

# East Richmond Education Centre



## 2019-2020 Parent Handbook

### Please sign and return:

- This cover page to show you've read the Handbook
- Canada Anti Spam Legislation consent form to receive emails (CASL)
- Consent to publish student photos/work
- Consent to go off school grounds (Richmond Villa, etc)
- Student contact information updates

Student Name: \_\_\_\_\_  
Please Print

Parent/Guardian: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_  
mm/dd/year

PLEASE NOTE: ALL EMAIL ADDRESSES HAVE CHANGED TO: [firstname.lastname@srce.ca](mailto:firstname.lastname@srce.ca)  
THE SCHOOL WEBSITE IS NOW [erec.srce.ca](http://erec.srce.ca)  
THE STRAIT REGIONAL CENTRE FOR EDUCATION WEBSITE IS NOW: [www.srce.ca](http://www.srce.ca)

**East Richmond Education Centre  
2019-2020 Staff List**

Principal	Sonya Sauvé
Vice Principal	Lisette MacDonald
Guidance Counsellor	Margaret Gracie
<b>NAME</b>	<b>TEACHING ASSIGNMENT</b>
Gaye Middleton	Primary core
Pauline Seymour	Primary immersion
Tiffany Boudreau	Gr. 1 immersion
Justin Landry	Gr. 1 / 2 core and Grade 1 math
Janet Matthews	Gr. 2 immersion
Amy MacKillop	Gr. 2 / 3 core LA and Gr. 3 math
Martha Keller	Gr. 3 / 4 core and Grade 4 math
Erin Sampson-Hunter	Gr. 3 / 4 and 5 / 6 Immersion FLA
TBD – 50% teacher	Gr. 5 / 6 LA and Integrated Subjects
Jason David	Gr. 5 / 6 and 3/4 immersion math
Stephanie Fitton	Gr. 5 / 6 math, FST, Student Services
Paul Samson	Gr. 7 / 8 imm
Jeremy Samson	Gr. 6, 7, 8 math, 7 science and 7 & 8 Tech Ed.
John MacLeod	Gr. 7, 8, 7/8 ELA, 7 & 8 Soc. St. and 7 Health
Chelsey Dakai	P-8 Music, 3-6 ELA for Imm., 4-6 Core French
Holly Burke	Immersion Math Intervention, Imm resource
LeighAnn Landry	Student Services
Scott Mombourquette	Phys. Ed.
Janice Garden	Autism support, Intensive programs
Tracey Marchand	Reading Recovery, Math Intervention, Gr. 1 math
TBD	Mi'Kmaq Language/Art/ Gr 8 Health
<b>SUPPORT STAFF</b>	
Patsy Landry	TA
Raymonde Burke	TA
Heather MacLeod	TA
Shelley Nicholson	TA
Janet Carter	Secretary
Cathy Cotton	Library Tech.
<b>JANITORIAL SUPORT STAFF</b>	
Sheldon Groom	Building Operator
Rose Frost	Cleaner
Regis Burke	Janitor
Alvin Bona	Cleaner

# Arrivals

The Strait Regional Centre for Education has adopted a Safe and Secure Welcome plan. For this reason, anyone arriving after 8:30, or visitors throughout the day, need to buzz in. If your child will be absent from school, please call in the excused absence as early as possible. If a student is unexcused, the secretary will make contact with home for the absence reason.

If you are picking up your child through the day, please report to the office to sign them out of class. If someone other than the parent/guardian will be picking them up, please send a note saying who that will be. Students will not be released from the school without written parental/guardian consent.

**We respectfully request that if you are dropping off/picking up your child, please do so in the main entrance and do not go to the classroom areas. We are trying to minimize disruption and teach responsibility and independence, even to our youngest learners 😊.**

**We appreciate your cooperation!!**

# Allergy Alerts

Please contact your child's teacher or the office before sending any treats or snacks to your child's classroom. All efforts need to be made that no food served at school, contain or have come into contact with any allergens.



# Attendance

Regular attendance is strongly encouraged. Privileges, (i.e.) extracurricular participation, may be in jeopardy if satisfactory attendance is not maintained. Absenteeism will be addressed by classroom teachers and chronic absenteeism is reviewed by Administration. Monthly attendance records are completed by the office and contact may be made with home if concerns are raised. As parents/guardians, if you require assistance with encouraging regular attendance, please bring your concerns to your child's teacher or school administration. We are here to help!

# Breakfast Program

Grab and go breakfast is available 5 days a week and is supervised/organized by staff members and students. Items include yogurt, cheese, fruit, granola bars, muffins, cereal and cereal bars as well as other nut free items. Donations of breakfast foods that are nut free are appreciated.



## Bus Passes

Bus pass requests must be in to the office before 1pm daily. Late arrangements cannot be guaranteed as this causes great confusion at the end of the day.

Requests must be made in writing and include name, civic address and contact name and number of where the child is going.

Requests should be a written note from a parent or guardian. Emails can be accepted at [janet.carter@srce.ca](mailto:janet.carter@srce.ca)

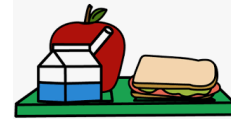


## Cafeteria Services

All students will eat their lunch in the cafeteria whether or not they purchase their meal/snack. Students are expected to tidy their area when finished. Cafeteria menu can be found on the school website in the document depot.

There are 3 separate eating times. P-2 eat at 11:15, Grades 3-4 eat at 11:45 and grades 5-8 eat at 12:15.

There are NO microwaves available for student use.



## Cell Phone Policy and Procedures



Electronics have become part of life and can serve many purposes but cell phones are a distraction and when students are distracted it is a recipe for frustration, stress and extra catch up time. Schools are facing increased incidents of cyber-bullying, social media conflicts, improper use of photos and videos etc. We believe more time should be spent building positive interactions and social skills with school mates and staff members. We are very fortunate at East Richmond to have several iPads, netbooks, Chromebooks, clocks and calculators available for student use so personal cell phones are not necessary.

To that end, the following policies are in place at East Richmond Education Centre:

- Student cell phones are not permitted in classrooms, bathrooms or locker rooms.
- Some students, who face long bus rides, may find personal devices helpful and that is acceptable.
- Students in grades 5 and 6, who choose to bring devices to school **must** turn them into the office upon arrival at school.
- Students in 7 & 8 who choose to bring their devices to school, the cell phone must be turned off or silenced and placed in the student's book bag upon arrival, for the remainder of the day.
- Cell phones, for any student, should not be seen/heard between 8:10 and 2:25.
- Parents who need to contact their child during the day, may contact the school office. Please do not text or call your child during class time.
- Students can use their personal devices, with permission, in the school office.
- The school is not responsible for lost, misplaced, stolen or damaged devices.



## Cell Phone Policy and Procedures continued...

### Consequences for offences related to the Cell Phone Policy:

#### First Offense:

- Cell phone will be taken by supervising adult and brought to the office.
- Cell phone will be held for the remainder of the school day in the office and may be picked up by the student at the end of the day.
- Refusal to hand in cell phone may result in further consequences.

#### Second Offense:

- Cell phone will be taken by supervising adult and brought to the office.
- Refusal to hand in cell phone will result in further consequences.
- Cell phone will be held for the remainder of the school day in the office and may be picked up by the student at the end of the day,
- Cell phone will be turned into the office upon student's arrival at school for next two days. The student can pick up the cell phone at the office at the end of each day.
- Parents notified by administration.

#### Third Offense:

- Cell phone taken by supervising adult and brought to the office.
- Cell phone will be held for the remainder of the school day in the office and picked up by the parent
- Refusal to hand in cell phone will result in further consequences
- Parents notified by administration.
- Two week loss of privilege of taking a cell phone to school
- Continued abuse of policy will result in loss of privilege of having a cell phone at school.



## End of Day Expectations

Students are expected to return home, as usual, at the end of the school day. Any alternate plans need to be arranged before school hours. Students are not permitted to call home for permission to go somewhere or stay after school. Those arrangements should be made before coming to school and be accompanied with a note giving permission for the alternate plans. Any change in after school routine, should be noted in writing to prevent delays in dismissal and bus departures.



## Extra-curricular Activities

East Richmond Education Centre offers a variety of extra – curricular and athletic activities. We strongly urge student participation. School spirit depends upon the level of participation and our school can only be as good as the efforts students put into their studies and extracurricular activities.

- All students who wish to participate in extra-curricular and athletic activities sponsored by the school are subject to the same code of conduct as if they were in a regular school setting.



## Lockers

Students in Wing 3 students have assigned lockers. We provide students with locks for their lockers. If students choose to put their own locks on their locker, they must provide their teacher with either the code or the extra key. To protect their property, students are asked to keep their lockers locked and their combinations private.

**Lockers are the property of the school and may be subject to search at any time**



## Lost & Found

Any “found” items by students should be turned in to the office. Books are incredibly expensive. If you find any school books at home, please return them to school. Any books, water bottles, lunch cans, clothes, etc, that are found at school are placed on the rack outside the cafeteria. Please check this area often. Left over items are donated to charity after parent teacher meetings in November and April and then at the end of the year.



## Medication Policy & Procedures

No medications will be given to students, by school personnel, without parental permission and proper instructions. If a child needs medication, the parent/guardian must call the principal/vice-principal and then provide authorized permission, in writing, allowing for dispensing of medication. Such medication must be provided by the parent/guardian for their child. Medications may be kept refrigerated in the school office if needed. **The school will not dispense or administer “over the counter” medications to students at school (ie Tylenol, Advil etc)**



## Monthly Assemblies & Celebrations

We believe in recognizing the positive behavior in our students. Each month we will highlight a wing 1 & 2 classroom for a celebration in the gym.

Wing 3 celebrations include a monthly “Fun Friday” which allows students, who have met expectations for academics and behavior, to participate in various events of their choosing. Students who have faced a suspension (in-school or out of school) or are not up to date with assignments, are not eligible to participate for that month. Those affected students will use the time to complete assignments and/or reflect on ways they can contribute more positively to their school community.

## Parking / Pick up & Drop off Areas

Please be reminded that the driveway entering the school parking lot, next to the school, is NOT for parking. This area is for dropping off students. If you are picking up a student or need to come into the building, please park in the designated spaces in the front row of the lot (close to the sidewalk). The “No Parking” areas are clearly marked so for everyone’s safety, please respect the signs.



## Student Technology Use

The SRCE as well as EREC, recognizes the importance of communications technology to support learning and teaching in our schools. It’s important to everyone in the school community to be responsible digital citizens and respect the tools that are provided so that teaching and learning can be creative and innovative.

### ACCEPTABLE TECHNOLOGY USE:

- Access and use of any technology in the school community is only permitted under the direct supervision of a teacher or teacher assistant or as directed by school administration.
- Students are assigned specific devices and are responsible to take proper care of that device. They are also responsible to store and charge the device in the appropriate cart. (Wing 2 & 3)
- Students have Google accounts that include email, documents, classroom and more. These are to be used for school purposes and are subject to periodic checks by the teacher and/or school Administration. (Wing 2 & 3)

### INAPPROPRIATE TECHNOLOGY USE:

- Accessing social media accounts during the school day (Facebook, Twitter, Instagram, Snapchat etc)
- Technology with photo or video capabilities **is strictly prohibited** in areas where a student’s right to privacy must be protected. This includes locker rooms, washrooms, and change rooms.
- Using ipads, Chromebooks and computers during recess and lunch with no supervising adults in the room.
- Use of approved platforms, such as Google Apps for Education, is for academic purposes and any misuse that results in the mistreatment of another student or of the technology, will result in the student losing the privilege of using the technology. This includes shared documents and chats that serve no educational purpose.
- Parents are asked to not call or text their child during school hours. This can be very disruptive. The most reliable way to contact students is through the school office.



## Provincial School Code of Conduct Policy

Students, parents, teachers, support staff, principals, and school boards share responsibility for creating a school-wide approach to maintaining a positive and inclusive school climate where all students are supported to develop healthy relationships, make good choices, and achieve success in their learning.

All members of Nova Scotia's school communities have a role to play in the awareness and prevention of unacceptable behaviour.

The Provincial School Code of Conduct Policy applies to all public schools and school boards in the province of Nova Scotia. All students and school members in Nova Scotia are required to follow the provincial school code of conduct policy, which is governed by the Education Act.

### **Acceptable standards of Behaviour**

All students and school members will:

1. Show respect for the rights, property, and safety of themselves and others.
2. Accept personal responsibility for their behaviour.
3. Demonstrate socially appropriate behaviour.
4. Respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental illness, age, national or aboriginal origin, socio-economic status or appearance.
5. Treat school property and the property of others with reasonable standard of respect.
6. Attend regularly and punctually as required under section 24 of the Education Act.
7. Show respect for the roles and responsibilities of students, principals, teachers, parents, volunteers, and the school board.
8. Demonstrate respect for the learning environment of the school and the classroom including all school activities and vents.
9. Demonstrate and promote positive behaviour through the avoidance of all types of violence.
10. Use information and communications technology, including the internet, digital resources, and e-communication, and all forms of social media in responsible and acceptable manner consistent with the Nova Scotia Public School network Access and Use Policy and the Cyber – Safety Act (2013).
11. Refrain from all forms of bullying and cyberbullying, intimidation, racism, and discrimination.
12. Refrain from possession of any weapons.
13. Refrain from the use of items as weapons intended to harm another person or themselves.
14. Refrain from the possession of, or being under the influence of alcohol, drugs, and all other forms of intoxicants on school property.



## Provincial Code of Conduct Policy continued

UNACCEPTABLE BEHAVIOR	POSSIBLE RESPONSES
<ul style="list-style-type: none"> <li>➤ Bullying</li> <li>➤ Cyberbullying</li> <li>➤ Discriminatory behaviour</li> <li>➤ Illegal activity</li> <li>➤ Insubordination</li> <li>➤ Misuse of network or online resources</li> <li>➤ Physical violence</li> <li>➤ Racist behaviour</li> <li>➤ Repeated use of tobacco or e-cigarettes</li> <li>➤ Sexual assault</li> <li>➤ Sexual harassment</li> <li>➤ Sexual misconduct</li> <li>➤ Significant disruption of school operations</li> <li>➤ Use of possession of:               <ul style="list-style-type: none"> <li>• Alcohol</li> <li>• Drug-related paraphernalia</li> <li>• Illegal drugs</li> <li>• Weapons</li> </ul> </li> <li>➤ Vandalism</li> <li>➤ Verbal Abuse</li> </ul>	<ul style="list-style-type: none"> <li>➤ Conferencing with student or parent</li> <li>➤ Creating a plan for restitution</li> <li>➤ Coaching to develop new behaviours</li> <li>➤ Restorative approaches</li> <li>➤ Mediation</li> <li>➤ Detention</li> <li>➤ Loss of privileges</li> <li>➤ Referral to school Guidance Counsellor</li> <li>➤ Referral to the Program Planning Team</li> <li>➤ Referral to RCH Advisor</li> <li>➤ Referral to assessment and counselling</li> <li>➤ Referral to Student Support Worker</li> <li>➤ Referral for behavioural support</li> <li>➤ Referral to SchoolsPlus</li> <li>➤ In-school Suspension</li> <li>➤ Involvement of outside agencies such as Police, Mental Health Services, and Child Welfare.</li> <li>➤ Out of School Suspension ( up to 10 days)</li> <li>➤ Recommendation for extended suspension for period greater than 10 days according to section 124 of the Education Act</li> </ul>

**\*\* Consequences are intended to be progressive in nature considering the age and development of the child.**

The complete Provincial School Code of Conduct Policy can be accessed in the Document Depot of the School website at [erec.srce.ca](http://erec.srce.ca)



## Vapes and Juuls

All students in grades 6-8, attended presentations, in the spring of 2019, regarding the health risks associated with vaping. Vapes are easy to conceal and can often look like computer accessories or writing instruments. Vaping is quickly becoming an epidemic with adolescents and we are concerned for the health and well-being of our students. No e-cigarette product should ever be considered “safe,” especially not for those underage. Teenage brains are still developing, so they’re uniquely vulnerable to addiction. Nicotine is very addictive, and exposure to nicotine in adolescence has been shown to have long-term impacts on brain development. It may affect teens’ behavior, concentration, memory and their ability to learn.

Any student who brings a vape, Juul or e-cigarette to school will face serious consequences, as we are not able to determine the contents of the device.

If you would like additional information, please reach out to Administration or the School Counsellor.



## Year End Celebrations & Awards

Grade 7 and 8 students are eligible for the following awards at the end of the year:

- Academic Excellence – average of 90% and above in the grade
- Academic Achievement – average of 80% and above in the grade
- Most improved
- Leadership
- Principal’s Award
- Citizenship
- PEBS

All teachers involved with grade 7 & 8 students make the decision on award recipients except for academic awards which are based on numerical marks.



# Does Attendance Really Matter?

Consider this....

If your child misses.....	That equals.....	Which is .....	And over 13 years of school means.....
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1.5 years of school
1 day per week	40 days per year	8 weeks per year	Over 2.5 years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years of school
3 days per week	120 days per year	24 weeks per year	Nearly 8 years of school

How about 10 minutes late a day? Surely that won't affect my child?

He/she is only missing just.....	That equals....	Which is .....	And over 13 years of schooling.....
10 minutes per day	50 minutes per week	Nearly 1.5 weeks a year	Nearly 1/2 year of school
20 minutes per day	1 hr 40 minutes per week	Over 2.5 weeks per year	Nearly 1 year of school
30 minutes per day	Half a day a week	4 weeks per year	Nearly 1.5 years of school
1 hour per day	1 day a week	8 weeks per year	Over 2.5 years of school

Every Day Counts!