

RESIDENCE HANDBOOK

The Application of Spiritual Principles, Rectitude of Conduct, and the Art of Consultation.



Nancy Campbell Academy Residence

2025-2026

VISION

Our vision of the NCA residence is to create an environment where our residents can develop moral and intellectual excellence and a commitment to service to others. With the application of moral principles students will be encouraged to act with rectitude of conduct and develop habits that contribute to an environment of mutual support and collaboration. Through action, reflection and consultation our residents engage in a learning process to develop capacities as individuals and to contribute to a positive collective environment. Through this process and as a consequence, our residents will undoubtedly extend the benefits of their efforts to society as a whole.

FOUR MAIN OBJECTIVES FOR STAFF AND RESIDENTS

1. To learn and work together to create unity
2. To learn to apply spiritual principles in daily life
3. To help each other grow through action and reflection
4. To learn to solve problems through consultation

EXPECTATIONS OF NCA RESIDENTS

1. Practice virtues, the gifts of character & develop moral capabilities
2. Adjust to changes, balancing individual needs with the needs of the community
3. Encourage and support unity in diversity
4. Develop the art of consultation & effective, respectful communication
5. Set personal boundaries and respect those of others
6. Employ self-discipline, patience, and love
7. Accept authority in service of learning
8. Abide by the regulations and expectations of the residential program
9. Work, play and serve together in harmony
10. Develop healthy and inclusive relationships

The 19 Moral Capabilities

1. Evaluating one's own strengths and weaknesses without involving ego.
2. Transcending one's lower passions by focusing on higher purposes and capabilities.
3. Managing one's affairs and responsibilities with rectitude of conduct based on moral and ethical principles.
4. Learning from systematic reflection upon action within a consistent framework.
5. Perceiving and interpreting the significance of current events and trends in light of an appropriate historical perspective.
6. Thinking systemically and strategically in search of solutions.
7. Forming a common vision of a desirable future based on shared values and principles, and articulating this in a way that inspires us to work towards its realization.
8. Imbuing one's actions and thoughts with love.
9. Encouraging others and bringing happiness to their hearts.
10. Taking initiative in a creative and disciplined way.
11. Sustaining effort, perseverance, and overcoming obstacles.
12. Participating effectively in consultation.
13. Building unity in diversity.
14. Committing oneself to empowering educational activities as a student and as a teacher.
15. Recognizing relationships of domination and contributing to their transformation into relationships based on interconnectedness, reciprocity, and co-operation.
16. Contributing to the establishment of justice.
17. Serving in societal institutions so as to facilitate the expression of the talents of others that are affected by these institutions.
18. Being a responsible and loving family member as a child, spouse, or parent.
19. Cultivating and creating a sense of beauty in every endeavor.

GENERAL WEEKDAY SCHEDULE

| Time | Event | Details |
|------------|------------------------|--|
| 6:00 a.m. | Wake Up | Rise and shine, shower, get dressed in uniform |
| 7:05 a.m. | Bus #1 | First chance to catch the city bus to school |
| 7:35 a.m. | Bus #2 | Second chance to catch the city bus to school |
| 7:45 a.m. | Leaving for School | All Students must get ready to be on their way out of residence to go to School. |
| 8:00 a.m. | On their way to School | All Students have left the residence. |
| 8:05 a.m. | Bus #3 | Final chance to catch the city bus to school |
| 8:00 a.m. | Breakfast | Served at the school cafeteria from 8:00 a.m. -8:40 a.m. |
| 8:50 a.m. | Classes Begin | Classes start at 8:50 a.m. |
| 3:45 p.m. | After School Programs | There are many clubs, activities, and service opportunities available to students |
| 4:00 p.m. | Residence Opens | Keycards are activated and residential staff are on duty |
| 5:30 p.m. | Dinner | Served at the residence from 5:30 p.m.- 6:00 p.m. |
| 6:00 p.m. | Activities | The Common Room is available for focused homework, socializing with friends with access to a pool table, foosball table, ping pong table & TV lounge |
| 8:00 p.m. | Study Hour | The students have study time in their rooms or with friends (with permission). Or the Library with parent permission. |
| 9:00 pm. | Snack | Snacks are served in the respective kitchen/lounges |
| 9:45 p.m. | To Rooms | Grades 9 to be in their own rooms by 10:00 p.m. |
| 10:00 p.m. | Common Room Closed | Regardless of grade level, the common room closes down at 10:00 p.m. each weeknight |
| 10:45 p.m. | To Rooms | Grades 10, 11 & 12 to be in their own rooms by 11:00 p.m. |
| 11:00 p.m. | Lights Out | All lights out, kitchens closed |

GENERAL WEEKEND SCHEDULE

1. Brunch at 11:00 a.m. in the kitchens/lounges
2. Dinner at 5:30 p.m. in the common room or kitchens/lounges
3. Activities and weekend events vary with new opportunities each month so be sure to refer to the NCA Student App and Calendar

Curfew Times

| GRADE | WEEKDAY | | | WEEKEND/HOLIDAY | |
|---------------|------------|-----------|------------|-----------------|------------|
| | Study Hour | Curfew | Bedtime | Curfew | Bedtime |
| Grade 9 | 8:00 p.m. | 8:00 p.m. | 10:00 p.m. | 10:00 p.m. | 11:00 p.m. |
| Grade 10 | 8:00 p.m. | 9:30 p.m. | 11:00 p.m. | 11:00 p.m. | 11:00 p.m. |
| Grade 11 & 12 | 8:00 p.m. | 9:30 p.m. | 11:00 p.m. | 11:00 p.m. | 11:00 p.m. |

Entering/Exiting the Residence

All persons entering or exiting the residence must do so through the front door (or designated door) where they must IMMEDIATELY sign in/out through their Residential advisor by checking in and out with them physically. The emergency fire exits, interior and exterior, may be used in the event of a fire or fire drill only.

Common Room

The Common Room is available to students to enjoy a number of activities including study, devotionals, arts and crafts, play, social time and visiting with friends. The Common Room is supervised by an RA. Lights must remain on at all times.

Weekday Closing Time (Sun-Thurs) : 9:30 p.m. Day Students, 9:30 p.m. Residence Students

Weekend Closing Time (Fri & Sat/Holiday) : 9:30 p.m. Day Students, 11:00 p.m. Residence Students

Residential Activities

Regular activities will be planned in the common room on evenings and weekends. Outings and sports activities will also be organized. Students are encouraged to participate in these activities which will contribute to a feeling of community and friendship in the dorms.

Study hour

Every evening from 8:00 to 9:00 p.m. the students in the residence will have study hour in their bedrooms. Residence advisors will circulate to provide assistance and encourage students to be studying during this time. With permission from the Residence Advisor, students may study in a small group as long as the group work is quiet and respectful of others studying. With Parental/Guardian permission and speaking to their RA, students may also study at the library during this time.

Procedures for Signing In and Out of Residence

All students must 'SIGN IN' in the appropriate log on arrival and 'SIGN OUT' before leaving the Residence. They must also make direct contact with and inform the Residential advisor on duty of their plans for being out of residence and their expected return time. For weekend or overnight stays outside of residence, students must have permission from their parents as well as the supervising adult at their destination. Permission must be filled out in the form in advance of your departure via the NCA APP.

Check IN

Students away from Residence must call and check in with the Residential Advisor when:

- they are going to be late returning to residence
- they change their plans and/or destination
- If they are not returning to residence right after school, they need to inform the RA of their plans

Buddy System

Grade 9 to 10 Students are expected to maintain a buddy system at all times. A buddy system is traveling in groups of two or more when out of the Residence. Students wishing to go out alone must provide explicit written permission from their Parent/Guardian.

Visiting Hours

Visitors must be approved by the Residential Staff on duty and/or the Residential Director and are only allowed in the Residence between 4:00 p.m. and 8:00 p.m. on weekdays (Sunday to Thursday nights) and 12:00 p.m. (noon) until 8:00 p.m. on weekends. Students must co-‘Sign In’ their visitors in the visitor’s logbook and are responsible for ensuring their guests abide by the rules of the Residence. They are to remain in the lounges or the Common Room and not in the students’ room. Overnight visits or sleepovers are not permitted in Residence. There will be no social visitors in the Residence during quiet study hours (8:00 p.m. onward on weeknights, 8:00 p.m. onwards on weekends). Visitors must abide by the rules of the Residence and the authority of the Residential Staff. Visitor admittance may be refused or visitors may be asked to leave at the discretion of the Residential Staff.

ONLY MALES ARE ALLOWED IN THE MALE DORM

ONLY FEMALES ARE ALLOWED IN THE FEMALE DORM

Conduct, Privileges and Responsibilities

Residential Students in Good Standing are those who are committed to upholding the standards of the NCA Residential Academic Program and demonstrate consistent, responsible behaviour. They must maintain the required 70% average and be passing all courses, attending classes punctually and regularly and consistently wearing the appropriate uniform. While no one is perfect, an earnest continuing effort to meet the program requirements is necessary. Certain privileges have been established in order to recognize students who demonstrate consistent, responsible behavior (for example, extending weekend curfews.) Accordingly, irresponsible behavior may result in the removal of any or all privileges.

General Requirements

Students are required to keep to the standards of NCA and to accept responsibility for their own actions. The dictates of common sense, mutual consideration, and a respect for and an understanding of the rights and welfare of others should govern all behaviour. **The safety, security and well being of individuals, and the community as a whole, are paramount.** As a general principle, any behaviour which undermines these expectations, will be questioned.

Disciplinary Actions

Disciplinary matters, involving curfews, room cleanliness, tardiness, disrespect, disruptive or otherwise inappropriate behaviour, are managed by the **Residential Staff** as each situation arises and will be reported to the **Residential Director, Principal and Administrative Staff** when necessary.

Students having difficulty conforming to the requirements of living in residence will meet with Residential Advisor to review the requirements in question and may develop a written plan of action to satisfy their responsibilities. Parents will be informed. The student may be required to render service at the residence as an act of restitution, make reparations for their actions, or may be grounded/given early curfews, or other consequences as the situation demands.

Continued or severe disregard of the requirements will result in a meeting with the **Residential Director and/or Vice-Principal or Principal**. Parents will be informed and may be asked to attend or participate in a conference call regarding the students' responsibilities. Students whose behaviour/actions have resulted in such a meeting will be on probation to be reviewed on a bi-weekly basis. Such students must show earnest effort to improve within the first month or they may be required to withdraw from the school **without refund of any fees**.

Three Warnings

In extreme situations, Residential Staff will give warnings to students who are not cooperating with residential rules and guidelines. If a first and second warning is given but the rules are still being violated it is likely that a third warning will result in

suspension of the student from the residence. The following process will be followed for consistent violations of the residence rules:

- Three warnings will result in a one day suspension from residence
- If a second suspension is necessary it will be for 3 days
- A third suspension is for 5 days
- After a third suspension, students will be expelled from the residence until the end of the semester, year, or indefinitely.

Violations of NCA Code of Conduct

The following constitute a list of violations of the Code of Conduct, which may lead to suspension and/or expulsion:

- Major breach in honesty and integrity including stealing and deceit
- Possession or use of alcohol, marijuana, illegal drugs, firearms or weapons
- Vandalism/Graffiti
- Aggression/Violence/Bullying
- Sexual promiscuity/Intimate touching/Use of sex toys
- Unauthorized absence from the Residence after curfew
- Unauthorized use of the Fire Exits
- Entry into the dorm of the opposite sex
- Backbiting/gossiping
- Smoking/Vaping both on and off school property
- Misuse of devices and internet inappropriately that is harmful to others in any way or engaging in illegal activity.

The school frowns upon smoking and wants to provide a clean and healthy environment for all. If a student is physically caught smoking, they are reported and fined a starting rate of \$50.00. If a student is found smoking in the residence, residence property, or school property, they will be fined up to \$5000.00.

The above incidents in the residence will be dealt with on a case-by-case basis and are handled by the Residential Director, the Principal and members of the Administrative team. Such actions have consequences including warnings, suspensions, expulsions, RMTs and fines.

Students must realize that when they are with others and rules are being broken, they are party to the incident and may face the same consequences as those who are breaking

the rules. We invite students to do their best to encourage their peers to make good choices in keeping with the expectations of the Residential Programme. Students are encouraged to seek the support and help of their RAs when faced with these challenges.

NCA is a weapon, alcohol & drug free zone. All measures will be taken to eliminate the possibility of incidents involving any illegal activity, including unannounced inspections of dorm rooms by staff or others, such as law enforcement authorities as authorized by the Principal.

When a student is suspended from the residence they are removed from the residence and are placed in a homestay at a fee of \$100 a day or if their family is fairly local are able to go home during this time.

Food In Residence

In the Residence, students may prepare personal snacks or meals during appropriate hours in the residential kitchen, using the stovetop, microwave, toaster and kettle. Students are required to clean up their mess and put everything in order immediately after use. Kitchen privileges will be lost if they neglect to do so. There are no cooking privileges during Study Hour. Kitchens **are closed at 11:00 pm.**

No cooking appliances are permitted in student rooms. Students are permitted to cook meals in the residence with the supervision and permission of the Residential Adviser.

Decorating Rooms

When affixing items to the walls and the interior doors it should be done in a manner where the room or furniture will be free of any permanent markings, holes, or adhesive sticky tape. Do not use staples, nails, screws, tacks or tapes that may damage paint when removed. We recommend using the blue reusable adhesive Sticky-Tac or Tac N Stick or Command products. Students may not paint, graffiti, wallpaper or otherwise decorate or cause permanent change to rooms or furnishings. **At the beginning of the year photos will be taken and students will be asked to sign an agreement. If your room is found to have damage to the walls or furnishings upon your departure, you will be invoiced for the cost of repairs starting at \$250.**

Moving or removing any room furnishings may only be done with written permission of the **Residential Director**. Students may not take initiative in this respect without

permission. Students may add small items such as rugs, lamps, curtains, small stand-alone shelving units or fans to their rooms.

Students are encouraged to develop discernment and use moderation, decency, tact and integrity as guides when choosing to decorate their rooms. Visual images deemed inappropriate will be removed by the Residential Advisor and returned to the student's family.

Students will be charged for costs to repair or replace damage done to Residence furniture or the building itself.

Room Inspection

Student bedrooms must be clean and in order **every day** as described by the NCA Clean Room Standard. Room Checks take place weekly. **Frequency may increase on a case by case basis.** Students whose rooms do not meet this standard will face consequences, including **grounding and loss of weekend overnight and/or away privileges.**

Technology

The primary purpose for wifi access in the dormitories is to support an academic environment. Access to the network is a privilege and must be respected. We strongly encourage students to limit their use of devices outside of their studies. It is our aim to help students develop the capacity to use their various devices with responsibility. In light of this, students **will turn in their devices overnight** to ensure they receive the rest required to be successful. Residence Advisors will ensure that devices are safely under lock and key in the RA Office overnight. Students are **to turn them in to the RA on duty at or before their grade level 'lights out' between Sunday and Thursday. Students may retrieve their devices at 6:00 a.m.** the following morning. Students found to be in breach of this and using devices beyond 'lights out' will **face consequences** as deemed appropriate by the **Residence Advisor or Residence Director.** Electronic devices include mobile phones, laptops, desktops, tablets, and gaming devices.

Each semester, after the midterm report period and until the end of the semester, Grade 12 students will not be required to hand in their laptops or phones at night. **Any video game consoles or non school related technology will still need to be turned in each school night.**

General Household Tasks

All residential students are required to participate in scheduled chores, which serve to demonstrate each member's responsibility and commitment to supporting a clean and orderly residential community environment.

Laundry

Washers and dryers are available in each residence and may be used as scheduled. Laundry rooms close at 10:30 p.m. daily. If needed, the Residential Advisor will post a laundry schedule providing one laundry period (two loads) per week per student. It is the students responsibility to ensure they use the correct amount of laundry detergent, **do not overload the washing machine and clean lint traps in the dryer after each and every use to avoid fire.** Your residential advisors are there to support you with instructions on using the laundry machines and provide any tips on how to care for our clothes.

Uniforms

Students must arrive at school each day dressed in uniform and remain so until the end of the school day. This means that students may not bring their uniform and change at the school – students must be dressed in uniform each morning before they leave the Residence. Residential Staff will be monitoring this and giving consequences as needed. Please refer to the Uniform Standards Infographics when necessary or ask an RA if you need further clarification regarding uniform.

Parental Permission

All Residential Students under 18 years of age must secure permission in writing from their parent/guardian and approval from their Residential Advisor prior to:

- **Be a guest in a private residence overnight on weekends (not permitted on school nights) where parents will be at home to supervise**
- **Leaving town for any purpose**
- **Traveling in any private vehicles**
- **Going out without a buddy or walking alone at night, for grades 7-10.**

Standard Parental Permission forms must be filled out by parents/guardians upon student arrival. Students will not be granted permission for any of the above activities unless this form is completed. The NCA Residential Director will only approve permission for activities that meet NCA standards and regulations.

Weekend Plans

Students in “good standing” who plan to be away from the Residence on the weekend are expected to share their plans with the Residential Director for approval via the form on the NCA App. The student is required to have explicit written permission from their parent/guardian, as well as the supervising adult at their destination. Permission from both sides must be given.

Students Riding In Vehicles

With respect to residential students riding in private vehicles the following applies:

No student under 18 years old in Residence is to enter **non school vehicles** without having provided the Residential Director with explicit detailed permission in writing from their parents/guardians.

Student Health and Well Being

Staying in Residence:

If a student is unwell, they may stay in the residence from school at the judgement and assessment of the RA or Residential Director. Please let the RA know as soon as you are unwell so they can provide the appropriate prompt support. If the student is found to be well enough to attend class, they will be directed to do so.

If a student is not feeling well at school, the decision to return to residence is made by the Residential Director or Administration. They'll assess the situation and, at their discretion, give you permission to return to residence.

If a student's illness persists for more than one day, or if their condition requires medical attention a doctor's appointment may be scheduled for them. This is done to ensure their well-being and to provide the appropriate medical attention. The RA, Residential

Director, or Administration will facilitate the arrangements for this appointment.

Reporting Illness and Accidents:

Any illness, injury, or accident, regardless of severity, must be reported immediately to a Residential Advisor (RA). Prompt reporting enables us to provide appropriate support and ensure the well-being of all students.

Seeking Medical Attention:

In non-emergency situations, students should consult with an RA *before* making a trip to the emergency room. The RA/Admin will assess the situation, provide basic first aid if necessary, and help determine the appropriate course of action.

If a student makes a trip to the emergency room before speaking to an RA/Admin, the parents are then responsible for any subsequent bills associated with that visit.

Prior to a student making a trip to the emergency room, the RA/Admin will need to open a claim by calling the insurance company and ensuring the visit is covered under the insurance. If the visit is not covered, an appointment will be made with the school's family doctor.

Medication Management:

All medications, **including over-the-counter drugs and prescribed medications**, must be turned in to the Residential and Administrative staff upon arrival.

- **Storage and Administration:** All medications will be stored securely by Residential Staff. RAs are trained to administer medications in accordance with prescribed dosages and schedules. While medications will generally be dispensed by RAs, students may request their over the counter medication at any time.

Allergies and Medical Conditions:

Upon arrival, students will meet with Residential Staff to discuss any known allergies, pre-existing medical conditions, and current medications. This crucial information will be kept confidential and shared only with authorized personnel (including Kitchen Staff and Administration) to ensure proper care, prevent health emergencies, and make necessary dietary accommodations.

- **EpiPen:** Students with severe allergies requiring an EpiPen must provide

comprehensive information about their allergy, including triggers, symptoms, and proper EpiPen use. **Students are required to provide *three* EpiPens: one to be kept in the student's room, one with Residential Staff, and one to be carried by the student at all times.** Students are responsible for ensuring their EpiPens are not expired.

- **Individualized Protocols:** The Residential Director and Kitchen Manager will collaborate with the student to create a detailed protocol addressing the student's specific allergy, including a description of symptoms, the severity of typical reactions, and emergency procedures.

English Language Requirement

All students are strongly encouraged to speak English in all public areas including hallways, washrooms, common activity areas and stairwells. Many students are in Canada hoping to learn or improve their English language skills and one of the best ways to do this is to immerse yourself in the language. With that being said, we value all languages and encourage you to maintain your individuality and connection to your personal culture and history.

TV, Video Streaming Devices, Video Games

Personal televisions, video streaming devices, and gaming consoles are permitted to be used in the residence. However, if any of these devices are causing any negative effects to the student, interfere with academic excellence, or are used inappropriately, NCA reserves the right to remove any equipment from rooms. Movies above the rating of 14A are NOT permitted.

Public Transportation and Taxi Services

You will be provided with a monthly bus pass. There is only one bus pass per person per 30 days, and students are responsible for their bus passes. Losing or misplacing a pass does not entitle a student to a replacement. Students are to return their old, expired bus passes before receiving a new one, to ensure that the full month's value has been used on the previous pass. This also helps ensure that they do not lose their pass. When your pass expires, **it is the students responsibility to see their RA the night before for a new one.** Bus passes are given at the residence and not at school.

For the Stratford City Bus schedule please visit www.stratford.ca.

Stratford Taxi services cost \$13.00 within the city limits. There are a number of local taxi cab companies. You may use any taxi cab company you prefer. We like Radio Cab and they can be reached at 519-271-4242

Meetings

Residence information and announcements will be posted in the 'Girl's Residence or Team Residence' google chat. It is the Students responsibility to keep up on these and will be expected to know about all posted information. Residence Meetings will occur weekly but additional meetings may be scheduled as needed and posted.

NCA Residential Regulations may require additions and/or updates throughout the school year. Students will be advised of these changes, which will be posted on the Residential Information board.

If there are any questions regarding the policies laid out in this document, please contact a Residential Advisor or the Residence Director, Mrs. Gloria Sadeghi.

Mrs. Gloria Sadeghi can be reached via email or phone.-

gsadeghi@nancycampbell.ca (905) 871-6099

Student Agreement

By signing below, I, the student, confirm that I have received and had the opportunity to read the Residence Handbook in its entirety. I understand that the rules and policies contained within are in place to ensure a safe and respectful living and learning environment for all residents.

I agree to comply with all policies and procedures, including those related to student conduct, safety, and community living. I understand that I am responsible for familiarizing myself with and adhering to any updates or changes to this handbook that may be communicated by the Residential Director.

Signature of Student

Print Name