North Nova

Education Centre

ESTABLISHED 2003

2026-2027

Student Handbook

Jennifer MacDonald - Principal
Wendy Doiron - Vice Principal
Mat Gauthier - Vice Principal & Registrar
Vikki MacLaughlin - Vice Principal

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This agenda belongs to:

Name: _____

Address: _____

City/Town: _____

Postal Code: _____ Phone: _____

Be Like Gryph

G – Grow

- Set goals, work hard, and learn from mistakes.
- Show growth through effort, resilience, and accountability.

R – Respect (Others, Yourself, and the Environment)

- Care for your space, equipment, and each other.
- Use kindness and empathy in your actions and words.

Y – Your Best Self

- Show up ready to learn.
- Take responsibility and be proud of your effort.

P – Participate Positively

- Be engaged, prepared, and helpful.
- Contribute to a positive and safe school environment.

H – Honour Integrity

- Be honest, trustworthy, and dependable.
- Make choices that reflect who you are and who you want to be.

Addressing Academic/Classroom Concerns

Should students or parents/guardians have academic and/or classroom concerns, we ask that contact is made as outlined below. Please note staff contact information is on our course communication plans, website, and can obtained by calling the main office at 902-755-8180.

Who do I contact about curriculum and/or classroom questions/concerns?

First Contact: Classroom Teacher/Learning Support Teacher

Grade 9 – A. Smith	Grade 11 – L. MacDonald
Grade 10 – D. Dickson	Grade 12 – B. Stewart

If the issue is not resolved, contact an administrator.

- Grade 12 & 11 - Wendy Doiron
- Grade 10 - Mat Gauthier (VP & Registrar)
- Grade 9 - Vikki MacLaughlin

If the issue is not resolved contact Principal, Jennifer MacDonald.

Attacks on Identity

We want our school to be safe and welcoming for all students. Everyone should feel valued and respected. Remarks that are racist, sexist, homophobic, transphobic, antisemitic, or those related to someone's abilities or religion will not be tolerated, as these types of remarks are attacks on identities. Using language that attacks a person's identity is different from making hurtful comments.

Words such as the n-word, the f-slur for people who are gay, saying, 'that's so gay', using the r-word to say something is stupid, not respecting someone's pronouns, or calling a female the b-word or c-word are a few examples of attacks on identity. These words are different because they carry a history of violence and oppression. School consequences will be serious, as we will treat these remarks as high-level behaviour.

Student Attendance

Nova Scotia Attendance and Engagement Policy

Regular attendance at school supports greater student success and achievement. The policy will be applied in a fair and equitable way. North Nova staff work with the student and families to respond with the appropriate incentives and supports, and/or to develop accountability mechanisms that recognize the student's unique situation.

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 administrators, and the individual circumstances of the student. Reponses include the following:

- Universal/prevention strategies will focus on promoting regular attendance for all students. This may include school-based use of incentives, as appropriate.
- Increasing connections will be made when the reason for an absence is not communicated to the school by the parent/guardian or when the frequency of total absences or chronic lateness has reached 10 per cent of class time.
- Early intervention responses will be used when an issue with attendance has been identified and/or the frequency of total absences or chronic lateness is between 10 and 15 per cent of class time, or earlier if advised by the student's teacher.
- Targeted interventions will be provided for students facing greater attendance challenges, often when the frequency of total absences or chronic lateness has gone over 15 per cent of class time.
- Loss of credit for Grades 10 to 12: To earn a course credit in high school, students are expected to be present for at least 80 percent 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.

Attendance Notifications

The automated notification system will contact parents/guardians whose child is absent without notification. Parents/Guardians, who have not reported their child's absence, will receive an attendance notice at 5:30 pm.

The automated notification system will attempt to contact parents/guardians at multiple contact points until a reason is submitted for the absence. If you report your child's absence in advance using the Safe Arrival toll-free number, website or mobile app, you will NOT receive these notifications. Parents/Guardians will have until approximately 10:00 pm to submit a reason for their child's absence. With better communication and your support, we can make a difference in our students' attendance.

Process For End of Day Pick-up

Each day we receive a high volume of phone calls during last period class. Parents/guardians have been calling to have their child released from class to avoid end of day traffic. As communicated previously, this causes a lot of disruption during instructional time. For this reason, we request students not be signed out during last period class, without prior notice. Emergency situations will be handled on a case-by-case basis.

NNEC's school day ends at 3:10 pm and students are expected to stay in class until the bell rings. If a student must leave during 4th period, parents are asked to report this to our attendance line, no later than 12:30 pm on that day. This will allow the office time to notify teachers without class disruption.

Safe Arrival

Safe Arrival is a phone app that allows parents/guardians to notify the school in advance about an upcoming absence or rapidly respond to excuse an absence after the fact. With Safe Arrival, you are asked to report your child's absence in advance using any of these 3 convenient methods:

- Using your mobile device, download and install the School Messenger app from the Apple App Store or the Google Play Store
- Use the Safe Arrival website, go.schoolmessenger.ca
- Call the toll-free number [1-833-578-0533] to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

Additionally, the NNEC Attendance Line remains available. Call 902-755-8180 Option 1 and leave a message that includes the students name, reason for the absence and symptoms (i.e. sore throat, stuffy nose etc.). Schools still require this information when reporting attendance numbers to Public Health.

Sign Outs During Class Time

It is extremely important for the school to know if any student has left the building after attendance is taken. If a student must sign out during a class, parents/guardians are asked to leave a message on the NNEC Attendance Line rather than using the Safe Arrival App. Reporting through Safe Arrival will NOT notify the school or classroom teacher, that the student will be leaving class early, until the following day. Parents/guardians are asked to follow the same process for reporting absences as End of Day Pick-up (see below).

Banned Items

Students, while on school property, are not to be in possession of weapons or other articles that pose a threat to the safety or well-being of students or staff. This includes, but is not limited to, such articles as knives, laser lights, firecrackers, "stink bombs", or other exploding devices. These dangerous items are not permitted in the school or on school property and any students caught with any of these may be suspended. Skateboards, roller blades, scooters and Heelys, are not to be used on school property and should be stored in the student's locker. Violations may result in a suspension.

Bullying and Harassment

Rumours, gossip, threats, insults, cruelty, violence are things that you shouldn't have to deal with. It can be difficult but, remember you're not alone. There are places to turn to get the help you need. Reach out to people you can trust, a family member, relative, friend or staff member. Please get help as soon as you can.

Any type of bullying or harassment will be dealt with by the administration, or where warranted, by the police. Students involved may receive a suspension.

Cell Phones

Every student will be expected to have their personal cell phone turned off and stored during instructional time. Students will be permitted to use their cell phones during scheduled break/lunch times. Refusal to follow school policy will result in disciplinary action.

Fighting

Any type of violence will be dealt with by the administration or, where warranted, by the police.

Internet Policy

The use of computers to access Internet is a privilege and not a right. Students are legally and financially responsible for any problems related to Internet usage. This includes inappropriate use of the computer, unacceptable language, or the ordering of products or services. Students involved in the above activities will permanently lose their computer/Internet privileges and may be suspended.

Library

NNEC has a wonderful library full of resources for staff and students alike. The school library is open from 8:30 am to 3:30 pm each school day. Classroom rules also apply to the school library. The school library has computers available for student use. Any student wishing to use a library computer must register with library staff. When using library computers, students must adhere to the school's Internet policy.

Lockers

All NNEC students are provided a locker. Students are assigned a locker in grade 9 and keep the same locker throughout their time at NNEC. The administration office will provide new students with a locker upon registration.

Lockers provide minimum security and student should **not** leave items of value in lockers overnight. **The school is not responsible for lost or stolen articles**.

- Do not share your locker combination with anyone.
- Do not leave your lock partially unlocked, as this may result in locks or items in the locker to be stolen.
- Combination locks are provided by NNEC. Any locks found that are not school issued will be removed and replaced with a school issued lock.
- A standard 3-number combination lock is provided. However, there are 1-number combination locks available through the main office for any student who may require them.
- Lost or stolen locks are subject to a replacement fee of $5.
- Lockers remain the property of NNEC, and school administrators may open them at any time.
- Students are expected to maintain and leave lockers in good condition.
- Nothing is to be placed/marked on the outside of the locker and all posters, pictures, signs, etc. put in lockers must be appropriate as deemed by administration.

Narcotic Substances and Alcoholic Beverages

The non-medical use of, possession of, or trafficking in, illegal or mood-altering drugs in or on school property, or at school related functions is forbidden. The school will suspend students, as provided under the Education Act, and the New Glasgow Police Department may be contacted, as this is a criminal offence. Students who are under the influence of or in the possession of narcotic substances, "drug paraphernalia", or alcoholic beverages on school property or at school events will be suspended from school and may be referred to the CCRCE Discipline Committee for possible further suspension.

Nova Scotia Lunch Program

NNEC participates in the Nova Scotia School Lunch Program, which provides students with access to nutritious, affordable lunches each school day. Families order meals online through the provincial lunch ordering system (www.nslunch.ca). Lunches are available at various price points, including free and pay-what-you-can options, ensuring that all students have access to a healthy meal.

Ordering information, menus, and deadlines will be shared with families at the beginning of the school year and throughout the year. Families must place orders before the weekly cutoff date to ensure meals are available for their child.

Parking

There are several areas of the school yard which are designated as **NO PARKING** areas. Visitor parking is located along the front of the building. Staff parking is in the front parking lot as well as designated areas located at the rear of the building. Students are not permitted to park beside the Skilled Trades building. Any dangerous or disruptive driving will be considered a disruption to the learning environment. **At no time should students be parking in staff or visitor parking areas, fire lanes or the bus loop.**

Out of respect, we ask students and parents not to use the parking lot of the Westray Memorial Park. Cars parked in this area may be towed at the owner's expense.

PowerSchool Student & Parent Portal

PowerSchool allows students and parents/guardians to view attendance and grades. This is a province wide system that follows students from school to school.

Students and parents/guardians new to NNEC can continue using their existing account information from their previous school. Students transferring in from out of province or those who have yet to create an account, will be required to create a NEW account.

If you have difficulties getting into the system, please contact the main office at 902-755-8180.

Profanity

Use of profanity anywhere on school property is strictly prohibited and may result in a suspension.

Scent & Nut Policy

NNEC is a scent & nut sensitive school. Please refrain from wearing perfumes, cologne (including AXE Body Spray), or bringing products that contain nuts etc.

School Cancellations

School cancellations are made on the CCRCE website, www.ccrce.ca, as well as local radio stations and result in cancellation of all school events for that day, including extra-curricular and evening activities taking place at the school.

Sign up for alerts at https://www.ccrce.ca/school_information/cancellations

If school is cancelled during the summative assessment period, the whole assessment schedule will move ahead by one day. For example: if school is cancelled on Monday due to inclement weather, assessments scheduled for Monday will move to Tuesday, assessments scheduled for Tuesday will move to Wednesday, and so on.

Secure Entrance

NNEC is now equipped with a secure entrance. Entrance to the building during the school day must be made through the designated accessible door in the main entrance. The door is equipped with a video camera, and visitors must ring to the main office to have the door lock released. If the automatic door opener is required, the button can be pushed once the door is unlocked.

It will be strictly prohibited to prop doors open. Only authorized staff is permitted to open a door for anyone. All visitors, shall be directed to the main entrance where they will be required to sign in.

Once school is in session, all doors are to remain locked during the school day.

To preventing unauthorized entry, our school's security officer and student monitors shall ensure that all exterior doors are kept locked and secured.

A limited number of doors will be available for access by staff with use of a security swipe card.

There will be a continual rotation to check all exit doors. Any exit door found open will be secured immediately and the location will be reported school administration.

Smoking Policy

Smoking of cigarettes or E-cigarettes is not permitted on the properties of the Chignecto-Central Regional Centre for Education including the building and grounds of North Nova Education Centre.

Non-compliant students (students who smoke on the school grounds and/or in the school) **will receive an in or out of school suspensions for smoking or using tobacco products on the school grounds.** These consequences apply to smoking outside on the school grounds. Smoking cigarettes or e-cigarettes inside the school building are more serious and may result in 1 day out of school suspension. Repeated offences may result in further discipline.

Telephone

There is a telephone available outside the main office for student use if needed.

Transportation

Transportation is organized through the transportation department. Bus information for eligible students is available online for the 2026-27 school year.

BusPlanner Web is the quickest way to determine if your child is eligible for busing, and verify your child's busing information, including bus stop location and pick-up/drop-off times. If you require information beyond what BusPlanner Web provides you, please email busplanner@ccrce.ca.

What else do families need to know about busing in September?

Remember to check your time again closer to first day of school in case your pickup and drop off time are adjusted. As new students move into our community and are assigned to bus routes, bus times could shift.

For a student, at NNEC, to be eligible for bus transportation, they must live outside the designated walking distance of 2.4 km.

If your child is assigned a bus in BusPlanner but doesn't need transportation, please contact busplanner@ccrce.ca to have them removed.

Unassigned seats (previously called "courtesy seats") may be available when there is space on an existing bus route, and a seat can be made available to students living outside the distance for eligible busing for their school catchment. Family's who are already eligible for busing do not need to submit an unassigned seating request. For more information on unassigned seats, visit ccrce.ca.

Please Note: Unassigned seats are assigned in October, once all eligible students are assigned seats.

Accessing Your Child's Bus Information Online

1. Go to **https://ccrce.mybusplanner.ca/**
2. Click on Parent Portal
3. If you are accessing BusPlanner for the first time, you should have received a verification email to set up your account. Accounts are provided for the first two emails on file in your child's PowerSchool account. If you can't find the email, contact busplanner@ccrce.ca.
4. Create an account to access your child's bus information. After the account is created, parents can access their child's account using an email and password.

If you experience an invalid sign-in, please contact your child's school to check PowerSchool information on the following:

- Date of Birth
- Civic Number
- Student ID

Ensuring Civic Address is Correct

To ensure your child travels to and from school safely, please verify your civic address in bus planner is correct.
All student information is pulled from PowerSchool, into bus planner, over night. If your child's address is inaccurate in Bus Planner, the corrections must be made in PowerSchool. This includes any required alternate bus stop (ie. childcare, parental visitation etc.).

If you have questions, you can contact the Celtic Bus Garage at our toll-free number at 1-866-428-4696, Option 3 or email busplanner@ccrce.ca. For general inquiries: transportation@ccrce.ca

Please note: the Transportation team usually experiences a high volume of calls in August. Return calls may take 24-48 hours.