

**NANCY CAMPBELL
COLLEGIATE INSTITUTE**

STUDENT HANDBOOK 2007/2008

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Principal's Message 2007

At this point in the History of humanity, North America and much of the developed world has turned their face toward objects of materialism; the passion is to acquire, the service to self. In the face of this well-established trend, growing numbers of children, youth and adults are seeking something more; something that will bring delight to their hearts and satisfaction to their souls. The Founders, Faculty and Staff of Nancy Campbell Collegiate Institute offer the opportunity to develop Virtue of Character, and Attitude of Service and capacity for the Development of Moral Leadership as a potential source of delight and satisfaction.

The school continues to grow ... from its original thirteen students to the current enrolment of nearly three hundred children and youth, Preschool to Grade Twelve. This past year we were happy to include the Suzuki Academy of Music and Original Kids/Young Bohemians Theatre to the School's offerings. Both of these groups share the Vision of NCCI, offering *Academic Excellence in a clear Moral Leadership Framework* and a model of Multi-cultural world citizenship.

“The reality of man is his thought, not his material body. The thought force and the animal force are partners. Although man is part of the animal creation, he possesses a power of thought superior to all created beings. If man's thought is constantly aspiring toward heavenly subjects then does he become saintly; if ... his thought does not soar, but is directed downwards to centre itself upon the things of this world, he grows more ... material until he arrives at a state little better than that of a mere animal.

Thoughts may be divided into two classes:

- *Thought that belongs to the world of thought alone.*
- *Thought that expresses itself in action.*

Some men and women glory in their exalted thoughts, but if these never reach the plane of action they remain useless; the power of thought is dependent on its manifestation in deeds.

Through your own efforts and encouraged by the opportunities provided at NCCI, may you continuously act upon your thoughts as virtuous beings, servants of humanity, and moral leaders.

Cora M. McNamara

OUR MORAL LEADERSHIP FRAMEWORK

Goals

- To create an environment that nurtures the development of moral leadership capabilities; i.e. the ability to base choices and decisions on sound growth-oriented principles.
- To deliver an academic program of high caliber that will prepare students to pursue excellence in service, educational, career and life goals.
- To continuously develop the World Citizenship Curriculum which provides a framework for the development of a global ethic and the practice of world citizenship.

Unifying Principals

- The raising up of world citizens, both willing and capable of educating humanity about its fundamental oneness.
- The realization of full partnership by male and female in every human endeavor.
- The elimination of poverty through the transformation of social processes.
- The recognition of contributions made by religion to the development of civilization.
- Selfless service to all humanity, which is a major source of spiritual growth.
- The recognition of the need for balance between the Sciences & Religion.
- The elimination of prejudice through education and interaction.

Conceptual Framework For Development Of Moral Leadership Capabilities

- I. The purpose of moral leadership: individual and social transformation.
- II. Belief in a world embracing vision.
- III. Orientation of Service for the betterment of the world. (service oriented leadership)
- IV. The twin moral responsibilities to truth: Investigation & Application.
- V. Belief in the essential nobility of the human being.
- VI. Transcendence through vision.

Moral Leadership Capabilities

1. The capability of evaluating one's own strengths and weaknesses without involving ego.
2. The capability of opposing one's lower passions by focusing on higher purposes and capabilities.
3. The capability of managing one's affairs and responsibilities with rectitude of conduct based on moral and ethical principles.
4. The capability of learning from systematic reflection upon action with a consistent and evolving framework.
5. The capability of perceiving and interpreting the significance of current events and trends from the light of an appropriate historical perspective.

6. The capability of thinking systemically and strategically in the search of solutions.
7. The capability of forming a common vision of a desirable future based on shared values and principles, and to articulate this in a way that inspires others to work towards its realization.
8. The capability of imbuing one's actions and thoughts with love.
9. The capability of encouraging others and bringing happiness to their hearts.
10. The capability of taking initiative in a creative and disciplined way.
11. The capability of sustaining effort, persevering and overcoming obstacles.
12. The capability of participating effectively in consultation.
13. The capability of building unity in diversity.
14. The capability of committing oneself to empowering educational activities as a student and as a teacher.
15. The capability of understanding relationships of domination and contributing to their transformation into relationships based on interconnectedness, reciprocity and service.
16. The capability of contributing to the establishment of justice.
17. The capability of serving in societal institutions so as to facilitate the expression of the talents of others who are affected by these institutions.
18. The capability of being a responsible and loving family member as a child, spouse or parent.
19. The capability of cultivating and creating a sense of beauty in every endeavor.

Programs Promoting Moral Leadership and Academic Excellence

- World Citizenship Curriculum
- World Citizenship Performance Program
- Class Retreats and Training Sessions
- Community and Schools Service Projects
- Responsibility Management Meetings
- Drama/Dance Workshops
- Individual Mentoring / Grade Advisory Programs
- Field Trips
- Assembly/ Community Circles
- School Counselor
- Student Recognition Events & "Fun" days
- School Reflection/Consultations
- Parent/guardian consultation
- Presentations by community members or agencies

CLASS ADVISOR AND/OR MENTORSHIP PROGRAMS

In order to nurture community spirit and a sense of belonging, students in grades 9-12 will choose a Mentor from a selection of available staff members. The Mentor/Student will be responsible for:

1. Communicating with parents and guardians;
2. Keeping track of student progress, attendance, service hours, etc.;
3. Providing opportunities for the moral capabilities development of their students;
4. Facilitating regular school service activities;
5. Mentoring students/ attending Mentor appointments.

Students also meet with their Mentor to set short and long-term goals as active agents in their own learning and/or development, and to ensure that homework requirements are met.

A student requiring or seeking additional mentoring will consult with the Guidance Counselor.

MORNING ASSEMBLY AND CLASS MEETINGS

Vision:

- a. The Assembly is a time for the school community to come together and share readings and devotions from various Faiths and/or of an inspirational nature. It is also an opportunity for artistic expression and cooperative games. Announcements are made during this time.
- b. The Class Meeting is a time for each class to gather with its Advisors make plan and/or Service commitments and otherwise organize as a class.

Standards:

- a. Punctuality and attendance at both Assemblies and Class Meetings is mandatory.
- b. Absences or late arrivals due to illness, religious, or compassionate reasons are excused when accompanied by a note or communication from a Parent or Residential Staff.

CREDIT SYSTEM AND DIPLOMA REQUIREMENTS

- a) Definition of a Credit A “full credit” course is defined as a minimum of 110 hours of instruction.

Course Requirements Each course meets Ontario Ministry expectations and enables students to achieve academic excellence within a clear moral framework.

- b) O.S.S.D. Under O.S.S. In order to earn an Ontario Secondary Diploma (OSSD), a **student entering secondary school after September 1st, 1999** or in subsequent years must earn a minimum of 30 credits, including 18 compulsory credits and 12 optional credits. **Students must successfully complete the Ontario Secondary School Literacy Test (OSSLT) or the Literacy Course (OLC). NCCI students must complete 50 hours of community involvement activities each year (25 hours/semester) in order to receive their report card and diploma.**

The combination of compulsory and optional courses is designed to provide all students with the essential knowledge and skills they will need to function effectively, as well as the opportunity to acquire the specialized knowledge and skills necessary for success in their post-secondary endeavors.

Compulsory Credits (total of 18)	Credits	Grades
English	4	9—12
French as a second language	1	9
Mathematics (at least 1 in gr. 11 or 12)	3	9—11
Science	2	9—10
Canadian History	1	10
Canadian Geography	1	9
Arts	1	9—12
Health and Physical Education	1	9
Civics	0.5	10
Career Studies	0.5	10
<u>PLUS:</u>		
*WCC (Grades 9-12 NCCI requirement)	4	12
Health & Physical Education <u>or</u> The Arts <u>or</u> Business Studies	1	9—12
Science <u>or</u> Technological Studies	1	9—12

Note: Students must complete WCC credits for each of the grades they complete at the high school level at NCCI. No student can graduate from NCCI without a Grade 12 WCC credit.

In addition to the 18 compulsory credits, students must earn 12 optional credits. Students may earn these credits by successfully completing courses that they have selected from the courses listed as available in the school course calendar. Students who plan to enter university/college must have a **minimum of six 4U/4M courses** that may be included in their total of 30 graduation credits, one of which must be ENG4U (English 12).

When choosing their optional courses, students are encouraged to take courses that will prepare them for what they hope to study in university. To assist with this, the courses at NCCI have been organized according to the following **streams**:

1. Math and Science
2. Social Science and Humanities
3. Fine Arts
4. Cultural Studies
5. Business Studies
6. Information Technology

THE ACADEMIC PROGRAM

NCCI Grade Equivalencies

A – 80%-100% (3-4) C – 60-69% (2) F – Below 50% (1) Failure

B – 70-79% (2-3) D – 50-59% (2)

ALL STUDENTS ARE REQUIRED TO MAINTAIN A “B” AVERAGE and/or achieve in the Level 2/ 3/4 range.

Course Selection

Grades 1-8 students are required to complete all courses as scheduled by NCCI each year.

Grades 9-12 must take a maximum of 8 credits per year and will be considered eligible for less than 8 credits only after the completion of 24 credits. Students with 24 credits must register for a minimum of 3 courses per semester.

In instances where classes are near the maximum capacity of 20 students, students at the grade 11-12 levels wishing to take more than 8 credits per year must have a written request from their parents or guardian justifying their need for extra credits. Providing the class requested has not reached the maximum (20) student size, they also require the Principal’s permission to take the course. Students must also pay an extra \$1, 575.00 (\$ 1775.00 for International students) for each extra course. This fee is not refunded if the course is dropped and cannot be deducted from the student’s education expense account or billed at a later date. Graduated students taking single courses are charged at a rate of \$1,575.00 (for North American students), or \$1775.00 (for International students).

Course Changes

Alternative courses may be selected only during the first week of each semester. Please note that the high school program requires full disclosure on student transcripts of Grade 11 and 12 results including courses dropped or failed.

All academic course changes will require the completion of a Request for Course Change form and parental or guardian permission. **Students will continue to attend the class until formal permission to change a course is approved by the Principal and obtained from the Guidance Counselor.**

Students will be required to write exams, submit assignments and attend classes in which they have been registered for more than eight weeks.

Each student is issued ONE official transcript. **Additional transcripts will be issued at a cost of \$5.00 each, payable in cash, upon receipt.** Extra transcripts will not be issued until all fees are paid in full.

Evaluation

Grades K-8 receive three Trimester Reports in October, March & April. Monthly Reports are issued at the end of the remaining months.

Grades 9-12 Official Final reports are issued in January and June. Official Mid-term reports are issued in November and April. Monthly reports in checklist form are issued for the remaining months.

Students who have not completed NCCI minimum service hour requirements of 25 hours per semester (grades 7-12) will not receive their final school report. All service hours must be accomplished while in attendance at NCCI.

Re-enrolment

Current students must be re-enrolled by April 15 of the current school year. A form is enclosed with the Semester I report and the Finance Department must receive the \$1,000 deposit by April 15th to insure continued enrolment. *Students who are not in good standing due to academic, attendance or behavior issues will not be invited to re-enroll.*

Re-enrolling students who require financial assistance to continue their studies at NCCI must have their parents obtain a form requesting such assistance and return it, with accompanying documents, by February 1st of the current school year. Students must have good academic standing and conduct as well as demonstrable financial need in order to qualify for assistance.

ACADEMIC POLICIES

What follows are the vision and standards for academic policies. **The consequences for breaching these as well as other policies are outlined in a supplemental document entitled the NCCI Policies Handbook.** Students receive this document, along with this agenda, at the beginning of the academic year.

Assignments/Homework

Vision: Assignments and homework are essential to learning. Completing them on time is critical to the design of the course, the academic advancement of the student, and is a matter of respect for the teacher's lesson plans, one's fellow students, and the integrity of the class.

Standards:

- a. Teachers provide their students with an outline of study requirements and conduct the appropriate study skills sessions in each class at the beginning of the semester. These are reviewed periodically throughout the semester.
- b. Students are required to submit assignments and complete homework according to the deadlines established by their teachers.

Plagiarism

Vision: When doing academic work, it is essential to recognize the contributions of others as their own work. Submission of work by a student, no matter how minimal, that is not the student's own original work, is considered plagiarism.

Standard: Cutting and pasting information from the Internet, or from any other source, or taking any other person's ideas without giving due credit for it, is plagiarism and is strictly prohibited.

Quoting or paraphrasing *with references* is not plagiarism, and is encouraged.

Exams

Vision: Along with other assignments and individual study projects, exams are essential for assessing overall academic knowledge. Exams take place at the end of each semester.

Standards:

- a. Students are expected to
 1. prepare well for their exams;
 2. to show up at least 10-minutes prior to their exam start time with all required materials; and to

3. conduct themselves with integrity and respect for their fellow students when writing their exams.
- b. Only in exceptional circumstances, with written request from a parent or guardian, will exams be re-scheduled for any student. A \$50.00 fee will be charged for this service.
- c. Students are required to be in Dress #1 uniform for their exams.
- d. Students are required to book time with their teachers well in advance of the scheduled exam period if they need further assistance to prepare for their exams.

Attendance and Punctuality

Vision: An excellent attendance record enhances academic performance, and is a matter of respect for the teacher, the material being learned, and for the class as a whole.

Standards:

- a. Class punctuality and attendance are mandatory.
- b. Absences or late arrivals due to illness, religious, or compassionate reasons are excused when accompanied by a note or communication from a parent, guardian, or Residential Staff.
- c. In situations of recurring or debilitating illness, the student will be given every consideration, providing arrangements can be made to compensate for incomplete work, and that the integrity of the credit is preserved.
- d. Students who arrive late to school must sign in with the Reception Desk.
- e. **Appointments and phone calls may not be made during school hours.**

Signing In/Out

Vision: Secondary students (grades 9 through 12) are permitted to sign out, as long as the following standards are not compromised. This is an issue of both safety and school representation.

Standards:

- a. Students who wish to sign out must have a letter of permission from their parents or guardian, which must be on file at the beginning of the year.
- b. Students must sign out in every case with the Study Room Teacher.
- c. Students may not sign out during
 1. Assembly and Class Meetings;
 2. Their classes;
 3. Organized school activities;

except in cases of emergency with parental or guardian consent, or with permission from their teachers.

- a. Upon signing out, students must indicate:
 1. time signed out;
 2. location they intend to visit;
 3. time they expect to sign back in.
- b. Students must sign back in with the Study Room Teacher, and indicate the actual time they are back.
- c. Students signed out must conduct themselves according to the standards of NCCI. This includes, but is not limited to,
 1. not smoking;
 2. not engaging in any illegal or destructive activity;
 3. treating their uniform with respect;
 4. behaving with courtesy towards those around them.

Unexpected Illness

If a student becomes ill during school hours, s/he must report to the Residential Supervisor or Counsellor's Office.

Guidance and Counseling

Students have access to guidance and counseling services within the school. The relationship between the Counselor and the student is strictly confidential. In the event that the counselor believes the student is at risk of harm the appropriate individuals will be informed. In cases where long-term counseling is required students will be referred to local youth services or to a private counselor at their parents' expense.

NCCI ESL (UNDERGRAD) & ESL UNIVERSITY TRANSFER (GRADUATE) PROGRAM POLICIES

The goal of the Nancy Campbell Collegiate Institute ESL program is to provide the opportunity for foreign language students to learn English, understand the culture, and become comfortable in the Canadian education system to the point of enabling those who complete our programs to successfully study at universities in Canada.

Specific policies concerning this program and our school are as follows:

- ALL STUDENTS WHOSE FIRST LANGUAGE IS NOT ENGLISH ARE REQUIRED TO SPEAK ENGLISH ONLY WHILE IN THE SCHOOL BUILDING AND DURING ALL CLASSES. RESIDENTIAL STUDENTS ARE REQUIRED TO SPEAK ENGLISH WHILE IN THE RESIDENTIAL BUILDINGS.
- The purpose of NCCI's ESL program is to prepare students for advanced education: to be able to think, communicate and study in English with ease.
- The Canadian Department of Immigration gives permission to study in Canada by granting a student authorization/visa for the purposes of being in Canada for a specified period of time while attending the program offered by Nancy Campbell Collegiate Institute.
- The Canadian Department of Immigration does not give permission to work in Canada while attending the program.

- Following testing, Undergrad ESL students are required to take ESL courses until they have reached a level that will enable them to be successful in the academic programs of NCCI as determined and recommended by the ESL department.
- The ESL program is a 10-month program that is aligned with the school's two semesters.
- The ESL program is also offered for 6-9 weeks through the summer months. There is a summer vacation for ESL students before and after the summer program.
- Students require a total of 30 credits for graduation, including successful completion of the OSSLT or OLC and 50 service hours (25 per semester).
- NCCI is responsible for all foreign students. The Canadian Government requires that students have the permission of the school if traveling in Canada or elsewhere. NCCI must know where and with whom students will be staying and when they intend to travel; this includes a return to the home country for a vacation.
- **NCCI requires that all ESL students speak only English during regular school hours.** Failure to comply seriously impedes learning.
- For safety and security, passports and airline tickets may be kept in the school safe. A photocopy of these items are kept on file. The school is not responsible for documents students keep in their possession.
- Records or evidence of all immunization are required in order to attend school in Canada.
- **Students who choose to attend another program in Canada, or who are asked to withdraw from NCCI, are not refunded the fees paid.**
- **The use of alcohol and drugs is absolutely forbidden** and the high standards required of all NCCI students must be met and maintained. *Students who fail to adhere to these standards will be expelled.*

Please refer to the Academic Program Agenda for other general school policies. At all grade levels, ESL courses are full credit and will count toward requirements for the OSSD.

Graduate ESL students follow a distinct program geared toward University admission and do not attend Secondary Credit Courses.

EXTRA-CURRICULAR

The purpose of these programs is to offer students opportunities to explore new interests, participate in service activities, and develop athletic, artistic, intellectual and spiritual intelligences within the objectives of NCCI's moral leadership goals and framework, and towards the enhancement of capabilities. **All students are required to actively participate in one, and not more than two, of these programs.**

Students who are failing a course of study, or whose academic achievement, attendance or behavior is not satisfactory, are removed from all extra-curricular activities for a set period of time. Such students are offered appropriate counseling and additional academic support in an effort to improve their performance. Those who respond positively to assistance are reinstated into extra-curricular activities.

NCCI Student Council

The Junior Council is comprised of students in grades 6-8 with a mandate to serve the needs of the Elementary Student Community.

The Senior Council is comprised of students in grades 9-12 with a mandate to serve the Secondary School Community.

The purpose of the NCCI Student Council is to encourage and uphold the ideal of service, to provide representative leadership for the student body, and to promote cooperation between students and staff. The 9 member Student Council is elected annually by secret ballot without electioneering. This group consults with the student body to determine its courses of action. The Council may appoint grade-level liaison persons.

Community Service

NCCI is able to offer a variety of exciting and rewarding service opportunities, both within the Community and the world at large, to assist students to gain the required minimum 25 (grades K-8) or 50 (grades 9-12) service hours per year. The staff of NCCI guides and encourages students to develop their capacities and benefit from being of service to humanity. A certificate is issued at the end of the year. These projects cannot be part of service requirements in a credit course.

Dance/Drama/Music Workshops

Each of these after school programs encourages students to explore and develop their talents and participate in intramural and interscholastic festivals. They also provide students with the opportunity to travel outside of the school community to share performances with others. By participating in these programs, students may also receive service hours as a result of their efforts. All such school programs are aimed at keeping students actively engaged in personal and social transformation.

Sports Activities

These activities are supervised by the Physical Education teacher or a qualified instructor and may include badminton, basketball, fencing, karate, soccer, tae kwon do, tennis, track & field or volleyball. Students may participate for enjoyment or in intramural or interscholastic events when possible.

THE STUDENT ENVIRONMENT

Self-Discipline/Responsibility Management

It is required that students at Nancy Campbell Collegiate Institute conform to the high standards of the School community and accept responsibility for their own behaviour. Although every effort is made to inform the students of these standards, it is obviously impossible to list them in their entirety. However, **students also receive a NCCI Policies Handbook, which lists certain policies in more detail, and specifically, the consequences associated with breaching those policies.**

Students will have a mandatory appointment with the Guidance Counselor, Class Advisor, Responsibility Management Team (RMT), and/or Principal as a result of failure to meet standards regarding:

- academic requirements
- attendance and punctuality
- attire
- behaviour

- disregard for NCCI expectations and requirements

In general, designated faculty or RMT members review the school's requirements with the student and the student explains his/her plan of action to meet the requirement. Parents are informed of these meetings only if the requirements continue to be overlooked. Students may be required to complete a number of service hours at the school as an act of restitution. Detentions, extensions and/or suspensions are applied as the need arises.

Severe continuous disregard for NCCI expectations results in meetings with the Principal, Vice Principal, Guidance Counselor and member(s) of the NCCI Administration team. Parents are informed of these conferences and may be asked to attend or participate in a conference/ call. Students whose behaviour/actions result in such meetings are put on probation and are required to undergo regular review conferences until the situation is rectified. If no efforts are made by the student to improve the situation, s/he may be required to withdraw from the school.

Relationships

Vision: Students are required to respect each other. They are encouraged to establish a variety of positive relationships. However, students should not become "exclusively focused" on a particular person or group to the exclusion of others.

Standards: Students are required to develop a sense of discernment and mutual respect by **not engaging in public demonstrations of affection**. As a school community, students are encouraged to be an example to each other by not placing one another in compromising situations, and by exhibiting conduct that is above criticism.

Smoking Policy

Vision: In our attempt to build a healthy society, the School has zero tolerance for tobacco use and cooperates completely with the London District Health Unit in its campaign to eradicate tobacco use in the County.

Standards:

- a. The use (holding, supplying, smoking) of tobacco on school property, while on school related activities and outings, or when identified in any way with the School, is strictly prohibited.
- b. Smoking in any building is against the law and will result in a \$5000.00 fine from the City.
- c. Students suspected of smoking in their rooms will receive a \$500.00 fine and the City will be informed of violation of the law.

Code of Conduct

Vision: Each member of the NCCI community is required to treat others with justice, respect and the utmost courtesy.

Standards:

- a. In light of this vision, the following are not acceptable:
 1. Arguing inappropriately;
 2. Sarcastic tones;
 3. Inappropriate remarks;
 4. Speaking in a rude manner/talking back.

- b. The following constitute a list of the most severe violations of the School's code of conduct.
1. Backbiting/gossiping;
 2. Possession or use of illegal drugs;
 3. Possession or use of alcohol;
 4. Possession or use of firearms;
 5. Sexual promiscuity/intimate touching;
 6. Violence and bullying;
 7. Prejudice in any form;
 8. Smoking;
 9. Vandalism/graffiti/stealing;
 10. Any other major breach of honesty and integrity, including deceit.

Any and all measures will be taken to eliminate the possibility of incidents involving any illegal activity, including unannounced inspections of lockers and dorm rooms by staff or others authorized by the Principal. Students who are antagonistic to the unifying principles upon which Nancy Campbell Collegiate Institute is based, or who choose not to conform to the fundamental standards of the School community, are withdrawn from our program. Students who are expelled or withdrawn from NCCI are not eligible for a refund of fees paid.

Code of Conduct for Computer Use

School computers are intended to be used for school related activities and should be treated with respect.

- Food and/or drinks are strictly prohibited
- Games and chatting on the internet are prohibited
- Access to internet and electronic mail will be arranged
- Any problems should be reported to the Vice Principal's Office.
- All aspects of the self-discipline policy and codes of conduct apply to NCCI students during computer use.

Students' Rights & Responsibilities

Rights

- To be treated with dignity and respect by all members of our school/residential community.
- To learn in an inviting, positive, friendly and motivating environment, designed to encourage learning.
- To be able to express views and to ask questions respectfully, ensuring that the rights of others are being respected.
- To feel safe and secure from abuse and discrimination at all times.
- To receive encouragement to produce quality work and the assistance to overcome difficulties with any assigned task.
- To be treated as unique learners.

Responsibilities

- To treat all members of our school/residential community with dignity and respect.
- To attend school and be punctual for each class.
- To come prepared for class (i.e. with books, pens, etc.)
- To participate fully in class activities and assignments.
- To strive to achieve high standards.
- To demonstrate respect, responsibility and co-operation in all school/residential activities.
- To treat school/residential property, buildings, buses and equipment with care and respect.
- To develop and demonstrate moral capabilities and moral leadership.

Staff Rights and Responsibilities

Rights

- To be treated with dignity and respect by all members of our school/residential community.
- To teach/guide in a positive, safe, friendly and motivating environment, designed to facilitate learning and a healthy school/residential life.
- To be able to express views and ideas with respect for others.
- To feel safe and secure from abuse and discrimination.
- To be encouraged to participate in professional development activities and to be creative and innovative professionals.
- To annually set goals for personal and professional growth and to receive administrative support toward their achievement.
- To have parents/guardians, school administration and students as partners in inspiring academic excellence within a clear moral framework.

Responsibilities

- To treat all members of our school/residential community with dignity and respect.
- To ensure the safety and well being of all members of our school/residential community.
- To be punctual and prepared for all teaching/dorm parent supervision/review and other staff responsibilities.
- To encourage each student to achieve high academic standards.
- To enrich school/residence programs so that each student has the opportunity to achieve and be successful.
- To be a positive role model for students, exhibiting the development and application of Moral Capabilities.
- To counsel each student toward moral leadership and the acceptance of academic responsibility.
- To communicate with and involve parents/guardians in the moral and academic growth of their children.

APPEARANCE – DRESS CODE

Vision: At Nancy Campbell Collegiate Institute we strive to maintain high academic and personal standards. We are committed to helping each student realize his or her full potential. This can be achieved through our academic efforts, our attitude and personal grooming. It is required that the appearance and dress of the students and staff of Nancy Campbell Collegiate Institute be neat, clean and appropriate to the situation, and reflect the general principal of moderation.

Standards:

1. Dress 1 (mandatory on certain days throughout the year—students are informed of these dates):
 - i. Boys and girls:
 1. White oxford cloth button down shirt, long or short sleeve (NCCI Logo)
 2. NCCI crested blue blazer
 3. NCCI tartan tie knotted at collar
 4. NCCI hunter green crested sweater (optional, and worn under blazer)
 5. Gray dress pants
 6. Gray socks or black socks
 7. Black dress shoes
 - ii. Option for girls:
 1. Knee-length Campbell Tartan NCCI Kilt with navy knee socks/tights
2. Dress 2 (regular days):
 - i. Boys and girls:
 1. Golf Shirt (worn out or tucked in)
 2. Rugby Shirt (worn out or tucked in)
 3. Kaki cotton pants, or gray dress pants
 4. Gray or black socks
 5. Black dress shoes
 - ii. Option for girls:
 1. Knee-length Campbell Tartan NCCI Kilt with navy knee socks/tights
 - iii. If students are cold, they have the option of wearing the NCCI crested sweater and/or blazer with their shirt.
3. Optional Dress 2 (regular days):
 - i. Pants, kilt, socks and shoes as above
 - ii. White oxford cloth button down shirts (NCCI Logo), long or short sleeve, plus:
 1. NCCI crested blazer, and/or
 2. NCCI tartan tie knotted at collar, and/or
 3. NCCI hunter green crested sweater, and/or

- iii. For both Dress 2 options, NO shirts, sweaters, jackets of any other kind can be worn in the school, except for
 - 1. T-shirts, which must be white, bear no wording or marking of any sort, and be visible only at the neck under uniform pieces.
- 4. Students are expected to be in uniform:
 - i. from 8:00 AM to 4:00 PM everyday. This means that, unless students arrive before 8:00 AM, students may not enter the school in street clothes and then change into their uniforms.
 - ii. during exam periods from 8:00 AM to 4:00 PM, even when not writing exams.
 - iii. even if just “dropping into the school” to meet someone, get something, etc.
- 5. Tucking policy:
 - i. The white oxford shirt must be tucked in at all times.
 - ii. Only the NCCI golf or rugby shirts may be worn untucked.
- 6. If not dressed according to the expectations above, students will not be permitted to
 - i. attend their classes;
 - ii. attend assembly;
 - iii. attend exams;
 - iv. enter the lunch room;
 - v. enter the study room;
 - vi. enter the computer room;
 - vii. meet, for any reason, with any teacher, administrator or staff member.
- 7. If students arrive at school out of correct uniform, they will be required to remedy the situation before entering the building. Residential students must be in correct uniform before they will be permitted to leave their residence.

Phys. Ed./Dance Uniform

Black Crested Gym Shorts
 Ash Crested T Shirts
 Black Crested Sweat Pants or
 Black Crested Tearaways
 Tri-Colour Crested Warm Up Jacket

All Uniform Garments Are Available at Bud Gowan Formal Wear

551 York Street, London, ON.

Tel. (519) 672-6210 Fax (519) 672-5713 www.budgowan.com

Personal Grooming

The overriding principle is one of moderation and dignity with respect to personal grooming. Student hairstyles are to exhibit moderation, and students who decide to dye

or bleach their hair should exhibit moderation and use natural hair colors. Students must avoid drawing undue attention to themselves through excessive tattooing or body piercing. Hats, baseball caps, or any other head cover are not permitted unless required for religious reasons.

GENERAL POLICIES AND SERVICES

1. Residential/Day students must sign in and out at all allowable times. All Students must follow this procedure during time spent at the Residences.
2. The school is not responsible for lost, stolen or damaged personal property. Lockers must be locked at all times, using school locks only. Students are encouraged to report any damage to personal or school property to the office.
3. Students who willfully damage property may expect to cover costs and any legal expenses. They may be formally charged with vandalism.
4. Students/Staff may not enter the kitchen unless invited to do so by the kitchen staff.
5. Students may not enter the residential quarters of the opposite sex.
6. Day students and others may visit in the residence during appropriate posted times, with advance permission and prior approval of residential staff.
7. Students may utilize the dance/cafeteria area only when a supervisor gives permission and is in attendance.
8. Pay phone available in the 1st floor hallway for placing local or long distance calls. The school suggests that students acquire a calling card in order to facilitate communication with their parents.
9. Cell phones are not to be used except during lunch or after school hours.
10. Students must pay \$0.15 per page when using the school photocopier.
11. Students are charged \$1.00 - \$5.00 per faxed page when using the school fax machine, and the charge may be higher depending on destination.
12. Guests to the school building must register with the receptionist. Students who wish to bring a guest on campus must make prior arrangements with the Vice Principal. Guests may not attend classes or eat in the cafeteria unless they have made application to attend NCCI.

Vehicles

Students are not permitted to have a car on campus unless they make prior arrangements for parking with the Vice Principal. Unauthorized vehicles will receive an appropriate fine. It should be noted that other students are not to be passengers in a student's cars unless there is authorization from their parents on file. Responsibility for any eventuality that may occur while a student is a passenger in another student's car rests with that student and his/her parents. Students may not be considered for driving on school authorized trips. Speeding in the parking areas will result in loss of parking privilege.

A Safe Environment

The School's environment (including the residence) must be free of any kind of knives or sharp instruments, or any other item that may pose a potential danger or threat to others.

Fire Safety and Prevention

Matches, lighters, fireworks, candles, incense, hookahs, etc. provide a potential fire hazard and are not permitted. If such items are found to be in a student's possession, they will be confiscated and destroyed. The possibility of fire is an ever-present threat. Students should be alert to this danger and be ready to take immediate action. **\$500. - \$5000 is the FINE FOR SMOKING IN ANY PART OF NCCI's BUILDINGS, INCLUDING RESIDENCES.**

Alarms

Fire alarms are located in various parts of the building. Students should acquaint themselves with the locations of the fire alarms. Alarms are to be triggered in case of fire only. There is a fine of \$300.00 for causing a false alarm and \$500.00 for opening/tampering with fire hoses & equipment.

Fire Drills

Fire escape routes are posted strategically throughout the building. Periodic fire drills will be conducted. Exit from the building shall be along pre-identified evacuation routes. Students are to group in pre-assigned locations outside of the building for attendance check by teachers and staff.

In the Event of Fire

1. Sound alarm.
2. Turn off lights; close windows and doors rapidly.
3. Use pre-arranged fire escape routes.
4. Walk quickly and quietly following instructions of staff.
5. Stay out of and away from the building.
6. In case of heavy smoke, seek air nearest the floor.

Public Health Services

Health Line

- Call for health information: parenting immunization, sexual health, infectious diseases, pregnancy, safety, healthy eating, water and food, quitting smoking, and more! It's confidential.
- Monday to Friday, 8:30 am-4:30 pm. Call 519-663-5317

Health Connection

- Walk-in services for education/information about health-related concerns including testing for HIV, pregnancy and birth control counseling. Confidential services.

Sexual Health Clinic

- Free confidential services
- Pregnancy tests; counseling, testing, diagnosis and free treatment for STD's; birth control
- Doctor on site. Appointment preferred.

NOTE:

A residential handbook will be distributed to students upon arrival.

Parents will receive copies of the student agenda, residential handbook where applicable, calendars and class schedule.