

Strait Area Education Recreation Center



Student Handbook 2016-2017

Janice Gough Principal
Tera Dorrington Vice-Principal
Rob Allen Vice-Principal
Carleen Matheson Guidance

304 Pitt Street - Unit 1
Port Hawkesbury, NS B9A 2T9
Telephone (902) 625-1929
Fax (902) 625-1868

This handbook belongs to:

Name _____ Phone _____



Home room _____ Homeroom Teacher _____

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.

Vision Statement

SAERC is committed to promoting and maintaining a respectful, caring and safe environment that encourages academic and social growth.

<http://saerc.srsb.ca/>

SAERC Administration

Janice Gough, Principal
Carleen Matheson, Guidance

Rob Allen, Vice-Principal
Tera Dorrington, Vice-Principal

Teaching Staff

Terri Connoly	Jill Burton	Claude Broussard	Keith Samson
Tanya England	Lance Hawley	Monica LeBlanc	Cindy MacDonald
Tracey MacDonell	Tracy MacIsaac	Steven MacMaster	Dion Samson
Cory MacNeil	Ruth MacPherson	Colleen Morgan	Aaron Neaves
Jim Ralph	Jackie Rankin	Connie Sampson	Candace Power
Jeremy Samson	Beth MacDonald	John Stub	Amanda Day-Johnson

Support Staff

TBA.....	Building Operator
Marilyn Talbot.....	Teacher Assistant
Debbie Chisholm.....	Teacher Assistant
Jessie McNamara.....	Teacher Assistant
Fonda Wyre.....	Teacher Assistant
Dianne Hoben.....	Teacher Assistant
Gwen Fougere.....	Teacher Assistant
TBA.....	Teacher Assistant
Judy Bouchie.....	Secretary
Adeline MacDonald.....	Secretary

Student Council Executive 2016-2017

President.....	Hayley MacFayden
Vice-President.....	Megan MacNeil
Secretary.....	Mikayla O'Hearn
Treasurer.....	Carly Fitzpatrick
Events Coordinator.....	TBA
Grade 9 Representative.....	TBA
Staff Advisor.....	Colleen Morgan

AUGUST '16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 5 Labor Day
- 6 Orientation Day
- 7 First Day of Classes
- 9 School Picture Day
- 15 Meet the Teacher 6:30
- 30 InService Day

OCTOBER '16						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 10 Thanksgiving Day
- 28 Provincial Conference

NOVEMBER '16						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 11 Remembrance Day
- 14 Reports Go Home
- 24 InService 9-12
- Parent-Teacher 1-3
- Parent-Teacher 5-7
- 25 InService Day

DECEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 21 Last Day of Classes Before Christmas

JANUARY '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 3 Classes Resume
- 24-27 Exams

FEBRUARY '17						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 2 Admin Day
- 3 Semester 2 Day1
- 6 Reports Go Home
- 20 Heritage Day Holiday

MARCH '17						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13-17 March Break

APRIL '17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 14 Good Friday
- 17 Easter Monday
- 18 Reports Go Home
- 27 InService 9-12
- Parent-Teacher 1-3
- Parent-Teacher 5-7
- 28 InService Day

MAY '17						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 22 Victoria Day
- 25 Academic Awards Night

JUNE '17						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 7 Athletic Awards
- 20-23 Exams
- 26 Prom
- 28 Graduation
- 30 Last Day

JULY '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Programs and Student Services

Most students achieve at the expected standard through junior and senior high, and follow the regular, academic program, graduating with their peers. Depending on the needs of the student it may be necessary to enrich or adapt the academic program.

Adaptations in programs may be necessary for students to achieve the outcomes as prescribed by the Public School Program. Based on previous assessments, teacher recommendations, and the assistance of the program planning team, an adaptations may be implemented for individual students. Parents will be informed before such adaptations take place. Individual programs for students will be designed with parents working with the program planning team.

Resource / Individual Assistance is a service provided for students who have been identified as needing more individualized instruction. When a student is working to their potential and not meeting the required outcomes resource may be recommended. These services may be delivered on a one-to-one basis with the resource teacher, in small group settings, or in the regular classroom with the resource teacher assisting. Decisions regarding resource assistance will be made in consultation with parents/guardians.

CO-OP Education (CO-OP 11, CO-OP 12) are programs designed for students that have an aptitude for Community College or University. The program is limited to a selective group. It includes a component of Community College training that will take the student out of the school for a specific number of hours. During the course students will receive the opportunity for certification in various programs (OHS, WHMIS, First Aid, and others as arranged by the teacher.)

French Immersion is an option for students who enter at the grade nine level. At present, these students receive French instruction at the grade 9 level in Science, Social Studies, Math, PE, FST, PDR and Language Arts. To obtain a French Immersion Certificate from the Department of Education at graduation, it is necessary for students to successfully complete nine credits over their three years of high school. This must include grade:10,11,12 French Language Arts courses.

Options and Opportunities Program is a three year program that focuses students for careers in the trades and technology fields, as well as the areas of the Health and Human Services. Students must apply before the grade 10 level and must adhere to stringent policies on attendance and safety. Workplace training in such things as WHMIS, OHS, CPR/First Aid, etc are facilitated and students build a portfolio that is recognized by both the community college system and the workforce.

Positive Effective Behaviour Supports (PEBS)

All students have the right to share in a learning environment that promotes mutual respect in an atmosphere where exploration can take place and learning can occur. This means that we all must respect ourselves, others and the environment we share.

PEBS supports a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behaviour with all students. It is not a curriculum, but rather a team-based problem solving process that considers school-wide, non-classroom, classroom and individual student systems. The goal of PEBS is to define, teach and support appropriate behaviours and provide a continuum of procedures for encouraging expected behaviour and discouraging inappropriate behavior. This model is designed for and includes all members of the school community and will reduce the frequency, intensity and severity of problem behaviours.

PEBS is an approach that is embedded in the Provincial School Code of Conduct Guidelines and linked to School Improvement Plans.

Strait Area Education Recreation Centre School-Wide Discipline Plan Respect for Self, Others, Environment and Learning

Guiding Principles

- Our entire discipline process is designed to be an instrument of success and inclusion
- Be clear about behavioural expectations and what success looks like
- Be fair, reasonable and consistent with responses and/or consequences
- Pre-correct for anticipated behaviours and/or rule violations
- Respect the uniqueness of each student, each incident and each set of consequences

The following behavioural expectations will be taught, practiced, acknowledged and reinforced.

SAERC Guidance

The Guidance Office monitors students' academic requirements for graduation and post-secondary placement, as well as career and personal counselling for students in need. Personal counselling issues can include: stress & anxiety, family conflicts, friendships, relationships, self-esteem/self-image, peer pressure, school, fears, decision-making, life transitions, grief, etc.

Mental health issues are referred on to mental health professionals; however, guidance can remain as the students' on-site support.

Dress Code

1. It is the responsibility of parents to determine what constitutes suitable and respectable attire for their children. However, the school reserves the right to withdraw the privilege of wearing any style which does not reflect positively on the image of the individual or school.
2. Although each student has the right to an individual identity, it is also each student's right to attend school without being distracted or intimidated by another student's appearance or attire. Therefore, extreme fashions that are considered by the administration and teachers to distract or intimidate students will not be permitted.
3. Separate from clothing with inappropriate labels and slogans, students must not wear anything which exposes cleavage, midriff, bare back, and undergarments. Anyone wearing such clothing will be asked to change or will be sent home.

See School Dress Code Brochure for details

SAERC Dance Regulations

Guidelines:

School dances are scheduled on Thursdays during the months from September to June. Dances start at 8:00 p.m. and end at 11:00 p.m. (Christmas, Winter Carnival and Prom may be exceptions).

Supervision:

All dances must have appropriate supervision approved by the administration. All chaperones must be prepared to endorse SAERC's policies. Local RCMP are contacted to inform them that a dance has been scheduled.

Students (Guests):

1. Only students currently attending SAERC will be permitted to attend. All guests must be authorized by the administration.
2. Guests must be signed in at the office by the day of the dance. A guest who violates dance guidelines will be excluded from future guest lists.
3. SAERC students must be aware that they will be held responsible for the actions of their guests, as if they had committed the action themselves.
4. Guests attending the dances must be students in Grades nine to twelve, unless otherwise permitted by administration.
5. SAERC reserves the right to deny entrance to any guest.
6. Students who are suspended are not permitted to attend dances.
7. **Students caught under the influence of illegal substances will not regain dance privileges for 5 months. (as per Strait Regional School Board Policy)**

Dance Procedures:

1. No student or guest will be permitted to leave the dance and re-enter.
2. A mandatory coat and purse check will be available, supervised by chaperones.
3. A "late list" will be prepared for students who cannot be in attendance by 9:00 p.m. because of reasons approved by administration. No student or guest shall be permitted to enter after 9:00 p.m. unless their names appear on the "late list".
4. Any dancing which may result in injury is prohibited and offensive music is not permitted.
5. All school policies will be adhered to.

Tobacco, Alcohol and Drug Policy for SAERC Students

The presence and use of tobacco products, alcoholic beverages and other drugs by some of our students poses a serious threat to the health, safety and well-being of students and staff. SAERC is committed to promoting and providing a drug-free environment for all students. Therefore, tobacco, alcoholic beverages and other drugs are prohibited as follows:

1. On school premises.
2. At school-related activities in which a student participates (athletic events, field trips, winter carnival, prom time etc).
3. At any activity where the student does not directly participate but represents the school or student body by being there (eg.) a spectator at an athletic event, variety show, at the rink, etc...

SAERC believes that a cooperative approach between the school and the parents is necessary to promote zero tolerance for alcoholic beverages and other drug use among our students. The school continually endorses educational programs, counselling and intervention procedures to explain the problems associated with drug usage.

Students must be reminded of the consequences of violating this Policy:

1. The student will be detained. RCMP may be called and administration or teacher supervisors will contact parents and request their help for a student's safe conduct from the school premises.
2. The student will be immediately suspended from school, and may be suspended from other school-related activities.
3. The student will meet with parents and administration upon their return to school.

We are not willing to supervise an illegal activity in our school community.

Non-Smoking Policy

Consistent with the Smoke Free Environment Policy adopted by the Strait Regional School Board as of March 5, 1997, SAERC is a smoke free property. Students will refrain from smoking on SAERC property. The property refers to the building and the land within the boundaries of SAERC.

Disciplinary action will be taken for violation of this policy.

- 1) For the first offense, students will receive a warning and it will be recorded on the student's electronic file. If students are found smoking in the building, step 2 will be initiated.
- 2) For the second offense, students may be suspended and home will be contacted.
- 3) For the third offence, the student will be suspended from one to five days depending on the circumstances.

Other consequences may result if the smoking is combined with disrespectful behaviour to staff.

Discipline:

The administration shall deal with all situations regarding discipline and the suspension of students from school and extra co-curricular activities. Any student who is suspended from school is also suspended from all school related activities during that suspension. Administration has the right to suspend students from various activities according to the Discipline Policy.

Inappropriate Use and Storage of Electronic Devices

Inappropriate storage and use of electronic devices can interfere with an individual's right to privacy, the student's right to a safe learning environment and the teaching and learning process.

To support the Strait Regional School Board's *Student Use of Communication Technology Policy* (Policy III-B-5), the following procedures will be implemented:

1. Electronic devices include cellular phones, video recording and text messaging equipment, MP3 players, CD players, portable game players and digital cameras.
2. Electronic devices must be turned off and stored out of sight. Usage is only permitted in the **main floor, main mall and cafeteria** before and after school and during lunch.
3. The office phone should be used in the case of emergencies.
4. Students will be informed of these expectations at the opening general assembly, in the Student Handbook and by their subject area teachers at the beginning of the school year.
5. Failure to comply will result in immediate loss of the electronic device.

First Offense

- Electronic device will be confiscated by supervising adult and brought to the office
- Electronic device will be held for two full school days in the office and may be picked up by student at the end of the full second school day.
- Failure to comply will be dealt with in the same way as a third offense.

Second Offense

- Electronic device will be confiscated by supervising adult and brought to the office where it will be held for a minimum of two full school days.
- Parents will be informed by administration
- Electronic device will only be retrieved by the parent

Third Offense

- Electronic device will be confiscated by supervising adult and brought to the office
- Parents will be informed by administration
- Electronic device will only be retrieved by the parent
- Student will be suspended for a period of one to five days

Students are reminded that lost or stolen property is NOT the responsibility of the school. Valuable items should be safe-guarded by students.

SAERC Attendance Policy

Policy Statement

SAERC is committed to the implementation of the requirements for public school attendance as provided in the Education Act and Regulations. SAERC believes school attendance is a shared responsibility of students, parents and the school. There is a direct relationship between attendance and student success, thus SAERC recognizes that students enhance their learning and achieve higher degrees of success when they attend school regularly. SAERC supports the principle that regular and punctual attendance contributes to the general welfare of the entire student body.

Students will be marked present for a course if: the student is present in the class, student was in the office or accessing student services support during class, student was on a school-authorized field trip, participating in a school team activity or another school sanctioned activity, student was at a job placement in relation to Co-op Education or O2.

The following procedures **SHALL** be followed in monitoring the minimum attendance standard that must be maintained in order to receive an academic credit. At each of the following stages, there will be documented evidence of individual interventions, aligned with the principles of PEBS (Positive and Effective Behavioural Supports), that support student engagement, attendance, and academic success.

- **Threshold # 1:** If a student accumulates **10** absences in a course (**excused and unexcused**), a letter will go home to the parents/guardians.
- **Threshold # 2:** If a student accumulates **16** absences in a course (**excused and unexcused**), a second letter will be sent home to the parents/guardians, and it will outline the number of absences per course.
- **Threshold # 3:** If a student accumulates **20** absences in a course (**excused and unexcused**), a member of the attendance committee will meet with the student to discuss the absenteeism and explain the consequences of further issues related to non-attending.
- **Threshold # 4:** If the student's attendance patterns continue and they exceed 24 absences in a course (**excused and unexcused**), a meeting will be arranged involving the student and a parent/guardian to address this major concern. An attendance contract could be imposed which must be signed by the student and his/her parent/guardian.

Students will be marked absent from a course due to special circumstances. These include: the student has a documented acute or chronic medical condition or specialist appointments; the student is absent due to a verifiable religious observance; the student is absent due to a death in the immediate (as determined in particular cultural contexts) family; the student is absent as a result of participation in educational opportunity or special activity as deemed appropriate by school administration; the student is absent as a direct result of legal obligations which are supported by court subpoenas or appropriate documentation. Such absences shall not be used in the calculation of their thresholds.

Late Arrivals Early Departures

Students entering the building late and leaving the building early for appointments must sign in or sign out at the Guidance Office. If a parent/guardian signs the student in or out, they will be marked excused. If the student signs out him/herself, a phone call or a note must come from the parent/guardian to excuse the late arrival or departure.

Late Policy

Punctuality is valued at SAERC, and students who habitually arrive late for class will face consequences. Tardiness is a disruptive behaviour that will not be tolerated.

Procedure

- Students will go directly to class, even if they are tardy; (no late slips)
- Teachers will be consistent in determining when a student is late;
- Teachers will be consistent in recording attendance and 'lates'. Attendance will be submitted electronically within the first five minutes of each class;
- Administration run reports on the number of unexcused lates students have, and will follow up with students as follows:
 - 5 Tardies in a course.....office interview
 - 10 Tardies.....Student will be assigned detention.
 - Further late arrivals will be dealt with as a non-compliance issue which could result in suspension.
- Students arriving very late, (i.e., after 5 minutes) for class must sign in at the office and have an 'Admit Slip' or they must not be allowed in class. This will be recorded by the secretaries as 'L' if an acceptable excuse provided. Teachers must admit a student who arrives to class bearing an admit slip.

Evaluation of Students

According to the SRSB Policy, course evaluation information must be presented to the students at the beginning of each course.(September and February for semestered courses) The evaluation of students is based on completion of assignments, group participation, projects, tests, examinations (where appropriate), and other evaluation 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 for the test unless prior arrangements are made with the teacher, a medical certificate is presented to excuse the absence, or an administrative excuse is granted. Make up tests will not be conducted unless there is a medical reason or other exceptional circumstances approved by administration. A phone call from the parents explaining the reason for the absence on the morning of the test is considered prior notice and may be accepted as an excused absence. The scheduling of routine doctors' appointments that conflict with testing periods should be avoided if at all possible.

Make Up Test Policy

Eligibility: A student becomes eligible to write a make-up test when they miss a regular scheduled test and submit a legitimate excuse which is approved by Administration. The course teacher can award one makeup to a student; if it happens that they miss a second test in that course, the matter is referred to the office.

Scheduling Make-up Tests: SAERC teachers have volunteered to supervise makeup tests scheduled each Monday and Thursday from 2:45-3:45 PM. The course teacher will schedule a makeup for a student once. **If the student cannot write on the scheduled date, or if they fail to show on the scheduled date, the matter will be referred to the office.**

Students that miss more than one test will be contacted by SAERC teachers

Late Assignment Policy

Deadlines are set to be met in life and school is no different. Students are always given ample notice regarding dates for submission of assignments and we at SAERC want them to act responsibly by submitting on time. To help students learn about the importance of having work passed in on time, SAERC staff will follow these procedures:

For assessments that are designed to provide students with opportunities to practice skills prior to a test or other formative assessment: late assignments will be penalized by 10% for each day the assignment/project/etc., is late. Once the corrected assignments are handed back, the submitted assignment will receive a mark of zero. These end dates will be set by teachers. This is to ensure (a) that other students can receive feedback about their performance without fear that those assignments would be copied by others who did not complete the assignments on time and (b) students need to concentrate on current work without being bogged down with assignments from previous units of study.

For assessments that are more individualized and/or carry more weight in the final mark and are not a prerequisite for end of unit formative assessments: Students will always have an opportunity to hand in these independent studies/projects/etc., even when they are late. In keeping with workplace and societal expectations, however, late penalties will be enforced. Students will lose 10% of the value of the assessment each day it is deemed late.

Students who are absent on the entire day an assignment is due will be required to hand that assignment in as soon as they arrive in school on the first day they return. This can be done at the office, where staff will date and stamp the assignment to be given to the teacher. These assignments will NOT be considered late. Students who leave school on the day an assignment is due must hand their assignment in before they leave the building, again at the office, or the assignment will be deemed late when it is received.

Assignments are rarely – if ever – assigned the day before they are due. Students who are involved in activities that occur on weekends, for instance, need to build time to complete assignments into their planning. Assignments due the day after sporting events, for instance, will not be given extensions and are due on time.

Finally, the school recognizes that there are always special circumstances that come up in students' lives. Extensions and/or exemptions for these special circumstances can be granted at teacher discretion.

In order to keep students and parents/guardians aware of student progress, late assignments will be given an interim mark of INC in PowerSchool. This will be considered a place holder with a value of zero as:

- (a) the assignment has not been received and,
- (b) what their mark in the course would be if the assignment is never completed.

Cheating

Cheating on an assignment, test, or examination will result in a zero grade for the work in which it was clear that cheating did occur. Plagiarism and the theft of intellectual property is considered cheating.

SAERC Plagiarism and Cheating Policy

- Cheating and plagiarism are very serious academic offenses.
- Plagiarism involves using the ideas or words of others as your own. Any student who plagiarizes on a paper or who cheats on a test or exam will receive an automatic "zero" for the paper, test, and/or exam. The parents of the student will be notified by the teacher of the offense and the "zero" grade. Administration will be notified so that the incident can be recorded on the office computer.
- In the case of a term paper, the student WILL NOT have the option to rewrite the paper. In the case of a test, the student WILL NOT be permitted a re-examination.
- The following circumstances require footnoting and would constitute plagiarism if not properly documented:
 - All word-for-word quotations.
 - All passages that you have summarized or paraphrased.
 - All charts, graphs, diagrams that are not your own.
 - All statistics that you have not compiled yourself.
 - All theories or interpretations that are not your own.
 - All key words or terms that you have taken from a special source.

This is a school-wide policy and will be followed by all teachers and students.

If it becomes necessary, the teacher may request a conference with the student, the parent, a guidance counselor, and administrator. We believe that students who plagiarize have cheated themselves out of the experience of being responsible members of the academic community and have cheated their classmates by pretending to contribute something original. Students who do not thoroughly understand the concept of plagiarism and methods of proper documentation should request assistance from their teacher and from librarian

Reporting Periods

There will be two reporting periods during each semester for all courses. The November and April reporting period will be considered a progress reports, describing how the student is doing in the course up to that time. A final mark will be reported in January and June, according to the outline presented by the teacher. According to the SRSB Evaluation Policy, all exams will cover the complete course, and will be valued at 30%. The remaining mark will be made up of various assessment tools from September to January in Semester I and February to June in Semester II. Grade 9 non-semester courses continue throughout the entire year with a final mark being reported in June.

Technology: Network Access and Use

SAERC will be enforcing the Strait Regional School Board's Policy on Network Access and Use. The following is an excerpt from that policy: With the guidance and instruction of teachers, students may retrieve, process, create, communicate, and evaluate digital information to pursue the curriculum outcomes of the Public School Programs of Nova Scotia.

Therefore, **it is the Student's responsibility to:**

- responsibly follow this policy as part of a planned curriculum learning activity
- use networks in accordance with the School Code of Conduct
- follow the school's established guidelines for going on-line.
- respect the work of other individuals or organizations
- 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 network service.
- report immediately to the teacher or other School Board Staff any inappropriate communication or attempts to engage students in contact outside of school
- not post individually identifiable information where it can be viewed over the network.

Consequences of Unacceptable Use

A student who violates this Policy is subject to disciplinary action, in accordance with the applicable disciplinary procedures and provisions of provincial, regional and school-based student discipline policies and the School Code of Conduct.

As a result of such violations, students:

- may lose access to networks. The consequence for the student losing access to Networks may be that the student is no longer able to successfully complete the curriculum learning outcomes;
- their parents/guardians will be held responsible for any unauthorized financial transactions undertaken through the school network services;
- their parents/guardians will be held responsible for the costs resulting from willful damage to computer hardware and related resources.
- When appropriate, law enforcement agencies may be involved.

Use of SAERC's computers and network is a privilege which can be revoked by school administration if used improperly.

Correspondence Studies:

Due to special circumstances, a SAERC student may take a course through Correspondence Studies Nova Scotia. These are Public School courses that follow the Nova Scotia Public School Program curriculum, and use textbooks and other resource materials from the Authorized Learning Resources List.

Courses are not taught. Correspondence Study is independent study. The course work is marked by certified teachers who understand the special needs and circumstances of students who study at home. It is solely the student's responsibility to complete coursework, submit it for evaluation, and communicate about deadlines and other relevant dates with their marker.

All correspondence study courses have a final exam, which must be written at SAERC under the supervision of a SAERC teacher. It is the student's responsibility to communicate with SAERC's Guidance office about the exam arrangements. All correspondence study courses have a fee, which is the student's responsibility; payment must be made in full before the course can begin.

The expectation is that correspondence study courses will be completed by the student on their own time. No correspondence study or other course independent of what SAERC offers, will be built into a student's schedule.

For more information on Correspondence Studies Nova Scotia, visit their website: <http://csp.ednet.ns.ca/>

SAERC Awards

SAERC Outstanding Service Award

Criteria: To Receive this Award

- The recipient must be a graduating student in good standing at the time of the award presentation.
- The award should focus on non-athletic activities in the school - either organized clubs, committees, groups or volunteer positions within the school.
- The recipient must demonstrate **extraordinary commitment** in extra-curricular, co-curricular, and/or volunteer activities within the school for at least two years.
- The recipient is a student that staff and students come to rely upon.
- Initiative must be evident.
- Academic excellence is not necessary, but working to potential, without discipline or attendance issues are important.

Nomination Procedure:

Group/staff advisors and administration can nominate students based on the above criteria, or students can apply using the proper form available at the office.

All nominations must be received **prior** to the selection meeting.

Student's nomination requires administrative approval.

The Award:

The award will be the SAERC Outstanding Service Award and will be presented at graduation.

Academic Awards Criteria

FOR GRADE 9 STUDENTS

- A Gold certificate will be presented to students who have achieved a mark of at least 85 in 6 of their following six courses: English, Math, Science, Social Studies, French, and Phys. Ed.
- A Silver certificate will be presented to students who have achieved a mark of at least 85 in 5 of the above courses, **OR**, a mark of at least 80 in all six of the above courses.
- A Bronze certificate will be presented to students who have achieved a mark of at least 85 in 4 of the above courses, **OR**, a mark of at least 75 in all six of the above courses.

FOR GRADE 10-11 STUDENTS

- A Gold certificate will be presented to students who have achieved a mark of at least 85 in 7 of their eight courses.
- A Silver certificate will be presented to students who have achieved a mark of at least 80 in 7 of their 8 courses, **OR**, a mark of at least 85 in at least 5 of their eight courses
- A Bronze certificate will be presented to students who have achieved a mark of at least 75 in 7 of their 8 courses, **OR**, a mark of at least 80 in at least 5 of their 8 courses.

Any student with a failing grade in any course is ineligible for an Academic Award.

These courses will include both first and second semester marks. The second semester and non-semester course marks will simply be the “running percentage” the student has in all their evaluations up to the middle of May.

SAERC Staff Award

SAERC Staff Award is for Grade 9-11 students who are not eligible for a gold, silver or bronze award. The following criteria must be met in order to receive one:

- Students must demonstrate socially accepted behaviour in the class and in the school, showing respect for peers and the staff, being willing to help out in classroom situations. School and classroom rules must be respected.
- Students must have passing grades in all of their courses
- 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 to their potential in all academics.
- Students must attend school on a regular basis, all absences should be excused.

Note: This award is not limited to any one student or grade, there is no basic limit to the number of award winners so long as the criteria is met - all nominees must be approved by staff who have taught them. If a student receives dissenting votes from his or her teachers, he or she may be disqualified for this award. Administration has the right to disqualify any student for this award due to disciplinary and attendance issues.

SAERC Varsity Letter Award

The SAERC Varsity Letter Award is a prestigious athletic award presented to deserving student athletes who have contributed significantly to our school athletic program during their high school years.

Student athletes must apply in their graduating year if they feel they meet the following criteria:

1. Student must be a graduating student;
2. Student must have competed in a varsity NSSAF sport(s) for a minimum of two years;
3. Student must have always adhered to fair play and sportsmanship;
4. Student must have abided by the NSSAF code of ethics.

Students' applications must be endorsed by their coach. Applications will be reviewed and rated on a rubric system. SAERC Sports Review committee then submits a list of applicants who meet the criteria to school administration for approval.

Award winners will receive their letters at the annual athletic awards banquet.

SAERC Major Academic Awards

HONOR CORD

This is the school award for academic excellence. During the graduation ceremony, the successful candidates will receive a gold cord along with their graduation Diploma. It is announced as the Honor Cord.

To be eligible for an honor cord the following conditions throughout the three years must be met:

- 1) a minimum mark of 60 for every course taken.
- 2) an 85 average on top 5 courses each year.
- 3) a minimum aggregate of 900 in the required 11 courses be used.
- 4) a minimum aggregate (based on the 11 mandatory courses and any other 10 courses) of 1750 be used.

The required courses are 3 English, 2 Mathematics, 2 Science, Physical Education, Canadian History, a Global, and a Fine Arts.

Governor General Award

This Award is given to the individual with the highest average for all grade 11 and grade 12 courses taken at SAERC, regardless of the year they are taken.

Principal's Medal

The Principal's Medal is an award is given to a graduate at the principal's discretion that has the highest average in English 12, Global 12, Academic Math or Science, and the two highest academic 12 courses.

Queen Elizabeth II Medal

The Queen Elizabeth II Medal is awarded to a grade 12 student who has fulfilled the requirements for a Nova Scotia High School Graduation Diploma, having:

- Demonstrated superior academic achievement in grades 10, 11, 12, and
- Maintained an outstanding record in school and community involvement.

Lieutenant Governor's Medals

These Awards are given to two students, (1 Female, 1 Male), in their Grade 11 year who have demonstrated:

- Qualities of leadership and service in the school and community, and
- Commendable performance in the courses in which they are enrolled.

Valedictorian

The valedictorian is the the student having the highest rank in a graduating class who delivers the final words during the graduation commencement – the valedictory address. At SAERC, the valedictorian is the member of the class since grade 9 that has achieved the highest grade average in all grade 12 courses, regardless of the year taken.

The process for the valedictorian selection requires that final grades for: English 12, Global 12, Academic Math or Science, and the two highest academic 12 courses be used for this determination.

Scholarships and Bursaries

SAERC grade 12 students are fortunate to have a school community that is very generous to the SAERC Scholarship and Bursary fund. Potential grads will be invited to complete applications for local scholarships and bursaries throughout the year. Most applications usually require completion of an application form, a current transcript and a personal resume.

Scholarships and Bursaries are usually awarded on one or combination of the following criteria:

- Academic Achievement
- Financial Need
- School Involvement
- Community Volunteer
- Post Secondary Program of Study
- Athletic Ability

To be considered for a scholarship or bursary by the SAERC Scholarship and Bursary committee the potential grad must be a student attending SAERC in their grade twelve year.

Recipients, who postpone entrance to a post-secondary institution, may delay the claim of their scholarship or bursary for one year only if the prize is awarded by SAERC scholarship committee.

Scholarships and bursaries awarded by organizations other than SAERC Scholarship committee will have the discretion whether to hold awards for recipients. In the event of a delay to post-secondary education, it is the responsibility of the award winner to contact the donor to clarify their policy.

See the guidance office for further information.

General School Information

Issuance of Books

Textbooks are loaned to students by the subject teachers. These books are the property of the school and students are expected to take reasonable care of the books and return them to the subject teacher at the end of each semester. All textbooks are numbered for identification and recorded by the subject teacher. Students must return the books which were issued to them. If a student loses a book, he/she should contact the office, where, upon payment, a receipt will be issued. Should the lost book be returned, the money will be refunded. All book accounts must be settled by the end of each semester. If this does not occur, then the school will withhold the final report card until all accounts are settled.

Food / Drink

Students are not permitted to bring food or drink into the classroom wings, the classrooms, or the auditorium. Food and drink is restricted to the cafeteria. There will be no eating permitted in the foyer of the building. Our lunch period is scheduled between 11:50 and 12:35 pm. Students may leave the building to purchase their lunch, however, if they return with their lunch, they must report to the cafeteria.

Scents and Peanut/Nut Products

Students and visitors are asked to refrain from using scented products while at the school. Of particular importance is that **NO PEANUT OR NUT PRODUCTS ARE PERMITTED IN THE SCHOOL AT ANY TIME.** *Our student body includes a number of people with severe peanut/nut allergies. We respectfully request that students and parents/guardians be as vigilant as possible in what food products they bring into the school.*

Announcements

SAERC TV will facilitate the organization of the announcements. All classrooms are outfitted with Cable TV and are to be used by teachers for this communication in the morning and afternoon. Routine announcements are made twice daily. Students are expected to listen attentively. Approval for all public announcements must be given by the Principal or Vice-Principal. The general public address system may be used for announcements with permission from Administration.

STUDENT FEES

The students at SAERC are required to pay a student fee of \$20.00. This money is used for the benefit of the student body and allows the school to enhance programs with activities for our students which are not normally funded.

- Payments to the NS School Athletic Federation
- Printing of student handbooks and program of studies
- Supplementing extra-curricular activities
- Supplement student council activities
- Special guest speakers expenses
- Gifts for speakers, etc.
- Remembrance Day Ceremonies
- Memorial Wreaths
- Purchasing locks for lockers
- Winter Carnival Events
- Band related expenses
- Student Bursary
- Creative learning systems special programs
- Printer ink for students
- Bussing for extra and co-curricular events
- Keys for special needs students
- Extra-ordinary Industrial Arts and Family Studies needs
- Graduation related expenses
- Transcripts
- Postage for student applications and transcripts
- Support for student resumes
- Academic Awards Night
- Sports Dinner / Student Awards
- Theater Antigoinish trips
- Grad Dinner
- NSSAF Awards / Annual Dinner
- Stationery, special movie rentals
- Physical Education equipment for Intramurals
- Career Day
- Education Week
- Replacement of books not returned but not paid for
- Student support for writing conferences
- Terry Fox Center
- IWK
- Math Contest Writing
- Techsploration
- Donations to Charitable Organizations

There are many costs which arise throughout the school year which are not covered by the budgets allocated through the School Board. The administering of student fees allow the school to continue to provide much of the necessary, yet underfunded items, to our students for their benefit.

Lockers

The following regulations apply to the use of the lockers:

- All students receive a locker and school lock free of charge and are encouraged to use them. The lock and locker they get in grade 9 will be theirs until grade 12.
- Only the locks distributed by the school may be used on the lockers.
- Each student is responsible for maintaining his/her locker and must clean it periodically.
- Students may not share lockers.
- Students are not to be at their lockers between classes (unless a teacher gives them permission).
- Lockers are the property of the school and may be subject to a search when there are grounds to believe that they are being used for purposes other than those intended by the school.

Medication

No medication will be dispensed to students by school personnel without parental permission and proper instructions. If a child needs medication, the parent/guardian must call the principal/vice-principal and then provide authorized permission, in writing, allowing for dispensing of the medication. Such medication must be provided by the parent/guardian for their child.

Newsletter

A school newsletter will be published monthly during the school year. This is intended to inform parents of special events, and to share general information. Should any parent wish to comment on the newsletter or have information published, please contact the office.

Personal Property and Valuables

The school cannot be responsible for lost or stolen property. We urge parents to mark their children's valuable items (clothing, calculators, etc.) in such a way that it is clearly identifiable. Students are reminded that they are never to leave money or valuables in the locker rooms. It is best not to bring these items to school, if possible. School lockers are assigned to each student free of charge and should be used to secure student property.

Eastern Counties Library

The purpose of the library is to provide students with books and other materials which may be used for leisure reading or research. In order for students to make the best use of the facilities, the library must have a quiet working atmosphere.

The library is also open to the public. Food and drink are not permitted in the library at any time. The library is open during noon hour to provide students with an extra opportunity to use the facilities.

Visitors to School

Visitors to the school must report immediately to the school office. This is essential for the security of our students. Parents and community members are not permitted in the classroom section of the building unless approved by the office.

SAERC YOUTH HEALTH CENTRE

VISION: Youth have opportunities to build assets/strengths that help them grow up to be healthy, happy, caring and responsible.

MISSION: A place that values and respects you. A place that is safe and confidential. A place that offers information, support and referrals for services you need. A place to be part of the solution.

CONTACT: Wendy DeCoste, RN /Youth Health Nurse (p) 625-8838

LOCATION: SAERC/Room 305 next door to the Port Hawkesbury Literacy Council

HOURS: 8:30-4:30pm/ Monday, Wednesday & every other Friday

“A healthy outside starts from the inside”

Semester One

	DAY A	DAY B	DAY C	DAY D	DAY E	DAY F	DAY G	DAY H
8:50- 9:50								
9:50- 10:50								
10:50- 11:50								
11:50- 12:35								
	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:35- 1:35								
1:35- 2:35								

Semester Two

	DAY A	DAY B	DAY C	DAY D	DAY E	DAY F	DAY G	DAY H
8:50-9:50								
9:50-10:50								
10:50-11:50								
11:50-12:35	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:35-1:35								
1:35-2:35								