

NORTH NOVA EDUCATION CENTRE

ESTABLISHED 2003

2022-2023 STUDENT HANDBOOK

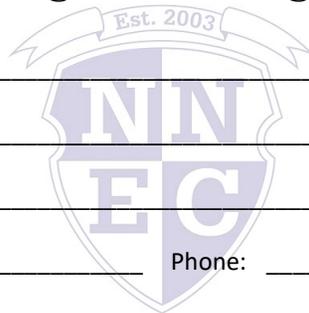
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This agenda belongs to:

Name: _____
Address: _____
City/Town: _____
Postal Code: _____ Phone: _____



Student Schedule Semester 1

| Time | Day 1 | Day 2 | Day 3 | Day 4 |
|---------------------------|-------|-------|-------|-------|
| 9:00-10:15 1st Period | | | | |
| 10:15-10:25 Break | | | | |
| 10:25-11:40 2nd Period | | | | |
| 11:40-12:30 LUNCH | | | | |
| 12:30-1:45 3rd Period | | | | |
| 1:45-1:55 Break | | | | |
| 1:55-3:10 4th Period | | | | |

Student Schedule Semester 2

| Time | Day 1 | Day 2 | Day 3 | Day 4 |
|---------------------------|-------|-------|-------|-------|
| 9:00-10:15 1st Period | | | | |
| 10:15-10:25 Break | | | | |
| 10:25-11:40 2nd Period | | | | |
| 11:40-12:30 LUNCH | | | | |
| 12:30-1:45 3rd Period | | | | |
| 1:45-1:55 Break | | | | |
| 1:55-3:10 4th Period | | | | |

Code of Conduct

All policies within the discipline code will be based on the three R's of conduct.

Respect: It is expected that school members will exhibit behaviour that shows respect for the rights, property and safety of themselves and others.

Responsibility: It is expected that school members will accept personal responsibility for their behaviour in order to maintain a safe and productive learning environment.

Rights: It is expected that school members will honour the rights of others in the process of learning and demonstrate appropriate behaviour in the context of social responsibility.

These principles are supported by the Education Act under several sections including the Preamble and those pertaining to the duties of students, parents, teachers, and support staff. Reference will be made to school members throughout this code. School members include students and all adults whose roles or jobs place them in contact with students in school settings and school activities.

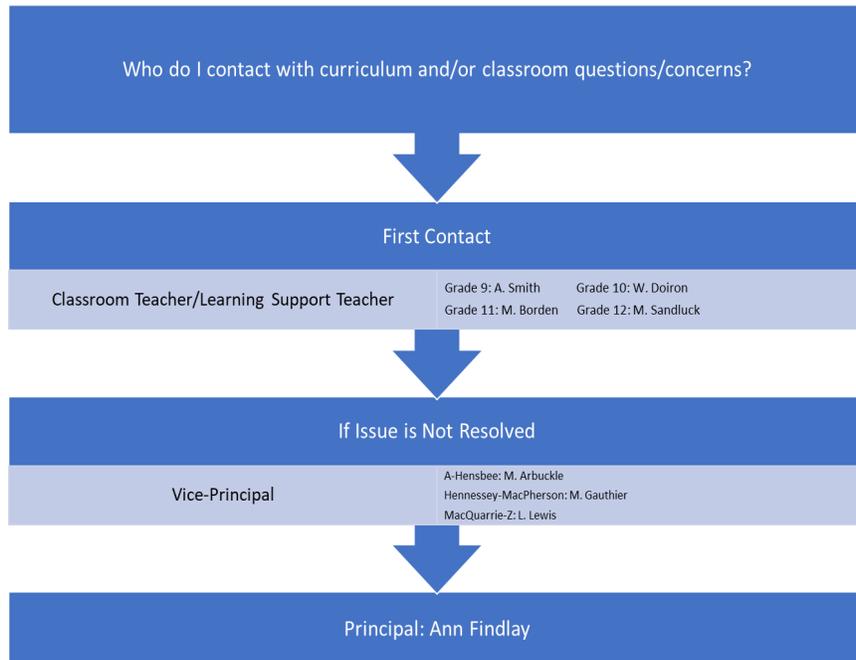
Standards of Behaviour

School members will:

- ✓ Show respect of the rights, property and safety of themselves and others;
- ✓ Respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age and ability;
- ✓ Express themselves with socially acceptable language and gestures;
- ✓ Exhibit behaviour that avoids all forms of intimidation, harassment, racism, and discrimination;
- ✓ Dress in accordance with school dress standards;
- ✓ Treat school property and the property of others with reasonable standard of care;
- ✓ Respect the responsibility of all school members in exercising their duties;
- ✓ Promote positive behaviour through the avoidance of all types of violent acts;
- ✓ Not be in possession of any form of a weapon on school property;
- ✓ Not be in possession of and/or under the influence of any form of intoxicant on school property.

Addressing Academic/Classroom Concerns

Should students or 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 be obtained by calling the main office at 902-755-8180.



Student Attendance

SafeArrival

SafeArrival is an electronic process for parents/guardians to report their child's absence. North Nova Education Centre will begin using SafeArrival on October 3rd, 2022. This system will allow student absences to be reported 24/7 during the school year.

On the day of the absence, parents can report, electronically, until the cut off time of 9:30 am. Then notifications will automatically launch. SafeArrival will send text, phone and email/push at the same time. Parents can reply to one of the notifications to excuse the student. This information will be imported into PowerSchool automatically, 5 minutes after the notifications have been

sent.

After the cut off, absences must be reported through the school's attendance line by phoning **902-755-8180 Option 1**. We require an excuse for all absences. Parents/guardians can leave a message or send in a written note indicating the student's name, reason and the date/length of the absence. An absence is not excused until the administrative assistant enters it in the computer.

SafeArrival also allows parents/guardians to report future absences. For example, if a student has a specialist appointment that is months down the road, the parent can go in and put that absence in the day the appointment was made.

Automatic Notification of Absences

One of the difficulties as a parent is knowing when your child is in class or skipping classes. Parents will be notified by phone of any classes missed by your child for that day. This is a computerized message system that will call your home each evening. With better communication and your support, we can make a difference in our students' attendance.

Signing Out of School

It is extremely important for the school to know if any student has left the building after attendance is taken. Therefore, any student wishing to sign out must abide by the following procedure:

- Students must sign out at the Main Office so that it may be recorded on the daily attendance.
- If a student must leave the building prior to school closing, a note from his/her parent/guardian indicating the nature of the appointment and the phone number of the office or institution the student visiting is required. This note must include a number where the parent/guardian can be reached so contact can be made.

PowerSchool Student & Parent Portal

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

Students and parents new to NNEC are able to 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 Mr. Gauthier in the main office at 902-755-8180.

Policy on Late Assignments

Due dates for assessments are determined by the teacher. Students have the responsibility to adhere to these deadlines. Extensions for the submission of any assignment must be negotiated between the teacher and students, and will only be granted for appropriate reasons. A zero will act as a placeholder and can only be changed if the student had previously arranged for an extension with the teacher.

School Policies

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 ... 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.

For assistance please call the Kids Help Phone at 1-800-668-6868 or contact their website at www.kidshelpphone.ca. For a more detailed list of services available contact the Nova Scotia Dept. of Education’s website at <http://novascotia.ca/help/>. More programs and services are available in your community. Just call the 24/7 support line 2-1-1 to learn more about the support and resources nearest you.

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 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.
- Gym lockers are available for \$2.00 per semester.
- 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.

Lost and Found

The school is not responsible for money or personal belongings brought to the school. For this reason, students are strongly discouraged from bringing large amounts of money or valuables to the school. Students must not leave

money/valuables in an unlocked area. Items found throughout the school are placed in the lost and found box located the hallway to the Presentation Centre.

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.

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 located in the front parking lot as well as a designated area located at the rear of the building. **At no time should students be parking in staff or visitor parking areas, fire lanes or the bus loop.**

Photos

Student Photos will be taken by Lifetouch Photography. Student photos will be taken on **Sept. 9th, 2022**. **All** students will be required to be photographed for student records and student ID cards.

When photos are processed, students will receive a sample photo and order form for parents. Parents can purchase student photos through Lifetouch online, using the code identified on the order form. Photos can also be purchased by returning the order form and payment to the school’s Administration office, in the envelope provided with the photo proofs. Please ensure that the envelope is sealed and all information is included on the outside of the envelope. These envelopes are sent to Lifetouch for completion.

Replacement ID’s are not readily available, as the school must request another ID from Lifetouch. There is a \$5 charge for replacement ID cards.

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 over 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.

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

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 sc) **may receive 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 will result in 1 day out of school suspension. Repeated offences may result in further discipline.

Smoking is not only dangerous for your health, but it is illegal for minors to purchase or possess tobacco products. Any student selling or buying tobacco on school property will be suspended.

Student Fee

Each student will be required to pay a student fee of \$20.00 with a maximum of \$35.00 per family. This fee will be used to support student activities at NNEC. Payment can be made online at ccrce.schoolcashonline.com or by cash/cheque in the main office. Family plans must be paid in the main office to ensure that all students in the family are identified as having paid their fee. **Cheques are to be made payable to North Nova Education Centre.**

Telephone

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

Textbooks

Textbooks are provided for students in all grades. Books and supplies issued to you are on loan. Please look after them and return them in good condition. You will be expected to pay for lost or damaged books. This also applies to library books. Students who fail to make financial compensation for loss of damaged texts or library books could lose their privileges of taking textbooks and library books outside the classroom/library during the next year. Every student shall sign a textbook inventory form that acknowledges receipt and responsibility for loaned textbooks.

Visitors

To ensure student and staff safety, all visitors must sign in at the Main Office immediately upon entering the building.

Extra Curriculars

We encourage all students to get involved in school life. There are many activities at North Nova to give students opportunities to be connected.

If there is an activity you would like to be offered at NNEC, speak with school administration to discuss how/if we can support your idea.

