

CHEDABUCTO PLACE
CHEDABUCTO EDUCATION CENTRE/
GUYSBOROUGH ACADEMY



STUDENT HANDBOOK 2019-2020

Chedabucto Place
27 Green Street
P.O. Box 19, Guysborough, Nova Scotia
B0H 1N0

Phone: 533-2288/4006

Fax: 533-3554

PRINCIPAL: Barbara Avery
VICE PRINCIPAL: Tera Dorrington
GUIDANCE: Cindy Worth

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Strait Regional Centre for Education 2019-2020 Calendar

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

of teaching days - 20

- 2 [Labor Day](#)
- 3 School Orientation & Organization Day
- 4 Regional In-service Day
- 5 First Day of Classes
- 27 School Based In-service

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

of teaching days - 19

- 3 Start of Semester 2 (Q3)
- 13 Report Cards Distributed 9-12
- 17 Heritage Day

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

of teaching days - 22

- 14 Thanksgiving Day
- 25 NSTU Conference Day

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

of teaching days - 17

- 13 Term 2 Ends (P-8)
- 13 Administration & Evaluation Day (No Classes P-8 / Regular Class 9-12)
- 16-20 [Spring Break](#)

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

of teaching days - 20

- 8 Q1 Ends (9-12)
- 8 Regional In-service Day
- 11 [Remembrance Day](#)
- 12 Administration & Evaluation Day - No Classes P-8 / Regular Classes 9-12
- 21 Report Cards 9-12
- 22 T1 Ends (P-8)
- 25 Report Cards P-8
- 28 In-service (AM) / Parent Teacher (PM) (No Classes)

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

of teaching days - 20

- 2 Report Cards Distributed P-8
- 8 In-service (AM) / Parent Teacher (PM) (No Classes P-8 / Regular Classes 9-12)
- 9 Q3 Ends (9-12)
- 10 Good Friday
- 13 Easter Monday
- 23 Report Cards (9-12)
- 28 In-service (AM) / Parent Teacher (PM) (No Classes 9-12 / Regular Classes P-8)

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

of teaching days - 15

- 20 Last Day of Classes Prior to Holiday Break

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

of teaching days - 20

- 18 Victoria Day

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

of teaching days - 20

- 6 School Resumes After Holiday Break
- 23 NSVS exams
- 27 NS Examinations English 10
- 27 Semester 1 Exams Begin
- 30 Semester 1 Exams End
- 31 Semester 1 (Q2) Ends (9-12)
- 31 Administration and Evaluation Day (No Classes 9-12 / Regular Classes P-8)

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

of teaching days - 22

- 17 NSVS exams
- 19 NS Examinations English 10 and English 10 Plus
- 19 Semester 2 Exams Begin
- 22 NS Examinations Mathematics 10 and mathematiques 10
- 26 Administration & Evaluation Day (No Classes 9-12 / Regular Classes P-8)
- 26 Earliest Possible Date for Graduation
- 29 Administration & Evaluation Day (No Classes P-12)
- 30 Last day of school

Professional Staff

PRINCIPAL: BARBARA AVERY
VICE-PRINCIPAL: TERA DORRINGTON
GUIDANCE: CINDY WORTH

NAME	Rom #	CLASS
CHRISTIE DORT	E34	GRADE PR
TIFFANY HAYNE	E35	GRADE 1
LORRAINE BOUCHIE	E30	GRADE 2
TRACEY MACDONALD	E29	GRADE 2/3
JUSTINE MOELLER	E27	GRADE 4
TEAGAN LOMBARDO	E26	GRADE 4/5
KELLY SAMSON	E39	GRADE 5/6
CATHY LOMBARDO	E42	GRADE 5/6 MATH/MATH INTERVENTION
RACHEL KUROMOTO	E40	FRENCH & GR7 HOMEROOM
PAULINE SPIN	E44	READINGRECOVERY/LITERACY MENTOR
MANDI MACLENNAN	115	GRADE 8 HOMEROOM
KATELYN PASHBY	118	GRADE 9 HOMEROOM
JIM KEAY	119	
CHRIS MARTINS	123	
TRINA IVES	030	GRADE 10 HOMEROOM
MICHAEL WILSON	035	GRADE 11 HOMEROOM
ALICIA MILLS	034	GRADE 12 HOMEROOM
JOE LEBLANC	040	PHYS. ED. (CEC/GA)
KEVIN CHISHOLM	019 / 020	TECH ED
CORRY CONNOLLY	E37	ELI/RESOURCE
ANGELA MACKEEN	E20	YSF (CEC)
JODI CHISHOLM	113	FST/YSF/RESOURCE (GA)
MANDY REID	131	MUSIC

Support Staff

NANCY BARSS - Library Technician	COLLEEN PELLE - ANS Student Support Worker
FAYE SHEA - Administrative Secretary	PATSY BORDEN - ACHFC Program Leader
GARY PELLE - Custodian	BILL LUDDINGTON - Custodian
ALLAN MYERS - Custodian / Bus Driver	RHONDA CHILDS - Custodian
BRITTANY O'CONNOR - Pre-Primary	HUBERT PETTIPAS - Building Operator
VONNIE PIRIE - Pre-Primary	BARB ENGLAND - Custodian
STEVE WRIGHT - Music Technician	

STUDENT PROGRAM ASSISTANTS: AMANDA MILLAR, EDNA SIMMS, DEANNA MACGILLIVRAY, KATHY GOSBEE, ROSE SKINNER, CATHY DERABBIE

School Advisory Council

The Guysborough School Advisory Council for the 2019-20 school year will fill open positions at the first regular meeting of the year. Achieving excellence in teaching and learning can best be done through team work in which partners have meaningful involvement in decision making. School Advisory Councils bring partners together to make decisions and solve problems in the best interest of student learning.

General Student Information

BELL SCHEDULE

STUDENT COUNCIL

<u>Guysborough Academy</u>		<u>Chedabucto Education Centre</u>	
8:42 - 9:45	1 st Class	8:42-9:45	1 st and 2 nd Classes
9:45 - 10:45	2 nd Class	9:45-10:45	3 rd and 4 th Classes
10:45-11:00	<u>Recess</u>	10:45-11:00	<u>Recess</u>
11:00-12:00	3 rd Class	11:00-12:00	5 th and 6 th Classes
12:00-12:30	<u>Lunch</u>	12:00-12:30	7 th Class
12:30-1:30	4 th Class	12:30-1:00	<u>Lunch</u>
1:30-2:30	5 th Class	1:00-1:30	8 th Class
		1:30-2:30	9 th and 10 th Classes

The Student Council is elected in May for the following school year. This year's Student Council executive is:

President – Cheryl Cody

Treasurer – Sam Wilson

Vice President – Noor Morhez

Secretary – Jake Grady

Staff Advisor – Alicia Mills

The role of the Student Council is to act as a liaison for the students in discussions with the administration and to make decisions concerning the financing and organization of student activities. The Student Council provides the opportunity to experience personal growth, develop leadership skills, and explore problem solving and decision making abilities. Students are encouraged to participate in a variety of sub-committees of the Student Council. As members of these committees, students act as ambassadors of the school and are expected to act in a manner which reflects the philosophy of CEC/GA and the Strait Regional School Board.

STUDENT FEE

Grade 1-12 students = \$15.00 student fee. With this fee the Grade 7-12 student will a) receive a copy of the student agenda (gr. P-12), a lock and locker (gr. 7-12), and b) help support Student Council activities, class trips, school events etc.

The maximum fee is \$40 per family (grades P-12) and is to be paid to the office by Sept 30th. If this fee poses a significant burden to your family budget, please contact the administration to make arrangements.

GUIDANCE

Students are encouraged to make use of guidance services available in the school to:

- know, understand & appreciate themselves. (Personal development)
- relate effectively with others (social development)
- develop appropriate educational plans (educational development).

The Guidance Office monitors students' academic requirements for graduation and post-secondary placement, as well as career and personal counselling for students in need. Personal counselling issues can include stress & anxiety, family conflicts, friendships, relationships, self-esteem/self-image, peer pressure, school, fears, decision-making, life transitions, grief, etc. Mental health issues are referred on to mental health professionals; however, guidance can remain as the students' on-site support.

Where other services offered in the community may be required, appropriate arrangements may be made through the Guidance Office or School Program Planning Team.

SCHOOL AND HEALTH SERVICES

Itinerant **speech language pathologists, school psychologists, mental health professionals** and the **SchoolsPlus coordinator** are available to the school. A **social worker** with Family Services of Eastern Nova Scotia is available to provide counselling services and support for students and their families. This will be available through school referrals or by contacting 533-4046. A **public health nurse** makes visits to the school when services are requested. If a parent wishes to have his/her child see the nurse for a vision or hearing test, he/she contacts the homeroom teacher for the proper referral form. Students are encouraged to take advantage of the **Guysborough Youth Health & Services Centre** that is located within the school (533-2250). A public health nurse is available 3 days a week and can arrange appointments for doctor, or counselling appointments as needed.

SchoolsPlus is part of Nova Scotia's child and youth strategy, *Our Kids Are Worth It*. The vision for SchoolsPlus is that schools become a convenient place for government and other services to be delivered to families. This approach will make it easier for professionals to collaborate with each other on behalf of children, youth, and families. Families are served in a welcoming, accessible place that they are already familiar with—a school in their community.

SchoolsPlus is currently set up in all schools in Guysborough County. SchoolsPlus has a facilitator and a community outreach worker. The facilitator is the liaison between the school and the community. Their jobs are to advocate, co-ordinate, and expand services for students and families. They help families navigate the system and get the services they need. SchoolsPlus serves all children, youth and families, particularly those who require additional support and services.

Confidentiality is of highest priority!

(To access the services of Guidance, Youth Health Centre, or other school-based services, students must obtain an appointment slip from the appropriate office during break times and present it to his/her teacher prior to leaving class.)

REGISTRATION

O' Canada and attendance will take place at the beginning of the first class. Students are to be in class at 8:42 am for P-12 students, and teachers will complete online attendance for each course of the day immediately after commencement of class.

PERMISSION NOTES

Written permission must be given to a student when he/she plans to stay after school hours, leave the school, or change buses/bus stops. Any student wishing to travel on a bus other than his/her normal one or who wishes to get off at a stop other than his/her own **must have a bus pass**. Bus passes are **issued at the main office in the morning only**, and students must have parents/guardians written permission. If there is no written contact from parent/guardian, **the student will be sent home on his/her regular bus**. We have been asked to ensure that each and every bus pass includes a civic address for the requested stop and that bus passes are not given for new stops. Drivers are not authorized to stop anywhere but an existing stop except under emergency situations. All bus passes must contain the following information. Copies of the below Bus Pass Request form will be sent home with students as well as located on our school's website.

Strait Regional Centre for Education Bus Pass Request Form	
Date: _____	Student's Name: _____
Driver's Name: _____	Route #: _____
Civic # of Drop-Off Location: _____	
_____ Name of Individual at Drop-Off Location	_____ Telephone Number
_____ Parent/Guardian Name	_____ Parent/Guardian Signature

STUDENTS BRINGING CARS TO SCHOOL

Students who bring cars to school are to park in the back parking lot. For safety reasons, the speed limit on school property is 15 km/h. Students may not sit in cars after arriving at school, or at any time during the school day. The school is not responsible for damages to cars in the school parking lot.

Students are to park cars in morning and leave at the end of the school day. Students are not permitted to leave after school in vehicle with another student unless parental consent and/or written permission have been granted for both the driver of the vehicle and the passenger.

SCHOOL CLOSURE

(a) Upon receiving the recommendation of the Manager of Transportation to close the schools, the SRCE Regional Executive Director or his/her designate will telephone CJFX, 101.5 The Hawk and CBC Radio Stations to air the school cancellation announcement.

(b) Should it be necessary to call off school during the day because of sudden changes in weather conditions, the Manager of Transportation will advise the SRCE Regional Executive Director and Central Office administrators will immediately notify CJFX, CIGO and CBC Radio Stations to have the appropriate announcements made on the radio as well as placed on the Strait Regional Centre for Education's Cancellation website.

(c) **THE FINAL DECISION ON WHETHER OR NOT TO SEND YOUR CHILD TO SCHOOL ON DAYS OF INCLEMENT WEATHER RESTS WITH THE PARENTS OR GUARDIANS.**

(d) In the case of an unexpected evacuation, all students will walk to the Lifestyle Complex across the road and the Administration will notify the SRCE and the local radio stations.

ICY ROAD CONDITIONS

There are times when parents have expressed concern about icy road conditions or whether buses will be travelling on certain roads. Parents are reminded to listen to the radio. **PLEASE NOTE:** If a bus does not travel on a road in the morning it, in turn, will not be travelling on this road after school. If a parent drives his/her child to school, it is the parents' responsibility to pick the child up when school is dismissed. The absence will be recorded as an operational issue and will not affect a student's absence record. We ask that you call and notify the school if the bus is not traveling on your road so we can record attendance accurately.

For more detailed information please visit srce.ca and under Document Depot select School Cancellation Procedures.

ACCIDENT & SICKNESS POLICY

1. Minor ailments and accidents are handled at school.
2. When necessary, we call the parents and explain the situation to them. If possible, the parents should come to the school and take the child home or to their family doctor.
3. When parents cannot be reached and the injury or illness requires medical attention, we will call their emergency contact.
4. When medication must be administered during school hours the school, parents and appropriate health care professionals, will fill out necessary paperwork and create a plan for the administration of the medication. The injection of medication and procedures other than oral medication shall be administered only by a person, who is either a health professional or has been trained to perform the injection or other procedure.
5. In the event that a student requires emergency medical care, school personnel will take the following steps, if necessary:
 - a. dial 911, contact Emergency Health Services and request assistance
 - b. notify the student's parents/guardians
 - c. notify the school administrator
 - d. remain with the student until such time as emergency medical personnel arrive on the scene
 - e. a staff member will accompany the student in the ambulance when parents/guardians are not available
 - f. communicate with school administrators and parents/guardians any updates on the student's condition

ATTENDANCE POLICY:

A Provincial Student Attendance and Engagement Policy came into effect on October 1, 2017. Please note the following information in regards to the implementation of this Policy at our school:

The Policy recognizes that regular attendance at school supports greater student success and achievement. Attendance supports student learning and promotes a sense of responsibility that students will need as they transition from the school system to post-secondary studies and/or the workforce.

Responses to Student Absenteeism and Chronic Lateness:

A staged approach to responding to student absenteeism and chronic lateness will be followed. Responses to student absenteeism and chronic lateness will vary based on the age, grade, and development of the student, the professional judgment of teachers and principals, and the individual circumstances of the student. Responses may include connecting the student and/or their family with school-based or board-based supports and/or with outside agencies, if needed.

- *Increased connections* will be made after 10 per cent of class time is missed
- *Early interventions* are required when between 10 and 15 per cent of class time is missed
- *Targeted interventions* will be provided when a student has missed more than 15 per cent of class time.

Loss of Credit for Grades 10 to 12:

At the high school level, one possible response is the loss of credit at the Grade 10 to 12 level. In order to earn a course credit in high school, students are expected to be present for at least 80 per cent of

class time. A teacher can recommend loss of credit when a student has missed 20 per cent of class time due to any absences, and strong efforts have been made to improve the student's attendance, but no improvement has been demonstrated by the student. Upon receiving the recommendation of a teacher, and working in consultation with the teacher and other school staff as appropriate, the principal will make the final decision around loss of credit. The principal is responsible for communicating the decision to the student and family. Students who lose credit(s) due to absenteeism are not eligible for credit recovery for that course.

Communication is an important part of managing student attendance. Recognizing that there are instances where parents/guardians are unable to provide the school with prior notification of a student absence (e.g., illness, injury, etc.), parents/guardians are encouraged to communicate any planned absences with the school well in advance of the absence occurring.

Students will be marked present for a course if: the student is present in the class, student was in the office or accessing student services support during class, student was on a school-authorized field trip, participating in a school team activity or another school sanctioned activity, student was at a job placement in relation to Coop Education. It is the student's responsibility to notify the office when away for Coop work placement.

Promoting and supporting regular student attendance is a shared responsibility. All partners, including students, parents/guardians, teachers, principals, school boards, and community partners must work together. This policy is not intended to punish or marginalize students for circumstances beyond their control. The policy provides flexibility by allowing teachers and principals to use their professional judgment to determine when there may be extenuating circumstances affecting a student's attendance. In these cases, the school will work with the student and/or their family to respond with the appropriate incentives and supports, and/or to develop accountability mechanisms that recognize the student's unique situation.

For additional information, you are encouraged to read the Policy and Student Attendance and Engagement Operational Guide available at <https://www.ednet.ns.ca/student-attendance-and-engagement-policy>.

LATE ARRIVALS EARLY DEPARTURES:

Students entering the building late and leaving the building early for appointments must sign in or sign out at the Office. If a parent/guardian signs the student in or out, they will be marked excused. If the student signs out him/herself, a phone call or note must come from the parent/guardian to excuse the late arrival or departure. For a student to be permitted to leave the school early written permission must be given by parent/guardian.

LATE TO CLASS POLICY:

Punctuality is valued at CECGA, and students who habitually arrive late for class will face consequences. Tardiness is a disruptive behaviour that will not be tolerated.

Procedure:

- Students will go directly to class, even if they are tardy; (no late slips will be issued by office staff)
- Teachers will be consistent in determining when a student is late;
- Teachers will be consistent in recording attendance and 'Lates'. Attendance will be submitted electronically for each class;
- Administration run reports on the number of unexcused lates students have, and will follow up with students as follows:
 - 3 Tardies in a course will result in an office interview and a call home by teacher.
 - 5 Tardies will result in a student being assigned detention to make up for missed class time and a call home by administration.

FIRE DRILL

In order to ensure effective and safe use of exit facilities there will be regular fire drills throughout the school year. **Order and good conduct are the two most important factors** when leaving the building. Please stress this with your students.

LOCKERS

Grade 6-12 students are provided with lockers and combination locks at the beginning of the school year. To improve the security of possessions, it is encouraged that students not share lock combinations with others and are encouraged to keep their locker locked at all time. Students should organize their day so that visitations to their locker occur between classes. Visits to lockers during class time will be granted at the discretion of the subject teacher. **Note:** All lockers located at CEC/GA are the property of the Strait Regional Centre for Education. **The school administration reserves the right to search a locker at any time if it is believed that the locker contains any item that is deemed unacceptable.** This is necessary to protect all students of our schools.

The school cannot be responsible for lost or stolen property. We urge parents to mark their children's valuable items (clothing, calculators, etc.) in such a way that it is clearly identifiable. Students are reminded that they are never to leave money or valuables in the locker rooms. It is best not to bring these items to school, if possible.

LOST AND FOUND

This service is provided by the main office.

ALLERGY & SCENT AWARENESS:

There are a number of students and staff who have severe and life-threatening allergies to food and scents in our school. At our school, there are allergies to nuts and shellfish as well as scent sensitivities. Therefore, we are asking that you avoid sending nut and shellfish products to school and refrain from wearing scented products. "No scents makes good sense!" Students found to be spraying scented product will receive a warning for the first offence. Subsequent offences will be at the discretion of school administration. A more detailed memo regarding allergies and scent sensitivities will go home with students in September.

UNSCHEDULED CLASSES

A grade 12 student may have one unscheduled course per semester during the school year during which time they are to report to the cafeteria unless alternate arrangements have been made and approved by administration. Students are not permitted to leave the building during study periods without the consent of a parent or guardian. Hallways should be kept clear when classes are in session and classes are not to be interrupted.

MEDIA COVERAGE OF SCHOOL EVENTS – PARENT/GUARDIAN PERMISSION

It is the practice of the Strait Regional Centre for Education and all schools to have written informed consent from parents/guardians before any student identifying information, including name, grade, school, video/voice/audio recording, images (photos) of students and/or student work, is used in print, online and in social media (Facebook, Twitter, etc.), and prior to any student media interviews.

In addition, as part of our efforts to celebrate the achievements of our students and to promote the school's various educational, sports and cultural events, media partners are invited to the school from time to time throughout the year to cover these activities so that our good news and success stories can be shared with our school communities. As such, there is a strong possibility that your child(ren) may be identified either by name, grade, school, video/voice/audio recording, images (photos) and/or student work, in print, online and in social media (Facebook, Twitter, etc.).

There are other times when one of our media partners may contact the school to profile a specific student, program or event that may involve a student(s) being interviewed, photographed, video recorded and/or audio recorded.

Students participating in extra-curricular activities or events where the public is invited (e.g., field trips, school concerts, sporting/team events, school fairs, etc.) may be photographed and/or reported on by the media or the general public. If photography or video recording occurs at these types of events, it is not possible for the school or Regional Centre to control the use of such recordings and therefore privacy cannot be expected at these events. It is important that when taking pictures or recordings, individuals are respectful of the privacy rights of anyone captured in their recording and that they not share them in any way without the consent of the individual or parent/guardian.

Please complete the *Consent for Publication of Student Personal Information and Student Work* that will be sent home with your child in September to indicate if you do or do not consent to your child being identified in the manner described above.

LIBRARY

The library is available throughout the school day for study and research. Students are reminded that all books borrowed from the library must be signed out by the library technician and returned on the due date. The library is a food/drink free area. Photocopying is available in the library. The office copier is not for student use.

TEXTBOOKS

Each year students are loaned textbooks for their courses. These textbooks are to be returned by the last day of classes and/or the morning of the final exam. In courses that do not have final examinations, texts must be returned by the last scheduled class. Damaged or lost textbooks will result in the student paying the replacement fee for a new textbook. This payment is required to release the student's final marks in all subjects. It is the responsibility of the subject teacher to code their texts and to record what text the student received. It is also the responsibility of the subject teacher to be available to collect the student texts at the end of each semester and to report to the office any student who has not returned their textbook. Students withdrawing from a course during the year are required to return the text prior to final approval being granted. Students withdrawing from school are also required to return all texts on their final day in school.

TRANSPORTING AND/OR CHAPERONING STUDENTS:

As of June 4th, 2014, the SRCE has a new transportation policy in terms of student travel (IV-B-6) to extracurricular activities. In order to transport students (other than their own children) parent/guardians/volunteers will have to do the following:

1. Completed a Vulnerable Sector Check and a Child Abuse Registry Check. (These are good for three years)
2. Complete a revised J-form, which will require the school have a copy of:
 - Driver's license
 - Vehicle registration
 - Proof of insurance
 - Teacher/Chaperone consent form
3. Confidentially Form
4. Volunteer Form

Please feel free to contact the school should you have any questions, would like a package of paperwork sent home or need assistance completing the required paperwork.

ACADEMIC/GRADUATION AWARDS

For students, there are approximately 50 bursaries and scholarships awarded within the school for which graduating students may be eligible. There are many other awards and sources of financial aid which are administered provincially or nationally. For some of these awards, the students are required to apply in writing. Graduates will receive an information Awards booklet from the Guidance office for applying for “in-house” awards, however, there are many that they can apply for outside of school and should seek these out.

Please Note: It is the practice at Chedabucto Education Centre and Guysborough Academy to promote and acknowledge award winners who receive special recognition for academic and extracurricular activities throughout the school year. This special recognition may come in the form of honour roles, graduation lists, etc. Parents who wish not to have their child included in this practice are asked to contact the school early in the school year to inform us of your decision. A permission slip will go home early in the year to sign off on this.

Senior High Course Requirements

Students registering in Grade 10 for the first time prior to Sept 2017:

Language Communication and Expression

- 3 Language Arts (one at each grade level)
- 1 Fine Arts

Science, Mathematics, and Technology

- 3 Mathematics (one at each grade level)
- 2 Science (one must be from integrated Science, Biology, Chemistry or Physics)
- 2 others from Science, Mathematics, or Technology

Personal Development and Society

- 1 Global Studies
- 1 Canadian History credit (Canadian History 11, African Canadian Studies 11, Mi'kmaq Studies 10, Acadian History 11, or Gaelic Studies 11)
- 1 of Phys Ed 10, 11 or 12 (for students graduating in 2010 and onward)

No more than **seven** of the 18 credits may be for grade 10 courses, and at least **five** must be grade 12 courses. Included within the 18 credits required for high school graduation, two courses beginning with the same three-letter designation, taken at the same level, cannot be accredited; e.g., grade 10 Foundations Math and grade 10 Academic Math.

CECGA DANCE REGULATIONS:

Supervision:

All dances will have appropriate supervision approved by the administration. All chaperones will endorse CEC/GA policies. High School dances will start at 8:00pm and end at 10:00pm (Christmas Ball & Prom may be exceptions). Local RCMP are contacted to inform them that a dance has been scheduled.

Students & Guests:

1. Only students currently enrolled in courses and actively attending CEC/GA at the time will be permitted to attend. All guests must be authorized by the administration.
2. Guests must be signed in by a grade 9-12 CECGA student at the office by noon on the day of the dance. A guest who violates dance guidelines will be excluded from future guest lists.
3. Students who are suspended or have loss of privileges are not permitted to attend dances.
4. CEC/GA students must be aware that they will be held responsible for the actions of their guests, as if they had committed the action themselves.
5. Guests attending the dances must be students in Grades nine to twelve, unless otherwise permitted by administration.
6. Administration reserves the right to deny entrance to any guest.

7. Students must be present in school the day of the dance to attend. Exceptions will be made for medical appointments if accompanied by a doctor's note or prior approval through administration.
8. Students deemed to be under the influence of drugs/alcohol at schools dances will be assigned the following consequences.
 - Suspension from school
 - Loss of school privileges
 - Students will not be permitted to attend school dances for period of time
 - Parents and RCMP notified

Dance Procedures:

1. No student or guest will be permitted to leave the dance and re-enter.
2. A mandatory coat and purse check will be available, supervised by chaperones.
3. A "late list" will be prepared for students who cannot attend by 8:30 p.m. because of reasons approved by administration. No student or guest shall be permitted to enter after 8:30 p.m. unless his or her names appear on the "late list".
4. Any dancing, which may result in injury, is prohibited and offensive music is not permitted.
5. All school policies will be adhered to.

STUDENT VISITORS

Students are not permitted to bring visitors during the regular academic day to school. Should unforeseen circumstances arise, administration must be notified.

TOBACCO, ALCOHOL AND DRUG POLICY:

The presence and use of tobacco products, alcoholic beverages and other drugs poses a serious threat to the health, safety and well-being of students and staff. CECGA is committed to promoting and providing a drug-free environment for all students. Therefore, tobacco, alcoholic beverages and other drugs are prohibited as follows:

1. On school premises.
2. At school-related activities in which a student participates (athletic events, field trips, winter carnival, prom time etc.).
3. At any activity where the student does not directly participate but represents the school or student body by being there (e.g.) a spectator at an athletic event, variety show, etc...

CECGA believes that a cooperative approach between the school and the parents is necessary to promote zero tolerance for alcoholic beverages and other drug use among our students. The school continually endorses educational programs, counselling and intervention procedures to explain the problems associated with drug usage. Students must be reminded of the consequences of violating this Policy:

1. The student will be detained. RCMP may be called and administration or teacher supervisors will contact parents and request their help for a student's safe conduct from the school premises.
2. The student will be immediately suspended from school, and may be suspended from other school-related activities.
3. The student will meet with parents and administration upon their return to school.

INAPPROPRIATE USE AND STORAGE OF ELECTRONIC DEVICES:

Inappropriate storage and use of electronic devices can interfere with an individual's right to privacy, the student's right to a safe learning environment and the teaching and learning process. To support the Strait Regional Centre for Education's Student Use of Communication Technology Policy (Policy III-B-5), the following procedures will be implemented:

1. Electronic devices include cellular phones, video recording and text messaging equipment, MP3 players, CD players, portable game players and digital cameras.

2. Electronic devices must be turned off and stored out of sight. Usage is only permitted in the building before and after school, recess, lunch or during free periods unless otherwise specified by teachers/lunch supervisors.
3. The office phone should be used in the case of emergencies.
4. Students will be informed of these expectations at the opening general assembly, in the Student Handbook and by their subject area teachers at the beginning of the school year.
5. Failure to comply will result in immediate loss of the electronic device.

First Offense

- Electronic device will be confiscated by supervising adult and warning issued.
- Electronic device may be picked up by student at the end of the class.
- Failure to comply will be dealt with in the same way as a third offense.

Second Offense

- Electronic device will be confiscated by supervising adult and brought to the office where it will be held until the end of the day.
- Parents will be informed by teacher.
- Electronic device may be picked up by student at the end of the day in office.
- Student will meet with administration.

Third Offense

- Electronic device will be confiscated by supervising adult and brought to the office.
- Parents will be informed by administration.
- Electronic device will only be retrieved by the parent.
- If brought to school, student will bring their electronic device to office for storage during the day.

Further Offences:

- Electronic device will be confiscated by supervising adult and brought to the office.
- Parents will be informed by administration.
- Electronic device will only be retrieved by the parent.
- Student will be suspended for a period of one to five days.
- Electronic device will not be permitted in school for a period of time.

Students are reminded that lost or stolen property is NOT the responsibility of the school. Valuable items should be safeguarded by students.

TECHNOLOGY: NETWORK ACCESS AND USE:

CEC/GA will be enforcing the Strait Regional Centre for Education's Policy on Network Access and Use. The following is an excerpt from that policy: With the guidance and instruction of teachers, students may retrieve, process, create, communicate, and evaluate digital information to pursue the curriculum outcomes of the Public School Programs of Nova Scotia.

Therefore, **it is the Student's responsibility to:**

- responsibly follow this policy as part of a planned curriculum learning activity
- use networks in accordance with the School Code of Conduct
- follow the schools established guidelines for going on-line
- respect the work of other individuals or organizations
- not access, manipulate, alter or attempt to damage, disable or destroy technological equipment, computer
- files residing on the local server, data disks, hard drive, or any accessible network service.
- report immediately to the teacher or other School Board Staff any inappropriate communication or attempts to engage students in contact outside of school
- not post individually identifiable information where it can be viewed over the network.

Consequences of Unacceptable Use

A student who violates this Policy is subject to disciplinary action, in accordance with the applicable disciplinary procedures and provisions of provincial, regional and school-based student discipline policies and the School Code of Conduct.

As a result of such violations, students:

- may lose access to networks. The consequence for the student losing access to Networks may be that the student is no longer able to successfully complete the curriculum learning outcomes;
- their parents/guardians will be held responsible for any unauthorized financial transactions undertaken through the school network services;
- their parents/guardians will be held responsible for the costs resulting from willful damage to computer hardware and related resources.
- When appropriate, law enforcement agencies may be involved.

Use of CEC/GA computers and network is a privilege which can be revoked by school administration if used improperly.

STUDENT DISCIPLINE PROCEDURES:

Teachers have the primary responsibility for discipline in the classroom. In situations where a student or students have breached the expectations of conduct, the classroom teacher will:

1. Make the student aware of the problem and that a repeat of the behaviour will have consequences.
2. If the behaviour is either serious enough or repeated, the **teacher will make initial contact with the student's home** outlining the nature of the behaviour to the parent/guardian **followed up by an incident report form to be completed in PowerSchool**. If the behaviour is persistent after contact has been established with the home, the administration will set up a meeting between the student, parents, and teachers involved in an attempt to resolve the matter. Appropriate disciplinary actions may and will be consequential.
3. Problems that arise during non-teaching time will be reported to the administration and dealt with in accordance with policies of the Strait Regional Centre for Education and Chedabucto Education Centre and Guysborough Academy.

EXTRACURRICULAR POLICY:

Students are encouraged to participate in the variety of extra-curricular activities which are available for them.

- As ambassadors of CEC/GA, students are reminded that whether “at home” or “away”, they are expected to act in accordance with the policies and procedures of the school, the Strait Regional Centre for Education, and/or the Nova Scotia School Athletic Federation. Parents, coaches, managers, and teachers who travel with students act “in place of parents” (in loco parentis) and therefore have authority over them.
- A Parental Travel Permission form must be signed by a parent or guardian for any student to travel for extracurricular activity.
- It is a privilege, not a right, to participate in extra-curricular activities. If, in consultation with teachers and/or parents, it is felt that a student's work, attitude or attendance is unsatisfactory, the privileges to play on a school team or participate in extra-curricular activities may be forfeited. Any student failing courses may be subject to removal from school teams / groups until such time as their academic performance has improved.
- Students are responsible for all work missed due to time away from school for curriculum-based events, field trips, tours and sports trips.
- Students must be in attendance the day of and the day after an activity, event or game in which he/she is involved unless he/she has been excused by the administration. When an absence is

unexcused, students who do not attend classes the day of an activity, event or game will not be permitted to participate. When an absence is unexcused, students who do not attend classes the day after an activity, event or game will not be permitted to participate in the next scheduled activity, event or game. If a student is suspended because of a discipline problem, the student will be suspended from participating.

- In order to participate in NSSAF competition, any student who is registered as a regular student shall be eligible to compete. In semestered schools, a regular student is defined as one who is registered in a minimum of three courses in each semester at the school.
- For more detailed procedures pertaining to student travel please go to srce.ca and refer to their Policy Manual, more specifically IV-B-6 Student travel Procedures document, which is followed by CECGA.