

2023-2024

7-12 Student Handbook



Cape Breton Highlands Education Centre / Academy

ADMINISTRATION

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Principal

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School Guidance P-12

Secretary

Building Operator

CONTACT NUMBERS

Telephone: 902-235-7500

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DAILY SCHEDULE

Daily Timeline

Grades P-2/3E Instructional Time:

09:00 – 10:45

11:00 – 12:00

12:45- 14:45

Recess: 10:30-10:45

Lunch: 12:00-12:45

Grades 3/4F-6 Instructional Time:

09:00 – 10:30

10:45 – 11:45

12:15 – 14:45

Recess: 10:30 – 10:45

Lunch: 11:45-12:15

Grades 7-12 Instructional Time:

Period 1: 9:00 - 10:00

Period 2: 10.00 - 11.00

Period 3: 11.30 - 12.30

Period 4: 12.30 – 1.30

Period 5: 1.45 - 2.45

Recess: 1:30-1:45

Lunch: 11:00-11:30

Student life at CBHEC/A - Information Items (alphabetical order)

Absenteeism

1. When a student is absent, it is their responsibility to find out what work was missed, whether it be notes, reading, assignments, homework, or tests. The student is responsible for all work covered in class.
2. Students who have prior knowledge of a test that will be missed must plan with the teacher beforehand to write said test.

3. On days when busses are canceled due to weather but classes are still on, it is the responsibility of the parent/guardian to call and notify the school that their child will not be attending due to busses not operating.

Allergy Alert

Students and visitors are asked to refrain from using scented products while at the school. Students and visitors are asked not to take any of the following items into the school: peanuts, tree nuts, kiwi, or shellfish. Our student body and staff include a number of people with severe food allergies. We ask that students and parents/guardians be as vigilant as possible in what food products they bring into the school.

Student Attendance and Engagement

<https://www.ednet.ns.ca/docs/provincialstudentattendanceandengagementpolicy.pdf>

Cafeteria



Cafeteria services will be available. A menu is posted on the school website.

Clothing and/or Accessories

Promotions of alcohol, tobacco, or any other illegal substances for school-aged children are not permitted.

School Communication Plan



At Cape Breton Highlands Education Centre/Academy, we welcome and encourage on-going communication between school and home. It is important for parents and guardians to get to know your child's teacher(s), the Principal, Vice Principal, and other staff who work with your child. This allows for a very meaningful and important dialogue between home and school.

We also recognize the importance of working collaboratively as a team to ensure the success of our students. As parents and guardians, you are very valuable members of our school team at CBHEC/A.

We sincerely appreciate the many volunteers who support our school initiatives and we place a high priority on positive community relations.

Strong and effective communication enables us to make our school community more informed and encourages greater participation, excitement, and support for educational initiatives and school activities.

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Our CBHECA communication plan will outline information on student learning and how it will communicate to parents and guardians during the school year. Our school and teacher plans include many tools of communication and information we believe will ensure a more positive and successful school year for all!

In the interest of keeping all members of our school community informed, the following information tools are available:

- cbheca.srce.ca
- @CBHighlandsECA (Twitter)
- CB Highlands ECA (Facebook)

STUDENT INFORMATION SYSTEM; PARENT PORTAL

All parents/guardians can access student information on a web-based program as part of our student information system. This system has been adopted province-wide for the purpose of improving communication and the storage of information. Note: Returning students can access the portal using the passwords used last year. Parent passwords is the email address you provided to the school and password will be what you used last year. In the event you are new to this, your username is the email address you provided to the school and you will then be prompted to create your password. Should you need assistance please contact the school, we will be happy to assist you.

CBHEC/A- REPORTING PERIODS 2023-2024

Report cards are sent to parent/guardian email addresses we have on file in November, April, and June for students in grades P-8.

They are sent in November, February, April, and June for students in grades 9-12.

Formal Parent-Teacher sessions are in line with these reporting periods.

TEAM MEETINGS

Parents will be contacted if meetings are necessary regarding their child's progress and/or behavior throughout the school year.

If parents wish to meet with their child's teacher or administration on a matter, please feel free to contact the school to arrange a meeting.

NEWSLETTERS

Our school newsletter will be placed on our school website and Facebook page at the beginning of the month. If you require a paper copy sent home, please call the secretary and let her know.

PHONE CALLS/NOTES/LETTERS/EMAILS

Our staff will be making contact through phone calls, notes, e-mails and letters. While all such communication is important, we strongly believe that POSITIVE phone calls or notes are also very necessary and deserving.

ALERT MESSAGES

E-mails and text messages can be sent through our Student Information System. Please make sure that your current email address and home/cellular numbers are correct on the Student Registration Form. This mode of

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communication can be used for general information items as well as emergency notices such as school closures, physical plant issues, etc.

CBHEC/A WEBSITE

Please visit our website at <http://cbheca.srce.ca> for school information, announcements and initiatives at our school.

CBHEC/A Twitter Account

Follow us **@CBHighlandsECA**

SCHOOL ADVISORY COUNCIL (SAC)

CBHEC/A School Advisory Council meets regularly throughout the year. We WELCOME new members and member input from parents, guardians and community. If you are interested in joining SAC or if you have questions or concerns, please contact the school. A schedule is available, and dates will be on the school website.

NS DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

The NS Department of Education and Early Childhood Development website has all curriculum documents with all outcomes at every grade level listed. For this or other educational documents or information, you can access this website at www.ednet.ns.ca.

Communication is an integral part of parent/teacher/school relationships. This communication should be ongoing and initiated by both home and school. I have outlined some of our main methods of communicating throughout the school year. Suggestions and comments regarding this plan, or ways to enhance our communication process, are most welcome.

If you wish to contact CBHEC/A administration, please do not hesitate to telephone or email us.

Our contact information:

Phone: 902-235-7500

Fax: 902-235-7504

Email: cbh.office@srce.ca

School Code of Conduct:

Students, parents, teachers, support staff, principals, and school boards share responsibility for creating a school-wide approach to maintaining a positive and inclusive school climate where all students are supported to develop healthy relationships, make good choices, and achieve success in their learning.

All members of Nova Scotia's school communities have a role to play in the awareness and prevention of unacceptable behaviour.

The provincial school code of conduct policy applies to all public schools and school boards in the Province of Nova Scotia. All students and school members in Nova Scotia are required to follow this provincial school code of conduct policy, which is governed by the Education Act. Please see more detailed information on the srce website in the **Provincial School Code of Conduct Policy**.

COURSE CHANGES

Students who need changes made to their timetable must get permission from the Guidance Office to have changes initiated.

Requests for course changes must be made by the end of the fourth school day of the first cycle of each semester.



Electronics Policy

Electronics have become part of life and can serve many purposes. This policy is intended to balance three competing issues:

1. Harnessing what electronics have to offer
2. Offering students something to entertain them during (e.g., long bus rides)
3. Ensuring they do not get distracted from important school functions while they are in school

To that end, the following is in place at Cape Breton Highlands Education Centre/Academy:

- Electronics may be used during non-instructional time
- Students are permitted to use electronics during instructional time in all ways permitted by their teachers. This is intended to promote the use of electronics as an instructional aid and help students organize themselves in ways that mimic how they will function outside of school
- Electronic devices must be put away and out of sight during class time when teachers have not authorized their use.

Consequences for offences related to the Electronics Policy:

- **First offense:** taken from student, phone call home by student, devices kept by administration for two days or picked up by parent/guardian on the day of confiscation.
- **Second offense:** Same, but **MUST** be picked up by parent/guardian.
- **Third offense:** Suspension or alternate consequence.

PLEASE NOTE: PARENTS/GUARDIANS WHO WISH TO PICK UP THEIR STUDENT'S ELECTRONIC DEVICES MUST DO SO AFTER 2:50 pm.
Students are reminded that lost or stolen property is NOT the responsibility of the school. Valuable items should be safe guarded by students.

Energy drinks such as Rockstar, Red Bull, etc. are not permitted in school.

Soft Drinks (pop) are not permitted at school.

EXTRACURRICULAR ACTIVITIES POLICY

We, the staff of Cape Breton Highlands Education Centre/Academy, support the statement of the Strait Regional Centre for Education with respect to extracurricular activities. It is as follows:

The Strait Regional Centre for Education believes that extra-curricular and co-curricular activities are not separate undertakings but rather extensions of good, educational programs. Such activities help students develop leadership qualities through their involvement: learning to set goals, organize activities, and coordinate group efforts as they put their plan into action. Through the participation in activities programs” students learn self-discipline, develop self-confidence and acquire a solid understanding of the importance of cooperation and teamwork in attaining goals. Furthermore, it is a known fact that students who participate in activities programs” tend to have higher grades, better attendance records, fewer discipline problems and are less likely to drop out than students who are not involved. Therefore, the Strait Regional Centre for Education strongly encourages students to be involved in activities and programs and supports its schools in their efforts to develop well rounded and age-appropriate programs for their students.

Extracurricular Program

As educators, we strive to develop the student into a functioning member of society on a variety of levels and in a comprehensive manner. To this end, our school provides curricular and extra-curricular opportunities in settings designed to foster achievement and respect for individual goals and differences. It should be kept in mind, however, that students who participate in extracurricular activities need to be good role models for their school and must demonstrate responsibility, good sportsmanship, and commitment to their academics in order to participate.

Activities can be voluntarily shared among staff and community volunteers, keeping in mind a fair distribution of time and facilities while providing a safe and well supervised environment. Parents and community volunteers are encouraged to be involved by coaching, assisting in coaching, serving as advisors and/or supervisors, attending events, and supporting the decisions of their children’s school. When community volunteers are to be involved, the principal, according to the SRCE’s policy on Volunteers in the School is responsible for approving the utilization of volunteers within a school. Furthermore, the Strait Regional Centre for Education requests a vulnerable sector check and 4a child abuse register check. Volunteers shall, at all times, be under the direction of an employee designated by the principal. Programs or activities initiated by volunteers must have the express approval of the staff member to which the volunteer is assigned by the principal. At Cape Breton Highlands Education Centre/Academy, there will be a staff member assigned to each extracurricular activity. Finally, volunteers involved in athletic activities governed by School Sport Nova Scotia shall be governed by SSNS rules regarding behavior.

Student Eligibility

Student participants represent the school within our community, the Strait Region, and in other communities throughout Nova Scotia and Atlantic Canada. Therefore, it is crucial that all students involved in school-sponsored

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activities be worthy ambassadors of our school. As ambassadors of Cape Breton Highlands Education Centre/Academy, students are reminded that whether at home or away, they are expected to act according to the expectations of the school, the Strait Regional School Board and/or School Sport Nova Scotia.

Parents, coaches, managers, and teachers who travel with students act **in place of parents (*loco parentis*)** and therefore have authority over them.

Signed parental permission must be obtained prior to taking an extracurricular trip.

- Cape Breton Highlands Education Centre/Academy offers a wide variety of extra-curricular and athletic activities. We strongly urge students to participate in at least one of them. School spirit depends upon the level of participation and our school can only be as good as the efforts students put into their studies and extracurricular activities.
- All students who wish to participate in extra-curricular and athletic activities must be a positive role model and representative of our school, doing their best to complete assignments and schoolwork while maintaining satisfactory attendance.
- Students participating in and/or attending extra-curricular and athletic activities sponsored by the school are subject to the same code of conduct as if they were in a regular school setting.
- Students who may be required to attend meetings or functions during regular class time must receive permission to do so from subject teacher prior to attending the meeting or function.
- Students who participate in extra-curricular activities must be in attendance on the day of the event. Students who remain in school after regular school hours for activities immediately following the end of the school day shall report to the area where the activity is scheduled to occur. Furthermore, it is the responsibility of the students to inform their parents/guardians of their expected time of return regardless of where the activity is taking place.
- Students who will be attending activities scheduled for later in the day following school hours are expected to travel by bus and then return for the time scheduled. Students are not permitted to remain at school for an activity that would begin after 3pm UNLESS supervised by an approved adult.



• School Guidance

Students are encouraged to take full advantage of the services offered in our school by signing up in the guidance office for an appointment during their breaks or after school. Guidance staff will call students down from their classes when an appointment is available.

Assessment Policy

<https://www.ednet.ns.ca/student-assessment>

Roles and Responsibilities

Students

Students are responsible for:

- engaging in their learning and responding to feedback from their teacher(s) to improve their learning.
- meeting due dates for assessment and evaluation that have been clearly communicated to them by their teacher(s).
- taking on more responsibility for meeting due dates and requesting extensions based on their grade level and appropriate learning development:
 - grades P–6—students learn about due dates and develop some autonomy and responsibility when working toward due dates.
 - grades 7–8—students continue to receive support (e.g., regular check-ins, work planning) when working toward due dates, and a greater expectation is placed on them to meet due dates and negotiate extensions.
 - grades 9–12—students are expected to adhere to due dates with increasing independence. They are expected to negotiate extensions with teachers prior to the original due date, except in exceptional circumstances.

Parents

Parents are encouraged to

- engage in and support their child's learning.
- familiarize themselves with the school communication plan and teacher communication plans.
- maintain ongoing contact with teachers about their child's progress and achievement.
- attend parent-teacher meetings, program planning meetings (when necessary), and participate in discussions about appropriate student programming.
- seek clarification when questions arise regarding assessment, evaluation, reporting, and educational programming.

One of the Essential Graduation Learnings for students in Nova Scotia is Citizenship. Many issues related to citizenship revolve around deadlines and time frames so processes and systems can function in a timely and efficient manner. People who file their income tax forms late are fined, job postings close at a specific date and time, late fees are issued to loan payments that are overdue, and employers use lateness and delayed productivity as grounds for reprimand or dismissal.

To help students learn about the importance of having work passed in on time, teachers will implement the following in each of their courses:

- For assessments that are designed to provide students with opportunities to practice skills prior to a test

or other formative assessment: All individual cases will be reviewed by the teacher and special arrangements/accommodations can be agreed upon with the student.

For assessments that are more individualized and/or carry more weight in the final mark and are not a prerequisite for end of unit formative assessments: Students will always have an opportunity to hand in these independent studies/projects/etc., even when they are late. In keeping with workplace and societal expectations.

Assignments are rarely — if ever— assigned the day before they are due. Students who are involved in activities that occur on weekends, for instance, need to build time to complete assignments into their planning.

Finally, the school recognizes that there are always special circumstances that come up in students' lives. Extensions and/or exemptions for these special circumstances can be granted at teacher discretion.

Media Coverage School Events

The Strait Regional Centre for Education believes strongly in the need to protect the privacy of all students and recognizes the issues around the publishing of student images and personal student identifying information, especially on the Internet and social media sites.

However, the Regional Centre for Education also believes that the showcasing of students, their work, activities and achievements, is an important part of school life and can be a very positive experience for students. Therefore, 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 public. If photography or video recording occurs at these types of events, it is not possible for the school or Regional Centre for Education to control the use of such recordings and therefore privacy cannot be expected at these events. It is important that when taking pictures or recording, 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 Persona/ Information and Student Work to indicate if you do or do not consent to your child being identified in the manner described above.

All media requests and associated contact with students are carefully considered before being approved. We do our best to ensure that the personal privacy of students is protected and respected.



Medication

No medications will be dispensed to students by school personnel or students without parental permission and proper instruction. If a child needs medication, the parent/guardian must call the principal/vice-principal and then provide authorized permission, in writing, allowing for dispensing of medication. Such medication must be provided by the parent/guardian for their child. Medications may be kept refrigerated in the school office if needed. The school will not dispense or administer "over the counter" medications to students at school.



Smoking/Intoxicants/Vapes

Smoking is not permitted on Cape Breton Highlands Education Centre/Academy property (this includes busses). Student possession and/or use of drugs or alcohol on school grounds is strictly prohibited. The Strait Regional Centre for Education policy on "The Possession Use, and/or Distribution of Intoxicating Substances" will be strictly enforced.

STUDENT CONVEYANCE AND STUDENTS BRINGING VEHICLES TO SCHOOL

Students' bringing their own vehicles to school is a privilege. Extreme care and caution are to be exercised when operating a motor vehicle, especially in a school parking lot and school zone. Vehicles are to be parked in the designated student parking area which is in the back row of the parking lot and not moved until dismissal, unless permission is obtained from the administration to do so. Cars brought by students to school are not a place to hang out in during lunch, recess, or any other time during the school day/activity.

Students are not permitted to transport other students unless permission has been granted by parents/guardians of the student being transported. Permission is assumed when the student arrives in the morning by private vehicle. If a student arrives on the school bus in the morning then permission to be transported by a fellow student is NOT assumed. Parental permission is required. Students who do not respect the policy may lose their privilege of being able to bring a vehicle to school. Failure to abide by these rules and safety regulations may result in the student no longer being permitted to bring the vehicle to school and disciplinary action for students involved. Consequences will be progressive, consistent and fair as stated in the provincial code of conduct with a focus as always on ensuring student safety. Possible consequences include education, detention, in-school suspension, out of school suspension, loss of privilege to bring their vehicle to school and it being on school grounds, to towing of the vehicle at owner's expense.

Participation in extracurricular activities after school hours at CBHEC/A is considered an extension of the school day. This means that the above explanation would apply.

TRANSPORTATION OF STUDENTS TO CO/EXTRACURRICULAR EVENTS

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When Co/Extracurricular Events are not held on what would be considered CBHEC/A sites, where another organization or school is considered the host of the event, SRCE Travel Policy IV-B-6 with regard to Co/Extracurricular transportation applies. The person in charge of the event determines the means of transportation in consultation with the administration. If the means of transportation is the use of private vehicles all owners of these vehicles must complete and sign Form J "Amended" Motor Carrier Act Confirmation and Undertaking included in PRO VI-B-6. This form must be updated annually.

Under Form J Amended one of the stipulations states that the driver is not less than 19 years of age and does not have the status of a newly licensed driver under the Motor Vehicle Act. This policy states that no student shall drive fellow student(s) to a Co/Extracurricular event that is not hosted by CBHEC/A.

Test Make Up Policy: 2023-2024

Tests are one form of assessment, but they are crucial to determining what students have retained after a series of days or weeks of instruction. It is also critical that teachers return tests to students in a timely fashion so that they can see where they went wrong as they move forward in their courses.

This becomes very difficult when some students are absent when tests are written. Teachers can't return tests to the class when there are students who still need to write. Moreover, it is important that students move past units of instruction, which usually end with a formal test or quiz, so they can move onto the next unit or topic. When students still have tests hanging over their heads, they are unable to give their full attention to the work that other students are working on as they move forward onto new units or topics. This is yet another reason why students need to write tests in a timely fashion.

CBH Procedures:

- Students who are absent on the day of a test and are excused will write the test on the first day of their return to school during lunch.
 - Students will be permitted to pre-order from the cafeteria or bring their own lunches and they will be excused from whatever period of the following class they may miss should they require additional time to write.
 - Students who do not report to the office to write tests at lunch will get a mark of zero.
- Students will not be permitted to attend any extracurricular events if they have any tests outstanding.
 - These include, but are not limited to: committee meetings, practices or games for school sport, attendance at any evening events including hockey games or dances.
 - Note: Administration will work with students to ensure they have opportunities to write any outstanding tests before extracurricular events (e.g., students can write tests before dances in the office beginning an hour before the doors for the dance open).

Note: Teachers may make special arrangements based on individual circumstances. These arrangements are at the teacher's discretion.



CBH Assessment

1. Students will not be expected to write more than two (2) regularly scheduled formal assessments on any given day. The onus is on the student to inform the teacher as soon as the third (3rd) assessment is assigned.
2. Students who are scheduled to participate in school-related and sponsored activities are to inform teachers immediately if their participation creates a conflict situation with a proposed assessment date.
3. Assessments are to be designed for completion within a regular teaching period unless special arrangements have been made through the teacher.
4. In the event that school is canceled, and an assessment is assigned, students should be prepared to write the assessment the next day.