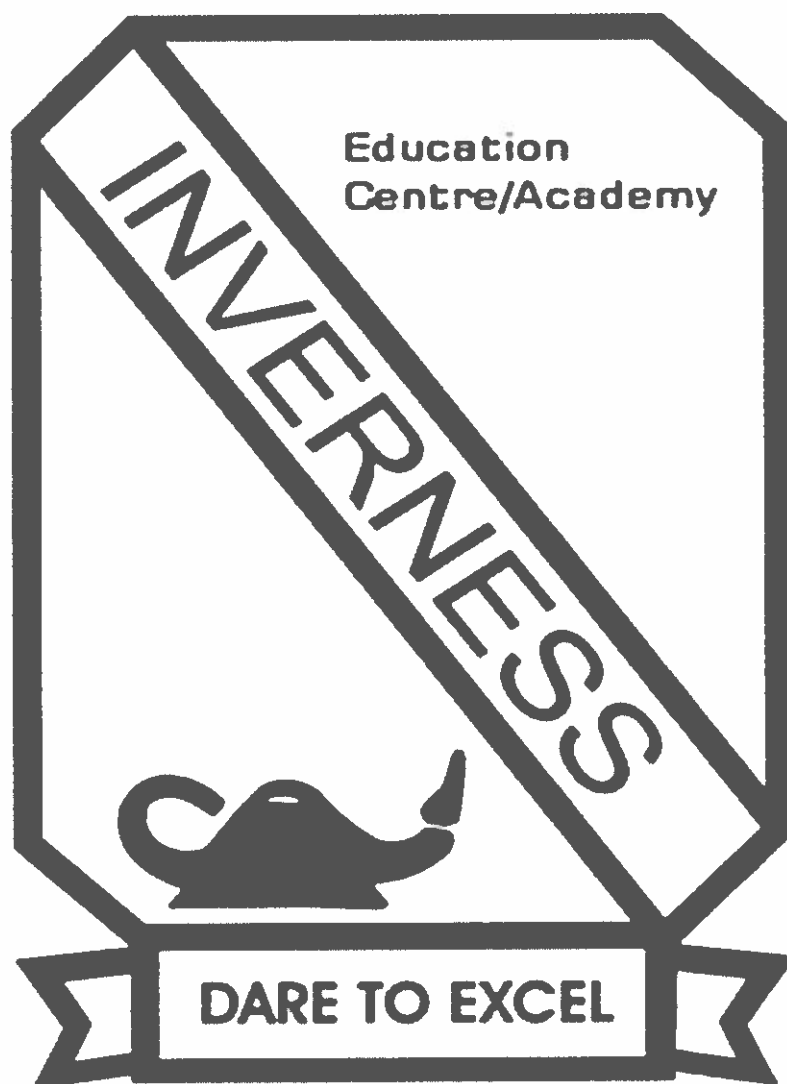


*Inverness Education Centre Academy*

2017-2018

Student Handbook



## **Student life at IECA - Information Items (in alphabetical order)**

### **Absenteeism**

1. When a student is absent, it is his/her 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 whether or not they are present.
2. Students who have prior knowledge of a test that will be missed must make arrangements with the teacher beforehand to write said test.

### **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 or nuts, kiwi, sesame seeds, or shellfish**. ***Our student body and staff includes 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.***

### **Attendance Policy**

Attendance is a critical component of education. Inverness Education Centre/Academy takes a 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. Regular attendance is strongly encouraged. Privileges, (i.e.) extracurricular participation, may be in jeopardy if satisfactory attendance is not maintained. Chronic absenteeism will be reviewed by Administration and supervising adult (coach, advisor, etc.)

- A. A new provincial attendance policy will be implemented later in September. It will be communicated to students, parents and guardians when it becomes available.

**Note: The school appreciates that students often struggle with issues beyond their control during their high school career. This policy is intended to support student learning by ensuring they devote themselves to being caught up when they have missed class time.**



## Cafeteria

**At this time cafeteria, services are not available. We will communicate any changes as they happen.**



## School Communication Plan

*At Inverness 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 IECA.

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.

Our IECA 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 will be implemented:

### **STUDENT INFORMATION SYSTEM-PARENT PORTAL**

All parents/guardians are able to access student information on a web-based program as part of our student information system. This system has been adopted province wide with the purpose of improving communication and the storage of information. Note: Returning students can access the portal using the passwords issued last year. Should you need assistance with user name and passwords please contact the school, we will be happy to assist you.

**IECA- REPORTING PERIODS 2017-2018**

Report cards are printed in November, March/April, and June for students in grades P-8. They are printed in November, February, April, and June for students in grades 9-12. Formal Parent-Teacher sessions are arranged immediately following these reporting periods.

**TEAM MEETINGS**

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

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

**NEWS LETTERS**

Our school newsletter will be placed on our school website at the beginning of the month. Please call the school if you require a paper copy.

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

**IECA WEBSITE**

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

**IECA Twitter Account**

Follow us @InvernessECA

**MEDIA**

Local radio and news papers will provide information regarding school events and activities.

**SPECIAL EVENTS/OPEN HOUSE**

Throughout the school year, we will hold special events and activities. We welcome you to any and all such activities and greatly appreciate your support for these special initiatives.

**SCHOOL ADVISORY COUNCIL (SAC)**

IECA School Advisory council meets regularly thought out the year. We WELCOME new members input from parents, guardians and community. If you are interested in joining SAC or if you have

questions or concerns please contact the school.

### **STRAIT UP FOR PARENTS – HOMEWORK AND CLASS INFORMATION**

This page is located on the Strait Regional School Board web site [www.srsb.ca](http://www.srsb.ca) . It is also linked from our school website.

- Got to [www.srsb.ca](http://www.srsb.ca) or <http://ieca.srsb.ca>
- Scroll to the bottom of the web page
- Click on “Strait Up” tab
- Select school from left hand column
- Select teacher name

### **NS DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT**

The department of education web site has all available curriculum documents with all outcomes at every grade level listed. For this or other educational documents or information, you can access the Department of Education web site at [www.ednet.ns.ca](http://www.ednet.ns.ca).

Communication is an integral part of parent/teacher/school relationships. This communication should be on- going 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 IECA Administration, please do not hesitate to telephone or email us.

Our contact information:

Phone: 902-258-3700, Fax: 902-258-3899 or email: [carol.smith@srsb.ca](mailto:carol.smith@srsb.ca) or [lisa.maceachern@srsb.ca](mailto:lisa.maceachern@srsb.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.

## **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 disability, mental illness, age, national or aboriginal origin, socio-economic status, or appearance
5. treat school property and the property of others with a reasonable standard of respect
6. attend regularly and punctually as required under section 24 of the Education Act
7. show respect for the roles and responsibilities of students, principals, teachers, parents, volunteers, and the school board
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 a 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 the 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**

1. bullying
2. cyberbullying
3. discriminatory behaviour
4. illegal activity
5. insubordination
6. misuse of network or online resources
7. physical violence
8. racist behaviour
9. repeated use of tobacco or e-cigarettes
10. sexual assault
11. sexual harassment
12. sexual misconduct
13. significant disruption to school operations
14. use or possession of
  - alcohol
  - drug-related paraphernalia
  - illegal drugs
  - weapons
15. vandalism
16. 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 Advisor
- referral to assessment and counselling
- referral to student support worker

## IECA Student Handbook

- 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



## Dance Policy

Please note that no one will be admitted once the doors are closed unless prior arrangements have been made with the Administration. Students are to enter the building as soon as they arrive and cannot sit in parked cars in the parking area. No one who leaves the building will be readmitted to the dance.

**No alcohol or drugs** are to be used prior to or at the dance. Anyone who is even suspected of being under the influence of alcohol or drugs will:

- Be removed from the dance after the parent(s)/guardian(s) and RCMP have been contacted,
- Possible out of school suspension

### Guests:

- All guests must be signed in and receive approval from Administration.
- One guest per student and the guest **must** accompany the student.
- Inverness Education Centre/Academy student are responsible for their guests.
- Students must sign in their guests no later than RECESS on the day of the dance so that their attendance at other schools can be verified.
- Guests may be asked for ID to gain entry.

All dances will be chaperoned by teachers and the Administration. Chaperones have the authority to remove students/guests from the dance. All outdoor overcoats, jackets, and backpacks must be checked in the coat check area. None may be worn in the dance area.

**Please note: Parents/Guardians are responsible for all transportation arrangements to and from the dance.**





## **Electronics Policy (tablets, cell phones, computers, ipods, etc)**

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), and
3. Ensuring they do not get distracted from important school functions while they are in school

To that end, the following policies are in place at Inverness 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.

### **Consequences for offences related to the Electronics Policy:**

- **First offense:** taken from student, phone call home, 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 (not returned to student, unless impossible for parent/guardian to pick up)
- **Third offense:** Suspension or alternate consequence

**PLEASE NOTE: PARENTS/GUARDIANS WHO WISH TO PICK UP THEIR SON/DAUGHTER'S ELECTRONIC DEVICES MUST DO SO AFTER 2:45 p.m. Students are reminded that lost or stolen property is NOT the responsibility of the school. Valuable items should be safe-guarded by students.**



## **Extra-Curricular and Athletic Activities (See information re: Attendance)**

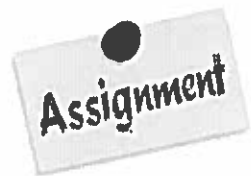
Inverness Education Centre/Academy offers a wide variety of extra-curricular and athletic activities. We strongly urge students to participate in at least one of them. School spirit depends upon the level of participation and our school can only be as good as the efforts students put into their studies and extracurricular activities.

- All students who wish to participate in extra-curricular and athletic activities must do their best to be a positive role model and representative of our school, doing their best to complete assignments and school work, and maintain 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 and the following day. (Only exceptional circumstances will exempt students from this requirement.) Students who remain in school after regular school hours for activities 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.



## **Guidance Centre**

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.



## 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. 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 policies 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: late assignments may be penalized by 10% 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.
- For assessments that are more individualized and/or carry more weight in the final mark and are not a pre-requisite 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, however, late penalties will be enforced. Students may lose 10% of the value of the assessment each day it is deemed late.

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.

Assignments due the day after sporting events, for instance, will not be given extensions and are due on time.

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.



## Leaving School Grounds

Students in grades 7-12 require signed permission forms to leave school grounds during lunch time. (*Permission to Leave School Grounds Form* attached also refers to leaving school grounds during exams.) Grade 12 students, on an approved preparation period, will sign in and out at the office when leaving school grounds and returning.

Students are not permitted to transport other students when leaving during lunch or preparation period.

**Please Note: Students are NOT permitted off school grounds at recess.**



## **Lockers**

All 7-12 students have assigned lockers. Only the locks distributed by the school may be used on the lockers. Each student is responsible for maintaining his/her locker and must clean it periodically. Students may NOT share lockers. Students are NOT to be at their lockers between classes (unless a teacher deems it necessary).

**Please note: Approval from the administration is required if a student requires a manual lock and key. Lockers are the property of the school and may be subject to searches by administration.**

## **Media Coverage School Events**

The Strait Regional School Board 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 public Internet and social media sites. However, the Board also believes that the showcasing of student, 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 School Board 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 School Board 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 Personal Information and Student Work* to indicate if you do or do not consent to your child being identified in the manner described above. (Attached)**

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/E-Cigarettes

Smoking is not permitted on Inverness Education Centre/Academy property. Student possession and/or use of drugs or alcohol on school grounds are strictly prohibited. The Strait Regional School Board policy on “The Possession Use, and/or Distribution of Intoxicating Substances” will be strictly enforced.



## Student Fees

All students are expected to pay a student fee. **All fees are payable to the school and will be due by the end of September. Graduation fees are due May 30<sup>th</sup>, 2018.** Revenue from student fee will subsidize extra- and co-curricular activities for students, printing, incentives and awards, and locker rental, among other things.

<i>Family rate 2 or more siblings ( Grade P-11)</i>	<i>\$30.00</i>
<i>Grade Primary to Six Student Fee</i>	<i>\$10.00</i>
<i>Grade Seven to Eleven Student Fee</i>	<i>\$20.00</i>
<i>Graduation Fee Due May 30<sup>th</sup>, 2018</i>	<i>\$180.00</i>



## Testing Policy

1. Students will not be expected to write more than two (2) regularly scheduled formal tests on any given day. The onus is on the student to inform the teacher as soon as the third (3<sup>rd</sup>) test 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 testing date.
3. Tests are to be designed for completion within a regular teaching period unless special arrangements have been made through the teacher.