

Cunard Junior High School

Student/ Parent Handbook

2022-2023



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Twitter @cunardjunior

Welcome to Cunard Junior High!

Dear Parent/Guardians,

As principal of Cunard Junior High School, it is a pleasure to welcome everyone back for another great year. We are all excited to have students back in our classrooms and hallways filling them with energy and enthusiasm for learning. It is our mission to help every child feel welcomed, connected, and a part of the Clipper family. Additionally, we strive to challenge each student to grow in their academic abilities. At Cunard Junior High School, we have great teachers who spend hours planning and creating classroom activities to engage our students in learning. Our teachers utilize research-based best practices and analyze data to determine current skill levels and growth for improvement. We believe that all students will learn and become positive citizens within the community.

We hope that you will find our website helpful and informative. All information we send out via email can also be found on our school website <https://cun.hrce.ca/>. Additionally, we have our Twitter account (@cunardjunior) that we will use to send out updates and quick announcements throughout the school year.

Please feel free to contact me at smasih@hrce.ca or (902)479-4418 with any questions or concerns.

Once again, welcome back! Let's make it a great year at Cunard Junior High School!

Sincerely,

Sabitha Masih

Principal

School Day Schedule

7:55 General supervision of students begins (on school yard).

8:10 The bell rings and students enter the building and attendance is taken.

8:15 Start of Class/ Attendance

9:45 Recess for Grades 5 & 6

11:15 Lunch

12:15 Afternoon classes begin/ Attendance

2:15 Dismissal

School Parking and Drop-Off There will be **no onsite parking** for parents. Parents are asked to park on the street. The bus loop is not to be used for drop off or pick up.

Morning Entrance Classes commence at 8:15 am. Students are expected to be in their classroom ready to learn at this time. (Specific entrance details are listed below)

- The **school will open each day at 8:10 am** and students will be asked to enter the building at their designated door upon arrival.
- There will be staff on duty guiding students to their classroom. Classroom teachers will be in their classroom to receive students.

Front entrance: grade 7 and 8 students

Front side entrance: grade 5, 6 and learning center students

In the Classroom. Students are asked to bring all school supplies over the first week of school unless otherwise indicated by a homeroom teacher. Students will have lockers to hang their bags and coats in each day.

Backpacks: Backpacks are allowed to be used to bring belongings into school from home but we will only be allowing Cinch Bags to carry belongings throughout the day or students may carry their belongings in their hands.

School Grounds: Students cannot go into the woods, leave school property, or go past the fence near the lake. No students are allowed in or near the water for any reason.

Recess and Lunch: Students will be eating in their classrooms. Parents/guardians need to send child (ren) with a packed lunch each day in an insulated lunch bag. We do not have a cafeteria to purchase food at the school.

- Please be sure to pack utensils, napkins, etc.
- Students going home for lunch are expected to return back on school grounds at 12:10pm in time for the bell. Students will not be let back into the building before this time.

After School: Students are expected to remain in their classroom until the 2:15pm bell. Upon that time, students must exit the school using the appropriate door and leave school property or remain on school property to wait for the school bus. If students are being picked up, they are asked to be picked up on the street.

FOOD and DRINKS: No food or drinks from outside restaurants, etc. can be brought into the building and finished in class. If students arrive with food or drinks from outside, they may leave it in the main office to be picked up later or finish in the main office before returning to class. Water is the only drink students should be allowed to have in class during instructional time.

General Information

APPOINTMENTS Often children do have appointments during the day. Please let the office know if your child has an appointment and will be late or need to be picked up early.

ATTENDANCE To ensure the safety of our students, attendance is taken each morning and afternoon. A **safe arrival** call is made when a student is absent.

* It is important to be **on time**. Late arrivals miss important instructional time and disrupt the class and other student's learning. Any student **arriving after 8:15 must report to the office to sign-in**.

ALLERGY ALERT Cunard has a Peanut/Allergy Alert policy as there are some students who are highly allergic to these substances. The HRCE Life Threatening Allergies Policy governs our school actions with regard to students who are allergic to certain, identified, physician confirmed allergens. Students with severe allergies will be required to fill out information sheets to be maintained in the office and to provide, if necessary, an epi-pen for emergency treatment. Students with epi-pens must have them with them at all times.

BIKES & SCOOTERS Will be stored outdoors on school grounds. Students who ride bicycles/scooters to school should:

- Refrain from driving any bike or scooter on school property during school hours.
- Walk the bicycle/scooter to the designated rack area once on school property.
- Always lock the bicycle / scooter at the rack.
- Students are responsible for looking after their own helmets.

**The school is not responsible for lost or damaged bicycles / scooters.*

CAFETERIA We **do not** have a cafeteria on site but will be offering Pizza lunch for purchase on Wednesdays. Pizza will now be ordered exclusively online. **Please place your weekly order by the day before, each Tuesday, at 12:00 noon.** After this time we will not be accepting any orders. Pizza orders

cannot be made for multiple days, **they have to be made each week**. Along with all schools in the HRCE we have transitioned to an online payment and order system, called SchoolCash Online. Student specific orders and payment can be made online by following the link at:

<https://hrce.schoolcashionline.com/>

CELL PHONES

Students are not to be on cell phones/smart watches or have them out during the day. If students have a cell phone (so they can call parent after school- it must stay in their locker or off in their cinch bag). If you see it, you take it or ask them to bring it to the office. Students will get their phone back at the end of the day, after the 2:15pm bell.

COMMUNICATION Cunard utilizes various communication methods to get information home from the school.

- **Website:** <https://cun.hrce.ca/> Please use this as your first place to look.
- **Twitter:** @cunardjunior
- **Email:** We send automated email home. It is very important that we have your current email address. Please do not use a Hotmail account, if possible, as there have been some issues with our emails not going through to Hotmail addresses.

NOTE: If you do not receive an email from the school by the first week of September, please contact the office (mandy.smith@hrce.ca) to have your contact information updated

CLOTHING Shoes/footwear must be worn inside the building at all times.

- A pair of indoor sneakers is important to have for use in the classroom and gymnasium, as outdoor shoes have many contaminants on them which end up in the classroom.
- Recess and Lunch will be held outdoors in all conditions.
- Please make sure all clothing is clearly labelled for easy return when lost.

COMMUNICATING STUDENT LEARNING We feel that it is important to communicate clearly and frequently with parents/guardians about their children's progress in school.

- Teachers gather information about what students learn, how they learn, and the growth they have made in a variety of ways.
- Teachers use balanced assessment to give students multiple opportunities to demonstrate their knowledge, skills, and attitudes.
- We encourage all parents to keep current with their student's progress by using their PowerSchool login.
- When concerns arise about a student's progress, parents are asked to first discuss the matter with the teachers. If the matter is not resolved, the parent should approach the school administration for further assistance in problem solving.

CURRICULUM All areas of curriculum are issued from the NS Department of Education and Early Childhood Development (EECD), under the Public-School Programs at www.ednet.ns.ca.

DISMISSAL CHANGES

- A note/email indicating the time and date of early pick-up must be provided to the classroom teacher/ main office.

- When someone other than a parent/ guardian will be picking up your child we will require notification.
- Last minute notification is often difficult due to the volume of phone calls and classes in different locations within the school.

EARLY CLOSURE PROCEDURES FOR Cunard If school is closed mid-day, the HRCE will attempt to make the announcement by 11:00 a.m. and will specify a pick-up time.

- Parents will be expected to pick up their children at the specified time and location.
- Students will **ONLY** be released to another parent/guardian with parental consent.
- For Safety reasons, be sure to update your cell, work or home phone numbers and email with your teacher when changes are made.
- If a parent cannot be reached, contact will be made with the designated emergency contact on the registration form.
- A student will remain in the school with supervision until a plan can be established.

*Please be sure to complete and return the early closure form to the school

We are in the **JL Ilsley FAMILY OF SCHOOLS**. In the event of a full day school closure (ie. a snow day), an announcement will be made by HRCE, usually by 6:00 a.m. If school is closed mid-day, the school board will attempt to make the announcement by 11:00 a.m.

Decisions on school closures and/or bus cancellations can be found on:

- HRCE's website at www.hrce.ca (look for the School Cancellations Announcements button on the front page) you can also sign up for TEXT message notifications.
- Twitter (@HRCE_Official)
- recorded on 902 464-INFO (4636)
- all local radio stations. CBC News Storm Centre Nova Scotia webpage is an excellent resource for cancellation and closure information

LOST AND FOUND ITEMS Without a doubt school can be a place where you can always encounter a mystery! "Who owns this" or "I can't find my...". Many of these mysteries could be solved if everything your child brings to school is labelled.

- All clothing, which is not claimed in the classroom, is placed in the Lost and Found bin in the main hallway.
- Several times a year (usually on Parent /Teacher Interview days) remaining articles will be put on display for retrieval.
- Remaining articles are then donated.

LUNCH All students may stay for lunch at the school free of charge. Lunch time is one-hour long. Please inform your child's teacher about his/her lunch plans.

- Cunard is a **peanut aware zone** and students are not permitted to bring foods with nuts or peanuts.
- Please pack utensils needed in your child's lunch. We do not have plastic utensils.
- ALL students leaving the school at lunch time need a signed and dated note from their parent/guardian. Students will not be allowed to call home and get permission via phone on the day of.

ONLINE LEARNING At times throughout the year, learning may look differently. While awaiting direction from the Department of Education and Early Childhood Education (EECD), staff are planning for a variety of scenarios which include, learning from home, learning at school or a combination of both. Students will be given a GNSPES email address to access Google classroom.

POLICIES OF INTEREST

- **Homework Policy** Please see <https://www.ednet.ns.ca/docs/homeworkpolicy.pdf> for information on the Provincial Homework policy
- **Code of Conduct** Please visit <https://lmt.hrce.ca/sites/default/files/websites/lmt.hrsb.ca/our-school-file/2017/10/provincialschoolcodeofconduct.pdf> for information on the Provincial Code of Conduct
- **Assessment Policy** Teachers use a variety of strategies to assess student learning on a continuous basis. Teachers collect information for two main purposes:
- **Assessment for learning** – to provide feedback that will help students improve in their learning. This can also be helpful for teachers when planning upcoming instruction.
- **Assessment of learning** – formal evaluations that measure a student's achievement as well as their work habits.

PRESCRIPTION MEDICATION If a doctor prescribes medication for your child to be taken during the school day, it must be accompanied by completed medical forms (obtained from the school office) that include information from the pharmacist. The medication must be sent to school in the original prescription container.

RECESS An important break: **Recess is outdoors** Unless there is a lot of rain, a serious snowstorm or bitter cold. Recess is fifteen minutes long and there is no indoor supervision. All children will be expected to go outside. Please send appropriate clothing.

REPORT CARDS Cunard's school year is divided into three terms. Report cards will be sent home at the end of each term. There will be two parent/teacher interviews. when they go home, Please visit <https://www.ednet.ns.ca/docs/reportcardinfo.pdf> for more information.

SAFETY DRILLS Every school in HRCE practices fire, bus evacuation, lockdowns, and hold & secure drills as part of emergency planning/preparedness cycle.

- Staff and students are familiar with these drills, but we wish to increase your knowledge of our procedures, especially for new families to our school.
- We encourage you to discuss school safety with your child and to address any concerns they may have, and we welcome any questions you have about this or any other issue related to the safety and security of our school.
- More information will be forthcoming on these drills.

SCHOOL CANCELLATIONS - WINTER Weather in Nova Scotia is unpredictable and can change without notice. To minimize confusion, make sure you've developed a plan, and discussed it with your child. Things to consider:

- Do you have a back-up plan for childcare?
- Does your child know where he or she is to go if school is cancelled midday?

TELEPHONE Students may phone home in case of emergency or illness but must have approval from a staff member.

- If cell phones are brought to school, they must remain in the student's locker.
- We ask that all students make after school arrangements before coming to school.

TRANSPORTATION Current student transportation information is now online on BusPlanner Parent Portal

Parent Portal: <https://hrcetransportation.mybusplanner.ca/>

Transportation Eligibility: <https://hrcetransportation.mybusplanner.ca/TransportationEligibility>

Please contact 902-431-4723 or 902-464-2000 (ext. 1) or transportation@hrce.ca for assistance.

VISITORS In accordance with HRCE VISITORS' POLICY, when you enter the school, please use the main door, as other doors will be locked. Please ring the bell and staff in the main office will buzz to open the door for you. Safety and security of our students is a primary concern for all staff at Cunard. As students pass through our hallways or play on our playground, it is important to know that the adults with them are known to the school. To achieve this, all visitors entering the school are required to report first to the office to let us know why you are visiting, sign in, and pick up an identification tag that can be returned upon signing out.

VOLUNTEERS: Volunteers will be limited to only essential needs. Should this change, all volunteers **must** have an up to date Criminal Record Check <https://www.halifax.ca/fire-police/police/criminal-record-check> and a Child Abuse registry check [Child Abuse Register Request for Search \(Form A\)](#) completed and the paperwork submitted to the office. Expired or missing documentation will result in not being able to chaperone or volunteer until they are completed.

WORKING TOGETHER We encourage parents/guardians to be involved in your child's education and welcome you at the school. Please note starred items are suspended during COVID-19)

Here is how you can support and be involved:

- Attend SAC meetings
- Assist in the classroom
- Assist on field trips
- Help fundraise money or donations for special events
- Organize or volunteer for special events and/or services

STAFF LIST

Homeroom	Teacher
Principal	Sabitha Masih
Vice Principal	Jill Sabadash
Admin Assistant	Mandy Smith
Guidance 40%	Kim Myers-Stuart
Grade 6	Leslie Barnhart
Grade 6	Angela Hosking
Grade 5/ 6	Alison Power
Grade 5	Angela Gillis
Learning Centre	Emma Rose
Caretaker Office	Heather Delorey
Art/ Family Studies	Mary Ann Farrell
Gym	Ja-Red Glazebrook
Music	Rebecca Cassidy
French	Bahija Scott
ELA & Lit Support	Sara Tillett
Math	Keli Jarvis
Science & Social Studies	Dustin Hares
Library	Oliver Hahn
Junior High Intervention	Tim MacLeod
Resource	Jada Moshett-Crawford
Band	Reuban Bauer
Strings	Ryan Froude
Social Worker	Marsha Hudson Ash
EAL	Jason Rodney
EPA	Karen Lipton
EPA	Leju Saras
EPA	Justin Gannon
EPA	Alice Bray
EPA	Rachel Dunford
EPA	Elsy Giminez

2022-2023 School Calendar

September 1	Organization Day No classes
September 2	PD Day No classes
September 5	Labour Day
September 6	PD Day No Classes
September 7	First Day of School
September 30	Truth & Reconciliation (no Classes)
October 10	Thanksgiving Day (no classes)
October 28	Conference Day No Classes
November 11	Remembrance Day Observed (no classes)
November 21	Assessment & Evaluation Day - Elem/Jr High (no classes)
December 1	Am PD PM Parent Teacher (no classes)
December 2	PD Day no classes
December 20	Last Day of Classes for the break
January 3	Schools Reopen
February 1-28	Registration Month
February 20	Heritage Day (no classes)

March 13-17	March Break
March 20	Assessment & Evaluation Day - Elem/Jr High (no classes)
March 30	AM- PD PM- Parent-teacher interviews (no classes)
April	Report Cards Home
April 7 and April 10	Good Friday/ Easter Monday- (no classes)
May 22	Victoria Day (no classes)
June 29	Assessment & Evaluation Day P-12 (no classes)
June 30	Last Day of School - Report Cards Home

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