



**NILE**  
ACADEMY

*Excellence in Education & Ethics*



*Residence Handbook*  
*High School*

[www.nileacademy.ca](http://www.nileacademy.ca)

DEAR STUDENTS

The Dormitory Handbook is prepared to acquaint you with the general information, dormitory regulations, and services available to you as Nile Academy students.

In accordance with its mission statement, Nile Academy has established the following rules and regulations in order to make dormitory life pleasant and safe for all students. These regulations have been established not to limit the freedoms of the resident students, but instead to secure the freedoms of residents. Students residing in dormitory are required to sign a dormitory contract and a room condition form at the beginning of each academic year.

As the students help set the expectations of cleanliness, floor pride, and mutual respect for one another, the living environment will be enjoyable for all who live there.

Sincerely,

## VISITORS

Visitors are not allowed to enter the dormitory without permission. All visitors must sign in at the Front Desk and obtain a visitor's pass. Visitors must sign out and return the pass when leaving. Visitors may stay in the lobby while waiting for residents or staff.

Visiting hours are as follows:

- 5:00pm – 9:00pm Weekdays (Monday–Friday)
- 10:00am – 10:00pm Saturday/Sunday

## ROOM CONSIDERATION

Quiet hours are 11:00 PM – 7:30 AM (NO EXCESSIVE NOISE) all students are expected to respect the peace and comfort of their fellow residents. Headphones must be used in residence rooms when listening to music. No external speakers are allowed.

Rooms will be inspected by school staff on a daily basis and under certain situations (such as suspected possession of narcotics or alcohol, or health and safety issues) a spot check may be carried out in a room without prior notice. Any illegal substances and/or fire hazards will be confiscated. A confiscation notice will be left in the room.

Students are expected to maintain their rooms in an appropriate condition at all times. Students are expected to make their beds, put away clothes and tidy their desk areas on a daily basis.

Cleaners vacuum rooms and clean washrooms on a regular schedule. Students are expected to leave their rooms in a condition that allows for vacuuming and dusting. If warranted, for health and safety reasons, Nile Academy staff reserves the right to move residents' personal belongings to storage room so that the room can be properly cleaned. If the student does not meet the cleanliness standard, they may be fined \$50.00 to cover the cost of additional cleaning. Residents will be given sufficient notice by a Residence Staff Member to tidy the room themselves before this takes place.

Students are not permitted to have any type of pets in their rooms.

Changing arrangement of furniture in the room and common area is prohibited because of Health and Safety and Fire Code standards.

Cooking and heating appliances, televisions, DVD players, monitors, gaming systems, projectors are not permitted in residence rooms but kettles are permissible. Irons can be asked from resident staff.

## **COMPUTERS AND TECHNOLOGY**

Computer usage restrictions are to maximize the educational potential of technology and minimize recreational screen time to ensure that they have sufficient time to engage in other activities that will lead to a positive, healthy lifestyle.

For students in grade 9, all computers will be locked away in the evening each night after the study period. They are available in the morning to take to school. For students in grades 10 and 11, computers will be stored in a central location after 10:30 pm, so that students do not have computers in their rooms overnight. If students fail to put their computers away, their computers will be confiscated temporarily. If students still continue to break the rule, their computers will be confiscated for a long term.

The use of cell phones during study time or after lights out is prohibited, even using as a dictionary or calculator. Otherwise, students will have their phone confiscated temporarily. If students continue to use their cell phones in prohibited time, their phones will be confiscated for long terms.

The use of computers is carefully monitored during study time. If students use their computers for non-academic issues during study time, their computers will be confiscated temporarily.

## **INTERNET ACCESS AND USAGE**

Nile Academy provides wireless internet connection as a privilege that can be revoked if the administration deems necessary. Before being given a network account, each student must sign the Acceptable Use Policy, where he agrees to limit his use of the internet to uses acceptable to the school. Acceptable use is described in detail in the agreement, but restricts students from transmitting or receiving pornography or materials covered by hate, anti-racism, or copyright laws in Canada. Gaining unauthorized access to other computers (hacking) on either the school network or the internet, is specifically prohibited. Student accounts are closely monitored. Students who break the agreement will have their network access revoked and other consequences applied as appropriate.

## **MORNING PROCEDURES FOR RESIDENCE STUDENTS**

Breakfast served from 7:15 a.m. to 8 a.m. We strongly recommend to all students have a breakfast. All students are required to be out of residence floors by 7:50 a.m. unless they have special permission. Residential staff on duty clear all residential floors.

Laptop computers that have been put away the night before may be picked up from the common rooms in the morning before going to school.

# MAJOR RULES

## Study hours

There is mandatory study time from Sunday through Thursday from 7:00 p.m. to 9:00 p.m.

Reminder study bell rings at 6:45 p.m. Attendance is taken at 7:00 p.m. Study is supervised by a residential staff.

Students will work quietly and independently on assigned homework, review and studying. Students who need to work with a partner for a project may do so only in identified common areas.

No music without a headset, no chatting, no cell phones, no loud noises.

Computers and the internet will be used for academic purposes only during this time.

## Penalties for late and missed study time:

**Missed study time:** Students who miss study time because of an unauthorized absence (such as skipping) will face the following consequences:

1<sup>st</sup> unauthorized absence      verbal warning and early bed time

2<sup>nd</sup> unauthorized absence      cleaning of common areas and \$ 5 fine (e-mail parents)

3<sup>rd</sup> unauthorized absence      loss of afternoon leave privileges and \$ 10 fine

4<sup>th</sup> unauthorized absence      loss of weekend leave privileges and \$ 15 fine

5<sup>th</sup> unauthorized absence      loss of computer/phone privileges and \$ 20 fine

Over 5<sup>th</sup> unauthorized absence students will be required to attend a meeting of committee

**Late for Class:** Late for class by 10 minutes or more counts half absence.

Missed study times are tracked on a weekly basis. Each week is a fresh start.

## Sign out procedures

At the end of the school day, students who are not involved in extra-curricular program are expected to check in with the residential staff by 4:00 p.m.

There are clearly outlined procedures when a student wishes to leave the dormitory. They must personally ask permission to the staff on duty to leave the dormitory.

## Day time leave

Requirements for signing out on leave will be assessed according to the following chart. The final decision about whether or not a leave is permitted is at the discretion of the dormitory principal.

	Grade 9 & 10	Grade 11 & 12
Close areas Before 6 p.m.	May travel individually Encouraged to go in groups	May travel individually
City leave Under 10 hours	Must travel in groups of 3 or larger Must check in by phone every 3 hours	May travel individually groups of 3 or more are recommended Must check in by phone every 3 hours
Weekend evening and overnight leave	Special permission required	Special permission required

## Weekday leave close areas

This area extends along Jane Street from Lawrence Ave. to Wilson Ave. This area include Walmart, Dollarama, No frills, TD Bank, Wind Mobile, Tim Hortons, Mc Donald's etc.

Permission required from principle. Students must have cell phones with them. Leaving can be between 4:00 p.m. to 6:00 p.m. Duration of permission depends necessity of student and determined by principal of dormitory.

If students fail to check in on time and being on described close area, their weekday leave and weekend leave privileges can take away.

## Weekday evening leave

Students must finish their errands by 6 p.m. There will be no permission after 6 p.m. for any shopping. Students may request coffee leave from principal only supervised by their residential staff. They must check back in in person as soon as they return to dormitory and not later than 10:00 p.m.

## **Weekday overnight leave**

Overnight weekday leave is not permitted unless the student will be with his/her parent(s). Such permission must be cleared with the principal of dormitory.

## **Saturday Day time Leave**

Saturday mornings are considered academic and extra-curricular activities times and, as such, students are not permitted to have leave until classes and activities end. On Saturday afternoons, students may go to described closed areas between 4:00 p.m. and 6:00 p.m. with permission.

## **Saturday Evening Leave**

Saturday evening leave is granted at the discretion of the principal of dormitory. The student must be demonstrating academic and social responsibility to receive permission for leave. Students must be supervised during evening leave by residential staff or homeroom teacher.

Saturday evening leave assumes that a student is leaving campus around the dinner hour (5:00 p.m. – 6:00 p.m.).

The latest time to check in is 11:00 p.m. to the dormitory.

## **Saturday Evening—Overnight Leave**

Overnight leave begins at the end of Saturday's academic and extra-curricular activity schedule and may extend until 6:00 p.m. on Sunday. Students must check in directly with Assistant principal of dormitory.

If a student wishes to take Saturday overnight leave, the parents of the student must contact the principal of dormitory by the Thursday evening of that same week. If a student is going to be a guest at another student's home, the host parents must also contact the principal of dormitory by the Thursday evening of that same week. A host parent is defined as a responsible adult at least 21 years of age who assumes the care of and responsibility for the student(s) staying in their home.

Under no circumstances can a boarding student stay at a hotel without the presence of a family member or homeroom teacher.

## **Sunday day time leave**

Early sign out is 11 a.m. Students must return to dormitory by 6:00 p.m. Permission will be given by assistant principal of dormitory or staff on duty by looking leaving chart.

If students fail to check in before 6:00 p.m., their weekend leave privileges will take away.

## Lights Out

Every student has a prescribed bedtime that he is expected to observe. The well-rested student is a more successful student. Students who get too little sleep at night do not perform well at school and are prone to fall ill more easily.

The residential staff and student leaders enforce bedtimes quite strictly and students who are found up after lights out will face serious consequences.

	Grade 9 & 10	Grade 11 & 12
Sunday–Thursday (ready in bed)	10:30 p.m.	10:45 p.m.
Sunday–Thursday (lights out)	10:45 p.m.	11:00 p.m.
Friday–Saturday (lights out)	Midnight	Midnight

## Smoking

The Smoke-Free Ontario Act states that:

No person shall smoke or hold lighted tobacco in the following places or areas:

1. A school as defined in the Education Act.
2. A building or the grounds surrounding the building of a private school, where the private school is the only occupant of the premises, or the grounds annexed to a private school, where the private school is not the only occupant of the premises.

In accordance with this law, smoking is strictly forbidden anywhere on Nile Academy property. It is also against provincial law to smoke or purchase cigarettes if you are under the age of 19, or to give or sell cigarettes to anyone under the age of 19.

**Accountability for on and off-campus POSSESSION/use**

A student may not be in possession of, smoke or use tobacco or tobacco-like products while on school property.

1 <sup>st</sup> Offence:	Warning Status; meeting with principal of dormitory, parents are contacted, tobacco cessation program strongly recommended, weekdays and weekend leave privileges will be taken away for 1 week
2 <sup>nd</sup> Offence:	Probation Status; parents are contacted, tobacco cessation program strongly recommended, weekdays and weekend leave privileges will be taken away for 1 week and all electronics will be taken away for a week
3 <sup>rd</sup> Offence:	Probation Status; parents are contacted, tobacco cessation program strongly recommended, weekdays and weekend leave privileges will be taken away for 2 weeks and all electronics will be taken away for 2 weeks
Subsequent Offences:	Students are liable for expulsion if there is a risk to the community by the student's actions; parents are contacted and informed that, although the student may not be expelled.

**Accountability for SMOKING ADJACENT TO OR IN A BUILDING**

This is a serious offence due to the obvious fire hazards and the increased risks to the safety and wellbeing of others. This is a Zero Tolerance Policy. Students have to pay 500 \$, tobacco cessation program strongly recommended.

**Restricted areas of dormitory**

High school students are not allowed to anywhere on university student's floor (2nd) and on elementary student's floor (2nd) and offices floors (7th). The residence halls are monitored and students failing to follow this rule may be punished.

## Consequences for Misbehavior

CONSEQUENCES	VERBAL VIOLENCE	PHYSICAL VIOLENCE	RESIDENCE INFRACTIONS
Weekdays leave privileges will be taken away for 1 week and \$50 fine	<ul style="list-style-type: none"> <li>• name calling</li> <li>• excessive noise</li> </ul>	<ul style="list-style-type: none"> <li>• pushing</li> <li>• shoving</li> <li>• throwing objects</li> <li>• mischief causing</li> <li>• potential harm</li> </ul>	<ul style="list-style-type: none"> <li>• reversible defacing of property</li> <li>• breaking bed time</li> <li>• replacing the place of furniture</li> <li>• unauthorized overnight stay</li> </ul>
weekdays and weekend leave privileges will be taken away for 1 week and \$100 fine	<ul style="list-style-type: none"> <li>• Racism</li> <li>• intimidation (implied or direct) disrespect of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Kicking</li> <li>• Pushing</li> </ul>	<ul style="list-style-type: none"> <li>• petty theft</li> <li>• on the restricted floor</li> <li>• breaking school curfew</li> </ul>
weekdays and weekend leave privileges will be taken away for 1 week and all electronics will be taken away for a week and \$100 fine	<ul style="list-style-type: none"> <li>• intimidation involving physical threat extortion opposition to authority</li> </ul>	<ul style="list-style-type: none"> <li>• intent to harm</li> <li>• physical injury</li> <li>• bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Theft</li> <li>• permanent defacing of property</li> </ul>
expulsion and/or legal charges	<ul style="list-style-type: none"> <li>• threatening authority</li> </ul>	<ul style="list-style-type: none"> <li>• serious physical injury due to lack of restraint</li> <li>• gang violence</li> <li>• any physical violence</li> <li>• directed at authority</li> </ul>	

## Weekend Supervised Study

Students may be placed into Saturday Study (supervised study from 11:00 a.m. to 3:00 p.m.) by a student's principle of dormitory, Advisor for academic concerns or behaviors which persistently compromise community standards and expectations.

## **Food ordering outside of dormitory**

Nile Academy generally discourages the ordering of food from outside. However, students are able to order pizza, Popeye's etc. after asking and receiving permission and only according to the following schedule:

### **Sunday to Thursday**

- All food orders have to be placed with the permission of residential staff on duty. All food orders have to be delivered by 10:00 p.m. The campus is closed to student deliveries after 10:00 p.m.

### **Friday to Saturday**

- All food orders have to place before 10:30 p.m. and only with the permission of residential staff on duty. All food orders have to be delivered before 11:00 p.m. The dormitory is closed to student deliveries after 11:00 p.m.

## Daily Schedule (Sunday to Thursday)

7:00 a.m.	Morning wake up bell
7:25 – 8: 10 a.m.	Breakfast in the Dining Hall
8:10 a.m.	Bus departs
8:10 a.m.	Room Inspection
8:45 – 3:15 p.m.	Academic Classes
3:15 – 5:15 p.m.	Extra-curricular activities, club meetings, extra academic help
3:30 p.m.	Bus departs for students without activity attending
6:00 – 6:45 p.m.	Dinner in Dining Hall
6.45 p.m.	Reminder Study Bell
7.00 – 9.00 p.m.	Mandatory Study Time
9:00 p.m.	Grade 9 Computers are put away
9:00 – 10:30 p.m.	Free Time / Scheduled Activities.
10:30 p.m.	Grade 10 & 11 computers are put away
10:30 p.m.	Grades 9 & 10 must be in their rooms ready for bed
10:45 p.m.	Grades 11 & 12 must be in their rooms ready for bed
11:00 p.m.	All LIGHTS OUT! Grades 11 & 12 can work quietly in their rooms or in each other's rooms with permission. <i>Note: This privilege will be revoked if a student is noisy in the halls/rooms or visiting with Junior students.</i>