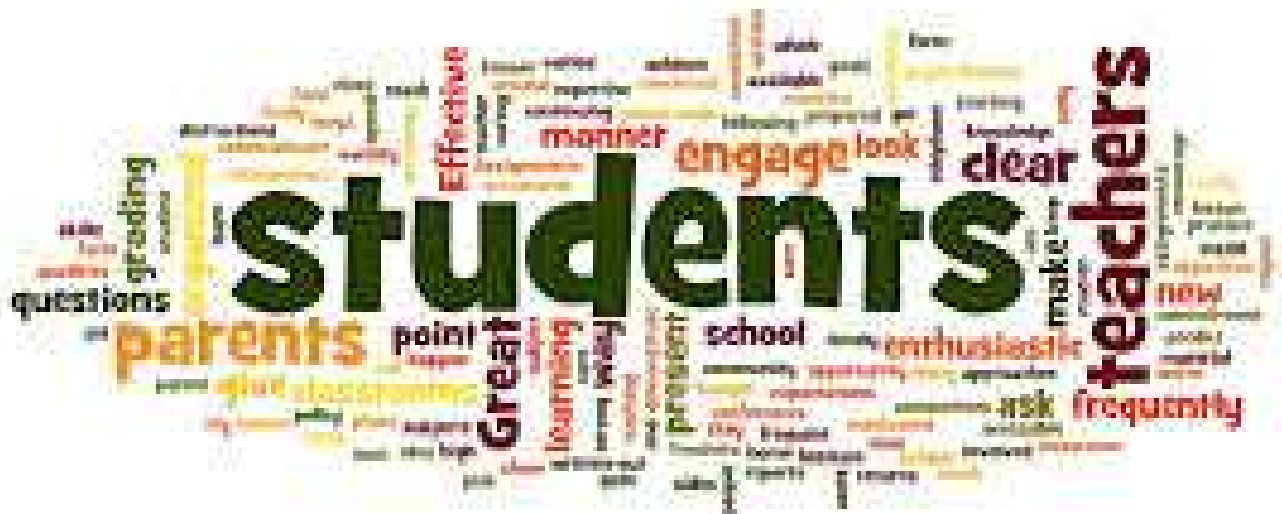


Bedford & Forsyth Education Centres

SEPTEMBER INFORMATION



VERY IMPORTANT INFORMATION ENCLOSED

Please check our website at:

www.bfec.hrsb.ca for up-to-date information and
follow BFEC on twitter @ BFEC_HRSB

426 Rocky Lake Drive
Bedford, NS

136 Pinecrest Drive
Dartmouth, NS

Phone: (902) 832-8630
Email: bfec@hrsb.ca



BFEC High School

Providing a high quality education for every student every day.

Welcome New and Returning Falcons!

Dear Students and Parents:

Welcome to the 2018/2019 school year at Bedford Forsyth Education Centres. Please check the school website for teacher names and contact information. Staff welcome regular communication with students and parents / guardians.

2018-2019 promises to be a great year at BFEC. Expectations for students are for regular school attendance, being on time for classes, completing assigned course work and maintaining a positive and safe school environment. We want our students to be proud of their school, their community and to work towards graduation and transitioning to either the workplace or post secondary options. High school is a time when students can develop their many skills, talents and abilities. I challenge students to take advantage of all that BFEC offers and to celebrate your accomplishments along your journey.

The staff of BFEC is here to support the learning and development of our students and to liaise and communicate with parent/guardians about learning. Please, do not hesitate to contact your teachers when you need extra help or support. Our social worker, resource teachers and guidance counsellors are available to support students and families.

I encourage you to log into PowerSchool Student/Parent portal regularly to check attendance. Please make sure that your most up to date address and phone number are in our system. I will be using Twitter, the school website, and School Messenger (the evening phone call system) to communicate with you on a regular basis throughout the school year.

This welcome package contains information for the beginning of the school year! The first day of classes for students is Wednesday, September 5th. Students should arrive at 9:30 to pick up timetables and begin classes.

Jenny-Kate Hadley
Principal

SCHOOL HOURS

The school doors are open at 9:20 am each morning and there is limited student supervision at this time. Students who arrive to school in the morning are to be in the cafeteria or foyer (Bedford) or in the student lounge (Dartmouth) under teacher supervision.

There is no supervision after 3:30 pm each afternoon. All students must be off school premises unless in a school supported extra curricular activity.

Web-Based PowerSchool Student Information System

The HRSB continues to use the Student Information System (SIS). The system allows students and parents to log on to their own private online account and see grades, track attendance, and to learn about upcoming assignments.

Information is available about how to log on to a private account and access real-time information. The system includes a student and parent portal, enabling students and parents to see similar information such as attendance, grades, assignments, teachers' comments and upcoming school events. Students and parents will be able to log on anywhere there is internet access such as home, work or school.

To get an account or reset a forgotten password, please email Mrs. Paris (mparis@hrsb.ca)

Important Dates



Tuesday, August 28
 Wednesday, August 29
 Thursday, August 30
 Wednesday, September 5
 Wednesday, September 5
 Monday, September 10
 Thursday, September 13
 Thursday, September 13

- Late Registration
- Late Registration
- Late registration
- First Day of Classes for Students
- Student Fees Due
- Last Day for course changes
- Pink Day
- Curriculum Night 6-7pm



STUDENT FEES

*Payable on the first day of classes
 \$20 cash only please*

**Includes Student Assemblies and Student recognition, Field trips, Student ID Card, and Student Events.
 Student Fees \$20.00**

1st Day of Classes

The first day of classes for all students at both campuses is Wednesday, September 5th. All students need to arrive at 9:30am to get their schedules for the day. Classes begin promptly at 9:40am.



Student fees will be collected during the first class of the day on September 5th. Fees are \$20 per student.

School Advisory Council

This important committee meets 6 times a year for an hour from 3:45-4:30pm. We are looking for a parent and a student from both our Bedford and Dartmouth campuses to sit on the BFEC School Advisory Committee. Transportation is provided if required. Please contact Mrs. Hadley, the principal, if you are able to help!



Student Attendance

Parents and Guardians are reminded to call Patsy in the main office at the Bedford and Annette in the main office in Dartmouth to report student absences. Calls made in the afternoon will not be recorded until the next day. Students are responsible for all work during their absence. To achieve success in each course, students must attend classes regularly and must complete course requirements to meet learning outcomes. Students with attendance issues will be referred to the Vice Principal.



BFEC Student Bell Schedule 2018-2019

9:20–9:40am	Students can arrive for breakfast program
9:40am	Morning Quarter Class Begins
12:05pm	LUNCH
12:40pm	Lunch Ends
12:45pm	Afternoon Quarter Class Begins
3:10pm	School Day Ends

BFEC SCHOOL SUPPLIES

- 1 binder
- Binder dividers
- Loose leaf
- Pens
- Pencils
- Eraser



Student ID's

Students ID cards will be issued in September and for students who register later in the year during the week of their registration.

Use of Vapor Cigarettes

Students and parents need to know that the use of vapor cigarettes or e cigarettes, with or without nicotine filters, is not permitted to be used by students on any school property. The use of chewing tobacco continues to be prohibited as is the use of cigarettes. Use of any of the above will result in disciplinary action through the Provincial Code of Conduct.

EMERGENCY MEDICAL ALERT FORM

All parents / guardians are required to fill out these forms if applicable. It is important for school staff and administration to be aware of any medical emergency information. These forms are available from the school.

Severe Medical Conditions

1. Diabetes Plan
2. Seizure Plan
3. Heart Condition
4. Asthma
5. General Plan
6. Medical Procedure Tracking Form



Life Threatening Allergies

1. Anaphylaxis Emergency Plan

Administration of Medication to Students

Form A Administration of prescribed medication to students

Form B Administration of prescribed Medication Record

Student Services



Resource teachers work collaboratively with classroom teachers to share information about students with Adaptations and/or IPPs. Resource teachers support classroom teachers to provide programming for students.

Guidance Counsellors are located at both BFEC campuses. Sheila, the Health Nurse, will be at the Dartmouth campus 1 day a week and at the Bedford campus 2 days a week. Carol, the social worker, is in Bedford 3 days a week and in Dartmouth 2 days a week. The school psychologist spends one day a week at each campus.

BFEC Attendance Practices

The following school practices were developed using the operational procedures from the Nova Scotia Department of Education and Early Childhood Development's Student Attendance and Engagement Policy as its guiding documents.

What supports are available at BFEC if a student is having attendance issues?

Staff take the time to know their students

Teachers at BFEC use Culturally Relevant Practices every day in their classrooms

We have a daily breakfast program that students can access to support their on-time arrival at school

Guidance Counsellor at each campus

A referral can be made to our school social worker

A referral can be made to our school psychologist

Reduced Schedules (one course a day)

Referral to our Health Centre Nurse

Choices Counsellor at each campus every second Friday

Access to Clinical Social Worker from Cobequid Hospital every Tuesday at the Bedford campus

Attendance Contract

Attendance Letters

And other individual supports as required once the school is made aware

Regular attendance at school leads to greater student success and achievement.

Students who are having trouble attending school on a regular basis need to contact their campus VP's as soon as possible to discuss how BFEC can support you being in school. Teachers will be using the following codes for attendance:

"P" is present (this means on time and stayed the entire class)

"E" means absent with notification (parent / guardian called in or an appointment slip was provided to show where the student was for this class). "E" no longer means excused

"U" means absent without notification

There are NO special circumstances for attendance

Arriving late to class or leaving class early is very disruptive to the learning of your classmates and to your own learning. Teachers will be using the code "L" in Power School to note when a student arrives late to class or leaves class early. This time adds up and once it totals 150 minutes it will count as an absence.

What if I am suspended from school?

The code "OSS" will appear and this type of absence counts in your total number of absences per course each quarter.

At 20% missed time each quarter – 11 classes per course at BFEC (this takes into account all appointments, absences with or without notification, how many minutes' late or leaving early students are to a class) can result in a student being removed from that course for that quarter and not being eligible to earn that credit.

It is the responsibility of students, parents and guardians to monitor their Power School accounts to view attendance records.

Each night our automated phone system also calls home indicating if a student has missed a class, has been late to class, or has left class early. If you are concerned about missing these calls, please confirm your phone numbers with your campus school secretary at (902) 832-8630. If you need your Power School account please contact our school registrar, Mrs. Megan Paris, at mparis@hrrsb.ca

The following processes will be followed by BFEC staff to support positive student attendance and to follow the provincial policy:

- 3 missed classes – the classroom teacher will contact both the student and the parents or guardian (of students under the age of 19) to discuss why a student has been missing classes, what is keeping the student from being in school and if there is anything the school can do to help support regular and on time attendance.
- 5 missed classes – the vice-principal meets with the student and calls the parent or guardian (of students under the age of 19) to discuss why a student has been missing classes and what is keeping the student from being in school. An attendance contract will be put into place and a letter sent home which informs the students, parents and guardians of the possible consequences of further missed time from school.
- 8 missed classes - the vice-principal will schedule a meeting with the student and parent or guardian (of students under the age of 19) to review expectations for attendance, current interventions in place and to discuss other possible interventions for improving regular and on time attendance. This will be followed up with a letter sent to the home outlining the expectation for students to be in school.
- 11 missed classes – the principal will determine loss of credit for the student. If a student loses credit the student will be removed from the course (even if the student has a passing grade) and will not be eligible to earn this credit at this time or to credit recover this credit.

BFEC Exam Exemptions

Exam exemptions are an incentive for BFEC students to have excellent school attendance, on time arrival, and to stay until the end of class every day in each of our 4 quarters.

A student may request to be exempt from no more than one final assessment / exam each quarter provided the student has met the following criteria:

- All major assessment components have been completed before the potential exemption policy is posted
- The student must be passing the course
- Students can have no more than 4 absences per course each quarter
- Students can have no more than 4 late arrivals or early departures per course each quarter

What exams cannot be exempt?

NSVS Exams

Math 10 Academic

Math 11 Academic

Math 12 Academic

Math 10 at Work

Math 11 at Work

English 10

English 11

English 12

English Communications 11

English Communications 12

Exam Exemption forms will be available one week prior to quarter exams.