

## École NDA School Communication Exchange Protocol

NDA School strives to establish and maintain an effective communication protocol with all parents / guardians. Teachers may be reached via their email address which can be found on the school website: <http://enda.ednet.ns.ca> or by calling the school at 224-5300. The school administration regularly communicates with parents / guardians using various methods.

### School Contact Information

<p>École NDA School P.O. Box 100 - 15118, Cabot Trail Chéticamp, N.S. B0E 1H0</p> <p>Telephone : 224-5300 Fax: 224-5305</p>	<p>Principal Carolyn Muise Email: <a href="mailto:enda@csap.ca">enda@csap.ca</a></p> <p>Telephone : 224-5301 Fax: 224-5305</p>
<p>Vice principal / Guidance Shelly Merry-Aucoin Email: <a href="mailto:enda2@csap.ca">enda2@csap.ca</a></p> <p>Telephone : 224-5304 Fax: 224-5305</p>	<p>Secretaries Évangeline Maillet et Priscille Maillet Courriel: <a href="mailto:ecolenda@csap.ca">ecolenda@csap.ca</a></p> <p>Telephone : 224-5300 Fax: 224-5305</p>

### Communication Protocol

#### 1. Parents / Guardians:

For all communication regarding your child's academic performance:

- 1 - First contact: classroom teacher at 902-224-5300
- 2 - Second contact: school principal at 902- 224-5300
- 3 - Third contact: regional director, Mr. François Rouleau at 902-226-5230
- 4 - Fourth contact: superintendent CSAP, Mr. Michel Comeau at 902- 769-5458

Please note that the Parent Portal can be accessed at the following address: <https://sicscap.ednet.ns.ca/public>. Should you require login information, please contact the guidance counsellor, Mme Shelly Merry-Aucoin.

### Dates : Report Cards and Parent Teacher Meetings

#### Elementary and high school:

- i) Report cards - November 18, 2016
- Parent-teacher meetings - November 24, 2016 (evening by appointment)
- November 25, 2016 (afternoon)

*Classes will be cancelled on Friday, November 25<sup>th</sup> for all students from Grandir en français to grade 12.*

#### High school only:

- ii) Report cards - February 10, 2017 (grades 10 to 12)
- no parent-teacher meeting

#### Elementary and high school:

- iii) Report cards (Grandir to grade 9) - March 31, 2017
- Report cards (grades 10-12) - April 18, 2017
- April 6, 2017 (evening by appointment)
- April 7, 2017 (afternoon)

*Classes will be cancelled on April 7<sup>th</sup> for all students from Grandir en français to grade 12.*

#### Elementary and high school:

- v) Report card - June 30, 2017 last day of school

## Assigned Work

**Homework :** *Student must submit assigned work on time*

Action *if student does not submit homework on time*

Teacher and student will work together to establish an appropriate timeline for resubmission. The teacher will then contact the parent / guardians.

Action *student does not submit homework on the negotiated date*

Student may be asked to either work during the lunch break, after school, or at another time during the school day to complete the assigned work.

Action *if the problem persists*

The school administration will deal with the situation by communicating with parents or guardians to discuss the procedure to be followed in order to ensure the student completes the assigned work. Students may be prevented from participating in extra-curricular activities or school activities as a consequence.

**All student are expected to complete work with integrity and honesty:**

If the teacher discovers that the work submitted by a student is not the student's original work, the following steps will be followed:

- student will be asked to redo the assigned work
- a new submission date will be established along with a plan to get the work done (supervised work during lunch hour, or after school hours – detention after school must follow the procedure outlined in document [D 230-55](#))
- an alternate assignment may be offered
- counselling or tutoring support may be offered

**Exam exemption**

Each student will be permitted to choose, in consultation with the teacher and the administration to be exempted from **one exam** per semester (excluding provincial exams). This privilege is a conditional one and will be accorded upon completion of all required assignments, provided that the student is meeting the learning outcomes of the course.

## Procedures for School Cancellation 2016-2017

In the event of school cancellation, the administration of École NDA will, in consultation with the regional director, will announce via radio and Facebook that classes at École NDA have been cancelled and that the school is closed for the day. In cases of inclement weather, when classes are not cancelled, parents may decide to keep their children home. The following radio stations will announce class cancellations or school closures :

- |                                     |                            |
|-------------------------------------|----------------------------|
| • CKJM (FM 106,1)                   | CBC Radio (FM 107,1)       |
| • Radio Canada (Bonjour Atlantique) | ATV (Breakfast Television) |

## Procedures during periods of high winds

When winds are forecasted to reach or exceed 90km/h, school busses will not travel, though school will remain open. When winds are forecasted to reach or exceed 120Km/h before the start of school, classes will be cancelled for the day. When winds are forecasted to reach or exceed 120Km/h later in the day after school has started, classes will be cancelled during the school day.

## School Buses

Discipline problems associated with school transportation are the responsibility of the principal of École NDA. Any parent or guardian who wishes to discuss any issue that occurs on the school bus must contact the school principal or vice-principal. The bus driver is responsible for maintaining order in his or her vehicle at all times. Please note that the "Education Act" and the "Motor Carrier Act" (Regulation 80(2), (k)) authorizes the bus driver to maintain order on the bus and allows the driver to remove a student from the bus if he deems it necessary for the safety of all passengers. This action must then be reported by the bus driver to the school principal.

## Search and Seizure - Preventive practices

Please note that the desk and locker are school property and therefore search and seizures can take place. In addition, if necessary, staff can conduct a search of the person and his or her personal effects (schoolbag vehicle, backpack...) in an effort to ensure the safety of all.