Clayton Park Jr.High School

CPJH Handbook

2021-22



**45 Plateau Cres, Halifax, NS**

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Principal – Trina Canavan

Vice Principal – Alana Conrad

Guidance – Jillian Matte

Admin Asst. – Erica Reid

# BELL SCHEDULE

|  |  |
| --- | --- |
| 9:00 – 9:18am | Teacher Supervision begins - Student Arrival & Lockers |
| 9:18am | O’Canada / Announcements |
| 9:20 – 10:20am | 1st Period |
| 10:20 – 11:20am | 2ndPeriod |
| 11:20 – 12:20pm | 3rd Period |
| 12:20 – 1:10pm | Lunch |
| 1:10 - 1:20pm | Student return from lunch & Lockers |
| 1:20 - 2:20pm | 4th period |
| 2:20 – 3:20pm | 5th period |
| 3:20pm | Dismissal – Teacher Supervision |

CPJH CALANDAR 2021- 2022

September 7th First Day of Classes

September 16th Stand Up Against Bullying Day **Wear Pink**

September 21st Picture Day

September 23rd Curriculum Night 6:30 – 8pm

September 24th PD Day – No Classes

September 29th Orange Shirt Day **Wear Orange**

September 30th National Day for Truth and Reconciliation – No Classes

October 11th Thanksgiving – No Classes

October 31st Picture Retakes

October 22nd Provincial Conference Day – No Classes

November 10th Remembrance Day Ceremony

November 11th Remembrance Day Observed – No Classes

November 19th Assessment and Evaluation Day – No Classes

November 24th Report Cards go home

November 25th PD Day (AM), Parent Teacher (1-3pm) & (6-8pm) – No Classes

December 2nd Band Concert 6-7:30pm

December 6th Snow Date for Band Concert 6-7:30pm

December 21st Last Day of Classes before Holiday break

December 22nd - January 3rd – Holiday Break – No Classes

January 4th School Re-opens

February 18th PD Day – No Classes

February 21st Heritage Day – No Classes

March 14th–18th March Break – No Classes

March 23rd Assessment and Evaluation Day – No Classes

April 4th Report Cards go home

April 7th PD Day (AM), Parent Teacher (1-3pm) & (6-8pm) – No Classes

April 15th Good Friday – No Classes

April 18th Easter Monday – No Classes

May 5th Cultural Fair

May 19th Band Concert 6-7:30pm

May 23rd Victoria Day – No Classes

June 2nd Grade 6 Orientaion in AM, Parent Orientation 6-7:30pm

June 21st Grade 9 Final Assessments \*Tenative

June 22nd Grade 9 Final Assessments \*Tenative

June 27th Grade 9 Closing Cermony @ 10AM \*Tenative

June 29th Assessment and Evaluation Day – No Classes

June 30th Last Day of School – Report Cards go home

# CPJH CORE EXPECTATIONS

**School Expectations have been established to maintain a safe and positive learning environment where everyone feels respected.**

**Students are:**

* to respect and appreciate the diversity all school members and community
* to accept personal responsibility for their behaviour
* to be courteous, respectful and considerate at all times.
* to be respectful towards school property and the property of others.
* to attend regularly and be on time and prepared to learn-bringing your paper, notebook, pen, pencil etc. to school.
* To show respect for the safety and learning of others. For example walking in an orderly manner in the hallways or using an appropriate volume while talking in the classroom and in the hallways.
* To show digital citizenship when using technology, the internet and social media.
* To use inclusive, kind and respectful language.
* to always strive to do their best!

# PROVINCIAL SCHOOL CODE OF CONDUCT POLICY

The Nova Scotia Department of Education and Early Childhood Development has established a province wide School Code of Conduct Policy. This policy establishes standards of behaviour for all schools. The provincial school code of conduct policy applies to all public schools and Regional Centres in the province of Nova Scotia. All student and school members in Nova Scotia are required to follow this provincial school code of conduct policy, which is governed by the Education Act.

* See our website [cpj.hrce.ca/our-school](https://cpj.hrce.ca/our-school) for the link

**PROVINCIAL HOMEWORK POLICY**

* See our website [cpj.hrce.ca/our-school](https://cpj.hrce.ca/our-school) for the link

# ATTENDANCE

* In order for students to be successful it is important that they do not miss class time due to absences and/or lateness.
* If a student misses time, they should get the appropriate notes from a classmate or check in with the teacher.
* Should your child need to miss school please call the school’s safe arrival number at **902-457-8930** or email [**cpjh@hrce.ca**](mailto:cpjh@hrce.ca)
* Students who need to leave early must have a parent/guardian call the school or an email to [cpjh@hrce.ca](mailto:cpjh@hrce.ca). Parents/guardians will need to come to the school to pick up and sign out their child.

# LATES

All students are expected to be on time for school in the mornings and on time for all classes during the school day. Classes begin at **9:20am** in the morning and **1:20pm** after lunch. Students who arrive late for school must report to the main office and sign in.

#### STUDENT SUPERVISION

Supervision at CPJH begins at **9am**. Students are not to be on school property before 9AM. Students are dismissed at **3:20pm** at which time they are to gather their belongings and leave the school property.

**HOME AND SCHOOL COMMUNICATION**Throughout the year there will be regular communication between CPJH and the school community via: emails, phone calls, school messenger, twitter: **@CPJHWildcats** and the school website ([www.cpj.hrce.ca](http://www.cpj.hrce.ca)). The school will be sending out communication via email to parents/guardians on a regular basis. It is important to inform the school if there is a change in email address as all communication goes to parents/guardians email that we have on file in PowerSchool.

#### PARENT TEACHER SESSIONS

There will be one curriculum night for parents and two parent teacher sessions per year. The dates for the meetings are published in the school calendar at the beginning of this handbook.

**MEDICATIONS**

The school does not provide or dispense any over-the-counter medication such as Tylenol or Aspirin for any ailments. Parent/Guardians of students with allergies or other health related concerns are required to complete forms at the beginning of each school year in order to ensure that the proper treatment may be administered in an emergency situation. If you require these forms please contact the main office.

#### SCENT AWARE

We are a scent aware school as we try to maintain an environment that is healthy for everyone. Students are asked not to wear scented products to school. Many students and staff have severe allergies to “scents” and we want to keep everyone healthy and safe.

#### PEANUT / NUT AWARE

CPJH is nut aware environment. Only products designated as nut free should be brought to school. Many students and staff have severe allergies to nuts and we want to keep everyone healthy and safe.

#### DIGITAL CITIZENSHIP / ELECTRONIC DEVICES / INTERNET ACCEPTABLE USE

At CPJH, technology is an integral and exciting part of learning and supports implementation of the Province’s Public School Program.

* Students are responsible for their own cell phones /electronic devices.
* Students are responsible for respecting the privacy of others and must not make public others personal information or images. Students must refrain from taking pictures/videos/recordings unless authorized by staff.
* Maintain appropriate online behaviour, making sure to responsibly use digital and online resources responsibly and respectfully. Refraining from using copy righted material, accessing inappropriate material or using technology inappropriate in a harmful, demeaning, threatening way.
* Respect and follow staff instructions regarding the acceptable use of technology in the school.
* CPJH does not accept any responsibility or liability for lost, damaged or stolen cell phones and electronic devices.

#### LOCKERS and LOCKS

* Each student is assigned a locker and given a lock which is owned by CPJH. Locks are to be returned at the end of the school year.
* Students are not permitted to use their own locks.
* Keep your combination a secret. Do not tell anyone.
* Write your combination down in a safe place.
* Double check to make sure your lock is secure before walking away from your locker.
* Never leave your lock unattended.
* Never share your locker.
* All valuables should be stored in a students’ locker. CPJH is not responsible for lost, damaged or missing property.
* Students are allowed to go to their lockers when they enter the building in the morning at 9am, at the beginning and end of lunch and after the dismissal bell at 3:20pm. Students will be given the opportunity to return their lunch bag to their locker after the first half of lunch unless it is an inside lunch, due to weather, at which point they will wait for lunch to end.
* Use of lockers during class time is discouraged. If it is absolutely necessary to go to a locker during classes, the student must gain permission from staff.
* Jackets and book bags must be stored in your locker.
* The cost for replacing a lock is $10.
* Locks and lockers are school property and the office reserves the right to enter a student’s locker at any time and may do so without student’s permission.

#### VISITORS TO SCHOOL GROUNDS

* All visitors must report to the Main Office.
* Visitors must sign in at the main office and will wear a visitor’s pass.
* Students should not have non CPJH students or friends visit during school hours.

#### SCHOOL CLOSURES / EARLY DISMISSAL / DELAYED OPENING

The Halifax Regional Centre for Education takes great care when making the decision to alter the normal operations of schools and school busses in the event of severe or inclement weather. HRCE makes the decision and it is their goal to make the decision as close to 6:00 am as possible. A 6:00 am announcement could be:

* All schools are closed for the day; or
* Some schools (either individually or by family) are closed for the day; or
* All schools are open, but some or all busses are not operating for the day; or
* All schools are delayed in opening by 2 hours

During days of inclement or stormy weather, parents and students can find out if CPJH (CPJH belongs to the Halifax West Family of Schools) is cancelled by:

* Check our website at [www.hrce.ca](https://www.hrce.ca/)
* Follow us on Twitter at [Twitter.com/HRCE\_NS](http://twitter.com/HRCE_NS)
* Call our information line at 902-464-INFO (4636)
* Listen to your radio (All local radio stations are informed)
* Sign up to receive e-mail or text message notification of cancellations

There are times when HRCE may decide to keep schools open, but cancel bussing due to poor road conditions. As parents and guardians, please use your own discretion with regard to sending your child to school. There are also times when students are at school and weather worsens. HRCE may decide to dismiss students early. In the event of an early dismissal, the decision will be communicated to all schools as close to 11:00 am as possible. Bussed students will be picked up 2 hours earlier than their regular dismissal time; and walking students will be dismissed at their regularly scheduled lunch hour.

**POWER SCHOOL INFORMATION SYSTEM**PowerStudent and PowerParent students and parents are able to see information such as attendance, grades and assignments. Students and parents are able to log on at home, work or school; anywhere there is Internet access. Parents and students are issued an on-line account and should you still require this information, please email [cpjh@hrce.ca](mailto:cpjh@hrce.ca)

#### SCHOOL BUS REGULATIONS

Information regarding transportation can be found on the HRCE website <https://www.hrce.ca/about-our-schools/student-transportation> or at <https://hrcetransportation.mybusplanner.ca/>

Bus routines and procedures are to support the safety and well being of all members.

**It is the responsibility of students to:**

* Follow the instructions of the bus driver while on, entering, or exiting the bus. For example stay seated making sure to keep the aisle free, maintain an appropriate and safe noise level.
* Students must adhere to the direction of the bus driver with respect to safety and/or behavioural concerns.

#### LEAVING SCHOOL GROUNDS

Students are not permitted to leave school grounds during the school day with the exception of lunch students given specific permission from their parent/guardian. Parents/Guardians must fill out the Lunch Supervision Form that will be given to students on the first day of school.

#### LUNCH EXPECTATIONS AND PROCEDURES

* There is supervision at lunch. Students are to stay in their homeroom for the entire first half of lunch and for the second half must go outside.
* CPJH does not have cafeteria services, therefore students should come prepared with a packed lunch. There are no microwaves.
* Students will eat in their homeroom.
* Students can take their mask off to eat at their desks however make sure it is put on as soon as students are done.
* Students are not to share food to ensure health and safety.
* Students will clean up after themselves before leaving the classroom. Repack everything to take home and clear desks of crumbs and spills.
* Students typically go outside around 12:40 to go outside or to a scheduled extra-curricular activity.
* Supervision is provided outside in the school yard and the upper field during the second half of lunch.
* School administration will make the decision to stay inside due to inclement weather. However please note students go outside in all types of weather and are expected to dress appropriately.
* Supervision is not provided indoors after 12:40 until the beginning of afternoon classes. All supervision is outside.
* Only students participating in supervised noon hour activities are permitted in the building during lunch hour.
* Students must show respect for the staff lunch monitors and other students.

The co-operation and support of parents/guardians is a key ingredient in the success of students at school. We value and appreciate your support. If you have any questions or concerns please do not hesitate to contact the school.