

CHEDABUCTO PLACE
CHEDABUCTO EDUCATION CENTRE/
GUYSBOROUGH ACADEMY



STUDENT HANDBOOK 2017-2018

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

Phone: 533-2288/4006

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

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



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Academic Year 2017-2018

Event, Day, Description

School Days

Labour Day	Monday, September 4, 2017
School Orientation Day	Tuesday, September 5, 2017
First Day of School for Students	Wednesday, September 6, 2017
School Based In-Service Day	Friday, September 29, 2017
Thanksgiving Day	Monday, October 9, 2017
Provincial Conference Day	Friday, October 27, 2017
Remembrance Day Observed	Monday, November 13, 2017
Grad Photos	Wednesday, November 15, 2017
Report Cards Go Home (9-12)	Thursday, November 16, 2017
Regional In-Service Day (No Classes)	Monday, November 20, 2017
Report Cards Go Home (P-8)	Tuesday, November 28, 2017
Parent Teacher Interviews (P-12 by appt)	Wed, November 29 (4:30-6:30)
School Based In-service in a.m. (No Classes)	Thursday, November 30, 2017
Parent Teacher Interviews (P-12 by appt)	Thurs, Nov 30, 2017 (12:30-2:30)
Last Day of School before Holiday Break	Thursday, December 21, 2017
School Resumes after Holiday Break	Wednesday, January 3, 2018
NSVS Exams	Wednesday, January 24, 2018
Exams begin (9-12)	Friday, January 26, 2018
Administration Day (Academies Only)	Thursday, February 1, 2018
School Based In-Service (Education Centres Only)	Thursday, February 1, 2018
First Day of Classes (2 nd Semester)	Friday, February 2, 2018
Report Cards Go Home (9-12)	Tuesday, February 13, 2018
Parent Teacher Interviews (9-12 by appt)	Thursday, February 15 (4:30-6:30)
Heritage Day	Monday, February 19, 2018
Last Day before March Break	Friday, March 9, 2018
School Resumes	Monday, March 19, 2018
Marking & Admin Day (P-8)	Friday, March 23, 2018
Good Friday	Friday, March 30, 2018
Easter Monday	Monday, April 2, 2018
Report Cards Go Home (P-8)	Wednesday, April 4, 2018
Parent Teacher Interviews (P-12 by appt)	Wednesday, April 4 (4:30-6:30)
School Based In-service in a.m. (No Classes)	Thursday, April 5, 2018
Parent Teacher Interviews (P-12 by appt)	Thursday, April 5, 2018 (12:30-2:30)
Report Cards Go Home (9-12)	Thursday, April 19, 2018
Regional In-Service Day	Friday, April 27, 2018
Victoria Day	Monday, May 21, 2018
Prom	Monday, June 25, 2018
Earliest Possible Date for Graduation	Wednesday, June 27, 2018
Administration Day (9-12 - No Classes)	Wednesday, June 27, 2018
Administration Day (P-12 -No Classes)	Thursday, June 28, 2018
Final Day of School	Friday, June 29, 2018

Professional Staff

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

NAME	Room #	CLASS
CHRISTIE DORT	E34	GRADE PR
TIFFANY HAYNE	E35	GRADE 1
SUZANNE MACKAY	E29	GRADE 2
KENDRA LANDRY	E30	GRADE 2/3
PAULINE SPIN	E27	GRADE 3/4
EMILY LANDRY	E26	GRADE 4/5
TRACEY MACDONALD	E39	GRADE 5/6
DAWN THOMPSON	E40	GRADE 7
CATHY LOMBARDO	E42	GRADE 8
CAITLIN GALLAGHER	115	
CHRIS MARTINS	123	GRADE 9
TRINA TAIT	031	GRADE 10
MICHAEL WILSON	030	GRADE 11
ALICIA MILLS	034	GRADE 12
JIM KEAY	118	
JOE LEBLANC	045	PHYS. ED. (CEC/GA)
KEVIN CHISHOLM	019 / 020	TECH ED
CORRY CONNOLLY	E37	EARLY LITERACY/READING RECOVERY
ANGELA MACKEEEN	E20	YSF (CEC)
SUSAN DEYOUNG	113	YSF/RESOURCE (GA)
JODI CHISHOLM	132	FAMILY STUDIES/ART
MANDY REID	131	MUSIC

Support Staff

NANCY BARSS - Library Technician	COLLEEN PELLE - 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
DARLENE JAMIESON - 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, MELISSA RICHARD,
 IRENE MACDONALD

School Advisory Council

The Guysborough School Advisory Council for the 2017-18 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>	
8:43 - 9:45	1 st Class	8:43-9:45	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 – Maria MacDonald
Vice President – Nicolas Clower
Ryan Casey

Treasurer – Netonia Nickerson
Secretary – Alexandra MacDonald

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 examination materials and b) help support Student Council activities and maintain student use of computers.

The maximum fee is \$40 per family (grades P-12) and is to be paid to the office by October 13th. 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).

Where other services offered in the community may be required, appropriate arrangements may be made through the Guidance Office.

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 full-time public health nurse is available 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 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. Permission notes are also necessary to be exempt from participating in Phys. Ed. classes or other school activities.

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 kph. 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 Superintendent of Schools 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 Superintendent of Schools and Central Office administrators will immediately notify CJFX, CIGO and CBC Radio Stations to have the appropriate announcements made on the radio.

(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 GOALS Building/Trades Shop and the Administration will notify the SRSB 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.

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. A teacher may administer medication to a student under the following condition:
 - (a) The injection of medication and procedures other than oral medication shall be administered only by a person, other than a teacher, who is either a health professional or has been trained to perform the injection or other procedure.

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 7-12 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. Students should organize their day so that visitations to their locker occur between semestered 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 School Board. **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.

TELEPHONE

Pay phones are located at the main and community entrances **for use during non-class time.** The office telephone is **not** for student use and, except for emergencies, students will not be taken out of class to talk on the telephone.

LOST AND FOUND

This service is provided by the main office.

SCENT FRIENDLY

Out of respect to those people in our building who have sensitivities and allergies, we ask individuals to refrain from wearing scented products. "No scents makes good sense!" Students found to be spraying scented product will receive a 1 day in-school suspension for the first offence. Subsequent offences will be at the discretion of school administration.

UNSCHEDULED CLASSES

A grade 12 student may have one unscheduled course per school year during which time they are to report to the cafeteria. 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

As part of our efforts to celebrate the achievements of our students and to promote the various educational, sports and cultural events that our students participate in, media partners are invited to the school throughout the year to cover these activities so that our good news and success stories can be shared with our school communities in local papers. As such, there is a very good possibility that your son/daughter may be identified either by name or in a photograph. If you do not want your child identified in this manner, we ask you to contact the school principal immediately.

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. In these types of instances, it is our practice to request parent/guardian written permission prior to granting the media request.

Please note that our school does not condone the uploading of audio or video files recorded at school and/or school-sponsored events to online social networking sites such as Facebook and YouTube. All media requests, and subsequent contact with our students, are carefully considered before being approved. We do our best to ensure that personal privacy is protected/respected.

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 for 10 cents per page. 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 SRSB 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 or need assistance completing the required paperwork.

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

- 2 Mathematics
- 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.

Students registering in Grade 10 for the first time in 2017 or later:

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.

****Please note: Students not enrolled in courses during a semester will not be permitted to participate in any school functions outside Prom and Graduation.**

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 in September.

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.

STUDENT VISITORS

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