

# STUDENT HANDBOOK 2018-2019

## **Pictou Academy**

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PRINCIPAL

**Rick Cyr**  
GUIDANCE COUNSELLOR

**Amanda Mabey**  
Administration Assistant

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_

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## **PRINCIPAL'S MESSAGE**

Welcome to the historic Pictou Academy and another school year. This year marks our 203<sup>rd</sup> year as an educational institution in the province of Nova Scotia. Please become involved in the many co-curricular and extra-curricular activities we have available. I encourage each student to use this handbook to organize his/her day-to-day work by planning ahead and making sure assignments are completed on time. Parents, please encourage your child to use this booklet to help them have a successful year.

## **OUR MISSION STATEMENT**

Pictou Academy, a community rich in educational heritage, is committed to challenge each individual to reach his/her highest potential in academic and personal growth by providing a caring environment responsive to the needs of the learner.

## **HISTORY OF THE SCHOOL**

Pictou Academy, founded in 1816 by Dr. Thomas McCulloch, is one of the oldest institutions for secondary education in Canada. Beginning as a Private Sectarian Institution, it has since become a public school within the Nova Scotia school system. The Academy has a long and illustrious history and many notable graduates.

## **STUDENT SUCCESS PLANNING**

The 2018-2019 school year is our first year for our school goals:  
Literacy & Mathematics Goal – to increase student achievement through a focus on assessment strategies.

## **SCHOOL ADVISORY COUNCIL**

The Pictou Academy School Advisory Council meets once each month during the school year to discuss issues regarding the school(s) and to provide advice and support to the administration. The SAC is composed of parents, students, teachers and school support personnel. If you are interested in serving on this council, contact Mr. MacDonald at the School Office.

## STAFF

Blair MacDonald – Principal  
Rick Cyr – Guidance Counselor

Jeremy MacInnis	Rebecca Martin	Jim Stewart
Leanne MacKay	Jo-Ann van Vulpen	Jim Sloan
Adam White	Caralei White	David MacDonald
Shelley MacPherson	Doug Read	Sandi Wallace

Library Specialist – Marion Cyr  
Administrative Assistant – Amanda Mabey  
Custodian – Patsy Cameron & Linda Cameron

## DAILY SCHEDULE

First Period	8:35 - 9:35	Lunch	11:45 – 12:45
Second Period	9:35 - 10:35	Fourth Period	12:45 – 1:45
Break	10:35 - 10:45	Fifth Period	1:45 – 2:45
Third Period	10:45 - 11:45		

## SCHOOL CALENDAR

<b>October</b>	8.....	Thanksgiving
<b>November</b>	12 .....	Remembrance Day
<b>December</b>	24.....	Last School Day before Christmas
<b>January</b>	3.....	Classes Resume
<b>February</b>	18.....	Heritage Day
<b>March</b>	18-22.....	Spring Break
<b>March</b>	19.....	Good Friday
<b>April</b>	22 .....	Easter Monday
<b>May</b>	21 .....	Victoria Day

## CODE OF CONDUCT

### EXPECTATIONS FOR STAKEHOLDERS

We, the school community, believe that each person has the responsibility to control his/her behaviour and be accountable for his/her actions. We believe that discipline should be based on rights, responsibility, consistency and respect for others. All consequences will be administered within the guidelines of the ***Chignecto-Central Regional School Board School Code of Conduct***.

**a. What Can Students Expect from Teachers?**

The students of Pictou Academy can expect their teachers to show respect and act as positive role models. The staff will provide the students with recognition of positive efforts in all areas. The teachers are expected to apply rules and regulations fairly and consistently.

**b. What Can Teachers Expect from Students?**

Students are expected to attend classes, be prepared ahead of time, and be attentive within the classroom setting. They must, at all times, show respect for self, others, the environment and education.

**c. What Can Teachers Expect from Parents/Guardians?**

Teachers expect active support of parents/guardians in developing discipline skills. Teachers expect parents to make themselves familiar with the discipline policy and procedures of the school, and support the school's attempts to help children become responsible members of the school community.

**d. What Can Parents/Guardians Expect of Teachers?**

Parents expect teachers to treat all students with dignity and respect. The goal is to model this type of behaviour in school and within the community. Teachers are expected to follow established procedures fairly and consistently to all students and to ensure that parents/guardians are informed and encouraged to become involved. As much as possible, teachers should provide positive reinforcement in verbal, non-verbal and written forms. All students who show progress deserve recognitions.

### Alcohol and Drugs

Alcohol, drugs or any other prohibited substances are not permitted on school property or at school events. Possession of such substances will result in immediate suspension from school for a minimum of five(5) days. **Students will not be eligible to attend school dances for the remainder of the school year. Legal authorities will be contacted where warranted.**

### Smoking

In order to promote healthy living, Chignecto-Central Regional School Board has developed a policy to address smoking on school property and adjacent properties.

First Offence – one-day in-school suspension;  
Second Offence - one-day out-of-school suspension;  
Third Offence – five day out-of-school suspension.

## **Cell Phones, Cameras and Audio Players**

To avoid distractions and interruptions, cameras, cell phones, MP3 players or other electronic devices must be 'powered off' during classes. Failure to follow this directive could lead to the confiscation of the items by teachers or school administration.

Note: Individual teachers may request that all electronic devices be left at the front of the class upon entering. Usage may be permitted by teachers at certain times depending on the activity in which students are engaged.

Video or audio recordings are not permitted without the consent of the person or persons being recorded.

## **Plagiarism**

To plagiarize is to take ideas or words of another person and pass them off as your own.

Students are expected to acknowledge the sources of ideas and expressions they use in their work. Information copied from another source such as reference texts or internet sites must be cited properly.

Cheating on a test or passing in work completed by someone else and claiming it as your own is also plagiarism.

Any student found to be plagiarizing or cheating will be subject to serious consequences. He/she will receive a mark of zero on the exam, test or assignment and could be suspended from classes.

## **Attendance**

It is the belief of the administration and staff that regular attendance in classes is a major contributing factor in determining academic success. In order to become responsible and productive citizens, students must learn the commitment and value of daily attendance.

### **Responsibility of all Students:**

To attend classes every day unless he/she is unable to because of:

- Personal illness;
- Health/legal appointments;
- Family illness (i.e. death in family, family friend etc.);
- Religious holidays;
- School/community approved functions (i.e. school sports, drama, music festivals etc.);
- To inform parents/guardians of any tests to be missed or assignments due on that day;
- To make all reasonable efforts to submit assignments/projects on that day;
- To bring a note to course teachers for initialing and then note returned to homeroom.

### **Responsibility of Parent/Guardian:**

- To encourage regular school attendance;
- To inform the school by telephone (485-7200) of their son's/daughter's absence as soon as possible, indicating knowledge of tests to be written or assignments due. Please follow the phone call with a note acknowledging the absence.

### **Responsibility of School:**

- To accurately monitor attendance in each class;
- To implement and enforce the consequences outlined in this policy.

## **Skipping of Classes**

First offense – a one-day in-school suspension;  
Second offense – a two-day in-school suspension;  
Third offense – a two-day in-school suspension;  
Any repeat offenses – a three-day out-of-school suspension

## **Late For Classes**

### **Students Late for School:**

1. All students who are late must sign in at the school office and collect a Late Slip from the school Secretary.
2. Students must then proceed directly to class and present the slip to his/her teacher.

### **Classroom Teacher:**

- Record the late in PowerSchool
- Continued and persistent lates could result in a loss of exam exemption eligibility, referral to the office and/or an in-school suspension.

## **Extra-Curricular Eligibility**

To be eligible to participate in any extra-curricular activity at Pictou Academy, students must maintain an academic performance standard of passing at least three of the four courses (six of the seven for grade nines) in which they are enrolled, as well as not skipping any classes or having two out-of-school suspensions. Any student failing two or more courses in any of the four reporting periods or has been caught skipping a class/been on out-of-school suspension immediately becomes ineligible. The fourth report period, the end of the year report, renders some students ineligible to begin any activities the following school year. The responsibility to monitor the students is shared between the committee and the various staff advisors/coaches. When a student becomes ineligible, he/she may request a hearing with the committee to request reinstatement. The committee has three options: immediate reinstatement (rarely occurs), maintain the ineligibility until the next reporting period (more common), or a probationary period permitting the student's participation conditionally (most frequent). The committee will meet frequently in the weeks following reports to deal with the students, giving priority to those in "the middle of the season". The student appearing before the committee is expected to come prepared to make a case for reinstatement, including information from his/her teachers, a plan to improve his/her marks, behaviour etc. For most students, the result from the appeal process is a probationary period (usually lasting until the next report) that includes a requirement that the student submit a weekly report from teachers. Students who do not reach the minimum three of four standard (six of seven for grade nines) or shows improved behaviour in the subsequent reporting period are rarely given a second probation period. The emphasis is on improving the student's academic performance and behaviour by implementing a system of accountability. The "hook" is, of course, the student's desire to remain active in extra-curricular, and for the great majority of those affected, it results in much-improved attitudes, self-discipline, etc.

## Graduation Requirements

Senior High Schools in Nova Scotia are organized on a credit system which provides you with many choices.

### WHAT IS A CREDIT?

A credit is given to students who have successfully completed a course, which would normally be covered in a minimum of 110 hours of scheduled time.

### COMPULSORY CREDITS

Compulsory credits are those which must be taken and passed in order to obtain a high school completion certificate.

### REQUIREMENTS FOR GRADUATION

18 credits, consisting of at least 5 Grade 12 and no more than 7 Grade 10 courses.

Required courses:

3 English

2 Math

2 Science

2 Technology (can be from Science or Math)

1 Global Studies (History or Geography)

1 Canadian History 11 (African Canadian Studies 11)

1 Physical Education

1 Fine Arts

## Course Identification

Courses are identified by course title, grade level (10, 11, or 12), credit type (academic, advanced, graduation, or open), and credit value (as one credit or 1/2 credit). A course may also be identified as a public school program course or as an approved locally developed course.

### Credit Types

Each course is categorized as one of the following credit types:

*academic*: These courses are designed for students who expect to enter college, university, or other post-secondary institutions.

*advanced*: These courses are designed to meet the needs of students who have demonstrated an exceptional degree of academic ability or achievement.

*graduation*: These courses are designed for students who wish to obtain a graduation diploma with a view to proceeding to employment or some selected area of post-secondary study.

*open*: Although none of these courses are designed to meet the specific entrance requirements of any post-secondary institution, individual courses may meet entrance requirements of some institutions.

It is the responsibility of the students to select a program to meet graduation requirements.



## **COURSE CHANGES**

A final date for course changes will be determined by the Nova Scotia Department of Education. Students in senior high school requesting to change a subject must meet with the Guidance Counselor and obtain the proper form before that date. In rare circumstances, where teachers concerned agree, and logistics, i.e. timetabling is feasible, a course change might be made beyond the deadline. If the Guidance Counselor, the teacher concerned, the parents and administration agree that the course should be dropped, then the student will no longer be attending that class after the form has been received with all the required signatures. In the case of a conflict or disagreement, the final decision will be made by the Principal. Students will be required to attend the class until the procedure is completed. A student who fails to do so will be processed as skipping classes.

### **Policy on Testing**

In order to ensure fairness to all students on the matter of writing scheduled tests, the following policy has been formulated.

1. Students may not be permitted to write post make-ups for tests missed. This will eliminate the possibility of students acquiring prior knowledge of questions from the first test. Thus, students in attendance for scheduled tests and those absent are on a "level playing field."
2. For those students who know in advance they will be absent for a scheduled test for a legitimate reason (see below) an arrangement may be made with the teacher to write the test beforehand. If there is no parental excuse, the student may receive a mark of zero for that test.
3. A student with an excused absence for a test is not penalized. The mark will be calculated on the basis of achievement for the completed work of the term.
4. The excuse, which must be presented immediately upon return, must indicate that the parent/guardian was aware that the test was missed.

### **Promotion of Students (Grade 9)**

Promotion from Grade 9 to Grade 10 will be granted to a student who:

1. receives a passing mark (50% or higher) in English and Mathematics; and
2. receives a passing mark (50% or higher) in all but one of the other courses in which he/she is enrolled. Home Economics and Industrial Arts are a combined mark.

## **Averages, Aggregates and Ranking**

### **Grade 9**

Averages, aggregates and ranking are calculated by using the English mark (compulsory) plus the highest four marks made in the following subjects: Mathematics, Healthy Living, Science, Social Studies, French, Family Studies/Industrial Arts.

### **Grade 10**

Averages, aggregates and ranking are calculated by using the English mark (compulsory) and the next three highest marks in academic subjects.

### **Grades 11 and 12**

For the calculation of averages and aggregates for the purpose of ranking at the Senior High level, performance in Academic English and the next four Academic courses taken during that year will be considered.

## **Gold Medal and Prizes**

The Pictou Academy prize list is the envy of many schools, not only in the province but also the country. The Pictou Academy Educational Foundation administers most of the prizes which are made available from the interest of bequests made to the foundation. Through the Foundation, prizes are awarded for almost all Grade 12 courses. Prizes for the top two students in Grades 9, 10 and 11 are also presented. In addition to prizes recognizing academic success, the PAEF honours students who have shown such qualities as leadership, good citizenship and social influence. Each year the Gold and Silver Medals, made available by the Town of Pictou, are presented to the students with the highest and the second highest aggregate, respectively.

The aggregate will be based on eighteen courses taken over three consecutive years which include the following conditions: (1) University preparatory English (academic or advanced) at each grade level; (2) No more than 6 grade 10 courses of which five must be academic; (3) no fewer than five grade 12 academic credits; (4) only one open category course is allowed; (5) no more than one repeated academic course. Credits obtained from Independent Studies, Co-Op, Challenge for Credit, Virtual (on-line) courses, Community College or Universities will not be considered. Only the two highest marks in Grade 12 Math will be used where applicable.

## 70, 80, AND 90 CLUBS

A list of "70 Club", "80 Club", "90 Club" member names is posted in September. A formal recognition of the students of the "70 Club", "80 Club" and "90 Club" will be held in early fall. At this time, each student will be presented with a medallion. Parents are invited to attend.

### Grade 9:

- 70 CLUB: A student must have five marks of 70 or higher on report card in June.  
80 CLUB: A student must have five marks of 80 or higher on report card in June.  
90 CLUB: A student must have five marks of 90 or higher on report card in June.

Subjects considered for 70, 80, and 90 clubs are English, Social Studies, Mathematics, French, Home Economics/Industrial Arts, Science, Physical Education and Healthy Living..

### Grades 10 and 11:

- 70 CLUB: A student must have five marks in full credit courses of 70 or higher in subjects taken in the current year.  
80 CLUB: A student must have five marks in full credit courses of 80 or higher in subjects taken in the current year.  
90 CLUB: A student must have five marks in full credit courses of 90 or higher in subjects taken in the current year.

## Spirit Awards

Students in grades 9-12 are given the opportunity to accumulate points towards non-academic awards. He/she will receive points for each club, team or activity to which he/she belongs.

At graduation time, the points will be added to determine the appropriate award. Awards will be given to graduating class members at an Awards Night prior to graduation. Points will be based on the following graduating scale:

<b>Gold</b>	<b>50</b>
<b>Silver</b>	<b>40</b>
<b>Bronze</b>	<b>30</b>
<b>Felt</b>	<b>25</b>

### Spirit Point Values

	TOTAL
Announcements - Public Address system - 2 - announcer	
Band: 2 - member x 1 - # of bands x 1 - # of music festivals	
Basketball: 2 - captain 2 - member 2 – manager x1 - # of play-offs (reg./prov.)	
Boy's Soccer: 2 - captain 2 - member 2 - manager x1 - # of play-offs (reg./prov.)	
Break-up: 2 - chairperson 1 – member	
Canteen: 3 – worker	
Debating: 1 - member x 1 - # of debates participated	
Drama: 2 - director x 1 - # of plays directed 2 – actor 2 - stage crew 2 – president	
Dramafests: 1 – participant	
Fundraising: 1 - only top 5 fundraisers in the school	
Girl's Soccer: 2 - captain 2 - member 2 - manager x1 - # of play-offs (reg./prov.)	
Golf: 2 – member	
Grad Committee: 2 – chair person 1 - member	
Hockey: 2 - captain 2 - member 2 - manager x1 - # of play-offs (reg./prov.)	
Newspaper Reporter: 2 – weekly writer	
Octoberfest: 2 – chairperson 1 - member 1 - prince	
Public Speaking: x 1 - # of pub. speaking events participated in	
Rugby: 2 - captain 2 - member x1 - # of play-off (reg./prov.)	
Safe Grad: 2 - chairperson 1 – member	
School Advisory Council: 2 – member	
School Clothing Committee: 1 – member	
Spirit Awards: 3 chairperson	
Spirit Committee: 2 - president 1 - member	
Student Coach: 1	
Student Council: 5 – President; 3 – Vice-President; 2 – class representative	
Student Tutors/Mentors: 2	
Valedictorian: 2	
Winter Carnival: 2 – chairperson; 1 – member; 1 - princess	
Yearbook: 5 – Editor; 3 – Lead Photographer/Assistant Editor; 1- member	
Youth Health Committee: 3 – President; 2 - member	
Other: (please identify event and job held e.g. captain)	

## **Guidance Services**

Students can receive from the Counselor, assistance with decision-making with regard to:

1. Personal-Social concerns.
2. Academic difficulties.
3. Course selections and educational planning.
4. Career planning – e.g. *Career Cruising* computer program.
5. Programs and admission requirement at post-secondary schools: e.g. Universities, Community Colleges, Technical Schools, etc.
6. Liaison with outside agencies, e.g. Children's Aid, Police, Social Services.

The following Supportive Services are also available to students:

1. The School Psychologist provides testing for students who are referred by teachers or parents. In addition, counseling services are also available.
2. The Community Health Nurse is available to students and helps with any questions or problems concerning physical and mental health.
1. Social Services will also provide assistance from social workers for those students needing their help.

## **Options and Opportunities Program**

Options and Opportunities (O<sub>2</sub>) is a program developed in Nova Scotia by the Department of Education offering students "a more hands-on learning experience... designed to help them make successful transitions from high school to work, a career path or a post-secondary program." The O<sub>2</sub> program explores trades and technologies, business education, health, human services, hospitality, tourism, IT, arts, culture, and recreation. It supports student exploration of the pathways to the various careers. Students enrolled in and successfully completing the program will have a preferred seat at NSCC upon graduating.

## **Career Exploration Program (C.E.P.)**

Career Exploration Program is designed as an alternative for secondary school students who are interested in a program that combines academic learning, occupational skills training and on-the-job experience.

Students may choose to remain in C.E.P. for up to 3 years. Presently there are four programs offered including Food Services, Auto Care, Personal Care and Retail. Additionally C.E.P. studies English, Math, Science, Social Studies and a Life Skills program which includes driver education, first-aid (St. John's Ambulance and other job related skills). Suitable transportation arrangements will be provided by the Chignecto-Central Regional School Board to accommodate students traveling to Northumberland Regional High School.

Those interested in the C.E.P. should contact the school guidance counselor.

## **Dress Code**

Students are expected to dress properly in a way that does not distract others. Making the decision of what to wear and exercising good judgment are learning experiences. Good common sense should prevail. The final decision on matters of taste in clothing rests with the school administration.

Walking shorts are permitted on warm days. Muscle shirts or strapless tops are not appropriate.

Please note that certain types of clothing could be unsafe in shop areas, proper footwear is essential at all times.

### Required dress for Physical Education classes:

- sneakers
- shorts – loose fitting
- T-Shirt – appropriate for school

It is desirable that students bring their gym gear and change prior to and after Physical Education classes.

## **Student Council**

Students' council is a student organization whose purpose is to organize and supervise student activities, represent the students, encourage school spirit and promote the general welfare of all members of the school community.

The criteria for holding positions of responsibility (class representatives, student council members) in Pictou Academy is as follows:

1. Students should demonstrate qualifications of leadership, reliability and integrity.
2. Students must have an academic average of at least 70% and be passing all subjects.
3. Attendance must be at least 90%.
4. For the positions of president and vice-president, the student must be enrolled for the first time in that grade.

The president and vice-president for the following year are elected in May/June by the students in Grades 8, 9, 10, and 11. The secretary is elected by the Council from the representatives of Grades 11 and 12 at the first Council meeting. An advance notice of at least three school days is given for nominations of president and vice-president. During an assembly, the Grade 11 students choose the president from their class. Nominations are first called for and within a few days an election takes place. The Grade 10 students follow the same procedure to choose the vice-president. Of the votes cast, the vice-president and president must have 50% plus one, in order to be elected to that post. If this does not happen with the first vote, the person with the least votes is dropped and another ballot is held. This process is repeated until one person has 50% plus one majority. Each candidate selects a scrutineer to represent them. A chief returning officer, who is impartial, is chosen from Grade 11 and in the event of a tie, votes to break the tie.

Students' Council consists of a number of committees. These include Spirit Committee, fund-raising committee, Octoberfest Committee, Winter Carnival Committee and spirit committee. Each committee has a chairperson and/or assistant chosen from Council. The other committee members are chosen by the committee heads from the student body.

In addition to organizing and funding school activities such as Winter Carnival, Christmas activities and school dances, Students' Council also provides funding for uniforms, equipment and travel costs of P.A.'s sports teams. Council also holds fund-raising drives for organizations such as I.W.K. and provides financial help to other school groups such as the music program.

### **Grad Class**

The Grad Class committee is responsible for Safe Grad, Grad Banquet, Valedictorian, composite picture and the Break-Up. Criteria for selection of Valedictorian is as follows:

1. Grads who meet the following criteria:
  - a. Average over 70;
  - b. Member of Grad Class since Grade 9;  
submit to the Principal for perusal a written outline of reasons why he/she wants to be Valedictorian.
2. Grads vote using procedure below:  
(In the event of over three students nominated, there will be two votes)
  - a. Narrow down to three. (In the event of someone having an outstanding majority, he/she wins.)
  - b. Choose 1 of 3.

### **Policy and Procedure for School Dances**

Senior dances are open to students in grades 9 to 12.

#### **INVITING A GUEST**

Any student may invite a guest to the dance who is a registered student at another school. Guests must be signed in at the Principal's office by 12 noon on the day of the dance. Students inviting a guest are responsible for the guest's behaviour and will be held accountable.

When a student leaves the dance they may not be re-admitted.

#### **DRESS CODE FOR DANCES**

Students must remove their jackets or coats and leave backpacks and other bags at the door upon request. Students must dress appropriately for a social activity in a public place where many persons are gathered; in other words, clothing must be suitable for the occasion and should not be offensive to anyone.

## **Pictou Academy High School Courses Offered**

Career Development 10	Art 10	English 10
Drama 10	Mathematics 10	French 10
English Plus 10	History 10	Science 10
Learning Strategies 10	Math at Work 10	Math Ess. 10
Community Based Learning 10	English 11	Co-op 11 / 12
Biology 11	Human Biology 11	Eng. Comm. 11
African Can. Studies 11	Chemistry 11	Eng. (Adv.) 11
Math Ess. 11	French 11	Learn. Strat. 11
Mathematics 11	Pre-Cal Mathematics 11	Math At Work11
Oceans 11	Physically Active Living11	Physics 11
Production Technology 11	Career Dev. 11	Biology 12
Chemistry 12	English 12	Adv. English 12
English Comm. 12	Entrepreneurship 12	French 12
Geography Global St. 12	History Global St. 12	Home Trades12
Law 12	Mathematics 12	Multimedia 12
Calculus 12	Math At Work 12	Pre Calculus 12
Physical Education 12	Health and Human Services 12	Sociology 12
Math Essentials 12	Adv. History Global Studies 12	Physics 12

### **Virtual (On-Line) Courses**

Students at Pictou Academy have the opportunity to take courses offered through the Chignecto Virtual High School. Students attend these interactive classes as part of their regular school schedule. Preference will be given to students (i) requiring the credits to graduate (ii) resolving scheduling conflicts and (iii) interest in the program. Students must be approved by school administration for participation based on commitment to studies and demonstrated ability to work independently.