STUDENT HANDBOOK  2011-2012

175 Spring Park Road
Charlottetown, P.E.I.   C1A 3Y8
Telephone: (902) 368-6860
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www.edu.pe.ca/gray

Administrative Staff:
Principal: ......................................................... Kevin Whitrow
Vice-Principals -Grade 10: ........................................ Dale Cole
                        Grade 11: ........................................ Ted Nabuurs
                        Grade 12: ......................................... Rosemary Fleming
Secretaries: ......................... Audrey Allan & Lori Dow

IB Coordinator ................................. Lori Ronahan

Student Services Staff:
Counsellors: ............... Gordie Cox, Charlene Duffy & Julie McCabe
Secretary: ......................... Valerie Inman

Information in this handbook is subject to change. Please see the school
website (listed) above for the most recent information.

This agenda belongs to:

NAME

ADDRESS

CITY/TOWN

POSTAL CODE  PHONE

STUDENT NO.  HOMEROOM

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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COLONEL GRAY SENIOR HIGH SCHOOL bears the name of the man who presided over the Charlottetown Conference which met on September 1, 1864 to consider the Union of the Maritime Provinces, Colonel John Hamilton Gray. As a Father of Confederation and President of the Charlottetown Conference, Colonel Gray provided the leadership and vision that Colonel Gray Senior High strives to provide for its students.

Colonel Gray Senior High, or “The Gray” as it is now affectionately known, opened in 1966 to serve the students living within the City of Charlottetown. Since that time, Colonel Gray has expanded to include the communities of Winsloe, North Winsloe, part of Winsloe South, Parkdale, Hillsborough Development, Hillsborough Park, West Royalty and Parkwood Estates. The Gray serves approximately 1000 students and has a teaching staff of 65.

Statement of Philosophy
Quality education is the primary objective of Colonel Gray Senior High School. At this stage in the life-long process of learning, it is our goal to help students to attain their academic potential, develop a positive self-image, and acquire the skills to become productive, well-adjusted and responsible members of society.

Achievement of quality education at Colonel Gray involves an inter-relationship among administration, staff, students, parents and community. This inter-relationship is based upon mutual respect, a spirit of cooperation and a basic concurrence on fundamental principles. These principles apply equally to all students and include the recognition that students have differing cultural backgrounds, needs and abilities.

The best environment for attainment of the goal of quality education at Colonel Gray is a milieu featuring open and effective communication, cooperative decision-making, clear understanding of rules and responsibilities and a climate of mutual respect and caring. Colonel Gray encourages the input and involvement of parents and the community in the education of our students.

Code of Conduct
In 2005/06 staff, students and parents of Colonel Gray developed a Code of Conduct. The Code of Conduct governs the behaviour of students, staff and visitors to Colonel Gray High School.

✔️ I will respect those around me: their individual right to learn and their ethnic, racial, and cultural differences.

✔️ I will respect myself and others through dress, manners and appropriate language.

✔️ I will display good citizenship at home, school and in the community, and respect school property and the property of others

✔️ I will respect my educational opportunities and my responsibilities as a student or staff member.

✔️ I will respect school procedures, decisions, and consequences.

Developed by Colonel Gray Senior High School students, staff, and parents (2005-2006).
1. Parents play a vital role in developing student behaviour and conduct. It is our expectation that parents:
- be aware of the school's code of conduct.
- work with the school to resolve student behaviour issues when they affect their children.
- cooperate with the school's or district's recommended course of action for the student.
- model appropriate behaviour and language for their children.

2. All parents/guardians are reminded that they are subject to the school's code of conduct, as are all students and staff.

2011-2012 School Calendar
The Colonel Gray School Calendar is available online at www.edu.pe.ca/gray

Time Lines For Grade 12 Students
This is an overview of your final year at Colonel Gray. Please make at least one appointment at Student Services, and if you have any questions regarding deadlines, please don't hesitate to ask. A newsletter containing information pertaining to Grade 12 is published four times per year and is available from Student Services. For the current updates go to www.edu.pe.ca/gray

September/October:
• research your options, be it work, college, university or travel
• information meeting for Rotary Exchange is in early October
• University/College Day (Post-secondary Information Session)

November/December:
• some early scholarship deadlines will be announced
• students should start preparing their resumes

January:
• university and college application forms completed and mailed
• resumes completed and passed into Student Services

February:
• completion of scholarship student packages
• First Semester marks are forwarded to universities and colleges (you must fill out a transcript request form in order to have this done).

March:
• visits from Holland College and U.P.E.I.

April:
• mid-semester marks are forwarded to colleges and universities upon request
• scholarship students will automatically have the forms completed for them

May:
• student loans officer visits
• students going to U.P.E.I. visit with U.P.E.I. counsellor
**June:**
- final marks are forwarded to universities and colleges.

Student Services announces all major awards, bursaries and scholarships as they become available, and it is your responsibility to listen for these important announcements and fill out the application forms. Most of these will be posted on the Student Services bulletin board during the month of May. Make sure to keep an eye on this board for important information, dates and deadlines.

**Academic Graduation Requirements**
Please note that these are Colonel Gray requirements only. Requirements for universities, colleges or other institutes may differ significantly. To be eligible for high school graduation, a student who entered Grade Ten after September 1st, 2000 will require twenty (20) credits to graduate using any suitable combination of credits.

For graduation requirements check online at [www.edu.pe.ca/gray](http://www.edu.pe.ca/gray)

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**POLICIES**

**Caring Places to Learn Policy**
In January 1999, the Eastern District School Board passed a policy which governs the conduct of all staff and students. This policy entitled “Caring Places to Learn” clearly describes unacceptable behaviour and sets in place due process for dealing with infractions.

The Caring Places to Learn Policy covers such specific areas as verbal abuse, violence, bullying, discrimination, sexual abuse, threats, trespassing and weapons. Within these areas, the policy dictates what steps should be taken when allegations of violations of this policy are made. These allegations may involve student to student incidents, student to staff incidents, staff to student incidents, and staff to staff incidents. For more information on The Caring Places to Learn Policy go to [www.edu.pe.ca/esd](http://www.edu.pe.ca/esd)

The following behaviours are not to be tolerated and should be reported so that they can be dealt with appropriately.

**Acts of Verbal Abuse:** The use of language which is insulting, hurtful, offensive, reproachful or which ridicules, disparages or belittles another person.

**Acts of Violence:** Any actual or threatened physical interference with another person which has or might reasonably have had the effect of impairing another person’s health, welfare or safety.

**Bullying:** To use any means to coerce or intimidate another person by force or threats of any kind.

**Discrimination:** Any distinction, exclusion, restriction, differential treatment or preference of any individual or group of individuals based on race, religion, creed, colour, sex, marital or family status, national or ethnic origin, age, physical or mental handicap, political belief, sexual orientation, source of income or socio-economic status of any individual or class of individuals that has the purpose or effect of nullifying or impairing the right of every individual and every group of individuals to full and equal recognition on the basis of personal merit and to the exercise of human rights and freedoms.
Harassment: Engaging in a course of vexatious comment or conduct that is known to be unwelcome by another person.

Sexual Misconduct: Sexual or gender-based harassment of another person.

Sexual Abuse: Any activity of a sexual nature in which a person’s sexual integrity is violated.

Threats: The use of words or actions which is, either expressly or implied, designed to instill fear in another person.

Disciplinary Procedures
In keeping with the Caring Places to Learn Policy, we wish to maintain at Colonel Gray a climate for learning that is inviting, safe and enjoyable for students and staff. Students should show respect for themselves and others by acting in a courteous and mature manner, both at school and at any school-sponsored extra-curricular activity. Teachers have the right and responsibility for determining the rules in their own classroom.

Violations of the school’s or teacher’s general expectations or engaging in unacceptable behaviours as listed in the Eastern District’s Caring Places To Learn Policy will result in disciplinary action. Most discipline problems will be minor in nature and will be handled immediately by the staff members involved. Some discipline problems will be referred to the Principal or Vice-Principal. The administration will talk to the student, teacher and appropriate other persons and will then communicate the school’s decision to both student, teacher and, where appropriate, the parent/guardian.

The disciplinary action taken depends on the severity and frequency of the offence(s). Some possible consequences of misbehaviour can include, but are not limited to, a warning, noon or after school detention, parent/guardian contact, work that the student must complete, interview with parents/guardian and the student, suspension from a class, suspension from extra-curricular activities or suspension from school for a period of time. Students under suspension cannot attend any school-sponsored activity on the day(s) of the suspension. As outlined in the School Act (Section 74), students may be suspended from class who misbehave in school or while attending school-sponsored activities, destroy school property, are disrespectful to others or do not attend class.

Athletic Policy
Eligibility: as per P.E.I.S.A.A., Senior High School students have no more than three consecutive years of eligibility beginning with the year the student enters Grade 10. In order to participate in school athletics, a student must have achieved at least two credits in the previous semester, be enrolled in a minimum of three courses a semester and attend these classes on a regular basis. Also, to participate they must meet the guidelines outlined above for extra-curricular activities and adhere to the conditions outlined in the Athletic contract which they must sign. Athletic Fees will be charged for various sports.

Attendance Policy
The intent of the attendance policy is to promote a sense of student self-discipline and responsibility toward their course work. Regular attendance in class is necessary in order to:
• increase the student’s opportunity for learning
• meet the credit requirements
• prepare for world of work

Students are expected to attend all classes for which they are registered every day. Poor attendance often results in a lower mark or a failing grade. The responsibility for regular attendance rests with the student and parent. When a student is absent from class, they are responsible for obtaining the work covered or assigned.

Student Absences
The School Act requires students to assume the following responsibilities for their education:

• to observe the code of conduct and other rules and policies of the School Board and the school;
• to attend classes regularly and punctually and participate in the educational programs in which the student is enrolled;
• to be diligent in pursuing the student’s studies;
• to respect the rights of others.

Students and parents are encouraged to stay current with attendance by accessing Students Achieve. Both students and parents will be given a username and password which they can use. A meeting between the student, parent(s) and the Principal or Vice Principal may be required in cases of unexplained or excessive absenteeism. Students skipping class may be suspended from school for a period of time. In cases of extended illness, a doctor’s note may be required.

We ask that PARENTS CALL THE SCHOOL (368-6860) if your son/daughter will not be attending classes for part or all of that school day.

Tardiness - (sequence)
a) The subject teacher will remind the student of the rule.
b) The subject teacher will hold a private conference with the student.
c) The student will prepare a written plan, and the parent/guardian will be contacted.
d) The teacher will refuse the student admittance to class, parents are contacted and contact the administration. (in-school suspension)
e) An administrator will work out a plan with the student for re-admission to class.
f) Individual teachers may have students make up missed time in any way deemed appropriate.

Demographic Information
It is vitally important that the school is provided with current information on contact phone numbers, addresses, etc., on students and their parents/guardians. It is the responsibility of students to provide the school with this information. Failure to provide this information accurately will result in the student not being permitted to attend school at least until the proper information is given.

(Use of) Electronic Devices Policy (Under review. Check website for updates if changed.)
Personal electronic devices (cell phones, video/camera cell phones), as listed in the ESD Use of Electronic Devices Regulation, are prohibited from unauthorized use in schools at all times. The policy is in place to support the personal privacy of the staff and students while
in school and to reduce disruption in the learning environment. These electronic devices must be turned off and out of sight while in the school building. This policy also applies to all visitors and guests in the building. At Colonel Gray, students will be allowed to use MP3 players or IPods in hallways and cafeteria. The use of MP3 players and IPods in classes must be authorized by individual teachers.

Any electronic device (cell phone, video/camera, blackberry) that is visible, that rings or beeps, or is otherwise in use in the school building will be taken by the teacher from the student and turned in to the office. Devices will be returned to first time offenders at the end of the day. Repeat offenders will require a parent to pick up the device. Escalating consequences will follow the ESD Caring Places to Learn Policy and the School Act.

Examination Policy and Exemption Policy
The examination policy as well as the exemption policy are available on the web at www.edu.pe.ca/gray

Extra-Curricular Policy
Participation in extra-curricular activities is considered a privilege and, as such, has the following expectations in order to participate:

- students must maintain an acceptable level of academic effort and attend classes regularly; some extra-curricular activities may require a certain level of academic achievement, e.g. Student Council Executive, musical, yearbook, etc.
- all parent consent forms are completed prior to any activities
- student fees or other pertinent fees must be paid
- students are not to be involved in initiation activities
- student abide by the Code of Conduct as outlined in this handbook
- dismissal or suspension from school will mean dismissal or suspension from extra-curricular activities.

French Immersion Policy
In recent years, we, the immersion teachers at Colonel Gray, have noticed an increase in the level of English spoken in the French Immersion courses. Needless to say, the negative impacts to the quality of the Immersion Program are many. Students have become less able to converse and effectively communicate in their second language. Furthermore, the disruption to the learning of other students and the overall climate and culture of the classroom is evident. For the complete policy please check online www.edu.pe.ca/gray/. It is our belief that with the implementation of this policy, we will ensure the continued and future success of our immersion students.

Profanity Policy
Profanity use falls into two categories:
1. Casual use among friends.
2. Disrespectful use toward students and/or staff.
Staff would like to reduce the use of profanity at Colonel Gray for the following reasons:
1. The use of profanity in either situation is offensive to many students and staff.
2. The use of profanity does not comply with the Colonel Gray Code of Conduct which states:
I will respect myself and others through dress, manners and appropriate language.
3. The use of profanity falls under the definition of inappropriate behaviour as defined in
the Eastern School District Caring Places to Learn/Safe School Environment policy:  
*Act of Verbal Abuse - The use of language which is insulting, hurtful, offensive, reproachful, or which ridicules, disparages or belittles another person. Verbal abuse may include but is not limited to bullying, discrimination, sexual innuendo, or threats.*

4. The use of profanity creates a culture at Colonel Gray which has been witnessed by visitors. This culture is not appropriate for a school setting. Colonel Gray staff will take the following measures in an effort to eliminate the use of profanity at Colonel Gray and school-sponsored activities:
   1. Communicate this initiative to students, staff, and parents.
   2. Teachers who witness students using profanity in casual conversation will intervene and encourage the use of appropriate language.
   3. Students who use profanity in a disrespectful way toward students or staff will be reported to school administration.

People’s tolerance toward the use of language varies. Students and staff must respect these differences and recognize their comments may be unwelcome by others. Consequences for students who continue to use profanity in casual conversation or who use profanity in a disrespectful way will be dealt with in accordance with the Eastern School District Caring Places to Learn/Safe School Environment policy which states, “*Acts of verbal abuse will result in discipline and may include suspension as outlined in School Act Regulations.*”

**PEI School Accident Insurance Information**

Students in Grades 1 to 12 receive basic accident coverage at no cost to parents. Most students are automatically insured when they are:
- at school
- at community-based learning activities (school sports events, co-op placements, field trips)
- traveling to and from school and community-based school activities

The claim forms are available on our website [http://www.edu.pe.ca/esd/main/forms.htm](http://www.edu.pe.ca/esd/main/forms.htm)

Any questions concerning coverage should be directed to Aon Red Stenhouse Inc.: 1 800 448-2539 (Darryl Lavigne or Virginia Fraser).

**GENERAL INFORMATION**

**Books:**

Students are expected to return textbooks and library books in an acceptable condition. Students who fail to return a book in such a condition, will be denied a transcript, report card and/or admittance to class until all books are returned or payment is received.

**Breakfast Program:**

Colonel Gray’s breakfast program operates each morning from 8:15 until 8:50. Students and staff are welcome to drop by the Learning Center across from the main office for a morning snack.

**Buses:** Regular bus service is provided for Colonel Gray students who live in Winsloe, North Winsloe, part of Winsloe South, Parkdale, Hillsborough Development, Hillsborough Park and West Royalty, and Parkwood Estates. All other students are responsible for their own transportation. Students are responsible to the bus driver for their behavior and are expected to conduct themselves in an orderly manner while travelling on the bus. Failure to do so may result in suspension of bus privileges.
Cafeteria:
The cafeteria is open for light snacks during the day. In addition, the cafeteria staff offers hot meals at noon time. Students may use the cafeteria any time when it is open, as long as respect is shown for the cafeteria personnel and the facility. Students are expected to clean up after themselves and place refuse in appropriate receptacles.

Class Times:
Colonel Gray is on a two-day cycle. The Day 1 schedule is as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9:00 - 10:15</td>
<td>Period 1</td>
</tr>
<tr>
<td>Break...</td>
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<tr>
<td>10:25 - 11:40</td>
<td>Period 2</td>
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<tr>
<td>11:40 - 12:30</td>
<td>Lunch</td>
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<tr>
<td>12:30 - 1:45</td>
<td>Period 3</td>
</tr>
<tr>
<td>Break...</td>
<td></td>
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<tr>
<td>1:55 - 3:10</td>
<td>Period 4.</td>
</tr>
</tbody>
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Computer Usage:
Each student at Colonel Gray High School is assigned a computer account. This account is a privilege and provides access to software applications, e-mail and the Internet. Students and their parents are required to read and sign an Internet Access Agreement prior to being assigned a computer account. It is expected that every student will use their computer account for educational purposes and act in a mature and responsible manner when using the school computers. Inappropriate use of a computer account as deemed by the supervising teacher may result in cancellation of this privilege. Depending on the severity of the incident, disciplinary measures, such as loss of that credit or the involvement of law enforcement agencies may result.

Course Fees:
Some courses require the payment of a course fee to cover the additional cost of material used in that particular course. This is usually a nominal fee and is in addition to the student fees charged each school year. Only students enrolled in that course pay the fee. Refer to the course handbook for the courses with fees at www.edu.pe.ca/gray.

Course Selection Policy:
A student is expected to register for eight classes per year/four per semester, during their Grade 10 and 11 years. Grade 10 and 11 students requesting a course change must complete a course change request form which requires a parent/guardian’s signature. Should a student fail and/or discontinue a particular course twice, then that student will not automatically be permitted to re-register for that course a third time. In order for an exception to be considered: 1) a written request addressed to the Principal must be submitted stating why he/she should be allowed to re-register for this course; and 2) a meeting of the student, parent/guardian and the Principal/Designate must be held. Only students in at least their third year in high school can register for Grade 12 Academic courses, unless otherwise indicated in the course handbook. Students who register for school and do not present themselves within two school days of the start of the semester will be deleted from any course/courses unless the principal has been informed in advance.
Credits:
To obtain a credit in a particular course, a student must achieve a mark of 50%.

Cumulative Record Cards:
The cumulative record folder forms the basis on which the school recommends students and graduates to prospective employers and institutions of higher learning. It is the main instrument for recording a student’s educational development and progress. Information incorporated in the cumulative folder includes the student’s achievement, potential, attitudinal development and extra-curricular involvements. It also contains the permanent record of all completed credit courses, partially completed courses and the marks obtained in these courses.

Dress Code:
Student’s clothing cannot depict messages, whether written or in picture form, which are profane, demeaning or promote illegal and/or immoral activity or the use of drugs. Students should wear clothing that is appropriate for a school setting. The Administration reserves the right to judge the appropriateness of clothing.

Exemption Policy:
Please check online at www.edu.pe.ca/gray for our exemption policy.

Gray Entertainment Television
In 2011, our Student Council launched a school Youtube channel called "Gray Entertainment Television". We use it to promote upcoming events and celebrate our school’s successes. You can view it at www.youtube.com/grayenttv

Homework:
Colonel Gray encourages learning both at school and at home. In many courses, there is a need for both practice activities and research activities to further the skill level of students. Homework is considered an integral part of academic life at Colonel Gray. Students are expected to complete all homework assignments on time.

Illegal Substances:
Students are not permitted to possess, sell, or be under the influence of any illegal substances on school property or at school-sponsored events. For all violations, parents or guardians will be notified. For further information on the policies and consequences of the use of Alcohol and Illegal Drugs on ESD Property go to the Eastern School District website: http://www.edu.pe.ca/esd/pdf/policies/jich_r.PDF

Library Resource Centre:
The Library Resource Centre provides access to a variety of resources including books, magazines, Internet and online databases. The library is open each day from 8:30 a.m. - 3:30 p.m. and provides areas for research, quiet reading and group work. It is therefore expected that students will act in a courteous and respectful manner. Books may be checked out for a two-week loan with additional renewals as needed. Back issues of magazines are available for overnight loans. Borrowing privileges will be suspended for overdue or lost books until reimbursement or returns are made. Seminar rooms and computers may be signed out at the circulation desk on an individual basis with classes being given priority. Photocopies can be made for students at a cost of 10 cents per page. Audio visual equipment may be borrowed, for in-school use, with the signed permission of the teacher and parent/guardian. Food or beverages are not permitted in the library.
Lockers and Locks:
Students may have to share a locker and are responsible for the condition of the locker and return of the combination lock. A charge of $10.00 is made for any lost lock.
• Lockers are issued by the 3 year homeroom teacher.
• Only locks issued by the school may be used on the lockers and any others will be removed.
• Students are not permitted to change assigned locks or lockers. Doing so could result in loss of locker privileges.
• Students generally keep the same lock and locker for their 3 yrs at the Gray.
• Lockers must be kept locked at all times. The school is not responsible for lost or stolen items.
• Administration has the right to search lockers at any time.

Lost and Found:
Students finding items which do not belong to them should turn them into the Main Office where students can check for the recovery of lost items. Do not leave valuables unattended, in lockers or in locker rooms. The school cannot be responsible for lost articles/money. All thefts should be reported to the Main Office as soon as possible. Students should bring a lock with them when using the gym lockers.

Meet The Teacher:
Early in September and February we host a Meet the Teacher night. This provides parents with the opportunity to make contact with their child’s teachers.

Parent-Teacher Interviews:
(Check online www.edu.pe.ca/gray for dates) Two formal interviews are held each year, one in October and one in April. A parent may schedule an interview with a teacher at any time during the year at a time convenient to both parent and teacher. The school strongly encourages parent participation at the formal interviews.

Plagiarism Policy:
There are two types of plagiarism:
Intentional Plagiarism occurs when the writer uses, word for word, someone else’s work as his/her own.
Unintentional Plagiarism occurs when the writer does acknowledge that they have taken information from another source, but they do not put the information in their own words. Changing a few words here and there is not paraphrasing and is still considered plagiarism.

It is important that students and parents are aware of the consequences of plagiarism - (zero for the assignment, redo the assignment, loss of the credit). Information is available from the librarian as well as classroom teachers on the skill of citing sources when completing projects in any subject. Check at www.edu.pe.ca/gray/main/library/library.htm for more information on this issue.

Registration Procedures:
For a list of available courses, registration forms and other registration information please check the following links: www.edu.pe.ca/gray/main/course_handbook.htm and www.edu.pe.ca/gray/main/registration_info.htm.

Report Cards:
(Check school calendar for actual dates) Four formal reports are made during the school year - November, February, April and June and are sent home with the student.
Smoking:
Smoking is not permitted on school property. This includes all vehicles in the parking lots. Students found in violation of the School Board Policy will be reported to the office, and students will be suspended from school and school-related activities.

Scented Products:
Many student and staff are sensitive to or allergic to scented personal grooming products. Out of respect for these people, students shall not use fragranced products, either in school or on the buses, in order to maintain a healthy environment for all.

Student Fees - $30.00
All students are expected to pay a student fee for each school year. This fee is used to provide curriculum handouts, locks, and a picture I.D. The fee also permits us to offer a wide range of extra-curricular activities and to sponsor students at seminars. The student fee is $30.00 per student or a maximum of $40.00 per family, payable by September 30 to the Block A teacher. The fee for part-time students will be $5.00 per course.

Student Pictures:
All students will have their pictures taken for their school I.D. The school I.D. is required for certain school events, to reserve time on computers in the library and to sign out library books. Student fees have to be paid in order for a student to get his/her student I.D.

Student Vehicles:
Students are permitted free parking privileges, provided the following guidelines are respected:
• vehicles are parked in designated areas in the lot at the south end of the school only
• students drive responsibly in the parking lot
• vehicles are locked and vacant at all times during the school day
• there is no smoking permitted in parked cars in the parking lot.
Infractions may result in the student losing the privilege of using the parking lot, towing of the vehicle, and/or calling the police for violation of the Motor Vehicle Act.

Telephone:
Telephones are available in the foyers at the front and back of the school. Use of the phones during class time is permitted only in emergency situations. The Main Office phones are for staff use only except in emergency situations.

Web Site:
Visit the Colonel Gray Web Site (www.edu.pe.ca/gray) to find information about courses, scholarships, on-line resources, athletics, clubs, students and staff. This site also contains all course descriptions and registration information. The website is also a link to the school calendar, daily attendance (Students Achieve), daily announcements, as well as the weekly Guardian column.

Digital Yearbook:
In 2011 Colonel Gray was the first school in Canada to launch a Digital Yearbook DVD. The 2012 version will be available in June for purchase. It will include G.E.T. videos and event coverage from the entire year as well as grad portraits and student photos.
STORM CLOSURE PROCEDURE
Refer to current information on the Colonel Gray website www.edu.pe.ca/gray.

STUDENT SERVICES DEPARTMENT
The Student Services Centre is located on the bottom floor by the North/Visitors Parking Lot. Students, staff and parents are welcome to drop in at any time to visit or to browse our resource material.

- Student Services counsellors offer a wide range of services:
- Orientation for Grade Ten students
- Assisting students in course selections.
- Assisting students in organizing the time.
- Assisting students in learning how to study.
- Assisting students to discover their interests and aptitudes.
- Personal counseling to assist students experiencing difficulty in their lives.
- Organizing career days.
- Scheduling interviews with parents and their son/daughter when the situation warrants. Teachers may also be involved.
- Maintain an up-to-date resource center with information about careers, courses, etc. where students, parents and teachers can find information in order to make informed career decisions.
- Information on scholarships and bursaries for eligible students.
- Assisting students with university & college applications and procedures.

Appointments:
Appointments for career information, study techniques, testing or personal counseling interviews may be requested by any student at any time during the year. The secretary in the Student Services Office will make appointments at the convenience of the students, with the permission of the teacher whose class may be missed. However, students are welcome to drop in at any time. Students are urged to get acquainted with the counselors early in their high school career and not wait for a problem to develop. Your counsellors welcome the opportunity to get acquainted with you. Parents are also encouraged to phone for appointments (368-6860).

Gift Program:
The GIFT Program offers emotional and educational support to pregnant or parenting teens who wish to continue their education in pursuit of a high school graduation diploma. Students are encouraged to attend classes with their peers but at times, some independent work may also be arranged and monitored by the GIFT coordinator, Charlene Duffy.

Help and assistance are given in the form of tutoring, mentoring, encouraging, and referring to community programs and professionals such as physicians, Public Health, dieticians, and CHANCES Family Resource Centre. Through the GIFT Program, each student receives an individualized education plan flexible enough to meet the young mother’s/father’s schedule, but ambitious enough to lead to grade 12 graduation.

In addition, the GIFT coordinator provides educational information, in confidence, to any high school student who requests it on topics related to relationships, health, sexuality, and pregnancy prevention and facilitates referrals to other professionals if additional information, counselling or services are required.
STUDENT AWARDS

Aggregate Prize
To qualify for an aggregate prize for Grade Ten or Eleven, a student must have successfully completed a full course load for the year, including English. Grade Twelve aggregate will be based on SIX Grade Twelve credits, one of which must be English. A credit cannot count towards more than one aggregate prize.

Honour List
To be listed as an honour graduate, the student must not take longer than three years in high school and have successfully completed six Grade Twelve credits over those years. A student must have an overall average of 80% in six courses at the 600/800 level, including English.

Governor-General’s Medal Winner (under review as a result of the IB programme)
The Bronze Medal will be presented to the graduating student who achieves the highest average in all 500, 600, 700 and 800 level courses listed on the student’s official transcript.

COMMUNITY SERVICES FOR YOUTH
The following is a list of services available to teenagers in Charlottetown and surrounding areas. If you, a friend, or a family member could use some assistance or would like someone to talk to other than our Student Services counselors, one of the resources below may help.

Alcohol/Drug Abuse Center .............................................................. 368-4491
Provincial Addictions ................................................................. 368-4048
Child and Family ................................................................. 368-5330
CHANCES (Family Resource Center) ........................................... 892-8744
Child/Sexual Abuse Reporting .................................................. 368-5330 (day)...368-6868 (after hours)
City Police ................................................................. 629-4172
Employment Job Line ............................................................ 1-866-721-8302
Island Help Line (24 Hour) ......................................................... 1-800-218-2885
Kids 24-Hour Help Line ........................................................... 1-800-668-6868
Legal Aid ................................................................. 368-6043
Community Mental Health Clinic (Richmond Center) ................. 368-4430
Catholic Family Services Bureau .............................................. 894-3515
QEH (Hospital) ................................................................. 894-2111
Rape and Sexual Assault Crisis Center ......................................... 566-8999
RCMP ................................................................. 368-9300
Social Assistance/Community Services ...................................... 368-6440
Teen Mom Program (GIFT - Ms. Duffy) ................................... 368-6860
Victim Services ................................................................. 368-4582
Financial support ............................................................... 368-6440
PEI Family Violence Prevention Services Inc.(Anderson House) ... 892-0960
Women’s Shelter (Anderson House) ........................................ 892-0960
................................................................. 1-800-240-9894
WRITING GUIDELINES
Directions for Preparing Formal Papers

The following pages are here to assist you in writing a formal paper. Please check with your teacher to make sure the guidelines are suitable for your specific course.

MLA Updates

• do not make a title page unless specifically requested
• in the upper left hand corner of the first page, list your name, your instructor’s name, the course and the date. Double space this information.
• Double space again and center the title. Do not underline, italicize or place your title in quotation marks
• double space between the title and the first line of text
• create a header in the upper right hand corner that includes your name followed by a space with a page number

• writers are no longer required to provide URLs for web entries
• use italics (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles).
Sample of an outline:

Thesis: Buddhism, a major world religion, reflects the founder’s beliefs in the Four Noble Truths as the path to enlightenment.

I. Siddharta Gautama
   A. His personal life
      1. As a husband
      2. As a prince
   B. His personal quest
      1. Departure from home
      2. Exposure to life’s realities
         a. Sickness
         b. Poverty
         c. Suffering
      3. Journey to enlightenment

II. Basic beliefs
   A. Affirmation of suffering
   B. Causes of suffering
   C. Adherence to the principles

III. Rightfulness path

IV. Reincarnation
   A. Cycle of rebirth
   B. Attainment of nirvana
Format:

A. Spacing/ Quotations:

All papers are to be double-spaced, typed, if possible, or hand written in blue or black ink. Do not force the double spacing by pressing enter at the end of the line. Instead, let WordPerfect adjust the line spacing even after the document is typed. This can be done as one step at the beginning of the document. Path structure: Format ➤ Line ➤ Spacing.

Short quotations (three lines or less, except for poetry) are run in with the text using quotation marks.

The Buddhist faith had a very interesting start. “In the beginning the Buddha found enlightenment under the bodhi tree, near what is now Nepal” (McDowell 75).

Long quotations - When you quote more than four typed lines of prose or more than three lines of poetry, set off the quotation by indenting it 10 spaces from the left margin. To do the above instructions use two left indents. Path structure: Format ➤ Paragraph ➤ Indent. Use the normal right margin and do not single space. Long quotations should be introduced by an informative sentence, usually followed by a colon. Quotation marks are unnecessary because the indented format tells readers that the words are taken directly from the source.

Devout Buddhists follow the teachings of the Four Noble Truths and the Eightfold Path. Each contains the essence that unites all Buddhists today:

Life is full of suffering; that most of that suffering, including the fear of earth, can be traced to “desire”, the man’s habit of seeing everything through the prism of the self and its well-being; that this craving can be transcended, leading to peace and eventually to an exalted state of full enlightenment called Nirvana. (McDowell 71)

Indirect Quotation (Reports someone’s words without quoting word for word - involves rewording someone else’s ideas.)

According to McDowell, Gautama was raised in luxury, sheltered and shielded from sickness and poverty. Tradition states that one day his charioteer drove him outside of his estate where, for the first time, Gautama saw sickness, old age, and death. Shocked at these scenes of misery, his life was forever changed (78).

B. Margins:

→ Set document for one inch margins.
→ Bottom margins can be one to two inches, allowing for appropriate page endings.
→ The first page has a one inch margin. Title is centered and double-spaced.

→ For pagination, surname and Arabic 1: example: Smith 1 are placed in the top right hand corner. One can change the value of the page number if pages are typed out of sequence by using the value option and typing in the value of the new page. Path structure: Format ➤ Page ➤ Numbering.
C. Font & Size: When typing a report, use a regular font face and size such as Times New Roman 12.

Referencing within the text. Please read our plagiarism policy carefully.

In research papers and in any other writing that borrows information from other sources, the borrowed information - whether it be quotations, summaries, statistics, or anything not considered common knowledge - must be clearly documented. The most commonly used, and possibly the simplest, means of documenting your sources is to use in-text citations. This method recommends that the reference be given in the text of the paper rather than in footnotes or endnotes. This means placing your citation or reference to the source in parentheses immediately after your borrowed information in the text of the paper.

MLA Citations
from the Academic Skills Centre
Dawson College Web Site

In a term paper, the exact sources of all research information must be identified, even though most of it is summarized in your own words. One method of identifying sources involves the use of citations that appear in parentheses in the text of your essay, immediately following a passage of research information. The same system is used to specify the source of direct quotations.

The MLA Handbook now recommends use of these simple in-text citations instead of footnotes. (Be sure to check your teacher's instructions to see whether parenthetic citations or footnotes are required.)

the most common form of citation gives the author's last name followed immediately by page number(s):

(Martinez 78-79)

if you have mentioned the author's name in your essay, fairly close to the citation, give page number(s) only:

(78-79)

if there are two or three authors, list their last names:

(Leung and Whitfield 3-5) (Jones, Aziz, and Renkov 95)

if there are more than three authors, you may use the Latin abbreviation et al. ("and others") following the first author's name:

(Schwartz et al. 61-63)

Internet items and certain other sources have no page numbers. If an author's name is given, use that; often, an organization or Internet site's name must be cited instead:

(Wilson) (United Nations) (History Online)

in other cases, when no author is named (e.g. an anonymous Internet item, an unsigned encyclopedia article), you may use a title or heading, or else a key word from it:

("War of 1812") ("Architecture")

NOTE: In unusual cases, common sense should determine what to use in a citation. Choose the name, word or phrase that will allow the reader to easily identify the source in your list of Works Cited. (As a rule, whatever comes first in the bibliography entry forms the basis of the citation.) Keep citations brief and simple.
Poetry and Drama

when quoting from a poem, if the poet and title are already identified in the essay, you may use citation format to give the line numbers only:

(12-14)

when quoting from a play, if the playwright and title are identified in the essay, citation format may be used to indicate act, scene, and lines:

(3.1.56-59)

Placement and Punctuation of MLA Citations

When a segment of research information is summarized in your own words, the citation follows it immediately. It comes before the closing punctuation as shown below:

The loss of the Franklin Expedition was largely due to the failure of the English explorers to adapt to the severe northern conditions and to provision their ships properly for the long Arctic winters (Parker 54-55).

Following a brief direct quotation, the citation is placed after the closing quotation marks but before the closing punctuation:

The expedition was "doomed from the start by the cavalier attitudes characteristic of the British navy in Franklin's time" (Singh and Johnson 77).

Long quotations are set off from the text of your essay, with the entire passage indented. (Quotation marks are not needed.) In this case, the citation follows the closing punctuation:

Disease, overpopulation, unprovoked crime, scarcity of resources, refugee migrations, the increasing erosion of nation-states and international borders, and the empowerment of private armies, security firms, and international drug cartels are now tellingly demonstrated through a West African prism. Societies throughout the world must learn from this tragic example. (Kangi 45)

Documenting sources

A list of works cited, which appears at the end of a paper, gives full publishing information for each of the sources you have cited in the paper. Start on a new page and title your list Works Cited. Then list in alphabetical order all the sources that you have cited in the paper.

Alphabetize the list by the last names of the authors (or editors). If a work has no author or editor, alphabetize by the first word of the title other than a, an or the.

Prepared by Ms.Gallé
## WORKS CITED

**MLA Style** ...... last updated October 19, 2009

1. For each source listed, begin the first line at the left margin and indent each line that follows.
2. Titles of books and periodicals are italicized. Titles of articles are enclosed in quotation marks.
3. Note the punctuation shown in the examples. Double space each line.
4. If information, such as author or place of publication, is not available, just leave it out.
5. List in alphabetical order all the sources that you have cited (usually by the author's last name or the first important word of the title).

### BOOKS

Author (last name, first name). *Title and subtitle italicized*. City of publication: Publisher, date of publication. Print.

**One author**


**Two or three authors**


*Note:* Name the authors (in the order they are given in the book), reverse the name of only the first author.

**Book with no author.**


**Book with an editor**


*Note:* Editor’s last name, first name, followed by the abbreviation “ed”

**Book by government agency.**


*Note:* Name of country or province first. Government agency.
**Book by corporate author/organization/association**


*Note: Name of corporate author (even if it is also the name of the publisher).*

**SPECIAL BOOKS:**

**Work in an anthology**

Author of the work (last name, first name). “Title of the work.” *Title of the anthology italicized.* Editor. City of publication: Publisher, date of publication. Page number(s) on which the selection appears. Print.


**Pamphlet/brochure (treat as a book)**

Author of pamphlet if available (last name, first name). *Title of pamphlet italicized.* City of publication: Publisher, date of publication. Print.


**Encyclopedia/Dictionary**

Author of article (last name, first name). “Title of the article.” *The title of the encyclopedia or dictionary italicized.* The edition number (if any) and the date of the edition. Print.


**PERIODICALS:**

Author of article if available (last name, first name). “Title of article.” *Title of the newspaper/magazine italicized* The date: Section page numbers. Print.

**Newspaper article**


**Magazine article**


**A letter to the editor**

Author of letter (last name, first name). Letter. *Title of the newspaper/magazine italicized* The date: section page numbers. Print.

A Cartoon or comic strip
Artist’s name (last, first). Title of cartoon or comic strip in quotation marks. Descriptive label cartoon (or comic strip). Publication information. Print.


MISCELLANEOUS

Television
"Title of feature.” Title of program italicized. Name of television network. Place of production, Broadcast Date. Television.

Film
Title of the film italicized. Director (abbreviation Dir). Performers (abbreviation Perf). Production Company, year of release. Film.


Interview
Name of person interviewed. Type of interview (personal/telephone). Date of the interview.


A Work of Visual Art
Artist/company. Italicize the title. Date of composition (if the date is unknown write N.d.). Medium. Institution that houses the work, City.

Harris, Robert. Romany Girl. N.d. Oil on canvas. Confederation Centre of the Arts, Charlottetown.

INTERNET

1. Include the same information as you would if you were citing a print source.
2. Include both the date of the electronic posting or latest update and the date when you accessed the site.
3. Provide the entire internet address in angle brackets <>
4. Note that this is an evolving method of citation which will be revised.

Professional Web Site
Author’s (creator’s) last name, first name. "Web page article.” Title of Web site italicized. Date of document/date of last web site revision. Web. Date of access <Internet address>.


<www.pei.lung.ca>.
Newspaper Online
Author's name (if given). "Title of article." Name of newspaper italicized. Date of publication. Web. Date of access. <internet address>.


Magazine Online
Author's name (if given). "Title of article." Name of magazine italicized. Date of publication. Web. Date of access. <internet address>.


EBSCO
Author's name (if given). "Title of article." Name of magazine/newspaper/book italicized Date & publication information. EBSCO. Web. Date of access.


E-mail
Sender of e-mail message. "Subject line of the message." Date of message. E-mail recipient.

Colonel Gray H. S. Graduation Plan

“Begin with the end in mind” S. Covey

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>English - 3 credits - one at each grade level...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language - 1 credit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math - 2 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science - 2 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Studies - 2 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10 electives
These credits can include more language, math, science, social studies courses as well as all career exploration courses and other electives.

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. ____________________________
8. ____________________________
9. ____________________________
10. ____________________________

Graduation requirements = 20 credits
3 years of study at 8 courses per year = 24 credits

Other credits
__________________________________
__________________________________

List your 5 credits at the grade 12 level:
English ________________
__________________________________
__________________________________

Planned graduation date for_______________________, is June,_____________