

WELCOME TO THE CICERON SECONDARY SCHOOL



ORIENTATION TO STAFF HANDBOOK

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SCHOOL HISTORY

The Ciceron Secondary School sits on 3.8 acres of land and is located in south east Castries nestled at the base of the Ciceron Community on the fringe of the Millennium Highway. Ciceron Secondary School was officially opened by his Royal Highness Duke of York Prince Andrew under the auspices of Governor General Dame Pearlette Louisy on February 22, 2003. The school was the brainchild of Dr. Didacus Jules and Mrs Esterlita Renee along with the Ministry of Education, Human Resource Development, Youth and Sport headed by the Honourable Mario Michel.

The school was deemed the ‘Flagship’ of Secondary Education because of its integration of Information and Communication Technology into the Technical Vocation Programme and a pilot the Modular Approach to education. This institution was handed over to the visionary Mr Ronald Isaac to serve as Principal alongside the Ms Leota Campbell, the Vice Principal guided by Mrs Marilyn Bain District Education Officer for District 4.

The school’s intake for the academic year 2002 – 2003 resulted from the Common Entrance Examinations, Common Middle Examinations and Standard Six Examinations along with the redeployment of students from the Rock Hall Senior Primary and Grande Riviere Senior Primary as a result of the phasing out of Senior Primary school system in education.

Mr Ron Isaac was seconded to the Ministry of Education – Information Technology Unit in 2009. Ms Leota Campbell and Mr Adey Paul acted as Principal and Vice Principal. Currently, Mr Isaac has since retired and both Ms Campbell and Mr. Paul were appointed to the administrative positions.

The Ciceron Secondary School endeavours to cater for the holistic well-being of every student. From its inception, being associated with Royalty delineated that its commitment to excellence, the empowerment of staff and students and the persistence required to complete the task at hand are the necessary skills for success.

SCHOOL VISION

Creating a unique learning environment for the total development of every child.

SCHOOL MISSION

The Ciceron Secondary School endeavours to produce well rounded individuals who will make a positive difference in society, by empowering them with the necessary life skills, utilizing technology through an integrated curriculum, with the collaborative efforts of all social partners.

SCHOOL MOTTO

Empowerment, Persistence, Success

SCHOOL SONG

School Song

Side by side, we stand together

With one voice we sing

As we take strides to build our future

We proudly sing out loud

Empowered by the knowledge

And guided everyday

To give our best in everything we do

Our goals we will achieve

Our dreams we will pursue

Through the years there will be struggles

Which we need to face

We won't despair nor lose all purpose

When hardship comes our way

We will persist with courage

We will succeed, we will

Let us build self-confidence each day

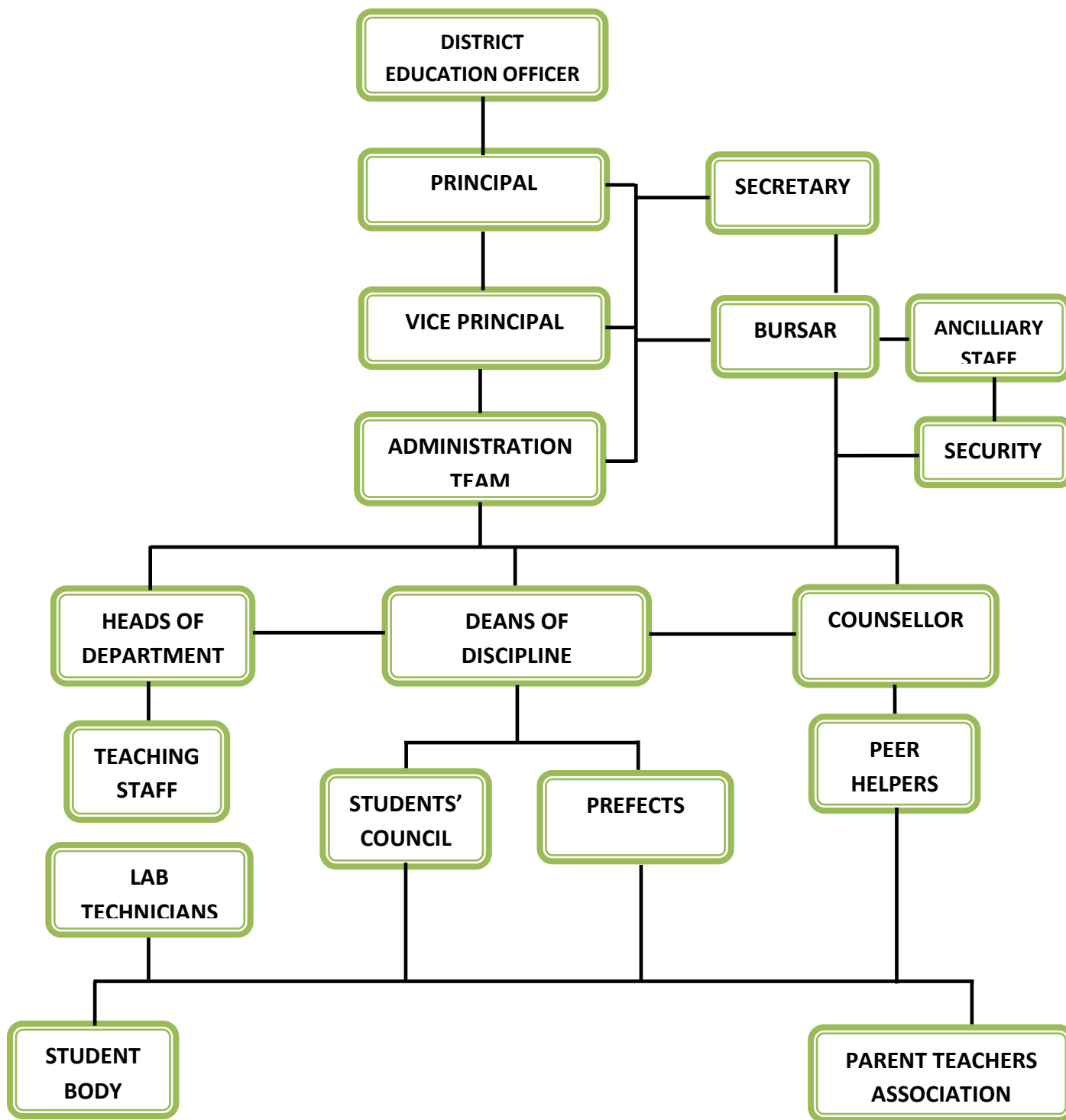
With discipline we'll be

The school that leads the way

Words: Mr. Lindsey Joseph

Music: Lindsey Joseph

ORGANIZATIONAL STRUCTURE



EXTRACT EDUCATION ACT No. 41 OF 1999

Student's Register.

31.—

- (1) The principal of every school shall maintain a register of students known as the Students' Register.
- (2) The student's Register shall include—
 - (a) upon admission of a student to a school —
 - (i) the name and date of birth of such student;
 - (ii) the date of admission;
 - (iii) the name and residence of the student's parent;
 - (iv) the name of the last school, if any, which the student attended;
 - (v) where appropriate, the date the student left the school from which he transferred as far as it can be ascertained;
 - (vi) the standard, class or form of the student at the date of leaving the school from which he or she was transferred; and
 - (vii) the standard, class or form to which the student is admitted; and
 - (b) upon the departure of a student from a school —
 - (i) the date of the student's departure;
 - (ii) the standard, class or form of the student on the date of departure; and
 - (iii) where appropriate, the school or other location to which the student is being transferred.
- (3) Notwithstanding subsection (2), the Students Register shall include such other information as may be prescribed by the Chief Education Officer from time to time.

Rights Of Teachers.

137. Every teacher has the right to—

- (a) be treated in a fair and reasonable manner;
- (b) be provided with an adequate working environment;
- (c) be provided with sufficient and appropriate equipment to carry out assigned professional duties;
- (d) be provided with adequate physical facilities to enable the performance of the assigned professional duties;
- (e) be protected as far as reasonably possible from molestation, abuse, assault and battery in the process of carrying out assigned professional duties whether within or outside the school provided that the teacher is engaged in authorised activities;
- (f) be afforded, if necessary, legal and psychological support in the event of injury while in the execution of assigned duties;
- (g) compensation for injury to body and mind, damage to, or loss of material possessions while in the execution or as a consequence of the execution of assigned duties provided that the injury, damage or loss was not caused by the negligence of the teacher;
- (h) reasonable access to professional training and development whether basic or otherwise;
- (i) be provided with adequate clothing, tools and equipment when engaged in hazardous activities;
- (j) be a member of a representative body or association and to participate in the lawful activities of the representative body or association of which the teacher is a member; and
- (k) participate in the preparation of the school plan.

Exercise of general professional duties.

138. A teacher shall —

- (a) carry out his or her professional duties under the reasonable direction of the principal; and
- (b) perform in accordance with any directions which may reasonably be given to him or her by the principal from time to time such additional duties as may reasonably be assigned to him or her.

Duties Of Teachers.

139.—(1) Every teacher in a public school and an assisted school shall—

- (a) encourage students in the pursuit of learning and teach them diligently and faithfully;
- (b) teach courses of study that are prescribed, approved, or authorised pursuant to this Act or the regulations;
- (c) report on the progress, behaviour, and attendance of students to their parents in accordance with this Act and the regulations;
- (d) under the direction of the principal, maintain order and discipline among students while they are in school, on school grounds, or attending or participating in activities sponsored or approved for the school not inconsistent with this Act or regulations made thereunder;
- (e) review with students their assessments and progress and advise students of the expectations for them;
- (f) maintain whatever registers, records, or other forms as may be required by the principal, Chief Education Officer, or this Act and make those registers, records, or other forms available for inspection by the Chief Education Officer or by any person authorised by the Chief Education Officer;
- (g) observe the standards of the school as established by the staff and principal;
- (h) upon reasonable notice from the principal, admit a parent of a student to the classroom for the purpose of observing;
- (i) report promptly to the principal an apparent outbreak of contagious or infectious diseases in the school, any unsanitary condition of the school building or surroundings and any other conditions or circumstances that may reasonably threaten the health or safety of students or other employees of the school;
- (j) notify the principal of any absence by the teacher from school and the reason for the absence;
- (k) upon the direction of the principal, co-operate with student teachers and their instructors in the classroom for the purpose of observing and practice teaching, and render assistance to the student teachers and submit reports on the teaching ability of the student teachers;
- (l) perform assigned duties as outlined in the school emergency plan developed by the school administration and the teachers to protect the health and safety of students;

- (m) report to the principal and to the proper government official responsible for child welfare that a student is in need of protection when there are reasonable grounds to believe that the child is in need of protection as defined pursuant to any legislation enacted by Parliament;
- (n) attend staff meetings;
- (o) plan and prepare courses and lessons;
- (p) teach students assigned to him or her according to their educational needs and set work to be carried out by the students in school and elsewhere and mark the same;
- (q) assess, record and report in a manner approved by the principal on the development, progress and attainment of students;
- (r) provide guidance and advice to students on education and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions;
- (s) participate in the implementation of a policy for the pastoral care of the students;
- (t) make arrangements under the direction of the principal for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school;
- (u) promote effective relationships with persons and bodies outside the school;
- (v) advise and assist the Board of Management in the exercise of its functions, including attending meetings and making such reports to it in connection with the discharge of his or her functions as may be required;
- (w) make and participate in implementing arrangements for the effective supervision of students during the school day, and the security of school buildings and their contents and of the school grounds;
- (x) participate to such extent as may be appropriate having regard to other duties, in the teaching of students at the school, including provision of cover for absent teachers; and
- (y) perform any other duties which may be prescribed by regulations made by the Minister under this Act.

- (2) A teacher who fails to perform any or a combination of the professional duties specified in subsection (1) is liable to disciplinary action by the Teaching Service Commission in accordance with the regulations made for that purpose by the Commission.

Student Responsibilities.

17. Every student enrolled in a public school or assisted school has responsibility to :

- (a) observe the code of conduct and other rules and policies of the Ministry and of the school;
- (b) attend classes regularly and punctually;
- (c) participate in the educational programmes in which the student is enrolled;
- (d) be diligent in pursuing the prescribed curriculum; and
- (e) observe standards approved by the Chief Education Officer or the principal as the case may be, with respect to:
 - (i) cleanliness and tidiness of the person;
 - (ii) general deportment;
 - (iii) attire;
 - (iv) courtesy; and
 - (v) respect of the rights of other persons.

Students accountable to teacher, principal, and Ministry.

18.—(1) Every student shall be accountable —

- (a) to the teacher for his or her conduct on the school premises during school hours and during such hours as the teacher is in charge of the student in class or while engaged in authorised school activities conducted during out-of-school hours; and
- (b) to the principal for his or her general deportment at any time that he or she is under the supervision of the school and members of the teaching staff, including the time spent in travelling between the school and his or her other place of residence.

(2) Every student shall be under the general direction and control of—

- (a) the driver of a school bus, if the driver is an employee of the Ministry of Education; and
- (b) any person under whose supervision students are placed on the authority of the Chief Education Officer, in respect of the student's general behaviour and deportment on a school bus, or while under supervision as the case may be.

Exercise Of Rights.

19.—(1) A student may express any religious, political, moral, or other belief or opinion so long as the expression does not adversely affect the rights or education of other students, or the rights of other persons in the school.

(2) Students who have attained the age of 18 are entitled to exercise all the rights and powers, to assume all the obligations, and to receive all the benefits under this Act with respect to them that their parents are otherwise entitled to exercise, assume, or receive on their behalf.

Rights And Responsibilities Of Parents.

20.—(1) Subject to sections 19 and 22, parents of students attending public schools and assisted schools are entitled —

- (a) to be informed of the progress, behaviour and attendance of their children;
- (b) upon reasonable notice to the principal and teacher, to observe the instruction of their children if the parental visitation does not impede the instruction of other children;
- (c) to appeal decisions that significantly affect the education, health or safety of their children; and
- (d) to be consulted in the development of any special education programmes prepared for their children.

(2) A parent of a student attending a school may, and at the request of a teacher or principal shall, consult with the teacher or principal with respect to the student's educational programme.

(3) Every parent shall inform the principal in writing of any medical or other condition peculiar to their child—

- (a) on admission of the child; or
- (b) as soon as the parent becomes aware of such medical or other condition.

Compulsory School Attendance.

27.—(1) Every child shall attend school from the beginning of the school year in which that child attains the age of 5 years until the end of the school year in which that child attains the age of 15 years.

(2) Notwithstanding subsection (1), if the Minister is satisfied that it has become necessary or expedient to raise or lower the compulsory school age, the Minister may, by Order, subject to affirmative resolution of the Parliament within sixty days of the making of the Order, direct that subsection (1) have effect as if for references therein there were substituted a reference to any age prescribed in the Order.

St. Lucia Teachers' Union Code of Ethics

Preamble

The teacher as an individual has a number of responsibilities. One of these is the promotion of the esteem of the Teaching Profession in the eyes of the students and the public.

It must be understood, however, that the promotion of the profession does not mean building an elitist concept of the Teaching Profession; it means earning the respect and recognition of the community at large.

This respect and recognition will be earned as a result of the confidence, which parents will place in teachers when they recognize the far reaching influence, which teachers' work has on the development of the society, and also on the significance, which their work has on the community.

It is the teachers' personal commitment. Love of children, strong sense of duty and identification with the interest of other workers, which will (erase the outmoded concept of the teacher and) create and maintain a professional image.

The Code of Ethics of the St. Lucia Teachers' Union seeks to set standards for teachers in the St. Lucian Society. It is intended to provide guidelines for the development of desirable conduct, which will promote the dignity and integrity of the teacher and enhance the teachers' public image.

The term 'TEACHER' as used in the Code of Ethics embraces all categories of teachers, including Principals.

Commitment to Students

- 1) The teacher shall strive to the best of his/her ability to enhance the intellectual, social and moral growth of the students at all times.
- 2) The teacher shall deal justly and considerately with each student regardless of his/her physical, mental characteristics.
- 3) The teacher shall deal justly and considerately with each student regardless of his/her sex, nationality, social or economic status, political or religious affiliation.
- 4) The teacher shall not exploit or violate any relationship between students and teacher through any illicit or immoral activity.
- 5) The teacher shall not divulge, except through professional or domestic nature concerning students.
- 6) The teacher shall not act in any manner as might lead his/her students into breaches of the law or unaccepted moral or social mode of behavior.
- 7) The teacher shall refrain from commenting unprofessionally about a student or his/her home.
- 8) The teacher shall speak and act in respectful and dignified manner with students at all times.
- 9) The teacher shall take all reasonable precautions to protect the safety, dignified and Welfare of students.
- 10) The teacher shall evoke/instill in students a sense of self-worth, patriotism and national pride.

- 11) The teacher shall not subject students to any form of verbal, mental or physical torture or abuse.
- 12) The teacher shall never attempt to undermine the confidence of other teachers in students, students in teachers, or students in other students.
- 13) The teacher shall strive constantly to improve learning facilities and the classroom environment of students.
- 14) The teachers' behavior shall always reflect that he/she is aware that he/she is considered an example to his/her students.
- 15) The teacher shall impress upon his students the value of punctuality and regularity and be himself/herself always punctual and regular for the performance of his/her duties.
- 16) The teacher shall allow no gratuities or gifts to influence his/her judgment in the exercise of his/her professional duties.
- 17) The teacher shall not betray trust under which confidential information is exchanged.
- 18) The teacher shall maintain high standards of professional competence and make appropriate use of time granted for professional purposes.
- 19) The teachers shall not be engaged in actions which disrupted the order, discipline or work of the institution in which he/she is employed or any other institution to which he/she has access except for industrial action agreed upon by the Union

Commitment to the SLTU

- 1) The teacher shall accept service in the SLTU as a responsibility of membership and shall not recognize any other group as the official voice of the teachers.
- 2) The teacher shall adhere to the Union's policy and the decisions of its governing bodies and must seek to change these only through THE UNION'S constitutional channels.
- 3) The teacher shall accept as a profession obligation personal participation and support in the activities of the Union.
- 4) The teacher wishing to criticize the Union shall do so using the structure specially provided for by the Union for this purpose.
- 5) No group of teachers or individual teachers purporting to speak on behalf of such group shall make representation to government, its members or officials or any other authority on matters affecting teachers generally or shall advocate a change in educational policy without the knowledge and consent of The Union.
- 6) The teacher shall recognize that a Professional Organization such as this must accept responsibility for the conduct of its members and understand that his/her own conduct may be regarded as representative.

Commitment of the Community

- 1) The teacher shall help in the upliftment of the cultural and social consciousness of the community as his/her immediate concern since the children under his/her care and guidance are part of the community.
- 2) The teacher shall develop positive attributes in his/her pupils by exposing them to situations which would enable them to exercise fidelity in all forms of duty and service which demand courage, self-denial, tolerance, social justice and a proper sense of values.
- 3) The teacher shall instill in his/her students, as well as the community respect for workers at all levels of society.
- 4) The teacher shall acknowledge the right and responsibility of the public to participate in the formulation of educational policy.
- 5) The teacher shall assume full political and citizenship responsibility, but refrain from exploiting the institution privileges of his/her professional position to promote political candidates or partisan activities.
- 6) The teacher shall protest the educational program against undesirable infringement

Conclusion

A person who accepts teaching position willingly places himself and his conduct in the arena of public attention. What may be accepted in other walks of life takes on an entirely different aspect when engaged in by a teacher.

A teacher accepts a special place within the community.

A teacher's influence and effort on students and the community extends beyond the classroom and the school.

A teacher is all of these and more.

Code of Conduct & Dress Code For Teachers

Generally, staff needs to be aware about the following:

- Length of skirts
- Transparency of materials used as clothing
- Use of excessive jewelry
- Dress down on Fridays – preferably, House Awareness
- Non use of drugs – alcohol and cigarettes on the premises
- Fraternizing with students, especially during class hours
- Use of appropriate clothing during normal school days
- Use of the cell phone during classes

Extract From The Collective Agreement Between The Government Of Saint Lucia And St. Lucia Teachers' Union For The Period April 01, 2007 To March 31, 2010 Teacher Union

Article 8 EMPLOYEES' RIGHTS

1. The Employer agrees that the employee will enjoy equitable safeguards at each stage of any disciplinary procedure, and in particular:
 - (a) The right to be informed in writing of allegations and the grounds for them and copied to the Union provided the employee is a member of the Union;
 - (b) The right to full access to the evidence in the case;
 - (c) The right to defend himself and to be defended by a representative of his choice,
 - (d) Adequate time being given to the employee for the preparation of his defence;
 - (e) The right to be informed in writing of decisions reached and the reason for them;
 - (f) The right to appeal to clearly designated, competent authorities or bodies.
2. The Employer agrees to provide every employee with a letter of appointment.
3. The Employer shall provide a definition of the work of employees; this work shall be set out in job descriptions.
4. The Employer agrees that every employee covered by this Agreement shall have the right to be a member of the St. Lucia Teachers Union and to participate in the lawful activities of the Union.
5. The Employer agrees that no employee covered by this Agreement shall be discriminated against in accordance with the provisions of the Equality of Opportunity and Treatment in Employment and Occupation Act Chapter 16.14 of the Revised Laws of St. Lucia 2001.
6. The Employer agrees to assist the Teachers' Union in providing Services for the employees covered by this Agreement.

Article 17 MATERNITY LEAVE

1. Female Employees in education shall be entitled to a period of maternity leave of thirteen (13) weeks with full pay as follows:
 - (a) An application for maternity leave must be accompanied by a medical certificate from a registered medical practitioner and shall be submitted no later than four (4) weeks before and not earlier than six (6) weeks before the presumed week of confinement.
 - (b) Salary payment during Maternity Leave shall be consistent with the NIC provisions.

Article 18 PATERNITY LEAVE

1. Paternity leave grants eligible employees up to five (5) days of paid leave following the birth of his child, or upon the initial placement or legal adoption of a child under age 18. It is an employee benefit that provides paid or unpaid time off work (leave without pay) for a father to care for a child or make arrangements for a child's welfare.
2. Paternity Leave shall be granted to male employees who are married or in Common Law relationships for over one year providing that the parties share a common household.
3. Male employees requesting Paternity Leave should seek approval from the appropriate Head of Department/Permanent Secretary
4. Paternity Leave will only be granted:
 - i. on application for each birth provided that a medical certificate stating the expected delivery date is furnished not less than six (6) weeks before the date of confinement.
 - ii. upon receipt of written confirmation by the mother which is to accompany the application above.
5. Paternity Leave following the birth of a child must be taken in full immediately after the birth or immediately following the child's release from a health care facility to the home.

6. Paternity Leave for an adopted child may be taken in full either at the time of initial placement or at the time of legal adoption.

Article 19 SICK LEAVE

1. The Employer will provide sick leave with pay to each employee including the first two (2) days' uncertified sick leave.
2. In order to be eligible for sick leave with pay, the employee must notify his/her Principal as soon as possible that he/she will not be attending work. If for any other reason this is not practicable, the Employee must notify the Principal as soon as possible thereafter, and within the hours for which the Employee is scheduled to report for work.
3. Sick absences of two (2) days or less need not be supported by a medical certificate from a registered medical practitioner.
4. Where sickness extends beyond two (2) days, the Employee must produce a certificate from a registered medical practitioner on the third day. At the expiration of the sick leave granted by the doctor, should the worker be unable to resume his or her duties, a further doctor's certificate, signed by the same medical practitioner, must be sent not later than the date on which the previous certificate expired.

Article 20 STUDY LEAVE

1. Employees with less than five (5) years' service are not eligible for study leave with pay. An employee may qualify for study leave without pay after serving for three (3) years.
2. Employees with five to ten years' service shall be eligible to receive study leave with full salary for the first year and 60% salary for the remainder of the course.
3. Employees with over ten (10) years of service shall be eligible to receive study leave with full salary for the first year and 3/4 (75%) salary for the remainder of the course.
4. Employees are required to report for duties in the Ministry/Department to which they are appointed or where otherwise assigned by the Permanent Secretary, Education for a minimum period of two (2) months during the summer vacation for which officers will be remunerated.

5. Where employees must remain overseas or are for other justifiable reasons unable to report for duty prior permission must be sought in writing from the Permanent Secretary, Education in sufficient time to allow such permission to be granted before commencement of the summer vacation period.
6. Where Employees fail to report for duty without having received prior permission, they will be deemed to be for the two (2) month period stipulated on study leave without pay. The following measures will therefore apply:
 - (a) The deduction of the appropriate number of working days leave entitlement of the Employee.
 - (b) Upon the resumption of duties by the Employee upon completion of training, the deduction of the equivalent of two (2) months' salary in twelve (12) monthly instalments.
 - (c) A combination of both (a) and (b).
7. An Employee on study leave will be paid one (1) month of the vacation and payment for the remainder would depend on whether the Employee reports to work or not.
8. Teachers who undertake training which equip them with skills and knowledge that facilitate increased productivity and performance in the execution of their duties will receive at least 50% reimbursement of tuition fees upon successful completion of training in accordance with the tuition refund policy of Government.

Article 28 PERSONAL FILES

1. A copy of all Appraisal Forms and Reports, whether adverse or not, shall be read and signed by the Employee before submission to the Ministry of Education by the Principal and other Officials, provided that in cases where the Employee objects to signing, or comment on the report such objection shall be noted by the Appraiser.
2. The Employee shall have the right to object, in writing, and that such objection will form part of the Employee's personal file.

Student Affairs

- i. All students are placed in homerooms.
- ii. There are 3 Form 1 groups, 3 Form 2 groups, 3 Form 3 groups, 3 Form 4 groups and 3 Form 5 groups.
- iii. All forms have two homeroom teachers
- iv. All students select their practical options at the end of Form 2
- v. All students select their Science, Business and Modern Language options at the end of Form 3
- vi. All Form levels have a Dean of Discipline.
- vii. All Homerooms have 2 Prefects and Class Representatives
- viii. All Form 1's and Form 2's remain in their Homeroom for classes EXCEPT for Periods 4 and 5 when they move to Labs and other classes for practicals.
- ix. Students' issues should be dealt with as much as possible at the homeroom and/or class level
- x. Teachers should try as much as possible to enlist the assistance of Deans to settle the more serious class issues.
- xi. The Principal/Vice Principal should not be the first resort to direct issues unless the matter is grave.
- xii. Teachers should be familiar with the Student Handbook to know how to deal with each matter that could occur in school. They should also be aware of the possible sanctions as well.
- xiii. All teachers should try at all times to ensure that students follow the school rules.

Administrative Forms

- ✓ Letters are available to deal with any one of the following situations:
- ✓ Failure to complete, present or submit homework
- ✓ Failure to bring in Text books for classes
- ✓ Lateness

- ✓ Detention sessions
- ✓ Suspensions
- ✓ Contract
- ✓ Probation
- ✓ Withdrawal

All students are given slips to:

- Leave the premises during school hours
- Leave the class
- Go to the canteen during school hours

Should students need to change subjects/classes: The procedures are as follows:

- Subject teacher needs to notify administration and then advise the student
- Student must bring in a legal parent/guardian to discuss the issue
- Final decision will be made in consultation with the parent/guardian.
- Teachers will be informed of the decision by the Principal

Standard Events on the CICSS Calendar

TERM ONE

- Presentation of Department Plans
- Monthly staff meetings
- Orientation of Form One students
- Awards Ceremony
- Installation of Prefects
- Introduction of Student Council to Student Body
- Sporting Events – Football, Netball, Volleyball
- Physical Education SBA
- Jounen Kwéyòl Activities
- CSEC/CXC Registration
- Deadline for First Drafts of SBA
- End of Term Examinations
- End of Term Student Activity
- End of Term Staff Activity

TERM TWO

- Continuous Assessment
- Sporting Events – Track & Field, Volleyball
- Inter House Sporting Championships
- Inter Secondary Track & Field Championships
- Prefect Applications
- Anniversary
- Lyrical Cafe
- Mock CXC/CSEC Examinations for Form Fives

- Mid Term Examinations
- Clinical Assessments – Appraisals
- Valentine’s Day Activities
- Form 5 retreat
- Form Five Camp
- Monthly staff meetings

TERM THREE

- Monthly staff meetings
- Sporting Events – Inter Class Cricket Competition
- Selection of Subjects for Form 2’s and 3’s
- Final Year Examinations
- Graduation
- Common Entrance Examinations
- CCSLC Examinations – Form 3’s
- Marking of CSEC
- Compilation of Departmental Reports and Preparation of Requisition lists
- Carnival – Colour My Cause
- End of Term Student Activity
- End of Term Staff Activity