



NORTH NOVA EDUCATION CENTRE

ESTABLISHED 2003

2025-2026 STUDENT HANDBOOK

Shane Pitts - Acting Principal
Wendy Doiron - Vice Principal
Krista Brown - Vice Principal & Registrar
Mat Gauthier - Vice Principal

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This agenda belongs to:

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



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;
- ✓ 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.

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

First Contact: Classroom Teacher/Learning Support Teacher

Grade 9 - D. Gauthier

Grade 11 - B. Stewart

Grade 10 - M. Borden

Grade 12 - A. Smith

If the issue is not resolved, contact a Vice-Principal.

- A—G - Wendy Doiron
- H—O - Mat Gauthier
- P—Z - Krista Brown (VP & Registrar)

If the issue is not resolved contact Acting Principal, Lia Lewis.

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 principals, and the individual circumstances of the student. Responses 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: In order 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.

Safe Arrival

Safe Arrival is a phone app that allows parents and guardians to notify the school in advance about an upcoming absence or rapidly respond to excuse an absence after the fact. With SafeArrival, 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 SchoolMessenger 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 (ie. sore throat, stuffy nose etc.). Schools still require this information when reporting attendance numbers to Public Health.

Attendance Notifications

The automated notification system will contact parents whose child is absent without notification. Families, 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 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 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.

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 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 are asked to follow the same process for reporting absences as End of Day Pick-up (see below).

Process For End of Day Pick-up

Each day we receive a high volume of phone calls during last period class. Parents 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.

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 Ms. Brown in the main office at 902-755-8180.

Missed Work Guidelines *(as per the Nova Scotia Student Assessment Policy)*

Missing assessments may impact students' in-progress marks, final grades, or both. If a student does not complete an assessment, the teacher will assign the code Missing in Power Teacher Gradebook and then confer with student/parents to discuss reasons the assessment was not completed by the due date. A plan for an extension/modification will be communicated. If an assessment is not submitted by extension date, the teacher may record a zero in Power Teacher Gradebook.

For more information regarding the Assessment policy, please visit: <https://www.ednet.ns.ca/docs/studentassessmentpolicyen.pdf>

School Policies

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.

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.

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 cellphones 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 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/semester through Phys. Ed. Teachers.
- 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.

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 designated areas 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.**

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 do 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 school) **will 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.

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.

Note: NNEC no longer has a debit machine on-site, therefore, we can only accept cash or cheque. **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.

Visitors

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

