

East Antigonish Education Centre/Academy

2022-2023 Student Handbook

The following information is contained in this package:

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- Medication
- Smoking/Intoxicants/ E-Cigarettes/Vaping

Parents/Guardians should note that teachers will be providing their students with course outlines that lay out how they will assess student achievement, as well as their use of Power School, and the Parent Portal.

If you have any questions or concerns, please do not hesitate to contact the school at 902-232-2810 to speak to the Principal: Paul Brown, one of the two Vice Principal's: Pauline MacKinnon, or Dara MacDonald.

Student Life at EAECA

(Information items in alphabetical order)

Absenteeism and Attendance

1. When a student is absent, it is their responsibility to find out about class work they have missed. Examples are notes, readings, assignments, homework, or tests. The student is responsible for all work covered in class whether or not they are present.
2. Absences maybe excused by school for legitimate reason. Students who have prior knowledge of a test that will be missed must make arrangements with their teacher.

Attendance is a critical component of education. East Antigonish Education Centre/Academy takes proactive approach that supports student learning and well-being while balancing the need to hold students accountable for attendance just as they would be in the workforce.

Allergy Alert

Students and visitors are asked to refrain from using scented products while at school. Students and visitors are asked to be mindful that we are a peanut aware and latex aware school. 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 with what food products they bring/send into the school.

Cafeteria

Cafeteria services are available at the school throughout the school year. Students in grade 7-12 will consume all their food during recess and lunch in the cafeteria. Students are expected to clean up after themselves. The cafeteria menu can be found online at cafzone.ca. Orders can also be placed at cafzone.ca

Please remember food cannot be purchased outside of student break times, and Vending machines are out of service.

Counselling Centre

Students are encouraged to take full advantage of the services offered in our school by signing up in the Counselling Centre for an appointment during their breaks or after school. The School Counsellor will call students down from their classes when they are available. Students are reminded that if the door is closed, they should not knock. The Counselling Centre is not a hangout during class time and students should always be mindful of the students around them.

School Code of Conduct:

Students, parents, teachers, support staff, administrators, and the SRCE 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 Centre's of Education in the province of Nova Scotia. All students and school members in Nova Scotia are required to follow the Provincial School Code of Conduct Policy, which is governed by the Education Act.

Acceptable standards of Behaviour

All students and school members will:

1. Show respect for the rights, property, and safety of themselves and others.
2. Accept personal responsibility for their behaviour.

3. Demonstrate socially appropriate behaviour.
4. Respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental illness, age, national or Aboriginal origin, socio-economic status, or appearance.
5. Treat school property and the property of others with reasonable standard of respect.
6. Attend regularly and punctually as required under section 25 of the Education Act. (**STUDENTS Duties and Rights Section 25** (1) It is the duty of every student enrolled in a public school under the jurisdiction of a Regional Centre to (a) participate fully in learning opportunities; (b) attend school regularly and punctually; (c) contribute to an orderly and safe learning environment; (d) respect the rights of others; and (e) comply with the discipline policies of the school and the regional centre. (2) A student is accountable to the student's teacher for the student's conduct while under the teacher's supervision
7. Show respect for the roles and responsibilities of students, principals, teachers, parents, volunteers, and the Regional Centre.
8. Demonstrate respect for the learning environment of the school and the classroom including all school activities and events.
9. Demonstrate and promote positive behaviour through the avoidance of all types of violence.
10. Use information and communications technology, including the internet, digital resources, and e-communication, and all forms of social media in responsible and acceptable manner consistent with the Nova Scotia Public School network Access and Use Policy and the Cyber – Safety Act (2013).
11. Refrain from all forms of bullying and cyberbullying, intimidation, racism, and discrimination.
12. Refrain from possession of any weapons.
13. Refrain from the use of items as weapons intended to harm another person or themselves.
14. Refrain from the possession of, or being under the influence of alcohol, drugs, and all other forms of intoxicants on school property.

Unacceptable Behaviour:

- Bullying
- Cyberbullying
- Discriminatory behaviour
- Illegal activity
- Insubordination
- Misuse of network or online resources
- Physical violence
- Racist behaviour
- Repeated use of tobacco or e-cigarettes
- Sexual assault
- Sexual harassment

- Sexual misconduct
- Significant disruption of school operations
- Use of possession of:
 - Alcohol
 - Drug-related paraphernalia
 - Illegal drugs
 - Weapons
- Vandalism
- Verbal Abuse

Possible responses to unacceptable behaviours:

- Conferencing with student or parent
- Creating a plan for restitution
- Coaching to develop new behaviours
- Restorative approaches
- Mediation
- Detention
- Loss of privileges
- Referral to school Guidance Counsellor
- Referral to the Program Planning Team
- Referral to RCH (Race Relations, Cross Cultural Understanding & Human Rights) Advisor.
- Referral to assessment and counselling
- Referral to Student Support Worker
- Referral for behavioural support
- Referral to SchoolsPlus
- In-school Suspension
- Involvement of outside agencies such as Police, Mental Health Services, and Child Welfare.
- Out of School Suspension (up to 10 days)
- Recommendation for extended suspension for period greater than 10 days according to section 124 of the Education Act

Consequences are intended to be progressive in nature considering the age and development of the child.

Electronics Policy (tablets, cell phones, computers, etc.)

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

- Harnessing what electronics have to offer: offering students something to entertain them, for example students on long bus rides.

- Ensuring students do not get distracted from important school functions while they are in school.

To that end, the following policies are in place at East Antigonish Education Centre/Academy:

- Electronics may be used during non-instructional time
- Students are permitted to use electronics during instructional time in any and 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 invisible during class time when teachers have not authorized their use.
- Use of electronics will vary by teacher and students **must** respect each teachers' rules.

Consequences for offences related to the Electronics Policy:

- **First offense:** electronic device is taken from student; teacher will contact home to notify parent/guardian. The device will be held by the teacher until the end of the class.
- **Second offense:** Device is taken from student; teacher will contact home to notify parent/guardian. The device will be held by the administration, device **MUST be picked up at the end.**
- **Third Offense:** Device will be collected by Admin, possible loss of privilege of having an electronic device in school, possible suspension, or alternate consequence. The device will not be returned to the student, unless impossible for parent/guardian to pick up.

Head Lice Information

As we begin another school year, I would like to share some information with you regarding the treatment and prevention of head lice that our school will be following.

Head lice are tiny insects and parasites of the human body which are most often attached to clean hair. They lay eggs called nits, which stick to the hair shaft, very close to the scalp. Head lice spread most easily through direct head-to-head contact or through articles used on the head or in the hair, such as hats, combs, brushes, ponytail holders, etc. Head lice occur mostly in children.

Based on Public Health Services information, the following sequence of treatment is recommended to break the head lice cycle: Please note that two treatments are required in order to completely break the head lice cycle:

- Two (2) head lice treatments, spread apart with a period of 7-10 days between treatments or as directed by the product.
- 1st treatment - kills live head lice. • Some lice may hatch but they are adolescent

nits that cannot lay eggs.

- Combing and nit removal is required on a daily basis.
- 2nd treatment - kills the adolescent nits and breaks the head lice cycle.

Please note the following guidelines that will be helpful in preventing the spread of head lice:

- Notify the school administration if your child has head lice and keep school administration informed about head lice issues as they arise.
- Check your child's head regularly.
 - once a week as part of your routine
 - after every sleepover
 - every day during lice outbreaks at school
- Keep long hair tied back or braided.
- Teach your child not to share personal items that are used on their head. This means things like brushes, combs, barrettes, headbands, elastics, towels, hats, helmets, toques, and scarves.
- Teach your child to put their hats and scarves in their coat sleeves or backpacks when they take them off at school.

When there is a suspected case of head lice, the principal will notify the parent(s)/guardian(s). The student who is suspected of having live head lice will be sent home for treatment. The student may return to school after the first treatment in accordance with Public Health recommendations. A notice will be sent home to all parents/guardians when there is a confirmed case of head lice in our school.

Our school and the Strait Regional Centre for Education are committed to following the recommendations of health care professionals and supporting school communities in the treatment and prevention of head lice. Our focus is on the treatment and prevention of head lice in an effort to support student attendance and full participation at school, in accordance with healthcare standards.

Chrome Book Agreement

For the 2022-2023 school year, East Antigonish Education Centre/Academy is providing me with a Chrome book to assist me in completing schoolwork. As part of my agreement with the school, while the Chrome book is in my possession I will:

- Acknowledge that I have received both a chrome book and a charger.
- Use only the chrome book that has been assigned to me.
- Remember, and keep private, all my log in information. If I am worried about forgetting, I will share the info with my teacher to keep it safe for me.
- **Ensure my Chrome book is charged and ready to go each morning to participate in activities my teacher has planned for me.**

- When my teacher is teaching/speaking I will lower my chrome book's screen and pay attention to what is being said.
- When it is time to do my work, I will only be on the sites that I am supposed to be on and remain focused on what I am supposed to be doing.
- If I am unsure of how to do something on the chrome book, I will ask for help and patiently wait for the teacher to be able to come and help me.
- Make my teacher aware of any damage that is done to the chrome book.
- Take responsibility for my chrome book at all times.
- Will return the chrome book in the same condition in which I received it.
- If I do not return the chrome book or charger, I am aware that I am responsible for replacing the item.

Late Assignment Policy

One of the Essential Graduation Learnings for students in Nova Scotia is citizenship. Many issues related to citizenship revolve around deadlines and timeframes so processes and systems can function in a timely and efficient manner to help students learn about the importance of having work passed in on time, teachers will implement the following policy in each of their courses:

- Late assignments may be penalized at teacher's discretion for each school day the assignment/project etc., is late. All individual cases will be reviewed by the teacher and special arrangements/accommodations can be agreed upon with the student.

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. 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 the teacher's discretion.

Leaving School Grounds

Leaving school grounds during recess and lunch is a privilege. Students in grades 11 & 12 require signed permission from their parent/guardian to leave school grounds. Students are only allowed to leave school grounds with signed permission during recess and lunch time. Students that do not adhere to the rules will have their privileges evoked.

Lockers

Lockers will be issued to grade 6-12 students this year in designated areas.

Medication

No medications will be dispensed to students by school personnel or students without parental permission and proper instructions. If a child needs medication, the parent/guardian must contact the school and fill out appropriate documentation. 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 (i.e., Tylenol, Advil etc.)**

Smoking/Intoxicants/ E-Cigarettes/Vaping

Smoking is not permitted on East Antigonish Education Centre Academy property. Student possession and /or use of drugs or alcohol on school grounds are strictly prohibited. The Strait Regional Centre for Education policy on “The Possession Use, and/or Distribution of Intoxication substances” will be strictly enforced.