commitments to the team regarding practices and meetings are met. With senior level competitive teams, the option of intermural, or in some cases, a second team, will be available to include all students interested in playing a particular sport at GMS.

Student Leadership

All students will be invited to join in Student Leadership opportunities. The purpose will be to discover and foster the attributes of leadership. GMS provides opportunities for student leadership at all three grade levels.

Student Support Services

The Student Services Team work collaboratively to support students in a variety of ways. Support to students may be in the form of learning assistance, resource room, adapted or modified programming, counselling, conflict resolution or other strategies negotiated with parents.

Daily Announcements

Each day the school announcements are televised to classrooms via closed circuit TV (Studio 85). These announcements are an important source of information to help students to become involved in the activities of the school.

General Information

Newsletters

A school newsletter is issued every month. In an effort to be environmentally conscious, the newsletter will only be sent to your home via the e-mail address provided by families. Additionally, the newsletter is also available on the school website.

Lockers/Locks

All students will be assigned a locker. The purchase of a combination lock from the school is recommended. If a student wishes to purchase their own lock, it must be a combination lock and the combination must be on file at the school. Students have the option to purchase a lock from the school for a cost of \$6.00. Students should not share their locker combinations, and should only use the locker assigned. Students should not keep valuables in lockers. *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.*

Lost and Found

Items that are lost and found will be placed in our lost and found box. Periodic announcements will be made to advise students of these articles. *While all reasonable precautions are taken to safeguard personal property, the school is not responsible for lost or stolen items.*

Student Drop-off and Parking

The paved area first encountered when entering from Glanford Avenue is designated as the Student Drop-off area. Those drivers using this area are reminded to drive with extreme caution. Please respect that this is NOT a parking area. Parents are asked to avoid using Polyanthus Crescent as a drop off zone.

School Visitors

Visitors to Glanford on business are welcome and expected to check into the main office. School law prohibits trespassing in public school buildings, therefore students are expected to not invite friends or acquaintances to visit them at school.

Technology

The use of computers as a learning tool is a valuable resource at Glanford. Each student is required to receive the permission and authorization of a parent to receive an account on the Glanford computer network upon registering. This authorization clearly indicates the responsibilities for safe and proper use of this network. Furthermore, GMS will be offering the use of Wi-Fi technology, strictly administered and supervised by school staff. The purpose of technology use at GMS is to amplify learning opportunities, motivate and encourage students in their learning, and to allow for creative ways for students to acquire knowledge and demonstrate their learning.

Mobile Devices (cell phones, laptops, i-pods, tablets)

Students may have mobile devices on their person, provided they are turned **off**. The use of cellular/electronic devices during instructional time is prohibited. However, each teacher has the right to allow the use of electronic devices (cell phones, laptops, i-pods or tablets) during instructional time under their direct supervision.

GMS has developed an acceptable use policy for hand held digital devices. This policy can be found in the school's code of conduct.

Visitors

Parents are always welcome to visit GMS, are encouraged to develop positive relationships with

school staff, and are welcome to become active in the GMS PAC. Parents are also encouraged to help with school outings, field trips, and special events. Parents wishing to meet with teachers to discuss private matters about their child are advised to make an appointment by contacting the school at 250-479-7179. Parents picking up their children are requested to have their child meet them outside at the parking lot or drop off and pick up zone. This will assist us in alleviating congestion in our hallways.

Library/Resource Centre

The Library/Resource Centre is open daily from 8:00 a.m. Supervision is available during this time.



Parent Participation

Parent Advisory Council

Parent participation in the school is welcome and encouraged! The Parent Advisory Council will consist of an executive that will conduct the regular business of interest to parents. In collaboration with school personnel, monthly meetings of all parents will be held on the first Tuesday of each month. All parents are encouraged to attend and become involved in the GMS PAC.

Vending Machines

Food/drinks may not be purchased from vending machines during instructional time, as the machines are out of bounds. No food or drink is allowed in the gymnasium, the music room, or computer room. Appropriate times to get nutritional snacks and drinks from machines are at nutrition break, lunch time, and after school. Only products approved by the Vancouver Island Health Authority will be available in our vending machines.

School Phone/Messages to Students

Should the need arise, students will be allowed to use a phone in their classroom, or an office phone, for URGENT calls. Of course, this will be with permission of a school staff member. Making plans with friends and family must be made OUTSIDE of school time. Should parents need to have a non-emergency message relayed to their child, a message can be passed on by office staff at the end of the school day.

Student Fees

In middle schools, fees are required for the following: \$20 for a textbook deposit (refundable upon the completion of grade 8, or transfer to another school, provided all liabilities have been paid); \$6 for lock (student takes lock with them to secondary school or when transferring to another school).

Let's have an awesome year together!