

St. Mary's Education Centre Academy Home of the Spartans



Student Handbook

Trevor Maclsaac	Principal
Dana Jewers	Vice-Principal
Deena Jewers	School Counsellor
Shanna Benoit	Admin. Assistant

P. O. Box 292
121 Old Road Hill
Sherbrooke, Nova Scotia
B0J 3C0

<http://smeca.srce.ca/>
(school) 902-522-2035
(fax) 902-522-2336



Introduction

The purpose of this hand book is to provide students and parents with information about their school. Rules, regulations and policies are outlined, as well as school programs and activities. We suggest that you read this handbook thoroughly.

It is our hope that you will find this school year to be a memorable and exciting one. We are looking forward to working cooperatively with you during the school year and we are always open to any suggestions you may have. Please do not hesitate to bring your comments and ideas to the attention of our administrative team. We welcome your input.

Mission Statement:

The mission of St. Mary's Education Centre Academy; a caring family community, is to facilitate a positive learning environment by building confidence, motivating students to achieve their potential, and encouraging curiosity, as we prepare our citizens to achieve their full global potential.

Agenda Book Policy

Rationale

St. Mary's Education Centre Academy (SMECA) recognizes that good communication between the school and home is an important part to a student's educational success. The use of the agenda book, as a communication tool by the student and supervised by the teacher and parent, will provide a means for good daily organization and communication.

Role of Student

Students will:

- Record each assignment in their agenda book making sure it is accurate and understood before leaving class.
- Carry their agenda book with them to all classes.
- Take their agenda book home for parents to view and initial. (**GRADE P-6 ONLY!**)
- Report to administration if they have lost their agenda book and be responsible for purchasing a new one.

Role of the Teacher

Teachers will:

- Ensure that clear instructions are given for each homework task and that students understand the nature and purpose of the work.
- Ensure that students write the above instructions in their agenda book.
- Encourage students carry their agenda book to all classes.
- Remind TA's working with Special Needs students to assist them in the use of their agenda

Role of the Parent/Guardian

Parents/Guardians will:

- Emphasize the importance of communicating through the use of the agenda book.
- Encourage the student to carry their agenda book from class to class.
- Check the agenda book on a daily basis and initial the date verifying they have read it. **(GRADE P-6 ONLY!)**

Role of Administration

Administrators will:

- Communicate the policy to SAC, staff members, students, and parents/guardians.
- Encourage parents/guardians to use the agenda book as a daily communication tool.
- Emphasize that the use of the agenda book will support the student in ensuring that homework and assignments are communicated to home.
- Complete random agenda book usage checks in all grades.

Consequences

If the policy is not followed, the consequences that may be considered, but not limited to are:

- The teacher will review and discuss the policy with the student.
- If the issue continues, the teacher will report the student to Administration.
- Administration may arrange a meeting with the Parent/Guardian, Teacher and Student.

General Regulations for All Students

Allergies

There are several students attending **St. Mary's Education Centre/Academy**, each with a severe allergy that can cause an *anaphylactic reaction*. Included allergens are peanuts and nuts.

Avoiding the allergen is the best way to prevent an anaphylactic reaction. Therefore, the best way to provide a safe environment is to enlist the support of the other students, staff and parents to make sure the allergens do not enter the school. There are a number of measures that you and your child/children can take to ensure the safety of all members of the St. Mary's Education Centre/Academy Community.

- Please do not send food containing **peanuts, tree nuts and nut products**. Products labeled "May Contain" can be dangerous and should not be sent.
- When preparing lunches, ensure that food being sent has not come in contact with peanuts, tree nuts and nut products.
- Please ensure that your child does not eat **peanuts, tree nuts and nut products** one hour prior to attending school.
- Please contact your child's teacher prior to sending any food to the school for a celebration.
- Encourage your child to wash their hands with soap and water before eating, and wash their hands and rinse their mouth after eating (including breakfast and snacks).
- Read food labels and learn how to identify allergen ingredients. If you are unsure about a product, choose something else. For information on the many common names that identify allergen ingredients on food labels, refer to the Health Canada Fact Sheets at:
http://www.hc-sc.gc.ca/fn-an/securit/allerg/fa-aa/index_e.html
- Teach your child not to share his/her food, drink or utensils with classmates.

- Encourage your child to help clean his/her eating area before and after meals and snacks.

Snack Suggestions

While it can be a challenge to pack a lunch when there are limitations, there are many healthy alternatives including fruit and vegetables. **Be sure to check local supermarkets for an increasing variety of products that are made in nut free facilities.**

Announcements

1. Announcements will take place in the morning following the National Anthem and at the end of the day if necessary.
2. The Students' Council President and Vice President will read the announcements.
3. Public announcements must follow procedures set out in Board Policy.
4. 'Alerts' are notifications sent to your e mail or text message regarding school activities.

Attendance

St. Mary's Education Centre/Academy is committed to the implementation of the requirements for public school attendance as provided in the Education Act and Regulations. We believe school attendance is a shared responsibility of students, parents and the school. There is a direct relationship between attendance and student success, thus we recognize that students enhance their learning and achieve higher degrees of success when they attend school regularly. SMECA supports the principle that regular and punctual attendance contributes to the general welfare of the entire student body.

The following safe arrival process for P-6 will be implemented at our school to help us account for any student's unexplained failure to arrive at school:

- Parents/guardians are responsible for notifying the school when their child(ren) will not be in attendance.
- If your child(ren) is going to be late or absent from school, the parent/guardian is asked to contact the school by email shanna.benoit@srce.ca or telephone at 902 522 2035 before 9:00 A.M. An explanation is required.
- On a daily basis, teachers will complete morning attendance. A list of those students who are absent will be generated.
- If a student is marked absent during first class and we have not been previously notified by parents/guardians, we will send an alert or call the numbers provided in the student demographic information.
- When direct follow-up contact with parents/guardians cannot be reasonably made, we will then determine appropriate action. This may involve contact with the RCMP.

Additional Attendance Procedures:

- Students may not leave the classroom without permission from the instructional teacher. This includes all school related activities. Instructional teachers are responsible for students who are scheduled with them at all times.
- Teachers who are leaving with students for extra/co-curricular trips must leave a list in the office and forward the list via email to other instructional teachers. These absences will be recorded electronically by the secretary.
- If students are out of the classroom for approved reasons during attend check, they must report to the office to avoid being recorded as being absent.
- If students are not in their classroom as required, an unexcused absence will be recorded.
- At 4:00 each day an electronic message is forwarded to parents/guardians if any unexcused absences are recorded during the day.

Attendance Violations

Truancy is illegal absence from school without the knowledge of parent/guardian or school officials. Tardiness is being late without a valid excuse for scheduled classes or routines.

Nova Scotia Department of Education Attendance Policy. Skipping of Classes

Students must attend each scheduled class they are assigned. Any student found to be skipping class will be dealt with under the Provincial School Code of Conduct.

Students who are found skipping class and have left the school grounds will not be permitted to travel home on the bus. Parents will be required to make alternate transportation arrangements.

Missing School for Employment/Family Vacation Reasons

Students are expected to attend school on a regular basis. Make-up tests, quizzes and assessments may not be available to students who miss a test because they were absent due to work. Students who miss time for this reason shall be dealt with in accordance with the Attendance Policy.

Students missing school because of a family vacation are required to see school administration prior to their departure to develop a plan for the work being missed. Teachers will not be required to produce a work package.

Late Arrivals/Early Departures

Students who arrive at school late must report to the office. If a student is late on a regular basis the office may contact the parent/guardian to have them explain the tardiness. This may result in a meeting with the student, parent/guardian and administration. When a student must leave school during the school day he/she must have a written request from home before they leave the school

premises. Text messages and phone calls are not accepted as we expect students to plan ahead. **Parents must report to the office to sign out and pick up their child. Students are not permitted to leave school without permission and must sign out when leaving.**

SCHOOL CLOSURE / Early Dismissal

- (a) Upon receiving the recommendation of the Manager of Transportation to close the schools, the Superintendent of Schools or his/her designate will telephone CJFX, 101.5 The Hawk and CBC Radio Stations to air the school cancellation announcement.
- (b) Should it be necessary to call off school during the day because of sudden changes in weather conditions, the Manager of Transportation will advise the Superintendent of Schools and Central Office administrators will immediately notify CJFX, CIGO and CBC Radio Stations to have the appropriate announcements made on the radio.
- (c) **THE FINAL DECISION ON WHETHER OR NOT TO SEND YOUR CHILD TO SCHOOL ON DAYS OF INCLEMENT WEATHER RESTS WITH THE PARENTS OR GUARDIANS.**
- (d) In the case of an unexpected evacuation, all students will walk to the GOALS Building/Trades Shop and the Administration will notify the SRSB and the local radio stations.

Academic Awards Criteria-Grades 7-12

The Academic Awards committee with approval of staff has established the following criteria for the academic awards.

The Principal's List with Excellence Award: A student must have a 90% or greater average and no mark under 85%. (Grades 9-12)

The Principal's List Award: A student must have an 85% or greater average and no mark under 80%. (Grades 9-12)

The Honor Roll Award: A student must have an 80% or greater average and no mark under 75%. (Grades 9-12)

Grades 7-12 Letter of Recognition:

The "Letter of Recognition" is awarded to recognize students who best demonstrate the academic and community goals and values of St. Mary's Education Centre Academy. They consistently work to their academic potential and demonstrate the characteristics of a good citizen.

Recipients of the "Letter of Recognition":

- complete their homework and assignments;
- arrive to class on time and are prepared for class;
- attend school on a regular basis;
- demonstrate good manners and are courteous and helpful towards their peers and staff members;
- respect rules and regulations;
- demonstrate respect for self, others, learning and their environment (SOLE);
- and achieve their academic potential.

Most Outstanding Student (Male and Female):

Recipients must demonstrate the following criteria:

- High Academic Achievement
- Commitment to school work
- Role Model\Leadership Role in school
- Attends School on a Regular Basis
- Respects the school rules
- Involved in school activities

Staff Award

- Students must demonstrate socially accepted behaviour in class and in the school, showing respect for themselves, their peers, and for all staff at SMA. They must have a positive impact on class and school climate.
- School and classroom rules must be respected.
- Students must consistently attempt their homework, projects and assignments, so that they are completed on time. Students will be prepared for class and bring all required materials.
- Students must be achieving their potential in all courses in which they are enrolled. Students must be dedicated to meeting the curriculum outcomes to the best of their ability.
- Students must attend school on a regular basis; all absences should be excused.

Citizenship Award

The citizenship award goes to a good all round student who contributes to the wellbeing of the school environment.

The student always:

- completes their homework and assignments.
- arrives to class on time and prepared for class.
- attends school on a regular basis.
- demonstrates good manners and is courteous and helpful towards their peers and staff.
- respects rules and regulations.
- demonstrates respect for self, others, learning and their environment.

Grades 10-12 Awards

Governor General's Medal
 Queen Elizabeth II Medal
 Lieutenant Governor's Medal
 Wentworth Anderson Trophy
 A Anderson Award
 Memorial Trophy for Physics
 Frank and Eleanor Canning Trophy
 Lions Trophy
 Kadray Trophy

Garnet Patterson Award
O2 Outstanding Achievement Award
Walter Duggan Plaque
The H V Cameron Trophy
The George Duggan Award
The James D MacLeod Memorial Award
Students' Council Spirit Award

Book bags/Knapsacks

Student book bags and knapsacks are **not** permitted in the classrooms. Students are expected to carry the materials they need until they have an opportunity to change supplies at recess and lunch breaks. Students may have a bag or knap sack for physical education class.

Bus Passes

This must be created through SRCE Transportation for an alternative stop. We **DO NOT** give bus passes unless the stop is already listed as an alternative stop. In all cases the student must receive permission from the office to change buses. The following must take place in order for them to receive permission:

- Parents/guardians must provide a written request to change buses (written notes must include student's name, date, bus number or driver of bus they are requesting a pass for and the requested existing bus stop civic address)
- If parents are requesting a bus pass for more than one child, a separate note requesting the pass is required
- Students must present the request to the office before the end of lunch
- Office staff will fill out and sign the SRCE bus pass form
- Student must present the SRCE form to the bus driver
- There must be room on the bus and the driver must give his/her approval

ÿ Bus Passes will only be given out if there is room on the bus. (Ex: Depends on Bus capacity).

Daily Routine

Students need to be well organized for the demands of their busy schedule, therefore:

1. Students are to go promptly to their lockers to collect books and other materials prior to the morning homeroom class, and during both morning recess and noon breaks.
2. Students are to report promptly to their first class. Late students are to report to the office and will wait until the next class to avoid disruptions.
3. The schedule does not allow time to return to lockers and washrooms between classes.
4. Students must attend each assigned class unless excused by their subject teacher or a school administrator.
5. Students, who encounter a problem that prevents them from reporting to class, are required to get permission from the teacher or office as soon as possible. Their attendance must be reported to the secretary in order for the proper attendance code to be recorded.
6. It is the expectation of the administration that all students, during all instructional times have their agendas with them. This communication tool is to be updated on a daily basis. Students should be aware that there will be periodical checks by administration

Dance Policy – Grades 7-12

1. Students must be in regular attendance, refer to attendance policy, at school and be present the week of the dance in order to attend. Special exceptions may be granted by the administration.

2. All coats, caps, and handbags must be left in area designated by administration.
3. Doors will open at 7:00 p.m. The doors will be closed forty-five minutes after the beginning of the dance. The dance is scheduled from 7:30 p.m. until 10:30 p.m. High School students leaving the dance will not be permitted to re-enter. Students in Junior High are not permitted to leave during the dance unless they are picked up their parents or guardians.
5. Any student using or in possession of alcohol and/or an illegal substance will be evicted from the dance area and placed in the Main Office until the arrival of their parents/guardians/RCMP. The student will be suspended from dances for an extended period of time and will be suspended from school for a length of time determined by administration following the Provincial School Code of Conduct.
7. Students who invite guests must get the approval of the Administration. The student who obtains the approval of the administration is responsible for the guest.
8. All non-students, with the exception of last year's graduates, will not be permitted to attend. A student guest cannot be over the age of twenty.
6. All food and beverages must be consumed in the designated area during the dance.

Document Storage

Students should have a personal jump drive to assist them in the storage and printing of school assignments. Student also have access to "Google Docs" which enables them to access their file anywhere they have an internet connection. Files can also be made available to teachers through this means.

Dressing for School

Students attending St. Mary's will wear appropriate, non-revealing clothing suitable for the educational setting. It is expected that hats and hoods be removed when students enter the building.

Zero-tolerance cell phone policy at SMECA

Students may use their cell phones at recess time, lunch time and prior to the beginning of the school day. Infractions of this policy will result in the device being confiscated by school administration. The number of incidents will be recorded by administration. The item will remain in the office for a time determined by administration. Repeat offenders may be dealt with under the Provincial School Code of Conduct. Cell phone holders are designated for each classroom. Students should NOT keep the cell phone in their lockers or on their person during instructional activities. Of note, a washroom break is not free time for cell phone usage.

Evaluation\Assessment Policy

According to the SRCE Policy, course outlines must be presented to the students at the beginning of each course in September or February. The evaluation guidelines for the course must be included. The evaluation of students is based on completion of assignments, group participation, projects, tests, and other assessment methods as determined by the teacher.

Tests

When tests are scheduled for a class and a student does not write the test, a mark of zero will be recorded unless:

- prior arrangements are made with the teacher
- a medical certificate is presented to excuse the absence
- the absence is deemed excusable by the administration (refer to the Attendance Policy)

In the event of an absence, a phone call from the parent/guardian providing the reason is required on the morning of the test. In the

event that a make-up test is required, students should be prepared to write the test(s) they have missed on the day they return to school, or on an alternate date as agreed upon with the teacher.

The scheduling of routine doctors' appointments or other avoidable absences that conflict with test days should be avoided if at all possible.

Additional Assessments

An additional assessment will be defined as any work that will be part of the student's evaluation. It may be assigned by the teacher to be completed either during instructional time or outside of school hours. Additional assessments may include, but are not limited to, homework, labs, reading assignments, major reports, minor reports, research papers, essay writing or other as assigned by the instructional teacher.

1. When additional assessments are assigned a specific due date, it is the responsibility of the student to ensure that it is completed and submitted on time. If the student does not comply with the due date, a mark of zero will be recorded unless:
 - prior arrangements are made with the teacher
 - a medical certificate is presented to excuse the absence
 - the absence is deemed excusable by the administration

Extensions to due dates will not be granted unless the absence is deemed excusable by the administration. In the event of an absence, a phone call from the parent/guardian providing the reason is required on the morning the additional assessment is due. The student should be prepared to submit the additional assessment on the day they return to school, or on an alternate date as agreed upon with the teacher.

In the event that a student was absent for additional assessments completed during instructional time, a mark of zero will be recorded unless:

- prior arrangements are made with the teacher
- a medical certificate is presented to excuse the absence
- the absence is deemed excusable by the administration

Make-up assessments will not be granted unless the absence is deemed excusable by the administration. In the event of an absence, a phone call from the parent/guardian providing the reason is required on the morning of the absence. The student should consult with the instructional teacher on the day they return to school to determine alternate arrangements for the missed assessment.

The scheduling of routine doctors' appointments or other avoidable absences that conflict with test days should be avoided if at all possible.

Cheating and Plagiarism

Infractions dealing with cheating on assignments, examinations or other school work will result in a zero being recorded for that assignment. Information of any form or devices for the purpose of assisting a student during an evaluation need only to be in the possession of the student to receive a zero mark. Home will be contacted by the instructional teacher or administration. Assignments, examinations or other school work needs to be rewritten and submitted. If a student is a repeat offender, he or she may also be subjected to further consequences.

Plagiarism and the theft of intellectual property are considered cheating.

Grade 12 Averaging/Ranking - Scholarships

Grade 12 students will be ranked for the purpose of internal scholarships on the basis of English 12 and four other Grade 12 courses.

All scholarships must be used in the academic school year following graduation.

Grade Level Placement

Grade 10 students who achieve 5 or more credits will be placed in a Grade 11 homeroom, and Grade 11 students who achieve 10 or more credits will be placed in a Grade 12 homeroom.

Extra-Curricular Activities, School Clubs and Sports Teams

1. Students selected to any school team(s) are expected to display good sportsmanship at all times.
2. Students selected to any school team should remember that they are representing St. Mary's Education Center Academy and that the Provincial School Code of Conduct is in effect while travelling to and from a game, as well as during the game itself.
3. Discretionary situations will be handled on a case by case basis.
4. Team members are expected to attend all practices called by their coaches. Players unable to attend a specific practice are to advise their coaches in advance giving the reason for not attending.
5. Any violation of the Provincial School Code of Conduct may result in school suspension which will affect participation in extra-curricular activities.
6. A fee will be collected at the beginning of the season for each sport (sport dependent=fee. This subsidizes transportation). The fee will be used to supplement, registration, transportation, equipment, and awards banquet costs. Teams that travel frequently by bus will be required to supplement the transportation cost further.

Hallway rules

There is no sitting in the hallways and stairwells. Students are not to be in hallways when classes are in session without being signed out of their class. All food must be eaten in the cafeteria unless approved by school administration. Students must stay in their designated areas during recess and lunch time.

Internet and E-mail Acceptable Use Policy

St. Mary's Education Centre Academy and the Strait Regional School Board support the provision of opportunities for students to access educational information resources through various media technologies, including the *Internet*. The Board recognizes, however, that students need guidance in their exploration of the Internet environment, so that these experiences will be healthy, safe and educationally relevant.

Guidelines

1. Student privileges

1.1 With the guidance and instruction of teachers, students may communicate, receive and access electronic information via databases, bulletin boards, electronic mail, list serve, news groups and World Wide Web sites to pursue the student learning outcomes of the Public School Program of Nova Scotia.

1.2 Students must be alerted to the dangers inherent in world-wide electronic information systems, including the risks that are involved in making personally identifying information available over the Internet. Students must also be made aware of the behaviour that is expected of them in the use of communications technologies, as well as the consequences of inappropriate behaviour.

2. Expectations of teachers

2.1 Teachers will fulfill the curriculum outcome expectations of the Public School Program and direct students to previewed,

recommended and evaluated Internet resources for use in the instructional program.

2.2 Teachers will establish and monitor standards for the use of computer facilities, including the Internet.

More specifically, teachers are expected to:

2.2.1 Clearly communicate to students and parents the purposes, benefits, responsibilities and risks associated with the use of Internet resources;

2.2.2 Inform students that communications on networked computer systems are often public in nature and that privacy is rarely available;

2.2.3 Review with students, when giving assignments which involve the access of networked information and the rules of acceptable use of the Internet in relation to the assignment;

2.2.4 Establish clear restrictions to the access of harassing, pornographic, obscene, racist, sexually explicit or threatening material, imagery or language. If such material is inadvertently accessed, establish expectations for reporting these incidents and provide age-appropriate counseling to minimize the impact of such material on the students.

2.2.5 Ensure that the *Permission Form for Student Access to the School's Computer System and Internet Connection* is signed before access to the school's computerized information system is granted.

3. Expectations of students:

3.1 Students will obtain teacher permission before using school-provided Internet resources.

3.2 Students will follow the school's established guidelines for going on-line.

3.3 Students will respect the work of other individuals or organizations.

3.4 Students will not access, manipulate, alter or attempt to damage, disable or destroy technological equipment, computer files residing on the local server, data disks, hard drive, or any accessible Internet Service.

3.5 Students will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit or threatening material,

imagery or language.

3.6 Students will use school-provided Internet resources for legal purposes only.

4. Consequences of unacceptable use

4.1 Disciplinary action which is consistent with the provisions of the Provincial School Code of Conduct, will apply to students who are found to be in violation of the expectations of students in the use of the school's computerized information systems. Consequences of inappropriate use include:

- Students may lose access to electronic resources.
- Students (and their parents/guardians) will be held responsible for any unauthorized financial transactions undertaken through the school Internet account.
- Students (and their parents/guardians) will be held responsible for the costs resulting from willful damage to computer hardware and related resources.

Library Guidelines for Students

Sign-Out Procedure

Students in grades primary to six, borrow books for one cycle. If a book is borrowed on day A, it will be returned the following day A. Grade primary and grade one students are able to borrow one book only. Students in grades two to six are able to borrow 2 books. Students in grades seven to twelve may borrow up to 3 books, for a period of 2 cycles. Scarce resources may be signed out for shorter time periods. Vertical files and magazines must be used in the library or copied. Overdue books must be returned before more books can be borrowed.

All sign-outs are to be done by the library technician. The date the book is to be returned will be stamped at the back of the book. Students should legibly write their full name and class on the borrower's card before checking the book at the circulation desk.

Overdue Books

It is important to return library materials on time so that other students may use them. When a library book or resource is lost or destroyed the borrower, must pay for it or replace it with the identical

item lost. Fees of fifty cents (\$0 .50) per school day may be charged on any overdue materials.

Reference Books

No reference books will be signed out to students in order that all students and staff may have access to them.

Lockers

Locks and lockers are the property of the school. Lockers must be kept clean and neat. Inappropriate pictures will not be tolerated. As property of the school, lockers may be subject to a search where there are reasonable and probable grounds to believe they are being used for purposes other than those intended by the school. Teachers and administrators will periodically have locker inspections to ensure they are in reasonable order. Students are not to share combinations with any other students. If a lock is lost, it is the student's responsibility to pay for its replacement (\$10). All locks are to be returned to the homeroom teacher at end of the school year.

Lunch Break\Leaving School Grounds

Students attending St. Mary's Academy are not permitted to leave school grounds without a valid reason and only with written parental permission. If students in grade 10-12 need to leave over the lunch break for an appointment, they must provide a note signed by their parent/guardian, and receive permission from one of the administrators. Permission slips are required for each approval and must have the date of the appointment, the departure time, and the location of the appointment. *Only valid reasons will be accepted.*

- 1) **At no time during lunch time are students who have vehicles at school for the day allowed to transport other students (family excluded) away from the school.**
- 2) **At no time are students permitted to sit in their vehicles during school hours in our parking lot.**

Students may not leave the school premises in a vehicle during school hours. If they take a car to school upon arrival, they cannot leave school premises at lunch in their vehicle. It must remain on school property until 2:30pm unless written permission is provided by a parent/guardian and the student is not returning to the school.

Grade 12 students are permitted to leave school grounds with parental/guardian signed permission. This privilege may be revoked according to late/tardiness, returning under the influence, or any other unacceptable behavior. This may be revoked at any time by administration.

Media Coverage of School Events – Parent/Guardian Permission

As part of our efforts to celebrate the achievements of our students and to promote the various educational, sports and cultural events that our students participate in, media partners are invited to the school throughout the year to cover these activities so that our good news and success stories can be shared with our school communities in local papers. As such, there is a very good possibility that your son/daughter may be identified either by name or in a photograph. Students will receive a form in September for parents to sign who **do not** consent to their child having their picture published. Only forms that do not agree with the publishing of their child's picture will be filed and kept on record.

There are other times when one of our media partners may contact the school to profile a specific student, program or event that may involve a student(s) being interviewed, photographed, video recorded and/or audio recorded. In these types of instances, it is our practice to request parent/guardian written permission prior to granting the media request.

Please also note that our school does not condone the uploading of audio or video files recorded at school and/or school-sponsored events to on-line social networking sites, such as Facebook and YouTube.

All media requests, and subsequent contact with our students, are carefully considered before being approved. We do our best to ensure that the personal privacy of students is protected and respected. If you have questions related to the above information, please do not hesitate to contact the school.

Medication

Medication cannot be dispensed to students unless the student has an Emergency Medical Plan filed in the office. Contact the administration if medication is required during the school day.

Office and Staffroom Areas

Office and staffroom spaces are out of bounds for all students unless they are required in the office by staff, or require the assistance of the secretary or administration.

Options and Opportunities (O-2) Guidelines and Responsibilities

Options and Opportunities (O2) is a program designed to help students work toward a career or occupation, in learning contexts, that responds to their learning needs and that provides linkages to the workplace and other post-secondary destinations.

The O2 program focuses on students who are:

- Prepared to commit to a new approach to their learning
- Interested in the trades or university and work better in an applied work setting
- Academically capable of working in a cooperative environment
- Willing to develop good time management skills
- Responsible for their own learning
- Willing to respect the rules and conditions in a working environment
- Willing to become certified in various aspects of workplace health and safety
- Able to demonstrate strong employability and personal skills
- Willing to attain a higher level of numeracy and literacy

The O2 program is not appropriate for students who:

- Do not accept responsibility for their learning
- Do not attend classes on a regular basis
- Do not meet their academic potential

- Are a chronic behaviour problem

Roles and Responsibilities

The Principal will:

- Communicate effectively with all community partners regarding the O2 program
- Ensure that all provincial and school board policies are followed
- Ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment
- Maintain, record, and report accurate attendance records of students enrolled in the O2 program
- Ensure that the integrity of the O2 program is maintained according to the guidelines

The O2 Lead Teacher will:

- Coordinate O2 team meetings and maintain student progress
- Plan, record and report on the program budget, as well as purchase resources and program requirements
- Assist with scheduling, course selections, and credit checks for all students
- Ensure that O2 students have obtained the required certifications, prepare and file proper documentation, and regularly supervise cooperative work placements
- Ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment
- Maintain, record, and report accurate attendance records of students enrolled in the O2 program
- Ensure that the integrity of the O2 program is maintained according to the guidelines
- Communicate and promote the O2 program to parents, teachers and administration

The Classroom Teacher will:

- Ensure that reasonable steps are taken to create and maintain a safe, orderly, positive and effective learning environment
- Maintain, record, and report accurate attendance records of students enrolled in the O2 program
- Support field trips and out of class activities and provide a means for students to complete all work missed

The O2 Student will:

- ÿ Attend school regularly
- ÿ Work to their true academic potential
- ÿ Be willing and capable to work on their own
- ÿ Follow the learning agreement for Cooperative Education 11/12 which must be signed by the student and their parents
- ÿ Take responsibility to see that they ask for and complete all work missed during work placements and other out of class activities
- ÿ Be up to date with all school work to ensure they can attend out of school trips and functions
- ÿ Respect the rules, regulations and conditions of school and the working environment
- ÿ Ensure that appropriate documentation is completed and signed in a timely fashion

The Parent/Guardian of an O2 Student will:

- Support and Monitor their child in achieving their academic potential in the program
- Ensure that their child attend school on a regular basis
- Communicate regularly with teachers and the administration
- Ensure that appropriate documentation is completed and signed in a timely fashion
- Support the school's goals and guidelines for the program

Removal from the program

It is the right of a student to receive an education in our province. It is a privilege to be enrolled in the O2 program. Administration has the

final approval for all student applications for the O2 program. Due to the fact that students will be working with other Educational Institutions and workplaces in the community, there are concerns and issues regarding student safety, respect and trust.

It is important for students and parents to realize that a student accepted in the program can be removed if required. A student can be removed for one or more of the reasons listed below. Their privilege of participating in the O2 program may be reviewed and revoked.

- **Safety** - the student is considered a treat to themselves or others in the shop or workplace
- **Workplace** - the student cannot be trusted or dependent on in their job placement
- **Attendance** - the student has greater than 10 percent unexcused absenteeism in their classes
- **Day to day school work** - the student does not adhere to assigned due dates for completing assignments, projects, work packages and other work assigned by their teachers
- **Tests and Exams** - the student misses scheduled tests or exams on a regular basis
- **Failing grades** - the student is not successful in courses outside of the O2 program
- **Discipline issues** - the student is suspended under the Education Act, SRSB and /or SMECA policies

Protocol for the Removal from Program

In the event that a teacher has a concern with a student in the program, the following protocol must be followed.

- The reporting teacher will report the issue to the O-2 lead teacher. A meeting will take place to discuss the issue with the student, teacher and lead teacher present. The lead teacher must then contact Administration and the home to inform them both of the situation.
- If the issue continues, a meeting with the student, lead teacher and administration will occur. Administration will contact the home to discuss the situation.

- If the problem is not resolved a final meeting with the student, lead teacher, administration and the parent/guardian will be scheduled.
- If the problem does not get resolved the Administration will inform all parties in writing that the student will be removed from the program. The timing of this will be left to the discretion of the Principal.
- **It is important to note, depending on the seriousness of the issue and the time of the year, that all or some of the steps may be circumvented if required. Administration reserves the right to make this decision.**

Provincial School Code of Conduct

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.

St. Mary's Education Centre Academy strongly encourages behaviours which increase the potential for the student to achieve in school: e.g. (positive work habits, use of effective learning skills, preparedness).

St. Mary's Education Centre Academy strongly encourages behaviours which promote good will, co-operation, peace, harmony among members of our school: e.g. (tolerance, acceptance, respect, fairness).

St. Mary's Education Centre Academy promotes student responsibility and civic involvement e.g. (extra-curricular, intramural, student government and co-curricular activities). Respect for self, others, learning and the environment will be promoted through monthly recognition assemblies.

Weekly prizes will be drawn in each P-6 homeroom to support students who have received PEBS coupons for their respectful behavior. Recognition awards will be distributed during monthly assemblies for all grades.

Teachers have the authority and the responsibility to maintain student order. Unacceptable behaviours will be dealt with following the Provincial School Code of Conduct. The following unacceptable behaviours will be referred to the administration.

Unacceptable behaviours

- Bullying

- Cyber bullying
- 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

Possible responses

- Conferencing with student or parent
- creating a plan for restitution
- coaching to develop new behaviours
- Restorative approaches
- Mediation
- Detention
- 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 Schools Plus
- In-school suspension
- Involvement of outside agencies such as police, Mental health services and child welfare
- Out-of-school suspension (up to 10 days)

Recycling Program

Students are expected to use recycle bins for the following: aluminum cans, plastic pop bottles, plastic water and juice bottles, tin juice cans, glass juice containers, cardboard juice containers, plastic bag juice containers, and mini-sip bags. These bins are located in the classrooms and cafeteria.

School Property

Students are expected to pay for damaged or stolen property. A student who damages property due to carelessness is still held responsible for the damage. A student who commits vandalism is responsible for damages and is subject to disciplinary action as per the Provincial School Code of Conduct.

Smoking/Vaping

Smoking and the possession of smoking related products and devices is not permitted on school grounds. Students violating this policy will be dealt with under the Provincial School Code of Conduct. Administration will work with outside agencies to promote and assist any student wishing to quit smoking.

Students' Council Guidelines

Students' Council Election Procedures

St. Mary's Education Centre/Academy has an election constitution in place providing expectations and responsibilities. Administration will determine the official election date in the last week of May each year and ask for student applications three weeks prior to the date.

Student applications must be completed and passed in to the office two weeks prior to the election date. (Late applications will not be accepted) This date will be determined by administration.

A committee of staff will review all applications and forward them to administration for their final approval.

Successful applicants to run for election will be announced prior to one week before the election date.

Election campaign will run for four school days leading up to the election.

All candidates will have the opportunity to promote their campaign and post materials only after initialed and approved by administration.

A student assembly will take place one day prior to the election. Each candidate will be given approximately 3 minutes to address the student body. This time may change from year to year depending on the number of candidates. This will be determined by administration.

The election process may take place in homerooms by secret ballot with only grade 7-11 eligible to vote.

Ballots will be collected and counted by the staff committee. No **numerical results will be shared with staff or students.**

The new Student Council executive will be announced and they will officially take office the Monday following the election.

The Student Council consists of:

- (a) The Student Council Executive
- (b) The Elected Class Representative

The Student Council Executive shall consist of:

- | | |
|--------------------|---------------------------|
| Co Chair | - Grade 10-12 student |
| Co Chair | - Grade 10 or 12 students |
| Secretary | - Grade 10-12 student |
| Treasurer | - Grade 10-12 student |
| Jr. Vice President | - Grade 8-9 student |

In the last week of May each year, elections for the office of president, vice-president, secretary, treasurer and junior vice-president are held for the following school year. Class representatives are elected in September.

The purpose of the Student Council is to represent the students of St. Mary's Education Centre/Academy and to provide them with leadership concerning school issues.

Criteria for Students' Council Executive

All students interested in representing the school as a student council executive member must meet the following criteria:

- Be in the proper grade level for the position they are interested in.
- Be achieving their academic potential with no failing grades in their current school year. (teachers may be required to evaluate this)
- Have the support of three of their instructional teachers from the last two years.
- Complete the formal application and have it submitted on time two weeks prior to the election date.
- Complete the 200-word essay which accompanies the application.
- Have the approval of administration.

Attend school for the full academic year.

Student Supports Offered at St. Mary's Education Centre Academy

Student supports will be available to those students who either request it or accept it with consent of an Administrator. Mental Health, Public Health (Nurse and Physician), the RCMP, Addiction Services, Human Rights and Equity, Naomi Society, School's Plus, Big Brothers, Big Sisters and the Antigonish Women's Resource Centre have all committed to help the students at St. Mary's Education Centre/Academy. Each support will follow the guidelines developed by both the Healthy Active Lifestyle Team and the school administration.

The Healthy Active Lifestyle Team (H.A.L.T.)

The Healthy Active Lifestyle Team is a committee of youth and school educators whose aim is to empower youth and help them take responsibility for the enhancement, protection, and maintenance of their health. We believe in building healthy relationships with youth

and engaging them in youth leadership opportunities, personal skill development and supportive programs and services.



Schools**Plus** is part of Nova Scotia's child and youth strategy, *Our Kids Are Worth It*. The vision for Schools **Plus** is that schools become a convenient place for government and other services to be delivered to families. This approach will make it easier for professionals to collaborate with each other on behalf of children, youth, and families. Families are served in a welcoming, accessible place that they are already familiar with—a school in their community.

Schools **Plus** is currently set up in all schools in Guysborough County. Schools**Plus** has a facilitator and a community outreach worker. The facilitator is the liaison between the school and the community. Their job is to advocate, co-ordinate, and expand services for students and families. They help families navigate the system and get the services they need. Schools**Plus** serves all children, youth and families, particularly those who require additional support and services.

Vehicles at School

Students are permitted to park their cars in the school parking lot. Student vehicles are out of bounds during school hours. If students need to leave at lunch time, they must provide a note, signed by their parent/guardian, to one of the administrators that they are leaving by themselves for the rest of the day. Permission slips are required for each separate trip and must have the date of the appointment, the departure time, and the location of the appointment. Students/Parents are reminded that only valid reasons will be accepted and that at no time during lunch break are students who have vehicles at school for the day allowed to transport other students (family excluded) away from the school. Students CANNOT sit in their vehicles during school hours.

Visitors

Any visitors entering the school are asked to report to the office and sign in. Please refer to the Visitor policy on the school web site for details.

Washroom use During Class Time

Unless a student has a medical condition diagnosed by a physician, or in the opinion of the teacher the request is valid, students will not be given permission to go to the washroom during class time. Students should use the washroom during break times. When permission is granted, students will sign out of the class.

Youth Health Centre

Youth Access to Services Agreement

Between: The Principal of St. Mary's Education Centre Academy

And: St. Mary's Education Centre Academy Youth Health Centre

Mission of St. Mary's Education Centre Academy Youth Health Centre:

The **Mission of St. Mary's Education Centre Academy** supports youth in a participatory centre and believes that youth have an important voice in decision making and determining how their health needs should be met. The Youth Health Centre has a mandate to build healthy relationships with youth and engage them in youth leadership opportunities, personal skill development and supportive programs and services.

Purpose of Agreement:

To outline the process of youth to access the services of Youth Health Centres including positive youth development, quality health programs, services and referrals as outlined in Policy no. 15-030 of the Public Health Youth Health Centres Policy & Procedure database.

Policy:

The Youth Health Centres respect and value the youth's education and need to attend classes.

In cooperation with the St. Mary's Education Centre/Academy Youth Health Centre, the whereabouts of students of St. Mary's Education Centre Academy who are accessing services of the St. Mary's Education Centre Academy Youth Health Centre during a scheduled class time will be made known to administration support staff and teacher at all times.

Procedure:

1. Access to Youth Health Centre Services during School Day:

The students will be given appointments during scheduled break times or free classes where possible. The centre respects and values the youth's education and need to attend class.

2. Access to Youth Health Centre Services During Class Time:

When circumstances warrant appointments during scheduled class time, an appointment card will be given to the student. The appointment card will clearly indicate time in and time out of the centre, as well as the nurse coordinator's signature. The student will present this card to both **administration support staff upon leaving the centre, and to the teacher**, upon return to class. Support staff will adjust student class absences accordingly.