

Year at a Glance

Sept. 6	Classes begin
Sept. 12	Parent Teacher get Acquainted Night - 6:30 PM
Sept. 18-19	Student photos taken
Sept. 26	Staff PD day – no school
Oct. 3 & 4	Parents as Career Coaches
Oct. 4	Regional PD day – no school
Oct 8	Thanksgiving (No classes)
Oct. 9-11	Grad photos
Oct. 18	Post-secondary info evening (6:30 PM – 8:00 PM)
Oct. 19	Post-secondary info morning (9:00 AM – 10:30 AM)
Oct 26	Provincial Conference Day (No classes)
Nov. 12	Remembrance Day Observed (No classes)
Nov. 15	Mid – Term Reports
Nov. 15	Parent/teacher interviews (6:30 – 8:30)
Nov. 16	Staff PD (9:00 AM – 12:00 AM) Parent/teacher interviews (1:00 – 3:00)
Dec 21	Last Day of Classes
Jan. 3	Classes Resume
Jan. 21	1 st Semester In-class Exams Begin
Jan. 28	1 st Semester Formal Exams Begin
Feb. 1	No Classes
Feb. 4	2 nd Semester Begins
Feb. 14	1 st semester Report Cards
Feb. 18	Heritage Day (No Classes)
March 18-22	MARCH BREAK
April 19	Good Friday – No school
April 22	Easter Monday – No school
April 25	Mid – Term reports
April 25	Parent/teacher interviews (6:30 – 8:30)
April 26	Staff PD (9:00 – 12:00) Parent/teacher interviews (1:00 – 3:00)
May 2 - May 24	IB Exams
May 3	Final day for course changes for 19/20
May 20	Victoria Day - No school
May 29	Achievement awards night
June 5	Athletic awards night
June 9	Band awards night
June 12	2 nd Semester In-class exams begin
June 19	2 nd Semester exams begin
June 21	Locker Cleanout
June 25	Prom
June 26-27	Assessment days (No Classes)
June 27	Graduation Exercises
June 28	Report cards issued

All dates listed above are subject to change.

ADMINISTRATION

Bill Kaulbach – Principal
Joyce Millman Vice-Principal (Gr. 10 & Int'l)
John Dickie Vice-Principal (Gr. 11 & IB)
Bruce McDowell Vice-Principal (Gr. 12 & CEP)

STUDENT SERVICES

Katie Gloade: Counsellor (Gr. 10 & International)
Susanne Nisar: Counsellor (Grade 11 & IB)
Tom Shreve: Counsellor (Gr. 12 and CEP)

Manon Daneau - Registrar

ADMINISTRATIVE ASSISTANTS

Sheila Campbell – Main Office
Debbie McLaughlin – Main Office
Morgan Rau – Student Services

Other Important Numbers

Cobequid Family of Schools Supervisor
Mr. Ian MacLeod
902-896-5737

Chignecto-Central Regional Centre for Education
902-897-8900
Website: <http://www.ccrsce.ca>

School Advisory Council (SAC)
Mrs. Delcina Dixon, Chairperson.
dixond@ccrce.ca



School Communication Plan 2018-2019

34 Lorne St.
Truro, NS B2N 3K3

Phone: 902-896-5700
Fax: 902-896-5707

Website: <http://www.cec.ccrce.ca>

Effective communication
between our school and the home
is an essential part of your child's
education.

The staff would like to extend a warm welcome to the Grade 10 students and students new to our school community. To our returning Grade 11 and 12 students, welcome back!

One important source of communication is the CEC student handbook. This handbook is one of the best sources of information on the school. It is available on the school website.

Communication Method

Policies, procedures, and general information for CEC may be found in the following:

- Student Handbook
- School Website
- Power School-Parent Portal

Contact from the School

- Progress reports
- Phone calls from your son's or daughter's subject teachers
- Automated telephone messages advising you of any unexcused class absences
- A phone call from the appropriate vice-principal
- A letter and phone call advising you of a suspension from school, should the school take that action

Parental Question or Concern

A process has been put in place to ensure parents/guardians receive prompt response to questions or concerns that cannot be resolved at the school level. If you feel an issue has not been resolved a Parental Concern Referral Form is available through the main office or from the school website under 'Parent'.

Procedures for Reporting Absences

1) ABSENCES MUST BE EXCUSED WITHIN 5 DAYS. YOU HAVE THE DAY OF THE ABSENCE AND THE 5 FOLLOWING SCHOOL DAYS TO HAVE A PARENT OR GUARDIAN EXCUSE ANY MISSED CLASSES.

2) Absences may be excused one of the following ways:

- a. A phone call by a parent or guardian to the main office (902-896-5700).
- b. A note signed by a parent or guardian and brought to the main office.
- c. A note from a dentist/doctor office with the date and appointment time.
- d. An email from the parent to Debbie McLaughlin at mclaughlind@ccrce.ca. Please put "Attendance – and the student's name" in the subject line of your email.
- e. Students who need to be excused as "special circumstance" for a medical specialist appointment (re: a chronic condition) must bring a doctor's note to the office.
- f. Students who live on their own should see their vice - principal to have missed classes excused.

3) Students and parents are reminded to check attendance on the PowerSchool portal on a regular basis. If there are any errors, please have them corrected immediately. Do not wait until June to have corrections made. Students and parents can access the portal by going to the school website (<http://cec.ccrce.ca>), click on Parent Login under PowerSchool on the left hand side of the website. Parents who have not set up an account for the Parent Portal must pick up their log in, password and instructions in person from Student Services. For more information, please call Morgan Rau at 902-896-5712. Students who are aiming to exempt an exam should pay particular attention to their attendance. The CCRSB Exam Exemption policy can be found under the Document Depot on the school website.

PowerSchool is the web-based student information management system that will allow schools to manage features such as student demographics, schedules, attendance, behavior and achievement. It also features an

online **Student-Parent web portal**, enabling parents to see much of the same information as students – attendance, grades, assignments, teacher's comments, and upcoming school events – in real time. This portal will enhance communication between home and school as well as increase parents' involvement in their children's education.

Academic Reporting

Assessment: the systematic process of gathering information on student learning based on Essential Learning Outcomes.

Assessment Of Learning: provides evidence of student achievement at strategic times throughout the grade/course, often at the end of a period of learning. (Summative Assessment)

Assessment For Learning: occurs during teaching and learning and is used to inform teachers and students of what has been learned and to provide direction for instruction and student improvement. (Formative Assessment)

Evaluation: the process of reviewing gathering evidence, analyzing and judging student achievement in relation to the curriculum outcomes/expectations of the course.

Provincial Attendance Policy

Nova Scotia's Provincial Student Attendance and Engagement Policy was released on Oct. 1, 2017. Section 5.4 states that in order to earn a course credit in high school, **students are expected to be present for at least 80% of class time.** A teacher can recommend loss of credit when a student has missed 20 per cent of classes due to any absences... Students who lose credit(s) due to absenteeism are not eligible for credit recovery for that course. More information regarding the Student Attendance and Engagement Policy can be found at: <https://www.ednet.ns.ca/student-attendance-and-engagement-policy>