



## **ANNAPOLIS WEST EDUCATION CENTRE**

[www.awec.ednet.ns.ca](http://www.awec.ednet.ns.ca)

### **STUDENT HANDBOOK**

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**ANNAPOLIS WEST EDUCATION CENTRE  
2015-2016 SCHOOL CALENDAR**

**\*\*NOTE THIS CALENDAR IS SUBJECT TO CHANGE\*\***

September	01	Organizational Day for staff
	02	Regional Inservice Day (Provincial)
	03	First Day for Students
	07	Labour Day
	18	Early Dismissal
	25	Regional Inservice Day: Annapolis and West Hants
October	07	Early Dismissal (Common)
	12	Thanksgiving Day
	23	Provincial Conference Day
November	3-10	Midterm Exams
	11	Remembrance Day
	19	Report Cards Released
	25	Parent teacher (Evening)
	26	School-Based Inservice (AM)/ Parent Teacher (Afternoon)
	27	Regional Inservice Day (All Schools/Full Day)
December	18	Last teaching day before Christmas Break (Early Dismissal)
January	04	First teaching day after Christmas Break
	14	Early Dismissal (Common)
	25-28	Exams
	25	NSE English 10 (AM); AVRSB Math 12 Common Assessment (AM)
	26	NSE Mathematics at Work 10 (AM)
	29	Marking Day; Last Teaching Day of 1 <sup>st</sup> Semester
February	01	First Teaching Day of 2 <sup>nd</sup> Semester
	10	Report Cards Released
	12	Early Dismissal
	15	Heritage Day
	24	Early Dismissal (Common)
	March	14-18
25		Good Friday
28		Easter Monday
29-01		Midterm Exams
April		06
	13	Parent teacher (Evening)
	14	School-Based Inservice (AM)/ Parent Teacher (Afternoon)
May	12	Early Dismissal (Common)
	23	Victoria Day
June	03	Early Dismissal
	17-23	Exams
	17	NSE English 10 (AM); AVRSB Math 12 Common Assessment (AM)
	20	NSE Math 10 (AM)
	24	Marking Day
	27	Marking Day
	28	Grade 8 Orientation
	29	Last Day of School

## PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to AWEC. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed to help you and your parents learn as much as possible about school policies and procedures and the services we offer students.

## MISSION STATEMENT

To provide a challenging program and supportive environment so that students may develop self-esteem, a life long value for learning, and the skills necessary to succeed now and in the future.

## GENERAL SCHOOL INFORMATION

### ATTENDANCE

Students who arrive late must report to the office to have their name taken off the Absentee List and proceed immediately to their scheduled class.

Teachers will not permit students whose names appear as absent in PowerSchool to attend class without a signing in at the office.

AWEC is a closed campus for students under 16 years of age. This means that students under the age of 16 are not permitted to leave campus during the school day. Students 16 years and over may have a parent/guardian sign the appropriate form allowing the student to leave campus.

If it is necessary for any student, at any time, to leave school property or be absent from a class the student must present the office with a dated note, signed by their parent/guardian stating that they have permission to leave school property. This note should be presented before the start of the school day. If the student has no note, appointments will be confirmed by the office before he/she signs out. It is also the student's responsibility to notify the teachers concerned and they **must sign out at the office before leaving**. If it is not possible to locate the teachers concerned, the office will pass this information along.

### Chronic Absenteeism

A letter will be forwarded to the parent/guardian to inform them of the consequences of the student's action (copy to the AVRSB). If a student continues to miss school/classes then the student may be suspended from school and may be removed from school for the remainder of the school year.

### Sickness During the School Day

Students who become ill during the school day must report to the office to make arrangements to return home.

As there is no sick room, students must return to their scheduled class until parents arrive at school.

### EXPECTATIONS FOR STUDENTS:

Students attending Annapolis West Education Centre during the 2015-2016 school year, are expected and agree that while in school, on the school ground and on the school bus, to **AT ALL TIMES**

1. acknowledge that they bear complete responsibility for their level of academic achievement and their behaviour;
2. act in a manner which creates an inviting, supportive, and learning environment where students have the maximum opportunity to learn and develop (academically, personally and socially) and teachers have the maximum opportunity to teach.

In view of the above, Students agree to **AT ALL TIMES**

1. work to the best of their ability in all of their courses including doing all homework, assignments, test, etc. and asking teachers for extra help when they are having difficulty;
2. act in a manner that is courteous, cooperative, respectful and non-disruptive to everyone . fellow students, teachers, bus drivers, all other staff and guests in school;
3. promptly attend all scheduled classes including homeroom, provide written excuses from home for all absences, and not leave the school during school hours without prior approval from the school office;
4. act in a manner that keeps the school, school grounds, and school buses neat and clean and free from damage or vandalism;
5. not engage in any extremely objectionable and/or disruptive and/or illegal behaviour including but not limited to swearing, smoking, drinking alcoholic beverages, using illegal drugs, gambling, sexual harassment, racial misconduct, verbal abuse, theft, physical violence of any kind and any activity that severely disrupts the operation of the school or threatens the safety of the students or staff.

**It is understood that:**

1. if a student engages in appropriate positive behaviour and/or achieves academically to the best of his/her ability, that this will be acknowledged by teachers and the school through such things as verbal praise and written notes of commendation sent home;
2. if a student does not do schoolwork to the best of his/her ability and/or does not attend class regularly, students will not achieve the complete academic success of which he/she is capable;
3. lack of attendance and/or lack of appropriate behaviour will result in penalties whose severity will depend upon the number, nature and severity of his/her offences;
4. a range of supportive intervention strategies is available to students: i.e. informal talks with teacher, involvement of guidance personnel and the school administration, conferences with the parent or guardian, written performance/behaviour contract, referral to Lifeskills and/or Peer Mediation and/or Family Counseling; however, continued breaching of the Discipline Policy may result in detention, suspension, expulsion, involvement in outside agencies such as police.
5. AWEC is a closed campus for students under sixteen years of age (including ALL grade nines). This restricts student movement during the school day to AVRSB property only.

**VISITORS**

AWEC is a closed campus. This means the site, during the regular school day, is reserved for the benefit of AWEC students only. Parents and guardians are welcome on property but are asked to report to the office before walking through the building. Students are not allowed to receive social visits from non-student friends during the day, including recess and noon.

**EXPECTATIONS FOR PARENTS/GUARDIANS**

PARENTS/GUARDIANS of students attending Annapolis West Education Centre during the 2015-2016 school year, are expected and agree that they will:

1. support their children in achieving learning success;
2. cause their children to attend school as required by the regulations;
3. communicate regularly with their children's school;
4. ensure the basic needs of their children are met, including ensuring that their children are well-nourished and well-rested when they go to school; and
5. support their children's teachers in their efforts to provide an education for their children.

**AWEC STUDENT SUPPORT WORKER AND NATIVE STUDENT ADVISOR**

The Student Support Worker and Native Student Advisor provide support to students of African descent, First Nation students and their families in order to make their schooling a more positive experience, thereby helping them achieve success and remain in school. The student support worker offers, among other services, advocacy and support, fun educational learning and positive role modeling to self-identified students. Activities such as attending meetings with parents, principals and parents with students on their behalf, fieldtrips to universities and colleges, and presentations to students and school staff on cultural topics, are a small example of the kinds of support that the student support worker offers. For more information about the Student Support Worker Program, visit the AVRSB website and go to the RCH link.

**GRADE 10-12 COURSELOAD REQUIREMENTS**

Annapolis West Education Centre operates on a semester system. Students in grade 10 will enroll in 8 credits per year. Students in grade 11 will enroll in a minimum of 7 credits. Except for special circumstances, students in grade 12 will enroll for a minimum of 6 credits (3 credits per semester).

**HONOURS STANDING (2015-2016)**

At the end of each term or end of year, Middle level and Senior High students may receive Honours standing to acknowledge their academic achievement. Honours standings are granted to all AVRSB students under the following guidelines:

1. The Honours standing is based upon an average of the final or term marks of the following number of courses taken during the current year (including courses completed by correspondence, independent study and challenge for credit). Any mark for the correspondence courses shall be included in the calculation of the average for the academic year the courses were completed:  
Grades 9-11 - any 6 courses  
Grade 12 - any 5 courses
2. For an average of 80% or higher, the student will receive an Honours standing. For an average of 90% or higher, the student will receive an Honours with Distinction standing.
3. The student may not have a failing grade in any course for the term or year.

4. Students who are enrolled for one semester only in any given year are eligible for honours by taking a minimum of three semestered courses.

All students in Grade 9, 10 will carry a full course load. Grade 11 students must take a minimum of seven courses. Grade 11 and 12 students who do not have a full course load will be assigned designated areas in which they must remain during their spare periods.

## **DROPPING OF COURSES**

The following procedure shall be used when students enrolled in grades 10, 11 and 12 drop or change courses during the school year.

1. The last date to change first semester courses will be September 18<sup>th</sup>, 2015 and all year long courses the date is September 25<sup>th</sup>. Requests for course changes after that date will be considered course drops and will be subject to penalties under (4) below.
2. First semester or year long courses that students drop (without replacement) on or before October 1<sup>st</sup> of each year shall not be included on their official transcript.
3. Second semester courses that students drop on or before March 1<sup>st</sup> of each year shall not be included on their official transcript.
4. Students who find it necessary to drop a course after the deadlines in (2) and (3) above shall receive a failing grade on their official transcript.
5. Students in grade 12 may attend school with less than a full course load only with administration's consent. Students who do not have full course loads will be required to be in designated areas of the building.

## **STUDENT INFORMATION RE: EXAMS**

1. An exam schedule will be prepared by a minimum of two weeks prior to exam time. Subject teachers are required to review this schedule with their students.
2. In the event of school cancellation due to weather, the exam schedule will be pushed ahead. For example, if there is a school cancellation Tuesday then Tuesday's exams will be written when we return to normal and then continue on from there. We will write Day 1 exams, Day 2 and so on.
3. In the event of a particular bus not operating in a specific area, students should endeavor to get to school on their own. Should a substantial number of students be absent due to road conditions, exams for that day would probably be cancelled. It will be the responsibility of the parent/guardian to call the school if there is any doubt whatsoever.
4. Exams may be missed for only very good reasons . illness, death in the family, etc. Parents must call the subject teacher before the exam is missed. If not, **the consequences will be a mark of zero**. If an exam is missed for an approved reason, that exam must be made up.
5. Exams are compulsory unless students are exempted from writing. Students must remain in the exam rooms for at least 1 ½ hours from the beginning of the exam.
6. No exam should be taken in or accepted until the student may leave.
7. Students not writing exams or scheduled for activities on any particular day or half day are not required to be in school. We would encourage students to arrange safe, approved transportation to school or home if they are not writing all day.

## **GRADUATION REQUIREMENTS**

- English 10, English 11, English 12
- Math #1, Math #2
- Science #1, Science #2
- Canadian History 11
- Fine Arts
- CLM/PAL
- Global Studies
- Physical Education
- 2 others from Math, Science or Technology
- 5 electives. Must have at least 5 grade 12s and no more that 7 grade 10s
- Total of 18 credits

## ACCESS TO THE STUDENT INFORMATION SYSTEM (SIS) STUDENT-PARENT PORTAL

AWEC is offering you real-time access to your child(ren)'s grades, assignments, attendance, teacher's comments, and school bulletins through the Internet using the Student-Parent Portal website. **To get started, you must contact the school in person to request your child's confidential Access ID and Access Password.** Once you have this, please go to <https://sisavrsb.ednet.ns.ca/public>

When you get to the site, click on the "Create Account" button to create your new username and password. Once there, enter your student's name, your relationship to them, along with the access ID and password provided below:

If you have Internet access at home or at school, you can view the information on your child(ren) at any time.

If you do not have internet access at home, you can use the computers available at school or visit your local community library, community centre or C@P site for public Internet access.

Please keep your child(ren)'s password confidential so only you can access the information.

You may access information about your child(ren) at any time once you have signed up on the Student-Parent Portal website. If you have more than one child in the same school or at different schools, you can link all of your children to your web account.

Marks will be updated roughly every two weeks to allow teachers a reasonable amount of time to fairly assess student work.

If you have any questions or comments, or to request your child's confidential Access ID and Access Password, please contact the school.

### Lunch

It is expected that students will eat their lunches in the AWEC cafeteria or outside the building. Teachers may allow for students in lunchtime meetings to eat lunches in their rooms. **Students who eat in the cafeteria are expected to leave the tables in the same location and to place garbage in the appropriate receptacles.**

### Cellular Phone / Personal Sound System Usage Policy

The Annapolis West Education Centre recognizes that cellular phones and personal sound systems (i.e.; mp3 players, ipods etc.) are being used by students more and more routinely. AWEC also recognizes that the widespread use of cellular phones and personal sound systems can be disruptive to various school routines and video recording and text messaging features can be used inappropriately by students.

Although the Annapolis West Education Centre does not wish to ban the use of cellular phones and personal sound systems completely, it does wish to restrict their use in schools to certain times and locations.

Specifically:

- Cellular phones and personal sound systems may **not** be used in any instructional areas during the school day.
- Exceptions to the above may only occur under the supervision of and with the permission of the teacher in that instructional area, when the devices are to be used for the purpose of meeting a specific curriculum outcome.
- Cellular phones must be **turned off** in any instructional area during the school day.
- Cellular phones and personal sound systems may **not** be visible in any instructional areas during the school day.
- Cellular phones may **not** be used at any time where individual privacy must be protected, such as in washrooms or change rooms.
- Cellular phones and personal sound systems may be used by students during non-instructional time in areas of the school where students are allowed to congregate (i.e.; cafeteria, hallways).
- Cellular phones and personal sound systems may **not** be used by students in the library.
- If cellular phones and personal sound systems are visible or in use during the restricted times or locations indicated above, they may be **confiscated** by a teacher or administrator for the remainder of the school day, or until a parent/guardian meets with school administration.
- The student's parent or guardian will be contacted and may pick up the device from the school, or at the administration's discretion, the device may be returned directly to the student.
- Repeated non-compliance with this policy will be treated as a disciplinary issue and be considered disruptive behaviour under the AWEC Discipline Policy.
- If the video recording/camera feature of a cellular phone is used in such a way as to show disrespect for another's privacy or if the text messaging feature is used during a test or examination, these actions will be considered to fall under the category of a severely disruptive/illegal activity, in the AWEC Discipline Policy.
- Other electronic devices not specifically mentioned above are also subject to this policy.
- **Students and parents/guardians should be aware that AWEC is in no way responsible for, nor will it investigate the theft or loss of cell phones and/or other electronic devices.**

### Wi-Fi Access

Wireless internet is available throughout the school to students, staff and others who use our facility. Rules governing acceptable computer use also apply to wi-fi users. For assistance with gaining access to AWEC wi-fi, check at the school office.

## **Student Dress Code**

Students are expected at all times to dress in a manner that is appropriate, clean, and tidy. AWEC requires that students give evidence of respect for each other, the school staff, and their school by having students:

- maintain good habits of personal hygiene and grooming
- dress in a way that does not cause others embarrassment or discomfort.

A student's dress and appearance shall be safe, and appropriate for the time, place, and occasion, and should not, in the opinion of the school's staff, disrupt or interfere with the educational environment. This includes school events such as dances, sporting events, or any events where the student is representing the school/school board.

Certain types of attire that may be regarded as acceptable in situations outside of school are not suitable in a school setting in which students are attempting to concentrate on their school work, learning, and achievement.

AWEC acknowledges that adolescence is a time of rapid physical growth and developing sexual awareness. Schools are intended to provide an environment for teaching and learning. Consequently, the Annapolis West Education Centre stipulates, without prejudice, that clothing that is overly revealing can, in fact, disrupt or interfere with the educational environment.

Dress that is appropriate in the school environment is that which covers the body in a manner that is congruent with the age and stage of the student and the setting. For example, during physical education class or team practices, males and females may wear shorts and T-shirts, or other loose-fitting attire approved by the instructor or coach and suitable for exercising. In other educational settings, adolescent males and females will wear clothing that covers the body to a reasonable extent to support an environment in which teaching and learning are taking place.

Inappropriate attire is judged to be any attire which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, promotes or incites discrimination, or which, because of the setting (for example, in certain laboratory situations) endangers the health and safety of oneself or others. Examples of dress, appearance, or adornment that are prohibited include, but are not limited to:

- clothes with holes in inappropriate places
- exposed undergarments
- clothing that reveals evidence of self-mutilation
- excessively tight or short garments
- shirts that expose the mid-riff
- strapless shirts or tops that expose much of the upper chest or back
- any attire with messages or illustrations that are lewd, profane, or vulgar or that advertise any products or services which are illegal or not permitted by law to minors
- see-through clothing
- any adornment or clothing (such as chains or spikes) that could reasonably be perceived as, or used as, a weapon
- any attire containing symbols, styles or messages, which promote or may incite hatred, intolerance, discrimination, violence, or intimidation

Students who do not comply with the school dress code may be directed to return home and change their attire before returning to school or may be directed to wear a school-provided T-shirt until end-of-day dismissal.

Students, parents and staff are obligated to follow established policies of the school, school board and Department of Education.

## **Storage of Student Property**

### **Lockers**

a) Students must recognize that use of a locker is a privilege, not a right.

b) To enjoy this privilege, students must meet the school's criteria for locker usage, which includes prepayment of a student fee and the payment of all bills outstanding.

c) Students are not allowed to share lockers with other students.

d) Students are not allowed to change locks or lockers. No personal (store bought) locks are permitted to be used.

e) The locks are provided by the school and remain the property of the school.

f) Once a locker is assigned to a student, the student is responsible for reporting any damage to that locker or lock, to both the homeroom teacher and the school administration. Damage done to lockers but not reported will be the financial responsibility of the student.

g) Students and parents/guardians should be aware that school lockers are the property of the school and carry no rights of privacy by the student and are subject to periodic search and inspection at the discretion of the school administration or other school board authorized employee.

h) Students are not allowed to glue, tape or stick items in/on their lockers.

i) Lockers will be inspected at the end of the year. Students will be required to leave their lockers in the same state that they received them and return their assigned lock in good working condition. Failure to do this will result in bills being charged to the students, payment of which will be required before students receive their marks.

## Vehicles and Their Use

Student parking at AWEC is a privilege, not a right.

- a) Students are not to be in any parked vehicle during the school day.
- b) Students are to obey all posted speed limits and traffic signs.
- c) Students are expected to refrain from parking in the designated teachers and visitor spaces.
- d) Students' vehicles must not display (inside or out) obscenities or offensive (racial, sexual, etc.) signs or symbols.
- e) When parents give permission for a student to drive to school, they also assume responsibility as to whether the student uses his/her vehicle during non-class time, including a free period. Nevertheless, parking privileges will be revoked if a student is shown to be using a vehicle inappropriately at any location during the school day.
- f) Students driving off school grounds during the school day are expected to follow the school's signing out policy. A student's failure to observe any one of these rules may result in loss of parking privileges.

## “Keys for Success”

### Accountability, Integrity, & Respect

	<b>ACCOUNTABILITY</b> <i>“I am responsible for my own behaviour.”</i>	<b>INTEGRITY</b> <i>“I do what I say I’m going to do; I can be trusted.”</i>	<b>RESPECT</b> <i>“I consider how my behaviour impacts the world around me.”</i>
<b>To Learning</b>	<ul style="list-style-type: none"> <li>▪ Be prepared to learn.</li> <li>▪ Bring all of your materials.</li> <li>▪ Meet deadlines.</li> <li>▪ Make-up all missing assignments.</li> <li>▪ Study for tests &amp; quizzes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Give your best effort.</li> <li>▪ Complete all of your work.</li> <li>▪ Ask for extra help.</li> <li>▪ Do your own work.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Arrive to class on time.</li> <li>▪ Appreciate others' right to learn.</li> <li>▪ Appreciate your learning opportunities.</li> </ul>
<b>To Others</b>	<ul style="list-style-type: none"> <li>▪ Admit, fix, and learn from your mistakes.</li> <li>▪ Treat others as you would like to be treated.</li> <li>▪ Seek and/or encourage peaceful solutions to conflict.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop caring friendships.</li> <li>▪ Be trustworthy.</li> <li>▪ Act in a way that benefits others.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Words are powerful – use them positively.</li> <li>▪ Acknowledge &amp; respond kindly to individual differences.</li> <li>▪ Respect the diversity of others.</li> </ul>
<b>To Yourself</b>	<ul style="list-style-type: none"> <li>▪ Put away &amp; turn off cell phones</li> <li>▪ Attend all classes.</li> <li>▪ Follow class expectations &amp; routines.</li> <li>▪ Keep track of your belongings.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be honest.</li> <li>▪ Follow-through.</li> <li>▪ Do what is expected and right.</li> <li>▪ Set personal goals and strive to accomplish them.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Remove hats &amp; head gear when entering the school</li> <li>▪ Wear appropriate clothing</li> <li>▪ Maintain personal hygiene.</li> <li>▪ Present yourself with dignity.</li> </ul>
<b>To the Environment</b>	<ul style="list-style-type: none"> <li>▪ Eat in the cafeteria only</li> <li>▪ Actively prevent and/or report any vandalism or graffiti.</li> <li>▪ Reduce, Reuse &amp; Recycle – Think Green!</li> <li>▪ Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep our school clean.</li> <li>▪ Make visitors to our school feel welcome.</li> <li>▪ Participate in and/or support school activities and events.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use our equipment appropriately.</li> <li>▪ Public presentations should uphold the value of respect for yourself &amp; others.</li> <li>▪ Gather in appropriate areas.</li> </ul>
<b>To our Community</b>	<ul style="list-style-type: none"> <li>▪ Take time to volunteer.</li> <li>▪ Pay it forward – do something nice for someone else.</li> <li>▪ Reduce, Reuse &amp; Recycle – Think Green!</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make our community better for yourself and others.</li> <li>▪ Keep our community clean.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be aware of and respect the people around you.</li> <li>▪ Set a good example in our immediate community.</li> <li>▪ Be a positive role model for younger students.</li> </ul>