

STUDENT / PARENT HANDBOOK
ELEMENTARY DIVISION

N I L E A C A D E M Y

A Non-Public/Independent School

EXCELLENCE IN EDUCATION AND ETHICS

The 2013 – 2014 Academic Year

25 Civic Rd. • Scarborough • Ontario
(416) 447 7878 • Fax: (416)-447 7879
www.nileacademy.com

Dear Students,

Welcome to the 2013-2014 school year at the NILE ACADEMY! This new school year means a new beginning and new future. The administrative team is excited about this coming school year, and the staff at NILE ACADEMY is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning atmosphere for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. The mission of the NILE ACADEMY is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and play together in harmony.

NILE ACADEMY is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academic, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire NILE ACADEMY staff and community, best wishes for a great 2013-2014 school year!

Sincerely,

Principal

MISSION

The mission of the Nile Academy is to enable all our students to reach high levels of achievement and acquire the skills, knowledge, and moral values they need to become productive, develop intellectual and human qualities so that they will become confident, democratic, ethical leaders and responsible members.

DAILY TIME SCHEDULE*

Doors open at	08:00 a.m.
Teachers Sign-In	08:30 a.m.
Assembly bell at	08:45 a.m.
ANNOUNCEMENTS	08:45 - 08:50
Daily Physical Activity	08:50 - 09:00
Drop Everything and Read (DEAR time)	09:00 - 09:15
Classes Start	09:15
School dismissal	3:20 p.m.
Teachers Sign-Out	4:30 p.m.

UNIFORM AND PERSONAL APPEARANCE

Dress Code Requirements and Limitations

- Skirts and sweatshirts must be modest length, tucked in at all times, and may not be rolled at the waist.
- Boys and Girls may not wear jewelry and accessories such as rings, shiny, attractive earrings, and necklaces.
- Cosmetics are not allowed in school.
- Facial and body piercing, tattoos, use of hair dyes and bleach are not acceptable.
- Hats, caps, may not be worn in the building.
- Outwear, such as windbreakers, jean jackets, or ski jackets, hoodies, etc. may not be worn in the school building.

Personal Electronics

- Laptops, Radios, cell phones, tape recorders and players, and MP3 and CD players are not permitted for use in school.
- Any other objects that interfere with classroom learning, with the overall safety of children, or with the operation of the school will also be confiscated.
- Parents may make appropriate arrangements to pick up such items from the office after the determined time is over.
- If the student continues to bring any of mentioned above items, it also might result in permanent confiscation.

GRADING SCALE

All classes at Nile Academy will follow this standard scale for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

92 - 100 = A+	76 - 79 = B+	66 - 69 = C+	56 - 59 = D+
86 - 92 = A	73 - 76 = B	63 - 66 = C	53 - 56 = D
80 - 86 = A-	70 - 73 = B-	60 - 63 = C-	50 - 53 = D-
			0 - 49 = R

ESL / SPEC. ED. :

The School's English as a Second Language Program (ESL) and Special Education Program (Spec. Ed.) have the function of identifying students in grades 1 to 6 with limited english speaking ability or students with special needs. Both are primarily pullout programs in small group instructional settings.

CLASSROOM RULES AND PROCEDURES:

Rules:

1. Be in your assigned seat ready to work when the bell rings.
2. Bring required books and materials to every class, unless told otherwise by the teacher.
3. Raise your hand before you speak during a classroom lesson.
4. Follow directions the first time they are given.
5. Turn assignments in on time.
6. Treat everyone and their property respectfully.

When are the students dismissed?

- **Not when the bell rings but when your teacher gives you the permission to leave.**
- **When it is the time to leave clean your work area.**
- **You are responsible for the cleanness of the area around your seat.**

Class work:

- Make sure you read or listen to the directions about your work and understand them correctly.
- Do not hesitate to ask questions if you are having trouble with the work but remember to raise your hand to speak. Never yell out questions or answers.
- There should be no noise during the class work.
- You should not disturb your classmates. If your teacher allows and you need to talk to each other, it should be no louder than whisper noise.

- When visitors come to the classroom you are expected to continue what you are doing.
- Always respect each other.
- Use your time wisely.
- Put your best effort to finish your work on time.
- Remember that class work is an important part of your grade.

When the Teacher Raises His/Her Hand (Give Me Five):

Whenever the teacher says, "Give Me Five," and raises his/her hand, students go through the following five steps:

1. Eyes on speaker
2. Quiet
3. Be still
4. Hands free
5. Listen

Cheating:

- Any form of cheating will result in a zero and further consequences if necessary.
- Cheating includes: plagiarism, copying someone else's work or allowing someone to copy your work.
- If you are caught cheating during a test or quiz you will automatically be referred to the Vice-Principal.
- No wondering eyes during a test.

INSIDE/OUTSIDE PLAYGROUND DECISION: (DURING GYM AND RECESS)

Whether students remain indoors or out-of-doors often is a difficult judgment call. Generally these factors are taken into consideration:

- Temperature usually must be at least -25 degrees.
- Soil conditions are firm and not muddy.
- Dryness or lack of ice/snow on black top areas.
- No threat of rain or lightning.

Parents are asked to dress their children appropriately for cold and windy weather conditions.

SCHOOL ACTIVITIES

Field Trips

Field trips are a privilege and attendance may be denied for behavioral or academic reasons. Because the safeties of students are very important to us, specific rules will apply to these activities. Field Trips offer exciting ways to learn. Nile Academy students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules;

- You must bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date.
- No phone calls will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by Nile Academy codes of student conduct while on the field trip.

PHOTOGRAPHS/VIDEO TAPE - PUBLIC RELATIONS

There may be occasions when your child may be photographed or videotaped participating in school functions. If you **DO NOT WISH TO HAVE YOUR CHILD PHOTOGRAPHED OR VIDEO TAPED**, please advise the school principal in writing.

INTERNET TERMS AND CONDITIONS

- Logging in websites such as: **Facebook, MSN messenger or any type of chat program is FORBIDDEN.**
- Transmission of any material in violation of any Canadian or Provincial regulation is prohibited.

Privilege: *The use of Internet is a privilege, not a right*, and inappropriate use will result in a cancellation of those privileges.

BEHAVIOR AND DISCIPLINE PROCEDURES

STEP 1: Teachers will talk to students who have displayed inappropriate behavior in class, hallways or in the school yard. Teachers will remind students of Procedures and an appropriate school behavior and warn them about the next steps should the behavior continue. All inappropriate behavior will be filed in an individual student behavior folder.

STEP 2: After a secondary display of inappropriate behavior, teacher will have a one on one conference with an offending student and a homeroom teacher reminding about the procedure, and advise student that his/her parents will be called for a meeting or phone conference. **Only after meeting with a parent**, a student can be referred to the vice-Principal. Teachers will file all inappropriate behavior in an individual student behavior folder, also with detailed information about actions taken.

STEP 3: A referral form will be written by the homeroom teacher, and the student will then be sent to the Vice - Principal, previous incident reports will be referred as well. At this point demerit points will be given, and an appropriate consequence will be given for each individual student depending on the nature of the incidents. Parents will be notified of the student's behavior by the Vice Principal.

STEP 4: Seeing the Vice Principal for the second time, is the student's last chance before he/she is to be seen by the discipline committee.

STEP 5: The student is brought before the discipline committee. The student, parent, teacher, and administration staff will hold a meeting to discuss the students' behavior and next steps. The student will be placed on a one-month probation, where they must display appropriate behavior. If they fail again, they will be called before the committee for one final occasion.

PROBATION:

In Order to clear his/her Demerit points and records the student will be given 1 month of probation time after reaching step 4.

Each step adds extra month of probation to clear off the points and record.

DISCIPLINARY COMMITTEE

1. **Principal Elementary**
2. **Vice-Principal Elementary**
3. **Homeroom Teacher**

Procedures for Short Term Suspensions

- The director may impose a short-term suspension.
- Before imposing a short term suspension, the director shall verbally inform the student of the suspension, the reason or reasons for it, and whether it will be served in school or out of school.
- The director also shall immediately notify the parent(s) or guardian(s) in writing or by phone call that the student has been suspended from school.
- Written notice shall be provided by personal delivery, express mail delivery.

CHAIN OF COMMAND FOR QUESTIONS OR CONCERNS

The Nile Academy Board wishes to emphasize that concerns regarding programs, personnel or other issues must be handled through a proper chain of command. As an example, a normal chain of command regarding a concern with a classroom teacher would begin with the

- **Classroom teacher;**
- **Vice Principal,**
- **Principal .**

NILE ACADEMY is committed to reviewing its policies, practices, and benefits continually. Accordingly, the policies, practices, and benefits outlines in this student handbook are subject to change at any time. NILE ACADEMY reserves the right to make final interpretation of all current or future policies, and to make the determination, entirely within its discretion, as to whether the facts of a particular situation warrant action on its part.

I have read and understand the NILE ACADEMY Parent/Student handbook and agree to adhere to policies. We recognize the right and responsibility of the school to make rules and enforce them.

Parent or guardian name:

Parent Signature: _____ Date _____

Student name:

Student Signature _____ Date _____