



ANNAPOLIS WEST EDUCATION CENTRE
www.awec.ednet.ns.ca

STUDENT HANDBOOK
2018-2019

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**Annapolis West Education Centre
2018-2019 School Calendar**

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

September	04	Organizational Day for staff
	05	First Day for Students
	12	Meet and Greet
	18	Regional Shut-Down Day (All Schools / Full Day)
	27	Early Dismissal (Common)
October	08	Thanksgiving Day
	09-19	Nova Scotia Assessment: Grade 6 Reading, Writing, and Math (90 minutes x 4 days)
	19	Early Dismissal (Common)
	26	Provincial Conference Day
November	09	Regional Shutdown Day (ML Marking Day / Sr. High Inservice and End of Sr. High Term 1)
	12	Remembrance Day
	20	Report Cards Released (Sr. High)
	23	Middle Level End of First Term
	27	Report Cards Released (Middle Level)
	28	Parent teacher (Evening)
	29	Early Dismissal for Middle Level; no classes for Sr. High (AM) / Parent Teacher (Afternoon)
December	11	Early Dismissal (Common)
	21	Last teaching day before Christmas Break (Early Dismissal)
January	03	First teaching day after Christmas Break
	16	Early Dismissal (Common)
	24-31	Exams
	31	Last Teaching Day of 1 st Semester (Sr. High)
February	01	Regional Shutdown Day (ML Inservice / Sr. High Marking Day)
	04	First Teaching Day of 2 nd Semester (Sr. High)
	08	Report Cards Released (Sr. High)
	12	Early Dismissal (Common)
	18	Heritage Day
March	08	Middle Level End of Second Term and Marking Day (Middle Level)
	18-22	March Break
	26	Report Cards Released (Middle Level)
	28	Middle Level Parent teacher (Evening)
	29	Early Dismissal for Middle Level / Middle Level Parent Teacher (Afternoon)
April	18	End of Third Term - High School
	18	Early Dismissal
	19	Good Friday
	22	Easter Monday
	30	Report Cards Released (Sr. High)
May	02	Sr. High Parent teacher (Evening)
	03	No classes for Sr. High (AM) / Parent Teacher (Afternoon)
	15	Regional Shutdown Day (Elementary Showcase)
	20	Victoria Day
	27-07	Nova Scotia Assessment: Grade 8 English Reading, Writing, and Math (90 minutes x 4 days)
June	05	Early Dismissal (Common)
	19-25	Exams (Sr. High)
	17	NSVS Exams
	19	Nova Scotia Examination: English 10
	20	Nova Scotia Examination: Mathematics 10
	26	Graduation Ceremony (1pm) / Marking Day (Middle Level)
	27	Marking Day (Middle Level/ Sr. High)
28	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

ADMINISTRATION

Steve Schell, Principal.....steve.schell@avrce.ca

Allan Birch, Vice-Principalallan.birch@avrce.ca

SCHOOL SECRETARIES

Our secretaries are Deborah Hannam and Ashley Barteaux. The school office is open from 8:00 a.m. to 4:00 p.m. The office can be contacted via email at awec@avrce.ca

COUNSELLING SERVICES

School counsellors provide various services to the students, parents and teachers. The major focus of our counselling department is to assist students in their personal, social, educational, and career development. Counselling and assisting students are two of the major responsibilities. The keeping of individual records and providing information concerning academic potential is also a valuable service. Advice on selection of post-secondary institutions and career counselling are also provided.

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.

EXPECTATIONS FOR STUDENTS

Annapolis West Education Centre is a place of teaching and learning, where students and staff feel safe, secure and supported.

All rules and regulations governing conduct at AWEC are based on the premise that our mutual responsibility is to provide a safe, respectful and enjoyable learning experience for all students. The DEECD has implemented a Provincial Code of Conduct and Attendance policy which guides the practice of all schools in Nova Scotia.

As a school community, we will promote positive behaviours and hold people accountable for their conduct. We have developed a system of Positive Effective Behaviour Support (PEBS) known at AWEC as “**Keys for Success**”. Staff at AWEC will continue to teach, promote and reward positive behaviour. As a part of this system a chart of expected behaviours for different areas of the building and events has been developed. These expectations are posted prominently in classrooms, entrances, gymnasiums, the cafeteria and are included at the end of this handbook

PROVINCIAL SCHOOL CODE OF CONDUCT

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

Acceptable Standards of Behaviour

All students and school members will

- show respect for the rights, property, and safety of themselves and others
- accept personal responsibility for their behaviour
- demonstrate socially appropriate behaviour
- respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, national or aboriginal origin, socio-economic status, or appearance
- treat school property and the property of others with a reasonable standard of respect
- attend regularly and punctually as required under section 24 of the Education Act
- show respect for the roles and responsibilities of students, principals, teachers, parents, volunteers, and the school board
- demonstrate respect for the learning environment of the school and the classroom and school activities and events
- demonstrate and promote positive behaviour through the avoidance of all types of violence
- use information and communications technology, including the Internet, digital resources, and e-communication, and all forms of social media in a responsible and acceptable manner consistent with the Nova Scotia Public School Network Access and

Use Policy and the Cyber-safety Act (2013)

- refrain from all forms of bullying and cyberbullying, intimidation, racism, and discrimination
- refrain from the possession of any weapons
- refrain from the use of items as weapons intended to harm another person or themselves
- refrain from the possession of, or being under the influence of alcohol, drugs, and all other forms of intoxicants on school property

Responding to Unacceptable Behaviour

Unacceptable behaviours endanger the wellbeing of others, result in damages to property, and/or significantly disrupt learning environments. Unacceptable behaviours are referred to the office and where appropriate, will be addressed in a progressive manner through consequences that may include in-school or out-of-school suspensions.

Responses to unacceptable behaviour will

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

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

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

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

ATTENDANCE PROCEDURES

At Annapolis West Education Centre we believe that there is a high correlation between student academic success and regular school attendance. AWEC is under the direction of the Provincial Student Engagement and Attendance Policy. This document can be found [here](#). As a result, the following attendance procedures are in effect at Annapolis West Education Centre.

Absences

Parents/Guardians are asked to call 532-3150 prior to 9:00 am each morning to advise school personnel that your child will be absent from school for illness or other important matters. In the rare event that a senior high student takes ill at lunch a call from a parent or guardian is expected prior to the start of afternoon classes to indicate that their absence is with your knowledge and consent.

Skipping Class

Students absent from class without their parent/guardian's prior approval will be considered to be skipping class. This can have a detrimental effect on a student's achievement, therefore skipping will result in a lunch detention(s) assigned by administration. **Continued skipping will be considered insubordination and will result in further detentions and may include suspension.** Students arriving after their first class in the morning without a call from a parent/ guardian or a note are considered to be skipping and a detention will be issued.

LEAVING THE SCHOOL DURING SCHOOL HOURS

- A phone call or note from the parent/guardian is required in order to sign out at the office.
- **In an emergency**, the student can phone home and have a school secretary speak with a parent/guardian.
- We ask that a parent call 532-3150 and provide permission for a student to leave throughout the day
- The student **must sign out** in the office with parental permission prior to leaving – otherwise we would assume he/she has skipped.
- If a student does not return after lunch for afternoon classes, a call must be received by a parent or guardian prior to the start of afternoon classes to indicate that their absence is with your knowledge and consent. Otherwise we would assume he/she has skipped.

LATE ARRIVALS

Students must be on time for class. Students arriving late interfere with the learning of others. Although a call to excuse a late student is appreciated it is expected that students do not routinely arrive late even with an excuse. This is disruptive to the office staff as well as the classes that they are entering late. Students arriving late will be assigned noon school detentions.

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. Staff members will meet parents in the office for scheduled meetings. Students are not allowed to receive social visits from non-student friends during the day, including recess and noon.

VEHICLE TRAFFIC AROUND THE SCHOOL

Please be advised that there should be no traffic around the "bus loop". This means no driving around the school and no parking in the driveway around the school. If you are picking-up or dropping off a student or entering the school for any reason, you should park on the street and enter the school via the office doors. Please pass this information along to anyone that may be visiting the school on your child's behalf.

STUDENT FEES: \$25 Middle level, \$40 Senior level

Breakdown of fees:

- Locker use
- School owned lock use (to be turned in at the end of school year)
- Student ID card (required to attend dances)
- Consumables (such as but not limited to: printer maintenance (toner); paper; lab supplies)
- School events – guest speakers, etc.

No other course fees are charged for courses such as art, sciences, home economics, construction tech, tech ed, computer, etc.

ATHLETIC FEES

\$40 per sr. high student for each sport played to a maximum \$100; \$25 per middle level student for each sport played to a maximum of \$50.

AWEC DRESS EXPECTATIONS

As a school community at AWEC we dress in a manner consistent with the greater communities' accepted standard of dress for work places and places of learning. We want all students and staff to be comfortable and to dress in a respectful and reasonable manner. Please make good clothing choices for the school education context.

We also ask that hats and hoods not be worn in the school and that sunglasses are removed when entering the school building.

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.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The Annapolis West Education Centre recognizes that cellular phones and other electronic devices (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 other electronic devices 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 other electronic devices completely, it does wish to restrict their use in schools to certain times and locations.

Specifically:

- Cellular phones and other electronic devices may *not* be used in any instructional areas during the school day.
- Students should remove earbuds etc. when entering the classroom.
- 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 other electronic devices 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 other electronic devices may be used by students during non-instructional time in areas of the school where students are allowed to congregate (i.e.; cafeteria, hallways).
- If cellular phones and other electronic devices 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 insubordination.
- 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".
- 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.
- Students may not photograph or otherwise record members of our school community without permission nor post them on-line. Breaches of this expectation will have consequences deemed appropriate by administration.

SCHOOL DANCES

Dances at AWEC are an extracurricular activity that many students enjoy. Dances will be supervised by administrators, and teachers with the support of parent chaperones.

- Students and invited guests must be in classes on the day of a dance in order to attend.
- Attendance at school dances is dependent on good student conduct and attendance leading up to the date of the dance. Repeated office referrals will result in withdrawal of this privilege.
- Students in Grades 6 -12 may request one invitation for and be responsible for their guests.
- Invitations to AWEC dances are at the discretion of the administration.
- Guests invited to attend AWEC dances must be attending public school and be in **at least** Grade 6
- Students inviting a guest must attend the dance.
- Invitation requests close at noon on the day before the dance
- Students must display appropriate public behavior for a school event.
- No student or guest will be permitted to leave the dance and then re-enter.
- Admission to dances end 45 minutes after the start time unless permission has been granted.
- Jackets, backpacks hats and purses are to be left in the Active Healthy Living room.
- Regular dress expectations apply at all dances.
- No food or drink is to be taken into the gymnasium.

BUS REGULATIONS/ BUS PASSES

Students must stay in assigned seats (if applicable) and adhere to all school and bus specific expectations. Pupils who do not obey the regulations will be reported to the school administration.

For student safety and as part of school policy, written permission/notes must be received by the office, before morning classes begin, during recess or lunch, for the following:

- Staying after school for extracurricular activities
- Leaving early for an appointment
- Student being picked up by someone other than parent/guardian
- Students requesting travel on a different bus than the one they would normally travel on, or to a different stop on their normal bus route.
- Middle level students that are normally bussed, but are walking to an appointment or other parent/guardian after school

Please be advised: Full legible name of the student and where they are going must be on the note. No verbal permission will be accepted for bus changes.

STORAGE OF STUDENT PROPERTY/ LOCKERS

- Students must recognize that use of a locker is a privilege, not a right.
- 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.
- Students are not allowed to share lockers with other students.
- Students are not allowed to change locks or lockers. No personal (store bought) locks are permitted to be used.
- The locks are provided by the school and remain the property of the school.
- 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.
- 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.
- Students are not allowed to glue, tape or stick items in/on their lockers.
- 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.
- Students are responsible for damage to their lockers and will be charged \$10.00 for damaged or lost locks.
- Students must be careful not to give out their locker combinations to anyone and to keep their locker locked.
- All lockers **must** be cleaned out prior to Christmas, March Break and the end of the school year. Locks will be returned to homeroom teachers at the end of June.

VEHICLES AND THEIR USE

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

- Students are not to be in any parked vehicle during the school day.
- Students are to obey all posted speed limits and traffic signs.
- Students are expected to refrain from parking in the designated teacher and visitor spaces.
- Students' vehicles must not display (inside or out) obscenities or offensive (racial, sexual, etc.) signs or symbols.
- 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.
- 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.

DAILY SCHOOL SCHEDULE

The school day at AWEC begins at 9:10 and finishes at 3:20. Students and parents need to be aware that the building is not open for students until 8:50 am and that doors are locked at 3:40 pm at the end of the school day. Only students having a scheduled, supervised activity are allowed to enter the school before or remain after these times. Students having an activity scheduled to begin after 4:00 pm must find an alternate location to wait for their activity. Students are not permitted to be in the school after hours without direct adult supervision.

Students should have all the books and materials they require for the class periods prior to recess. During recess, they could obtain all the materials they need for the remaining morning classes. Students should **NOT** be going to their lockers between classes.

	MIDDLE LEVEL	SENIOR LEVEL	
8:50-9:10	Doors are open for student arrival.		
9:10-9:15	HOMEROOM	HOMEROOM (as needed) PERIOD 1	9:10-10:30
9:15-10:30	PERIOD 1		
10:30-11:10	PERIOD 2A	PERIOD 2	10:30-11:50
11:10-11:20	RECESS		
11:20-12:00	PERIOD 2B	RECESS	11:50-12:00
12:00-12:40	PERIOD 3A	PERIOD 3	12:00-1:20
12:40-1:20	LUNCH		
1:20-2:00	PERIOD 3B	LUNCH	1:20-2:00
2:00-3:20	PERIOD 4	PERIOD 4	2:00-3:20
DEPARTURE 3:20			

RECESS and NOON TIMES FOR GRADES 6, 7, 8 and 9

- AWEC is a closed campus for students under sixteen years of age. All Grades 6, 7, 8, and 9s are required to stay on school property once they arrive at school in the morning as well as during recess and lunch.
- The school will not accept blanket statement notes that a student is allowed to go into town.
- ML students will be going outside at 1PM for 20 minutes. Please ensure your child is dressed suitably for the day's weather.

TEXTBOOKS

The school provides all textbooks required within the system. The individual subject teachers will issue each student the appropriate texts. Books which are lost or damaged must be reported to the subject teacher and paid for, at the current prices, when lost. **Note:** No final reports will be issued in June unless all books are returned and/or paid for.

SENIOR HIGH COMPLETION

Students progress through senior high by accumulating credits (passing courses) and working towards obtaining the NOVA SCOTIA HIGH SCHOOL LEAVING CERTIFICATE. Students entering Grade 10 in 2017 require 18 credits to graduate. Students in the O² program require 19 credits.

- No more than 7 Grade 10 credits can be counted towards graduation.
- At least 5 of the 18 credits earned (19 for O²) must be Grade 12 credits.
- Minimum requirements for homeroom placement:
 - **Grade 10:** Must not be repeating 3 or more Grade 9 courses.
 - **Grade 11:** Successful completion of a minimum of 2 credits.
 - **Grade 12:** Must have earned a minimum of 10 credits and be eligible to graduate.

GRADUATION REQUIREMENTS

Course Categories	Credit Requirements
English	<ul style="list-style-type: none">• 1 credit at each grade level
Mathematics	<ul style="list-style-type: none">• 2 credits at any level. Please note that students graduating on or after 2020 will be required to have three (3) senior high math courses in order to be eligible to graduate.
Social Studies	<ul style="list-style-type: none">• 1 credit from Canadian History 11, Mi'kmaq Studies 11 or ACS 11 <p style="text-align: center;">AND</p> <ul style="list-style-type: none">• 1 credit from Global History 12 or Global Geography 12
Science	<ul style="list-style-type: none">• 2 credits from Biology, Chemistry, Physics, Science 10, Agri.-Foods 11 or Oceans 11
Fine Arts	<ul style="list-style-type: none">• 1 credit from Music, Art, Dance or Drama
Science, Math or Technology	<ul style="list-style-type: none">• 2 other credits from Math, Science or Technology (Com. Tech. 12, Computer Programming 12, Production Tech. 12, Film and Video Production 12, Skilled Trades 10, Transportation Trades 11 and Construction Trades 11 are eligible)
Physical Education	<ul style="list-style-type: none">• 1 credit in Phys. Ed., Yoga 11, Dance 11 or Physically Active Lifestyles 11 (PAL 11)

COURSE LOAD GUIDELINES

Grade 10 students will be enrolled in a minimum of 8 courses

Grade 11 students will be enrolled in a minimum of 7 courses.

Grade 12 students will be enrolled in a minimum of 3 courses per semester.

Students will be enrolled in fewer courses if they are enrolled in yearlong or virtual courses.

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.

- The last date to change first semester courses will be September 21st, 2017 and all year long courses the date is September 28th. Requests for course changes after that date will be considered course drops and will be subject to penalties under (4) below.
- First semester or year long courses that students drop (without replacement) on or before October 1st of each year shall not be included on their official transcript.
- Second semester courses that students drop on or before March 1st of each year shall not be included on their official transcript.
- 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.

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.

REPORT CARDS

Report cards are used to inform parents and students of progress within each subject area. Report cards will be issued in November, February, April and June in Grades 9-12. Grades 6-8 report cards will be issued in November, March and June. Please note that it is student's responsibility to pick up their report card at school. Report cards will not be sent by mail.

PARENT PORTAL

Parents and students now have access to up to date attendance and grade data through our on-line Portal. Students are provided with usernames and passwords in September. Parents can get their own access by presenting picture ID at the school to confirm their identity.

EXAMINATIONS

Examinations will be written by all pupils in Grades 9, 10, 11, and 12 in January at the end of the first semester and at the end of June. Students in Grades 6, 7 and 8 do not write exams; regular classes are scheduled for those grades while the exams are being written by others.

The examination format, value, and length vary depending upon the subject area and grade level. Examinations will be written at the time indicated in the school calendar. *The AVRSB states that "no exams are to be written outside of the exam schedule."* **Therefore, we cannot allow students to write exams early. Please do not plan vacations during the designated exam periods.**

A student who misses an exam without a medical excuse or without warning administration of an emergency, such as serious illness or a death in the family, will be given a zero for the exam. Examination timelines are indicated in the school calendar at the front of this handbook.

HONOURS STANDING (2018-2019)

Honours distinctions are calculated at the completion of courses (semester or year-long) and awarded at a ceremony at the end of year. Honours standings are granted to all AVRSB students under the following guidelines:

Academic Achievement Grade 6

Grade 6 students will be acknowledged as having attained Academic Achievement status if they have marks which meet or exceed the following criteria: a mark of A or Well Developed (WD) in ALL subjects with no more than four marks of B or Developing (D).

HONOURS and DISTINCTIONS Grades 7-8

The honours standing is based upon an average of all marks from all three grading periods including each strand in ELA and Math. Students will receive Academic Honours when this grade is 80% or greater. Honours with Distinction is earned when this grade is 90% or greater.

HONOURS and DISTINCTIONS Grades 9-12

- 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 was completed:
 - Grades 9-11 - any 6 courses
 - Grade 12 - any 5 courses
- 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.
- The student may not have a failing grade in any course for the term or year.
- Students who are enrolled for one semester only in any given year are eligible for honours by taking a minimum of three semestered courses.

CURRICULAR AND EXTRACURRICULAR TRANSPORTATION POLICY

The Annapolis Valley Regional School Board has approved the following policy concerning the transportation of students:

When the school is responsible for arranging transportation, students will be transported to both curricular and extracurricular events either by bus or in privately owned vehicles operated by a responsible adult (parent/guardian). Standard passenger vehicles and multi-purpose vehicles (1994 models or later, including sport utility and minivans) are approved to be used to transport students. A completed Student Conveyance Agreement (**Form "J"**) must be on file in the school office before any students are transported by privately owned vehicles. **Students are not permitted to transport other students to or from a school sponsored event.**

EXTRA-CURRICULAR/ NSSAF ACTIVITIES

Extra-curricular activities include committees, organizations, and sports that students may join. These activities help to encourage students in developing interests, leadership, organizational skills, and the ability to cooperate with others. However, they should take second place to the student's school work. These activities are offered most years, depending on demand and the availability of a teacher or responsible adult approved by the administration to supervise. **A student must have been in school in order to attend an extra or co-curricular event on the same day.**

EXTRA-CURRICULAR ELIGIBILITY STATEMENT

The Annapolis Valley Regional School Board sponsors a wide range of extracurricular sports and activities. **Participation in school-sponsored extracurricular programs is a privilege, not a right.** If the extra curricular is a school team then only those students, as defined in the NSSAF. guidelines are eligible. Additionally, eligible students must take responsibility for their actions, perform to their academic potential, be in regular attendance, behave in an acceptable fashion, and accept their responsibility to the team or activity group in question.

If a student is not passing his/her subjects or if his/her absence from school to attend events is having a negative effect on his/her school work then the student may be placed on a two week academic probation. This probation may be extended if no improvement is observed in the student's work. Students on academic probation would **not** be permitted to attend extra-curricular school events such as dances, coffee houses etc. and may have to be removed from the sports team or events until a positive change occurs. **The bottom line is ... Academics come first!**

The following is a list of possible student activities which may be offered this year:

- Student Council
- Graduation Committee
- Senior & Junior Bands
- Yearbook Committee
- Toolbox Challenge
- DJ Crew
- Robotics
- Junior Achievement
- Environment Club
- Duke of Edinburgh
- Social Issues Club
- GSA
- NSSSA

AWEC “Keys for Success”
Accountability, Integrity, & Respect

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