



PRINCIPAL'S MESSAGE

Welcome back to another school year at SCA. It is with great pleasure that I welcome you as a member of the SCA community. I look forward to working in partnership with all of you in the upcoming school year. We know that it is essential that educators, parents and students work together to create a learning environment that is safe, stimulating and productive for everyone. Toward that end, it is my hope that you will embrace all that SCA has to offer both in and out of the classroom in making it a successful and memorable school year.

As parents you are the best advocate for your child. Never hesitate to get involved in school life either by volunteering in the school or being part of the School Advisory Council. Your concerns, suggestions and especially your support are important to us. Ongoing and honest communication is the best insurance for a positive experience at SCA.

Students please take time to read the student agenda/handbook along with the school's communication plan and share this information with your parents or guardians, as this information is valuable and will assist you during the year. I strongly encourage you and your parents/guardians to access our online student information system (PowerSchool) on a regular basis and to contact the Administration, Student Services, or your teachers if you have any questions or concerns throughout the school year.

Your success at SCA relies on your commitment and determination to do your best. A positive attitude will help you put your best foot forward in both academic and co-curricular activities. Communication plans will be distributed for every course that you are taking. These are to be taken home for you and your parents' reference. Please review these at home.

The staff of SCA will work together to provide both academic and social supports for you as you strive to be the best you can be in an environment that promotes and models respect for all.

Have a great year!!

Marilyn Bruce
Principal
South Colchester Academy

Student Council Co-Presidents' Message

Hello SCA!

We are super excited for the 2017-2018 school year, and you should be also! We are encouraging you to go out and make this school year as memorable as humanly possible. If something here at South Colchester Academy interests you in any way, whether it's a team, club, class or activity, don't be scared to give it a try! There is something for everyone here at SCA and we hope you take the time to take it all in, to make this year as memorable as possible. Remember this quote by Wayne Gretzky, "You miss 100% of the shots you don't take." This quote has a very powerful meaning. It applies to teams and clubs because if you don't take the risk of doing it you will never know if you are any good at it or not. Remember that if you have any questions or have any suggestions to make this school year as awesome as possible, please don't hesitate to come to each of us. Can't wait to see you around!

Colton Graham and Luke Fisher



INDEX

	<i>Page</i>
<i>Announcements</i>	29
<i>Assessment, Evaluation, Academic Standing</i>	8
<i>Athletic Eligibility Guidelines</i>	26
<i>Attendance</i>	10
<i>Behaviour & School Rules</i>	21
<i>Bullying Policy</i>	24
<i>Bus and Student Transportation</i>	29
<i>Cafetorium Food and Drink</i>	25
<i>Cell Phones & Other Communication Devices Policy</i>	23
<i>Computer/Laptop Usage Policy</i>	28
<i>Exam Exemptions</i>	11
<i>Extra-curricular Activities and Eligibility</i>	25
<i>Fire Alarms and Fire Drills</i>	28
<i>Honours & Honours with Distinction</i>	9
<i>Late Policy</i>	10
<i>Library</i>	7
<i>Medications</i>	29
<i>Physical Education, Athletics and Gymnasium Use</i>	25
<i>PowerSchool</i>	28
<i>Principal's Message</i>	1
<i>Provincial Homework Policy</i>	12
<i>Provincial School Code of Conduct Policy</i>	14
<i>School Calendar</i>	4
<i>School Campus</i>	29
<i>Security and Video Surveillance</i>	29
<i>Staff Directory</i>	3
<i>Student Council President's Message</i>	1
<i>Student Fees</i>	27
<i>Student Attire & Acceptable Dress</i>	24
<i>Student Recognition and Awards</i>	28
<i>Student Services</i>	5
<i>Textbooks</i>	28
<i>Timetables</i>	27
<i>Tobacco Free Facilities and Grounds</i>	25
<i>Vehicles and Parking</i>	27
<i>Visitors</i>	29

SCA STAFF DIRECTORY 2017-2018

<u>Teaching Staff</u>	<u>Department</u>	<u>Room #</u>
Mr. R. Adams	Physical Education	2640
Mrs. J. Arenburg	Options & Opportunities	2430
Mr. K. Aucoin	Physical Education	1181
Ms. N. Branch	ELA	1520
Mrs. M. Bruce, Principal	Administration	1112
Ms. C. Campbell/Ms. D. Campbell	Social Studies	2440
Mr. J. Crewe	Math/Science	2450
Ms. T. Deveau	French	1410
Ms. C. Finch	ELA	1530
Mr. T. Fitzgerald	Science	1560
Mrs. K. Gamblin	ELA/Social Studies	1630/40
Ms. M. Geddes-McDowall	Science/Math	2130
Mr. S. Gibbs	Alternate	2620
Ms. C. Green	ELA	1520
Mr. S. Hagell	French	1420
Mr. G. Kingston	Science/Math	2150
Ms. S. Lachance	Learning Centre/Resource	1540
Ms. J. Layden	Math	1440
Mrs. M. Legacy	French	2550
Mrs. H. MacDonald	Resource	1450
Mrs. M. MacLeod	Guidance	1123
Mr. M. Mattocks	Science	2460
Mr. J. Miller, Vice- Principal	Administration	1115
Mrs. H. Mumford	Guidance/Resource	1126
Mr. J. O'Brien	Math	1550
Mrs. K. O'Leary, Vice-Principal	Administration	1113
Mr. D. Perry	Math	2120
Mr. G. Renouf	Social Studies	2630
Mrs. S. Roberts*	Dept Head-Guidance/Resource/LC/LD/02/Alternate/Technology	1650
Mr. C. Ross*	Dept Head - ELA/Soc.St./French/Health/Fine Arts	2530
Mrs. M. Sadler*	Dept Head - Math/Science/PE	2110
Mr. K. Spencer	Physical Education	2380
Mrs. J. Spencer	ELA	1430
Ms. K. Wellon-Mouland	Learning Disabilities	1510
Mrs. L. Welton	Resource	2410
Mrs. H. Whitty	Math	2540
Mr. J. Upham	Technology	2650
Mr. D. Martin	IT Specialist	1270
Ms. M. Powell	Psychologist	1121
Mrs. N. Gatto	Health Nurse	1122

Administrative Assistants

Mrs. K. MacPhee #0
Ms. A. Seymour #1128

Educational Assistants

Mrs. N. Clarke Mrs. S. Hughes
Mrs. S. Barnhill Mrs. V. Digdon
Mrs. L. Verboom Ms. D. Messervey

Information Specialist/Librarian

Ms. Evelyn Trainer #1260

Supervisors

Mrs. C. Doyle
Ms. S. Walters

Custodial/Maintenance

Ms. Gail Gill - daytime
Ms. Patti Langille
Ms. Kelly MacKenzie
Mr. Ivan Barkhouse
Mrs. Shelly Meagher

RCMP Liaison

Ms. L. Morash

SCA SCHOOL CALENDAR 2017-2018

September 5 & 6	Staff Orientation & P.D. Days (All Schools)
September 6	Parent-Teacher Orientation Session (6:00-7:00 PM)
September 7	First Day for All Students
September 11	School-Wide Pictures
September 14	Deadline to add/change a course
September 27	Terry Fox
September 28	Positivity Day Grades 7-9
September 29	Inservice/PD Day (No Classes)
October	Picture Re-Takes
October 9	Thanksgiving Holiday (No Classes)
October 23 & 24	Grad Photos
October 27	Provincial Teachers Conference (No Classes)
November 13	Schools Closed (in lieu of Remembrance Day)
November 15	Mid-Semester & 1 st Term Reports Distributed
November 16	SCA Parent-Teacher Night (6-8 PM)
November 17	No Classes (Site Based PD in morning & Parent-Teacher from 1-3 PM)
November 8	Grade 7 Needles
November 24	Course Withdrawal Deadline - WD will not appear on transcript
November 30	We Day Atlantic
December TBA	Holiday Concert
December 15	Course Withdrawal Deadline - WD will show on transcript
December 22	No Classes (Christmas Break Dec. 22 – Jan. 2)
January 3	Classes Resume
January 24	NS Virtual Exams
January 25	Grade 9 Parent Information Session - transitioning to High School - 6 pm
January 25	Grade 12 Scholarship/Bursary Information Session 6 pm
January 25	SCA alternate program information - Options and Opportunities and Experiential Learning Program 6:30 pm
January 26 - 31	First Semester Exams (Grades 9-12)
January 26 AM	NSE English 10
February 1	No Classes (Assessment & Evaluation Day)
February 2	Second Semester Begins
February 13	First Semester Senior Report Cards Distributed (Grades 9-12)
February 13	Deadline to add/change a course
February 19	Heritage Holiday (No Classes)
March 12 – 16	No Classes (March Break)
March 30	No Classes (Good Friday Holiday)
April 2	No Classes (Easter Monday Holiday)
April 17	Mid-Semester & 2 nd Term Report Cards Distributed
April 19	Parent-Teacher Night (6-8 PM)
April 20	No Classes (Site Based P.D. in morning & Parent-Teacher from 1-3 PM)
April 20	Course Withdrawal Deadline - WD will not appear on transcript
May 17	Grade 7 Needles
May 18	Inservice/PD Day (No Classes)
May 21	Victoria Day Holiday (No Classes)
May 23 - June 5	Provincial Grade 8 Assessments (Reading, Writing, & Math)
May TBA	SCA Diversity Day
May 25	Course Withdrawal Deadline - WD will appear on transcript
June TBA	Grade 9 Spring Dance
June TBA	Arts Night
June 7	Athletic Awards Night 6:30 pm
June 8	Grade 6 Orientation Day
June 15	Senior Prom
June 18	NS Virtual Exams
June 19 - 25	Second Semester Exams Begin (Grades 9-12)
June 19 AM	NSE English 10
June 20 AM	NSE Mathematics 10
June 25	Student Recognition Awards Night 6:30 pm
June 27	Senior High Graduation 7 pm
June 27 & 28	No Classes (Assessment & Evaluation Days)
June 29	Report Card Day (students in attendance from 9-10 AM)

STUDENT SERVICES

The Student Services offices are located just inside the main entrance. All students are encouraged to become familiar with the offices, and feel comfortable to access the services provided. Students may make an appointment with a member of the student services department by directly arranging it, or by seeing one of the school secretaries.

Guidance

South Colchester Academy has a comprehensive guidance and counselling program. This program provides for the integration of guidance and counselling services across the curriculum to address student needs. Guidance services will be administered by Mrs. Michelle MacLeod (grades 7-12), and Ms. Heather Mumford (grades 7 & 8). The counsellors are available to provide information, support and access to services for students both within and outside the school.

In Good Standing (IGS)

We have high expectations for students taking responsibility and showing effort for the completion of their assigned work, which shows understanding of subject outcomes.

We will be providing “In Good Standing – Promoting Student Success”, which provides the opportunity for students to complete their work during lunch breaks. The “In Good Standing” program was created so that all students will complete their schoolwork on time and meet academic outcomes.

The IGS Room will operate out of the In School Suspension room during lunch breaks by students who either volunteer to use it or who are required by their teachers/admin to attend. This lunchtime work room will be available to any student who wishes to work on schoolwork in a quiet space.

There may be times when your child is required to attend the IGS Room. In this case, your child will be required to attend the IGS Room until their assignment has been completed. Students who are required to attend the IGS Room must eat their lunch in the room while working on their assignments. Any student required to attend must remain in the room until dismissed – students are not permitted to leave early. This means that students may spend more than one day in the IGS Room so their work is up-to-date. Parents and guardians will receive notification from the school when a student is required to attend more than three times in one month.

We expect and will support students in managing their time and keeping assignments up-to-date. With your support, staff at SCA will work with your child to keep him or her “in good standing”. We have high expectations for students taking responsibility and showing effort for the completion of their assigned work, which shows understanding of subject outcomes.

Scholarships and Bursaries

Students are encouraged to review the scholarship booklet with information on scholarships and bursaries of particular interest to students at South Colchester Academy. This will be available to graduates in January, and can be obtained through our Student Services office as well as on our website, Facebook page and the CCRSB Twitter account. Students interested in applying for school based scholarships must fill out the appropriate application, also available in our Student

Services office. Graduates are encouraged to check with Mrs. MacLeod on a regular basis regarding scholarships and bursaries.

Teen Health Centre

SCA offers a variety of services through our Student Services Department, including; Health Nurse services, Addiction Services Support, Third Place Transition House Outreach Counselling, Psychologist, Speech Pathologist, APSEA (hearing impairments).

Resource Centre

The Resource Centre provides opportunities for students to receive support and experience greater success in their individual subject areas. The resource staff are responsible for assessing students, planning ways to assist teachers and students, implementing particular strategies, and consulting with classroom teachers and parents to assess progress. To receive further information parents and guardians should contact Mrs. S. Roberts; Student Services Department Head.

Learning Centre (Extended Program Support)

The Learning Centre provides additional support for students with individual program plans in the core subjects. Students are able to work on their program outcomes through assignments and projects. Authentic teaching and activity based learning strategies are utilized.

Program Planning Team

A Program Planning Coordinator is in place for each grade level. Students experiencing difficulty in meeting the curriculum outcomes may receive program support through adaptations or may have their programs modified into Individual Program Plans. The program support teacher will work in consultation with students, teachers, support personnel, and parents to meet individual learning and developmental needs.

Options and Opportunities Program

Options and Opportunities (O2) is a program designed to assist students who are seeking alternative options to traditional learning. High school students who participate in the program receive hands-on experience in a career academy, increased opportunities for community based learning, such as co-op credits, and short-term work placements. The O2 program will be linked to postsecondary education and training and other opportunities such as apprenticeship. The O2 program is available to students entering grade 10. Students must apply and participate along with their family in an interview and screening process. Information pamphlets are available in Student Services.

Experiential Learning Program (ELP)

The Experiential Learning Program (ELP) is designed for high school aged students at grades 10, 11, 12 levels who are interested in courses that combine high school leaving requirements with occupational skills training and on-the-job experiences. It provides an opportunity for students to display their proficiency in skill areas other than the traditional high school curriculum.

Students entering ELP complete all required courses necessary for graduation.

The program is designed to meet the needs of a student who:

- is interested in a program that combines high school courses with shop training and on the job experience
- may be considering leaving high school

- is interested in increasing their opportunities for employment
- is interested in a program that prepares him/her for further training in a specific area after high school
- is committed to developing a positive employability skills ethic

Site Based Support Team

South Colchester Academy has a Site Based Support Team consisting of school administration, program support teachers, guidance counselors, student services department head, psychologist and speech language pathologist. The team provides leadership and support in areas such as allocation of resources and prioritization for assessment. Administrators, teachers, and parents are welcome to make referral to the Site Based Team. Referral forms are available through Student Services.

LIBRARY

Hours: 8:15 am – 3:00 pm (Regular School Days)

The library does not charge overdue fines, but it is important to return all materials on or before their due date. Remember you are responsible for the care and preservation of all materials checked out in your name. Materials may be renewed, if students and staff need extra time, as long as no other requests for that item have been made. Students will not be loaned new material if they have previous items overdue, and students may not be permitted to attend extra-curricular school activities, such as dances, until the item has been returned or paid for. Any books owing at the end of the school year will be charged to the student.

Circulation Policies:

Any student or staff of South Colchester Academy may borrow from the school library.

Students must have their student ID card to check out materials.

Books are loaned out for two weeks and may be renewed twice.

Magazines are loaned for one week. Most recent copies of magazines remain in the library.

Popular magazines are kept at the circulation desk.

Newspapers must remain in the library.

Videos are to be signed out by teachers and the loan period is one week.

The one video camera may be signed out for one school period or day at a time. The camera must be used on school property only, and is not to be taken home.

Interlibrary loan among CCRSB school libraries is now available. Please ask at the library for details and assistance.

Reference

The reference section houses encyclopedias, atlases, dictionaries, and many other fact-finding books. Reference books are to be used in the library only and do not circulate. Please ask before using.

Computers

The library has computers and laptops available for research and curriculum purposes. SCA library policies regarding computer use are posted in the library. The library has various online services available. Check out the school library services website at <http://schools.ccrsb.ednet.ns.cs/lib> to use the CCRSB school library catalogues, as well as direct access to online databases that contain full text magazine, newspaper and reference book articles.

ASSESSMENT, EVALUATION AND ACADEMIC STANDING

Student evaluation in all academic programs will be based on regular and varied assessments. In the event of an excused absence it is the student's responsibility to contact their teacher. Students are expected to write missed assessment (s) on the day they return. If a student's absence has not been excused within 5 days, the test or in class assignment will be given a mark of zero (0).

Teachers will enter zeros OR NHI (not handed in) for all assessments that are not passed in on the actual due date. If the assessment is passed in within the late assessment period, it will be evaluated and the appropriate score will be entered to replace the zero or NHI. No extensions will be given beyond the final assessment deadline date.

Assessment Deadlines:

Semester 1 September 28, October 12 & 26, November 6 & 23, December 7 & 21, January 18

Semester 2 February 22, March 8 & 29, April 9 & 26, May 10 & 24, June 7

GRADUATION REQUIREMENTS

Grade 10

Students entering Grade 10 will require 18 high school credits to obtain a high school completion certificate. A maximum of 7 credits at the Grade 10 level may be used towards graduation requirements and a minimum of 5 credits must be at the grade 12 level. Compulsory credits will be 3 English, 3 Mathematics (*effective 2017-2018*), 2 Sciences, 1 Global Studies, Canadian History 11, 1 Fine Arts, 1 Phys. Ed. and an additional 2 courses in science or technology.

Grade 11

Students in Grade 11 who have received 7 or more credits may request to be registered in 7 courses, and receive a period for study/preparation in one semester, in order to meet the 18 credits for graduation.

Grade 12

Students in Grade 12 who have received 14 or more credits may request to be registered in 6 courses, and receive a period for study/preparation in each semester, in order to meet the 18 credits for graduation. Students should check-in regularly with the guidance counselor to ensure they are meeting graduation requirements.

For students not in good academic standing, administration reserves the right to limit preparation time (off period) in order to maintain higher academic success.

Changing & Dropping Courses

Please read CCRSB's policy below carefully regarding changing, adding, and dropping courses.

A student in grades 10 to 12 may:

- a) Change a course before **Sept 14, 2017 and Feb 13, 2018**
- b) Drop a course by **Nov 24, 2017 and Apr 20, 2018**
- c) A withdraw (WD) will be shown on the transcript: **Dec 15, 2017 and May 25, 2018**

****Student-Athletes are reminded that they must be enrolled in a minimum of 3 courses each semester to be eligible for participation on school athletic teams.***

HONOURS AND HONOURS WITH DISTINCTION

Grades 7 - 9 Honours - An average of 80% with no mark below 70% in English, Mathematics, Social Studies, Science, French, Healthy Living, Physical Education and one elective from Music, Technology Education, Family Studies, Industrial Arts (No marks below 50%).

Grades 7 - 9 Honors (Distinction) - An average of 90% with no mark below 80% in English, Mathematics, Social Studies, Science, French, Healthy Living, Physical Education and one elective from Music, Technology Education, Family Studies, Industrial Arts (No marks below 50%)

HONOURS WITH DISTINCTION

Grades 10 Honours with Distinction recognition will be awarded to students having achieved an average of 90% in 5 academic/advanced courses with no mark below 80% in these 5 courses, including English. Students will not have any mark below 50% in the current school year.

Grades 11 Honours with Distinction recognition will be awarded to students having achieved an average of 90% in 6 academic/advanced courses with no mark below 80% in these 6 courses, including English. Students will not have any mark below 50% in the current school year.

Grade 12 Honours with Distinction students must have an average of 90% in 6 academic/advanced grade 12 courses (regardless of year they were obtained), including English, with no mark in the 6 courses below 80%. Students will not have any mark below 50% in the current school year.

HONOURS

Grades 10 Honours recognition will be awarded to students having achieved an average of 80% in 5 courses with no mark below 70% in these 5 courses, including English. Students will not have any mark below 50% in the current school year.

Grades 11 Honours recognition will be awarded to students having achieved an average of 80% in 6 courses with no mark below 70%, including English, in these 6 courses. Students will not have any mark below 50% in the current school year.

Grade 12 Honours students must have an average of 80% in 6 grade 12 courses (regardless of year they were attained), with no mark below 70%, including English, in these 6 courses. Students will not have any mark below 50% in the current school year.

Please Note –

- The pass level in all subjects shall be 50%.
- Teachers are required to keep an accurate record of all assessments and final evaluations on all students.
- Subject teachers are responsible for compiling students' marks and recording these within PowerSchool. Report cards will be generated by the Registrar.
- Report cards and mid-term reports will be distributed throughout each semester. Anecdotal remarks are required on report cards and shall be the responsibility of the subject teacher.
- Progress reports will be generated through PowerSchool.

ATTENDANCE

Attendance in each course is viewed as important and is expected at South Colchester Academy. Students must assume personal responsibility for maintaining regular attendance in all courses in which they are registered. A student who has failed to attend class for any reason is deemed to be absent. Unless the absence is school generated a parent or guardian must excuse each absence from class. Parents should call the school (673-5000), e-mail: sca@ccrsb.ca to excuse a student or send a written excuse. Notes should be submitted to the Administrative Assistant prior to 8:45 am if possible. Absences are recorded as “**excused absences**” and “**unexcused absences.**” While it is not possible to make an exhaustive list, the following are examples of excusable and non-excusable absences:

Excusable Absences

Excused by parent

Medical excuse (for specific dates)

Court related appointment

Death in Family

School sponsored event

Unexcusable Absences

No written excuse or contact from parent

Truancy

Missed the School Bus

Students and parents are encouraged to frequently check PowerSchool to ensure accurate attendance. If there is a discrepancy students should see their teachers as soon as possible.

A note or contact by a parent, **indicating the reason for the absence**, must occur **within five school days** of the student returning to school. After five days the absence will be recorded as non-excusable, even if information is later received from the parent or guardian.

LATE POLICY

Students who arrive late to school first period and third period (after lunch) are required to sign-in in the main office. A late slip will be issued for first and third period lates. Teachers will not permit students to enter class late following first and third periods without a late slip. Students are responsible, if late during other periods, to meet with the teacher **at the end of class** to ensure they have not been recorded as absent. Repeated lates (5+) will result in 20 minute lunch detention. Excessive lates (10+) will result in a full lunch detention. Continual lates after 10+ will result in a full lunch detention (cumulative). Students and parents are encouraged to frequently check PowerSchool to ensure attendance is accurate. If there is a discrepancy, students should see their teachers as soon as possible.

Leaving School Property

Middle school students in grades 7 - 9 are not permitted to leave school property at any time. Unless a parent/guardian comes to the school to pick up the student, they will not be able to leave school property. Senior High (Grades 10-12) students are not permitted to leave the building during class time unless directed to do so by SCA staff. Students are also reminded that smoking on school property is prohibited.

CCRSB SENIOR HIGH (GRADES 9-12) EXAM EXEMPTION POLICY

Under our board's current policy, senior high students who meet the following criteria will have the option of not writing one school based exam/final assessment per semester.

1. A student who has any unexcused absence in any course will not be considered for an exemption.
2. A student shall not accumulate any more than six (6) excused absences in any course in which the student is enrolled.
3. Any student who has accumulated any out-of-school suspensions is not eligible for an exam exemption in that semester. Please note that repetitive lateness for classes will be addressed through the Provincial Code of Conduct and could result in out-of-school suspension causing the student not to be eligible for an exemption.
4. Excused and unexcused absences are defined in the CCRSB Attendance Guidelines. While it is not possible to make an exhaustive list, the following are examples of excusable and unexcusable absences:
 - a. Excused Absence: Excused by parent or Medical excuse (for specific date)
 - b. Unexcused Absence: An absence with no written excuse or contact from parent, truancy, or missing the bus
5. Students are required to provide excuses for all classes for which they are absent. A written note, email, or verbal contact by parent, indicating the reason for the absence, is expected within five (5) school days of the student returning to school.
6. A student may request to be exempt from no more than one final assessment/examination per semester provided the student has completed all major assessment components (other than the final assessment/examination) in each of the courses which s/he is enrolled.
7. A student cannot be exempted from a Nova Scotia Examination except on the terms laid down by the Department of Education.
8. A student cannot be exempted from a CCRSB examination except on the terms laid down by the CCRSB.
9. A student cannot be exempt from any grade 9 course examination for which there is a grade ten CCRSB examination.
10. A student cannot be exempt from any grade 11 course examination for which there is a grade 12 Nova Scotia Examination.
12. Classes missed due to co-curricular and extracurricular activities are not classified as absences. However, schools should monitor the number of classes individual students miss due to co-curricular and extracurricular activities.
13. If a student is exempt from an exam, the student's term or final mark (usually out of 70%), is converted to a score out of 100%. There is no redistribution of weighting among other categories within the 70% term mark.

Please note: There are circumstances where principals are able to not count excusable absences.

I. When a student is absent due to a death in the immediate family [maximum # of days is five (5)] the absence will not be counted. Immediate family is defined as parent/guardian, step-parent, spouse, sibling, grandparent, aunt, and uncle. Immediate family shall be determined in particular cultural contexts, as required.

II. When a student is absent due to a verifiable religious observance, the absence will not be counted.

III. When a student is absent as a direct result of legal obligations which are supported by court subpoenas or appropriate documentation, the absence will not be counted.

IV. When a student, with a chronic illness, has an appointment(s) with a physician who is a specialist, (medical or dental), or mental health care professional who is a specialist, the principal will not need to count these excusable absence(s). Principals must receive proof of appointment in advance of any such absence.

V. When a student is a participant in a provincial, national, or international sporting, fine arts, or leadership event (excluding team tryouts and practices) or when a student is absent as a result of participation in an educational opportunity as deemed appropriate by the school administration, the absence will not be counted.

VI. When a CCRSB/private contractor is unable to provide conveyance the absence will not be counted.

Students and parents are reminded to check attendance online using PowerSchool's Public Portal at least twice a week. The Attendance Policy is currently under review by CCRSB and any changes will be made public this September.

PROVINCIAL HOMEWORK POLICY (P-12)

1. Introduction

The Provincial Homework Policy establishes the expectation for educators to assign developmentally appropriate homework at each grade level to enhance student learning. This policy applies to all public schools in the province of Nova Scotia.

Homework is an out-of-classroom activity that provides an opportunity for students to practice what they are learning in class. It should be evaluated to provide feedback to students.

Homework can help students develop academically and personally when the work is carefully planned, directly connected to classroom learning, meaningful to students, and appropriate for a student's age and stage of development.

2. The Purpose of Homework

Homework has one or more of the following three purposes:

- **Prepare** information or materials for future learning activities (e.g., gather resources, read something for a class discussion, or rehearse for a presentation).
- **Practice** new knowledge or new skills (e.g., read for pleasure, practice physical skills, practice a musical instrument, use new knowledge to complete a project, or practice basic literacy and math skills).
- **Enrich** students' understanding of a topic and apply it in new ways (e.g., research local news, investigate a science experiment, write daily or weekly reflections in a journal, or apply skills to a class project).

Homework will not be used for the following reasons:

- to discipline or punish a student
- to introduce or practice skills the student does not understand
- to assess a student's learning without reference to other work

The purpose of homework will vary by grade and subject:

- Homework assigned in grades primary–6 will

- enhance student learning of foundational skills in reading and math (e.g., reading for pleasure, educational games)
- gradually introduce time to practice or apply learning in other subject areas
- promote healthy growth and development (e.g., practicing physical skills, interviewing family members)

• Homework assigned in grades 7–12 will expand students’ learning of advanced skills and subject-specific knowledge.

The development of life skills (e.g., time management, self-direction, independent problem solving) will be an important element of homework at all grade levels (primary–12).

3. Standards for Effective Homework

Homework assignments will

- reinforce, enrich, or help students prepare for classroom learning
- be designed with consideration for the needs and circumstances of each student
- be appropriate for each student’s age and developmental stage
- have a clear purpose
- directly connect to what students are learning in their classes
- build on skills or knowledge that a student already has
- be designed so that the student can do the work without extra help
- be evaluated promptly
- provide evidence of student learning
- offer a way for families to support their children’s learning, without requiring family members to teach new skills or concepts
- be coordinated by teachers and administrators through a school-wide approach that ensures assignments are realistic and fair to all students

Class projects and assignments are opportunities for students to show what they have learned. Class projects and assignments should be evaluated to provide feedback to students and to contribute to their grades.

Evaluation will

- check that students have understood and followed directions
- provide specific information to students about their work
- describe areas for improvement
- provide positive praise and reinforcement
- suggest strategies for moving forward
- encourage students to respond to feedback and try new approaches to their schoolwork

When assigning homework, all educators will respect cultural, religious, or other days of significance for individual students and their families (e.g., Eid, Diwali, Passover, Treaty Day). In rare circumstances and for specific programs only (e.g., International Baccalaureate), homework may be assigned over the summer holidays and other extended breaks.

4. Roles and Responsibilities

The Department of Education and Early Childhood Development will

- Communicate the Provincial Homework Policy to school boards.
- Provide school boards with information on best practices for designing homework to support student learning.
- Monitor implementation of the policy.

School boards will

- Monitor implementation of the policy in all schools.

- Provide principals with information on best practices for designing homework to support student learning.
- Ensure that all schools have a process for regular communication with parents about homework assignments (e.g., class websites, newsletters).

School administrators will

- Establish a school-wide approach to designing and assigning homework, including a process for home-school communications.
- Inform families about the Provincial Homework Policy.
- Ensure that all teachers adhere to the policy.
- Identify opportunities for students to receive homework help at school (e.g., homework club) and after school hours.
- Coordinate school-wide resources that support the successful completion of homework (e.g., newsletters, homework clubs, assignments coordinated among teachers).
- Offer information to help families support their children with homework.

Teachers will

- Implement the expectations outlined in the policy, in all classes.
- Evaluate homework and provide timely feedback to students.
- Participate in a school-wide approach to coordinating and communicating about homework.
- Follow up with families if a student is consistently unable to complete homework assignments on time.

Students will

- Regularly complete homework assignments on time and to the best of their ability.
- Seek a clear understanding of assigned homework (e.g., objectives, timelines, resources needed) and ask for clarification if expectations are not clear.
- Learn to manage the time and resources they need to complete homework.

Families will

- Provide encouragement and appropriate support to help students develop study skills at home (e.g., time management).
- Help students balance time spent on homework, extracurricular, and out-of-school commitments.
- Contact teachers if their child is regularly unable to complete homework assignments or needs significant amounts of time or help.

PROVINCIAL SCHOOL CODE OF CONDUCT POLICY

1. Introduction

Students, parents, teachers, support staff, principals, and school boards share responsibility for creating a school-wide approach to maintaining a positive and inclusive school climate where all students are supported to develop healthy relationships, make good choices, and achieve success in their learning.

All members of Nova Scotia’s school communities have a role to play in the awareness and prevention of unacceptable behaviour.

The provincial school code of conduct policy applies to all public schools and school boards in the Province of Nova Scotia. All students and school members in Nova Scotia are required to follow this provincial school code of conduct policy, which is governed by the Education Act.

2. Definitions

“Parent” as defined in section 3(1)(t) of the Education Act includes, except in the definition of entitled parent, a guardian and a person acting in loco parentis to a child.

“School members” refers to students and all adults whose roles or jobs place them in contact with students in school settings and school activities. School members include students, principals, teachers, parents, staff employed by the school board, other staff engaged to provide services at the school, volunteers, visitors, and any persons who have contact with students and staff.

“Provincial school code of conduct policy” means the policy established by the Minister under clause 141(ja) of the Education Act.

3. Establishing Safe and Inclusive Learning Environments

Nova Scotia’s provincial school code of conduct policy establishes standards of behaviour for all schools and is built on the following expectations:

- Unacceptable behaviour will be responded to immediately.
- Schools will use proactive and preventative approaches to reduce the occurrence of unacceptable behaviour and maintain environments that are conducive to teaching and learning.
- When responding to unacceptable behaviour, schools will
 - give first consideration to the safety and security of students, staff, and other members of the school community
 - assist students with developing new behaviours and strategies to reduce the reoccurrence of unacceptable behaviour
 - address consequences in a fair manner that does not disproportionately impact students based on race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, national or aboriginal origin, socio-economic status, or appearance
 - use restorative strategies, when appropriate
 - consider the impact that consequences may have on the student(s) adversely affected by unacceptable behaviour, such as
 - * decisions regarding the appropriate placement within the school or school board of the person initiating the harm
 - * allowing the person harmed the opportunity to provide a statement in cases where consequences result in a suspension appeal process
 - remove students from class only after acceptable strategies have been implemented to support a change in behaviour or as necessary to maintain a safe learning environment and ensure the student’s return to their regular class when it is safe to do so
 - provide academic support when a student is removed from class or suspended from school for up to 10 days and take into consideration the use of in-school suspensions provided that the student can continue their work in a classroom designated by the principal for in-school suspensions, a teacher or principal is present to supervise the students, and the principal notifies the student and the student’s parents of the reasons for the in-school suspension, as soon as is reasonably possible.
 - formalize community partnerships that enhance community and school-based supports to students and families

4. Roles and Responsibilities

The Department of Education and Early Childhood Development is responsible for

- establishing the provincial school code of conduct policy in consultation with school boards and other partners in education
- reviewing the provincial school code of conduct policy every two years
- communicating the policy to school boards

School boards are responsible for

- communicating the provincial school code of conduct policy to schools
- ensuring consistent implementation of the provincial school code of conduct policy in all schools and classrooms
- providing annual professional development to principals on the provincial school code of conduct policy and proactive approaches to prevent unacceptable behaviours
- implementing requirements for recording and tracking and reporting incidents of unacceptable behaviour in all of its schools
- reporting as required by the Minister aggregate data on incidents of unacceptable behaviours
- monitoring incidents of unacceptable behaviour in all of its schools to identify areas requiring more supports
- providing alternative arrangements for the education of any student who has been suspended for more than 10 school days
- implementing the following protocol to allow a student or a student's parent to express concerns or resolve a complaint in relation to an alleged incident of unacceptable behaviour and the interventions or consequences resulting from the alleged incident. In responding to an alleged incident and consequences, students or parents are required to address their concern in the following order:
 1. with staff at the school where the alleged incident took place
 2. with a board Coordinator of Student Services or other supervisory staff identified in a board's Parent Concern Protocol if the concern cannot be resolved at the school
 3. with the Director of Programs and Services or School Administration, if the concern cannot be resolved with assistance from supervisory staff identified in step 2
 4. with the Office of the Superintendent, if the concern cannot be resolved with the assistance of a director

Schools are responsible for

- implementing the provincial school code of conduct policy
- communicating the provincial school code of conduct policy to students, parents, and other school members
- recording and tracking incidents of unacceptable behaviour, both intentional and unintentional, through the provincial online Incident Referral Form. All records of incidents of unacceptable behaviour will identify
 1. the student's name and student number
 2. whether the student is receiving additional behavioural supports through the Program Planning Process
 3. the date, time, and location of the incident
 4. the category of behaviour
 5. factors contributing to the incident
 6. a description of the incident
 7. a description of related incidents
 8. prohibited articles involved in the incident
 9. the target of the incident
 10. actions and consequences taken in response to the behaviour
 11. administrator's comments
- monitoring incidents of unacceptable behaviour of all students to identify areas requiring more supports

5. Provincial School Code of Conduct

All students and members of a school community will feel and be safe in their school. Each person will contribute to a safe and inclusive learning environment.

Unless immediate action is necessary to maintain a safe learning environment, schools will support and promote positive student behaviour through programs of prevention and intervention.

Acceptable Standards of Behaviour

All students and school members will

- show respect for the rights, property, and safety of themselves and others
- accept personal responsibility for their behaviour
- demonstrate socially appropriate behaviour
- respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, national or aboriginal origin, socio-economic status, or appearance
- treat school property and the property of others with a reasonable standard of respect
- attend regularly and punctually as required under section 24 of the Education Act
- show respect for the roles and responsibilities of students, principals, teachers, parents, volunteers, and the school board
- demonstrate respect for the learning environment of the school and the classroom and school activities and events
- demonstrate and promote positive behaviour through the avoidance of all types of violence
- use information and communications technology, including the Internet, digital resources, and e-communication, and all forms of social media in a responsible and acceptable manner consistent with the Nova Scotia Public School Network Access and Use Policy and the Cyber-safety Act (2013)
- refrain from all forms of bullying and cyberbullying, intimidation, racism, and discrimination
- refrain from the possession of any weapons
- refrain from the use of items as weapons intended to harm another person or themselves
- refrain from the possession of, or being under the influence of alcohol, drugs, and all other forms of intoxicants on school property

Promoting Acceptable Behaviours

Some behaviours, such as failure to follow directions, shoving and pushing, profanity that is not directed at another person, disrespectful behaviour that shows disregard for a teacher's or other supervising adult's position will be addressed by teachers and administrators in the course of their daily work in classrooms and supervision of students in other areas of the school.

Responses to these behaviours may include student and/or parent conferences, creating a plan for restitution, coaching students to help them learn new behaviours, restorative approaches, and/or detention as a time to reflect.

6. Responding to Unacceptable Behaviour

Unacceptable behaviours (defined in Appendix A) endanger the wellbeing of others, result in damages to property, and/or significantly disrupt learning environments. Unacceptable behaviours are referred to the office through the provincial online Incident Referral Form and where appropriate, will be addressed in a progressive manner (see Appendix B) through consequences that may include in-school or out-of-school suspensions.

Responses to unacceptable behaviour will:

- be appropriate for the student's age and stage of development and consider a student's special needs where the behaviour is determined to be unintentional
- be consistent with standards established in the provincial Special Education Policy, when supporting students with special needs programming relating to behaviour
- reflect the severity of the behaviour
- take into account the frequency and duration of the behaviour
- be chosen primarily for their educational value
- occur in a timely fashion
- reflect an individualized approach to discipline
- be fair and equitable and respect the dignity of all involved

A principal may consider suspending a student for up to 10 school days, if the principal believes a student has engaged in any of the following activities while on school grounds, on property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program, at a school bus stop or on a school bus, or off school grounds if any of these behaviours (listed alphabetically below) disrupt the learning climate of the school:

- bullying
- cyberbullying
- discriminatory behaviour
- illegal activity
- insubordination
- misuse of network or online resources
- physical violence
- racist behaviour
- repeated use of tobacco or e-cigarettes
- sexual assault
- sexual harassment
- sexual misconduct
- significant disruption to school operations
- use or possession of
 - alcohol
 - drug-related paraphernalia
 - illegal drugs
 - weapons
- vandalism
- verbal abuse

A principal may recommend to the school board that a suspension be extended for a period greater than 10 days. Decisions regarding extended suspension will be made following the protocol outlined in section 124 of the Education Act.

Responses Specifically Forbidden

The following consequences are prohibited:

- corporal punishment (for students under 16 years, this contravenes the Family and Children's Services Act and is reportable under Section 23(1); for students over 16 years, this is common assault)
- attributing collective responsibility, including group punishment
- course/program withdrawal by the principal for non-attendance or poor attendance (pending the development of the Ministerial Attendance Policy)
- reducing or not awarding marks or assigning extra school work, projects, or assessments

Definitions of Unacceptable Behavior

Category	Definition
Bullying	Bullying means behaviour, typically repeated, that is intended to cause or should be known to cause fear, intimidation, humiliation, exclusion, distress or other harm to another person's body, feelings, self-esteem, reputation or property, and can be direct or indirect, and includes assisting or encouraging the behaviour in any way.
Cyberbullying	Cyberbullying means any electronic communication through the use of technology including, without limiting the generality of the foregoing, computers, other electronic devices, social networks, text messaging, instant messaging, websites and electronic mail, typically repeated or with continuing effect, that is intended or ought reasonably be expected to cause fear, intimidation, humiliation, distress, or other damage or harm to another person's health, emotional well-being, self-esteem, or reputation, and includes assisting or encouraging such communication in any way.
Discriminatory behaviour	Discriminatory behaviour includes any discrimination based on race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, national or aboriginal origin, socio-economic status, or appearance.
Illegal activity	Committing any act, or inciting others to commit any act, involving a serious civil wrong or crime such as, but not limited to, stealing and possessing or selling stolen property.
Insubordination	Behaviour that conveys a deliberate disregard for a person's authority and position (e.g., teacher, principal, parent, adult in charge of student activities).
Misuse of networks or online resources	Unauthorized access or misuse of networks, online resources, and or e-communications in accordance with the Nova Scotia Public School Programs Internet Access and Use Policy.
Physical violence	Using force, gesturing, or inciting others to use force to injure a member of the school community.
Racist behaviour	Racist behaviour includes using racial/cultural slurs, engaging in racial/ethnic name-calling, or actions, or inciting others to use racist language or engage in racist behaviours.
Repeated tobacco or e-cigarette use	Smoking of tobacco, e-cigarettes, or other forms of tobacco use, inside any school building, facility, or vehicle, or on any school property, including school related activities.
Sexual assault	Sexual assault is any sexual touching or contact without consent as defined by the Criminal Code of Canada.

Sexual harassment	Sexual harassment is any objectionable, coercive, or irritating comment, communication, action, or attention of a sexual nature that is directed to a person or persons by someone who knows, or ought reasonably to know, that such actions are unwelcome; action or communication with a sexual connotation or component that creates an intimidating, demeaning, or offensive work or school environment, even if it is directed to no person in particular.
Sexual misconduct	Sexual misconduct includes any behaviour of a sexual nature or connotation that is deemed inappropriate or unacceptable at school or during any school-related activity.

Significant disruption to school operations	Committing acts or inciting others to commit acts that are seriously disruptive to the learning environment or create a safety hazard to students or staff.
Use or possession of alcohol	Use or possession of alcohol or being under the influence of alcohol inside any school building, facility, or vehicle, on any school property, including school-related activities.
Use or possession of drug-related paraphernalia	Use or possession of paraphernalia intended for use with illegal drugs.
Use or possession of illegal drugs	Use, possession, or selling of a controlled drug or substance.
Vandalism	Committing or inciting others to commit damage to the personal property of a member of the school community, damage to property owned or operated by the school board, damage to any property while attending a school-related activity, vandalizing, damaging, or disabling the work of another individual or organization through the use of technology.
Verbal abuse	Using, or inciting others to use, language that is demeaning, threatening, or intimidating to another person.
Weapons possession	Possessing or inciting others to possess or use a weapon (anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person) or instrument as a weapon, while on school property or while attending a school-related activity.
Weapons use	Use or pretense of using a weapon (anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person) or instrument as a weapon while on school property or while attending a school-related activity.

Responding to Unacceptable Behavior

Unacceptable behaviours	<ul style="list-style-type: none"> • bullying • cyberbullying • discriminatory behaviour • illegal activity • insubordination • misuse of network or online resources • physical violence
-------------------------	--

	<ul style="list-style-type: none"> • racist behaviour • repeated use of tobacco or e-cigarettes • sexual assault • sexual harassment • sexual misconduct • significant disruption to school operations • use or possession of <ul style="list-style-type: none"> - alcohol - drug-related paraphernalia - illegal drugs - weapons • vandalism • verbal abuse
Possible responses	<ul style="list-style-type: none"> • conferencing with student or parent • creating a plan for restitution • coaching to develop new behaviours • restorative approaches • mediation • detention • loss of privileges • referral to school guidance counsellor • referral to the Program Planning Team • referral to RCH Advisor • referral to assessment and counselling • referral to student support worker • referral for behavioural support • referral to SchoolsPlus • in-school suspension • involvement of outside agencies such as police, mental health services, and child welfare • referral to CyberSCAN Investigation Unit • out-of-school suspension (up to 10 days) • recommendation for extended suspension for period greater than 10 days according to section 124 of the Education Act

BEHAVIOUR & SCHOOL RULES

Students at South Colchester Academy are expected to demonstrate a commitment to learning and achieving success. The school community encompasses younger students in the middle school, and the older students in senior high who have distinct areas in the school for learning and socializing. Students must take responsibility for their behaviour as well demonstrating respect and courtesy for the personal learning space and property of others. We are indeed privileged to have the opportunity to have a technology rich school, and all members of the school community are expected to demonstrate pride in their school, and ensure that it is maintained in a clean and orderly manner.

Students and staff are to be treated in a fair manner by all. It is the duty of the teacher, under the Education Act, to maintain proper order and discipline in the school or room in his/her charge, and report to the vice-principal the conduct of any pupil who is persistently defiant or disobedient. Disciplinary action will be based on the severity of the behaviour, and the cumulative record of the student. All infractions, and disciplinary actions will be documented by administration with teachers, parents and guardians receiving written or telephone communication from the school.

Student and staff are also reminded that SCA, like other CCRSB schools is a “**Scent Free**” facility. Students and staff are not to wear any perfumes, colognes, or heavily scented deodorants that may cause a negative reaction from those that are sensitive to such aromas and scents. Students who purposely spray or emit such scents or aromas will be immediately referred to the administration, where detentions or in-school suspensions will be imposed.

School Rules

- Students are expected to respect the rights of others, and in particular the right of each student to pursue an education without interference, intimidation or harassment of any kind. No student has the right to interfere in any way with the educational opportunity of others.
- Fighting or other violent acts while students are under the jurisdiction of the school will result in suspension. All incidents will be investigated by the administration with the circumstances of the incident determining duration of the suspension.
- Disobedience, defiance and insubordination towards staff members are unacceptable, and will not be tolerated. Students are required to treat staff members with respect, provide their names when asked to identify themselves, and respond positively to their directives.
- Students are expected to communicate using appropriate and respectful language. Profanity and inappropriate language that is abusive to others in the school community will not be tolerated. This rule also extends to articles of clothing and pins.
- Students are not permitted to be in possession of weapons or other articles that may pose a threat to the safety of others. This includes, but is not limited to, articles such as knives, laser lights, firecrackers, other exploding devices, and certain studded armbands or clothing.
- Snowballs are not to be thrown on school property as personal injury or damage to property may result.
- Narcotic substances and Alcoholic Beverages – Students who are under the influence of or in the possession of narcotic substances, “drug paraphernalia”, or alcoholic beverages on school property or at school events will be suspended from school and may be referred to the Suspension Review Committee of the School Board.
- Damage/Vandalism is defined as the unnecessary breakage and/or damage to school property either by accident or intent, and is the responsibility of the person or persons committing the infraction. The actual costs for repairing or replacing any such damage will be borne by the responsible person/persons or their parents or guardians. Decorating lockers is limited to the area inside the locker door with decorations removed and lockers cleaned out before the end of June.
- Students caught cheating on tests, examinations, or assignments may receive a mark of zero, and parents will be informed. Students are reminded that copying the work of other or submitting downloaded material from the Internet without appropriate permission or notations are forms of cheating.
- All students in the school are assigned a locker and a combination lock to secure their personal property. Combination numbers should be kept private. Lockers remain school

property, and are subject to inspection at any time. The school will not be responsible for valuables or books left in lockers. Food items should not be left in lockers overnight.

- Rough play and play fighting are unacceptable. Students are required to move throughout the school in an orderly and appropriate manner. Running in corridors, and pushing other is unacceptable.
- Students using bicycles to travel to school must store their bikes on the racks provided in the front of the school. The school will not be responsible for damage to bicycles that are stored on the bicycle racks.
- The opening and closing of windows, blinds, and folding walls is only to be performed by school personnel.
- Students are not permitted to use the gymnasium, music room, and library, or remain in any part of the school building following dismissal, unless they are under the direct supervision of a staff member.
- During instructional time students not scheduled (“on prep”) are ONLY permitted in the lower forum, cafetorium areas or library.
- Digital devices capable of taking or transmitting digital images or sound, are not permitted in washroom, change rooms, locker rooms or any space or circumstance where students or others expect a greater degree of privacy than in public spaces within schools.
- Any violation of the principles of these guidelines will be dealt with by way of the CCRSB code of conduct.

CELL PHONES & OTHER COMMUNICATION DEVICES POLICY

The growing numbers of digital communication and entertainment devices, which are in use at school for both instructional and non-instructional purposes, present new challenges for all school community members. Respect for the privacy, safety and legal rights of each person, respect for the integrity of the teaching-learning process, and respect for the teaching-learning environment must be considered therefore, the following guidelines have been implemented by the school board.

Students will not be allowed usage of such devices once O’Canada has started (approx. 8:45) unless directed by a teacher or other staff member. **During class instruction, including reading period, cell phones are off and out of sight, unless for instructional purposes granted by teachers.** Students will be allowed to use the devices during break, lunch time, and after being dismissed from classes at 2:55 PM.

If devices are being used inappropriately teachers will ask for the device and it will be turned into the office for the day. Students who refuse will be sent to the office.

**Students may be given time to remove the battery and/or chip from the phone before turning it over to staff, provided it is done in a respectful and timely manner.*

Special Consideration: Request for special considerations (for emergencies) must be made directly with administration.

Photographing and sharing/posting (electronically or otherwise) of students and staff images is not permitted unless authorized by SCA staff.

BULLYING POLICY

South Colchester Academy aspires to create a safe, caring and supportive environment, free from bullying, for all members of the school community.

The Chignecto-Central Regional School Board Bullying Policy states that “bullying happens when a student or group of students targets an individual(s) repeatedly over time, using verbal, physical, or psychological aggression toward the victim(s).” In the policy, it is written that three characteristics must be present in order for a conflict to be categorized as bullying. The three characteristics are:

- There is a pattern of repeated aggression
- A more powerful person or group attacks a less powerful victim or victims.
- There is a disturbing, humiliating, demeaning or controlling effect on the victim.

Bullying takes many forms, and may include many different behaviors such as:

- **Physical**- *hitting, punching, slapping, kicking, tripping, spitting, etc.*
- **Verbal** – *hurtful teasing, malicious name-calling, put-downs, etc.*
- **Social** – *group exclusion, gossip, rumours, slander, etc.*
- **Cyber** – *using MSN, e-mail, cell phones, websites, text messaging*

All members of the SCA school community (staff, students, parents/guardians etc.) are expected to do the following things to prevent bullying:

- Promote a positive and caring environment for all by developing an awareness of bullying issues.
- Refuse to bully others or to be a bystander to acts of bullying.
- Report all acts of bullying that they may experience or observe to appropriate school personnel.
- Assist and co-operate in the implementation of school-wide anti-bullying initiatives.

STUDENT ATTIRE, BOOK BAGS AND ACCEPTABLE DRESS

School is a place of study, work, and business. It is expected that staff and students dress in a manner considered appropriate for a school setting. The wearing of appropriate clothing fosters a positive learning environment and shows respect for yourself and others. Your appearance also reflects your good judgment.

Book bags are allowed in classrooms unless deemed unnecessary by the teacher.

The **Administration** reserves the right to determine inappropriate dress.

Students are **not permitted** to wear hats or hoods in the cafetorium during assemblies and O' Canada.

TOBACCO-FREE FACILITIES AND GROUNDS

The Chignecto-Central Regional School Board owned and/or operated property shall be free of the use of tobacco products (including e-cigarettes, vapours, cigarette tobacco, leaf tobacco, cigars, pipe tobacco, chewing tobacco, and snuff or other tobacco-containing products). Accordingly, South Colchester Academy offers students, staff and other users of our facility and grounds a **tobacco-free learning/working/play environment**. Students and staff are also required to refrain from the use of tobacco products while participating or engaged in extracurricular activities and other student activities. Consequences for possessing such devices will be similar to tobacco related offences.

EXTRA-CURRICULAR ACTIVITIES AND ELIGIBILITY

Participation in all extracurricular activities is deemed a privilege at South Colchester Academy. Satisfactory academic performance, attendance, and behaviour are required if a student is to maintain this privilege. Suspension from school may result in privileges being removed, including attendance at school dances, school prom and other extra-curricular activities.

CAFETORIUM FOOD AND DRINK

The terraced cafetorium has been designed to offer flexibility to the school community in that it combines the components of an auditorium with the ability to provide cafeteria services. Our cafetorium will host several different functions over the school year, and will be the location for our school dances and prom. **The railings surrounding the terraces are required for safety. Climbing on or over the rails will result in disciplinary action.**

Chartwells will be providing full cafeteria service to the school. Several food options are available to our students with a daily hot meal special. Students are expected to respect the school environment, and make every effort to ensure it is maintained in a clean and tidy manner. Everyone is responsible for disposing of their own garbage, and returning their trays to the cafetorium receiving window.

It is teacher discretion as to whether food and/or drink are allowed in their classroom.

No student is to be served any food during instructional time.

PHYSICAL EDUCATION, ATHLETICS AND GYMNASIUM USE

Clothing/Footwear

All students will be expected to have a change of clothes and **non-marking athletic footwear** (suitable for activity).

Food and Drink

No food or drinks, except water bottles, are allowed in the gymnasium.

Gym Supervision/Access to Equipment Room/Access to Fitness Room

Students are not permitted into the gymnasium, equipment room or fitness room at any time without direct supervision of a teacher or coach.

Athletic and Team Fees

All interscholastic sports require a degree of financial funding in order to operate successfully. Some sports have a higher budgetary requirement than others for officiating, equipment, facility rentals, etc. Although the school currently covers the vast majority of the athletic funding, participation on school teams does involve some cost to the athletes which can be off-set through various fundraising efforts and/or school sport grants.

All student athletes will be required to pay an annual \$20 athletic fee. Athletes will also be required to pay a team fee which will vary based upon length of season, number of scheduled games and/or other variables. Students can make payments by cash, debit or cheque which can be made payable to South Colchester Academy. Receipts will be provided for any monies collected as athletic fees at the time of payment.

ATHLETIC ELIGIBILITY GUIDELINES

South Colchester Academy will be represented by both junior and senior teams in the NSSAF competition.

Students in grades 10-12 will compete on senior teams.

Grade 9 students will compete on junior teams with the following exceptions:

1. When a team for that sport does not exist at the junior level.
2. Special circumstances in consultation with the athlete, parents, coaches and administration. In any special circumstance, every effort will be made to best meet the needs of both the student athlete and the athletic program.

Academics

In a semestered schedule, when a student is enrolled in 4 courses per semester, a minimum passing mark would be required in 3 courses at the last month-end reporting period. A student must be enrolled in at least 3 courses in each semester in order to be eligible to play on a school team. A minimum passing mark would be required in all 3 courses at the last month-end reporting period.

When a student athlete does not meet the academic eligibility requirements to play on a school team he/she will be referred to the Eligibility Committee. The Eligibility Committee consists of the athletic director, an administrator, and one member of the physical education department.

Behavior/Conduct

Any athlete that is suspended (in-school/out of school) is ineligible to participate in any team activity (practice, games, etc...) during the suspension..

Attendance

The athletic department at SCA believes that regular attendance is essential to academic success. It is understandable that when participating on a school team a certain number of absences will occur due to competitive circumstances, therefore, all student athletes are expected to attend classes on a daily basis without significant interruption. When attendance levels are deemed to be problematic by the athletic director and administration, a student's participation on a school team can be placed under review.

TIMETABLES

All students will be provided with an individual timetable on their first day of registration. The timetable identifies your courses, teacher names and room numbers. All programs at South Colchester Academy are scheduled on a four (4) day rotational timetable with grades 7, 8 & 9 scheduled by A block classes for the academic year from September to June.

SCA Bell Schedule 2017-2018			
JR High 7-9		SR High 10-12	
Period 1	8:45 - 10:05	Period 1	8:45 - 10:05
Break	10:05 - 10:15	Break	10:05 - 10:15
Period 2	10:15 - 11:30	Period 2	10:15 - 11:30
Period 3 - A	11:30 - 12:15	Lunch	11:30 - 12:15
Lunch	12:15 - 1:00		
Period 3 - B	1:00 - 1:30	Period 3	12:15 - 1:30
Break	1:30 - 1:40	Break	1:30 - 1:40
Period 4	1:40 - 2:55	Period 4	1:40 - 2:55

Note: The school timetable will not be interrupted for storms and unexpected cancellations (ex: if a storm causes classes to be cancelled on a Wednesday that is scheduled to be Day 2, then Thursday will still be Day 2, and Wednesday's lessons will be picked up on another day on the schedule).

VEHICLES & PARKING

All vehicles transporting passengers to South Colchester Academy are required to use appropriate access areas. The bus loop is to be used exclusively for school buses during the period from 7:30 am to 5:00 pm on school days. Vehicles may access the school using the entrance adjacent to the soccer field. **There is a traffic loop above the student parking area for vehicles dropping off students. Student's are not to be dropped off in the top parking lot.**

The upper parking lot is designated for staff and visitors. The lower paved parking lot is for students bringing vehicles to school. **Students are not permitted to park in the upper parking lot.**

STUDENT FEES

Students fees are \$20.00. This fee is used to support and cover the cost of extra-curricular activities, lockers, student locks and lock maintenance, student ID Cards, school-wide activities and the student handbook.

The Grad Class Executive will coordinate a series of fundraising events throughout the school year. A graduation fee of \$50.00 will be collected prior to the end of April each year. This fee helps cover the cost of grad gowns, caps and tassel keepers, graduation reception, safe grad, and folders for graduation certificate.

STUDENT RECOGNITION AND AWARDS PROGRAM

Student recognition ceremonies will be held in June for all students in grades 7-12. Students are recognized for their academic accomplishments, leadership and participation in various school based activities.

TEXTBOOKS

Textbooks are numbered and issued without cost to the students. Students are responsible to ensure their books are maintained in good condition and returned to their teachers when their programs are complete. Lost or damaged textbooks should be reported to the subject teacher.

COMPUTER/LAPTOP USAGE POLICY

South Colchester Academy is a “high tech” school, in which students are required to utilize digital resources. It is expected that students will take advantage of the many opportunities to access computer stations throughout the school for research, sharing, and communication.

Computers are to be used as directed by the classroom teacher or other SCA staff. Laptops, including students’ personal laptops, and other similar devices are to be used under the direction of the classroom teacher or other SCA staff. Usage of the above devices during non-class time shall be done under the approval of SCA staff.

POWERSCHOOL

PowerSchool is a system that allows teachers and school administration to communicate student attendance, schedules, achievement, and behavior.

Student-Parent Portal

The Internet-based portal allows students, parents and guardians to see attendance, grades, assignments, teacher's comments and upcoming school events online.

FIRE ALARMS AND FIRE DRILLS

The first week of school students will receive instruction with regards to the fire alarm, and the location of the exits from the school. The first fire drill will be announced but others will be held without an announcement.

1. Fire drills are for your protection and must be taken seriously.
2. Know the fire exit and alternate exit for each room of the school that you enter.
3. When the fire alarm rings, stop work immediately. Leave possessions behind, and file out of the room in an orderly fashion towards the exit posted. Leave the building and stand in line with your class and teacher in the designated areas several meters from the school. If you are not with your class when the alarm rings, leave by the nearest exit, and immediately join your class outside, or report to the Administrative Assistants at the front of the school near the bus loop.
4. Ringing of a false alarm is an indictable offense, and will result in suspension, and possible prosecution.

ANNOUNCEMENTS

Announcements will be broadcast by SCA-TV each morning at 8:45. All announcements to be read by the student newscasters must be signed by a teacher or supervisor and passed in at the multimedia centre by 8:30 am. Notices will also be displayed on the large screen televisions in the forum, library, office, and over the school network throughout the day.

VISITORS

All visitors to SCA are required to first check in at the office. For security reasons, and to comply with CCRSB's safe school policies, all doors are locked after bus students arrive at SCA. This is a common practice for all schools in CCRSB. A security camera and buzzer system is setup to admit students and guests in the building after 9:00 am. If you arrive after 9:00 am please proceed to the main entrance, which is clearly marked, to be admitted by our administration or administration assistant.

Visitor's cars are to be parked in the designated parking spaces adjacent to the building. Students from other schools will not be permitted to visit their friends at SCA during the school day or sit in on their classes. An exception would be activities coordinated by SCA.

BUS AND STUDENT TRANSPORTATION

It is policy of the Chignecto-Central Regional School Board that all students travel on assigned buses. The school is unable to grant student or parent requests to travel home with a friend on another bus or go to town, etc.

Students are required to have a parental consent form completed before they are permitted to participate in an extracurricular trip involving bus transportation. Teachers arranging these trips will provide forms to students, and these forms, along with a list of names of students, will be filed at the office prior to the scheduled trip.

MEDICATIONS

Unless authorized by a physician and appropriate CCRSB forms are completed, school staff will not administer any "over the counter" or prescription medication. All medications are to be kept in the office.

SECURITY AND VIDEO SURVEILLANCE

South Colchester Academy is equipped with several security cameras, which continually monitor areas inside and outside of the building. The purpose of this system is to provide an opportunity to monitor movement, and activities within and around the building during the school day, as well as after school hours. This system will enhance our efforts to provide safety and security for our occupants, their possessions, the building and equipment.

SCHOOL CAMPUS

We are proud of the impressive school campus, and the potential that the many areas and facilities hold for the school community. Everyone is encouraged to take full advantage of our outdoor facilities including the benches, tables, amphitheatre, basketball courts and the terrace

adjacent to the cafetorium. Students may access these areas from the main entrance or the terrace entrance off the cafetorium. Littering will not be permitted, and garbage cans have been put in place to ensure the campus remains clean and orderly.

The area to the rear of the school extending from the walkway along the bus loop to the back of the gymnasium is to be used under the supervision of staff only.

