



Pugwash District High School

192 Church Street
Pugwash, Nova Scotia, Canada

2023-2024 **Communication Plan**

Telephone: 902-243-3930
Website: www.pdhs.ccrce.ca
Facebook: Pugwash District High School

School Mission

**To educate all students in a safe
encouraging learning environment in
preparation for success in the global
community.**



Administrative Team

Principal: Mr. Shawn Brunt
BruntS@ccrce.ca
Vice Principal: Mr. Sean Ethier
EthierSW@ccrce.ca
School Counsellor: Mr. Jeff Purchase
PurchaseJ@ccrce.ca
Administrative Assistant: Ms. Carla Hayman
HaymanCR@ccrce.ca

Principal's Message

Clear communication is vital for parents, students, and the school community to work together for academic success for all Pugwash District High School (PDHS) students. With this in mind, this communication plan along with the communication plans sent home by individual teachers are excellent resources as the academic school year progresses. These plans provide a glance into our school and classrooms. This document provides an overview of how we will stay in contact with you, and you with us. Please feel free to call, write or drop by anytime if you have a concern. More detailed information can be found under the 'Information' tab on the PDHS website such as Regional Calendars and our Student Handbook.

School Advisory Council

The PDHS School Advisory Council will meet on the third Wednesday of each month at 6:30PM. Agenda items should be given to Administration by the second Wednesday of the month. The public is welcome to attend.

Teacher Contact

Call the Main Office or E-mail

Mr. Blaikie	BlaikieCD@ccrce.ca
Ms. Coulter	CoulterAD@ccrce.ca
Mrs. Duynisveld	DuynisveldJ@ccrce.ca
Ms. Haley	HaleyEJ@ccrce.ca
Mrs. Hogan	HoganKM@ccrce.ca
Mrs. Lawless	LawlessH@ccrce.ca
Mr. MacDonald	MacDonaldK@ccrce.ca
Mr. Pearson	PearsonG@ccrce.ca
Mrs. Scallion	ScallionCC@ccrce.ca
Ms. Tuttle	TuttleCJ@ccrce.ca
Mr. Wilson	WilsonI@ccrce.ca

Important Dates

The CCRCE calendars can be found on our website, which include a Year-at-a-Glance and the assessment schedules. Specific to Pugwash District High School Events can also be found within the calendar of our webpage. Events can also be found on the Facebook page.

Assessment and Evaluation

Teachers plan, assess and evaluate student learning against Department of Education and Early Childhood Development expected learning outcomes. Expected learning outcomes are statements describing what students are to know, show and do in each subject/course.

Teachers maintain regular communication with students and parents regarding students' learning, progress and well-being.

Parental/Guardian Concerns

If you have questions regarding student progress (including a review of student assessment results) and /or well-being, we have established guidelines for having your questions addressed at the school level. The following is a list of recommended steps for you to follow to ensure your child's needs are met:

1. Talk to your child.
2. Contact your child's teacher.
3. Contact the school vice-principal or principal.
4. If the concern cannot be adequately addressed in steps 1 to 3, the school may arrange a meeting with the parent, teacher(s) and administration.

A process has been put in place to ensure parents/ guardians receive prompt response to questions or concerns that cannot be resolved at the school level. If you feel an issue has not been resolved, the CCRCE Parental Concern Referral Form is available through the main office or on the CCRCE website.

School Procedures

Communication with Students/Families

School wide communication is shared through our school website, parent email, social media sites, and student handbook.

Periodically PDHS will contact parents with key pieces of information via the School Messenger System. This will phone, text or email parents, depending on their preference selected on the student registration form.

Individual student information is shared through emails, phone calls, meetings, and the PS Student-Parent Portal. The PS Student-Parent Portal is a secure site that allows parents to access their child's in-progress marks as well as attendance information. If you require a username or password to log into the portal, please contact the school.

Expectations for Student Success at School

Students are responsible for participating in their learning. Students are encouraged to discuss with their teacher what they have learned and what they have yet to learn. Discussion may also include due dates, negotiate extensions and re-submitting work. The process for incomplete assessments will follow the **EECD Process for Classroom Assessment Due Dates and Extensions**.

School systems and structures to support student success, including for students who have incomplete work (late or missed) can be found in the PDHS Student Handbook.

Attendance and Reporting a Student Absence

We want to see our students succeed and we know student success is linked to regular attendance in school. We ask that all absences be communicated to the office by a written note, e-mail, or verbal contact by the parent/guardian. More information can be found in the PDHS Student Handbook.

NS EECD Homework Policy

The purpose of homework is to practice and reinforce what has been taught in school. Students are encouraged to complete homework as assigned. If you have questions or concerns, please reach out to the classroom teacher.

School Cancellation and Early Dismissal

Cancellations and early dismissals will be communicated through the CCRCE website/ social media and PDHS social media.

School Wide Support for Students

All teaching staff will work together to provide the necessary support for students by providing opportunities for increased student success. At Pugwash District High School, we will provide students with the following supports:

- Extra help sessions
- Social Emotional Learning Supports (School Counselor/Resource)
- Learning Center
- Schools Plus
- Adolescent Outreach
- Public Health Nurse