

# Bedford & Forsyth EducationCentres

## New Student Information



Please check our website at:

[www.bfec.hrce.ca](http://www.bfec.hrce.ca) for up-to-date information and  
follow BFEC on twitter @BFEC\_HRSB

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**BFEC High School**  
Providing high quality  
education for every student  
every day.

# *Welcome New and Returning Falcons!*

Dear Students and Families,

Welcome to the 2019-2020 school year at Bedford and Forsyth Education Center. Please check the school website for teacher names and contact information. Staff welcome regular communication with students and parents/guardians.

We are excited about the coming school year and we expect great things from our students. 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 graduating and transitioning to either the workplace to 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 parents/guardians about learning. Please, do not hesitate to contact our teachers when you need extra help or support. Our social worker, resource teachers and guidance counselors are available to support students and their families.

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

This welcome package contains important information for the beginning of the school year! The first day of classes for students is Thursday September 5<sup>th</sup>. Student should arrive at 9:30am to pick up their schedules and begin classes.

Here's to a great year!  
Cathy Burton  
Principal

## School Hours

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

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

## Web Based PowerSchool Student Information System

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

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 forgotten passwords, please email your campus main office,



# Important Dates

August 27, 28, 29	Late Registration
Mon September 2	Labour Day (no classes)
Tues Sept 3	Organization Day (no classes)
Wed Sept.4	PD Day (no classes)
Thurs. Sept. 5	First Day of classes for students
Thurs Sept. 12	Pink Day
Thurs Sept 19	Curriculum Night 6-7pm
Thurs Sept 26	SAC meeting 3:30pm
Fri Sept 27	PD Day (no classes)



## STUDENT FEES

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

Student Fees cover student IDs, Student Events, Student Incentives and Awards, Student Recognition and Field Trips.



### School Advisory Council

This important committee meets six times a year for an hour from 3:45pm to 4:45pm. We are looking for a parent and two students to sit on the BFEC School Advisory Council. Please contact Mrs. Burton if you are interested.

### 1<sup>st</sup> Day of Classes

The first day of classes for all students at both campuses will be Thursday September 5<sup>th</sup>. All students need to arrive at 9:30am to get their schedules for the day. Classes begin at 9:40am.

Student Fees will be collected during the first class of the day on September 6<sup>th</sup>. Fees are \$20 per student. Cash only please.

## Student Attendance:

Parents and Guardians are reminded to call Patsy in the main office at the Bedford campus 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 2019-2020

9:20 to 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
- Erasers



### Student IDs

Student 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 are 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 Form.

All parents/guardians are expected to fill out and submit the below forms if they apply. It is important for the school staff and administration to be aware of any medical emergency information. These forms are available from the school.

### **Severe Medical Conditions:**

Diabetes Plan  
Seizure Plan  
Heart Condition  
Asthma  
General Plan  
Medical Procedure Tracking Form.

### **Life Threatening Allergies**

Anaphylaxis Emergency Plan

### **Administration of Medication to Students:**

**Form A-** Administration of Prescribed Medication to Student

**Form B-** Administration of Prescribed Medication Record



## Student Services

Resource teachers work collaboratively with classroom teachers to share information about students learning needs, adaptations and IPPs.

Resource teachers support classroom teachers to provide programming for students.

Guidance Counsellors are located at both BFEC campuses. Gina, the Health nurse will be at the Dartmouth campus two days each week and at Bedford Campus two days per week. Carol is the Social Worker for both sites this year and will share her time between the two sites. Kristen Coveyduc is the School Psychologist and will spend one day a week at each campus.

The logo for Student Services features the word "Student" in a blue, sans-serif font above the word "Services" in the same font. A blue, wavy line separates the two words, curving under "Student" and over "Services".

Student  
Services



## RCH at BFEC

BFEC has an RCH Committee comprised of staff and students. The Race Relations, Cross Cultural Understanding and Human Rights, Policy of the HRCE will be followed. In addition, BFEC has and will continue to approach teaching and learning with Culturally Relevant Approaches and will provide a supporting educational component: At all grade levels teachers will reinforce the need to recognize and fight racist, sexist and discriminatory behaviours. Counselling will be advocated and provided at student, staff, or parental request. A culture of mutual respect will guide all personal interactions within the BFEC community. All students at BFEC are respected and treated with equity. Racial, ethnic or gender intolerance is unacceptable. These types of actions will have serious consequences. In keeping with our mandate to prevent discrimination of any kind, BFEC will take punitive action for any types of bullying or harassment based on discrimination. Staff will, to the best of their ability; attempt to stop any form of discrimination if they witness it.

## Race Relations, Cross Cultural Understanding & Human Rights (RCH)

RCH support for teachers and students includes the identification, development and implementation of programs, learning supports and strategies to enhance academic achievement and address systemic inequities and barriers affecting racial and ethnocultural groups. Through these activities, RCH strives to create a positive learning environment for all. Supportive relationships will be developed with parents and the wider community to promote mutual respect among students, parents, administration, staff and community members.

RCH programming is supportive of other Board programming and encompass a consultative approach. RCH in accomplishing this responsibility will enable all students to:

- feel that their race, culture and identity are affirmed by the educational system
- accept inclusionary practices related to Aboriginal, Racial origin, Gender, Challenge, Sexual Orientation and Age
- reject discrimination, racism, sexism, homophobia
- develop a positive self-image

## 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 troubles?

Staff take 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 Counselor at each campus

A referral can be made to our school Social Worker

A referral can be made to the school's Psychologist.

Reduced Schedules (one course a day)

Referral to the Health Center 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 letter

And other individual support as required once the school is made aware.

Regular attendance at school leads to greater success and achievement

Students who are having difficulty attending school on a regular basis need to contact their campus VP 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 or leaving early is very disruptive to the learning of your classmates and to your own learning.

Teachers will be using the code “L” in PowerSchool when a student arrives late to class or a “LE” when a student leaves class early. This time adds up and once it totals 150 minutes it will count as an absent.

What if I am suspended from school?

The code OSS will appear and this type of absence does not count 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. This 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 the student and/or parent or guardian to monitor their PowerSchool accounts to view attendance records.

Each night our automated phone system calls home indicating if a student has missed a class, has been late to class or has left early. If you are concerned about missing these calls, please confirm your phone number with your

campus main office.

The following process will be followed by FECs 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 parent or guardians(of students under the age of 19) to discuss why a student has been missing classes, what is keeping the students 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 parents or guardians (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 or agreement will be put into place and a letter sent home which informs the student, parents and/or 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 parents or guardians 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 expectations 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 the 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 3our 4 quarters.

A student may request to be exempt form no more tha3n one final assessment3/exam each quarter provided the student has met the following criteria:

All major assessment components have been completed before the potential exemption list 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

Mat 11 Academic

Math 12 Academic

Mat 10 at Work

Math11 at Work

Math 12 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.



