A decorative border of red apples surrounds the text. The apples are arranged in a rectangular frame, with each apple having a small stem and leaf.

**EREC
PARENT
INFORMATION
PACKAGE
2020-2021**

**East Richmond Education Centre
2020-2021 Staff List**

Principal	Sonya Sauvé
Vice Principal	Lisette MacDonald
School Counsellor	Margaret Gracie
NAME	TEACHING ASSIGNMENT
Gaye Middleton	Primary/1 combined - core
Pauline Seymour	Primary/1 immersion
Janet Matthews	Gr. 1/2 combined immersion
Tracey Marchand	Gr. 1 / 2 Integrated Language Arts core
Tiffany Boudreau	Gr. 3/4 immersion
Amy MacKillop	Gr. 2 / 3 core
Martha Keller	Gr. 3 / 4 core
Erin Sampson-Hunter	Gr. 4/5 core
Nathan McGrath	50% Gr. 6 LA, Health and 5/6 imm ELA
Lisa McNamara	Gr. 5 / 6
Stephanie Fitton	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, 6/7 & 8 Soc. St. and 7 Health
Chelsey Dakai	P-8 Music and 1/2 Integrated math
Holly Burke	Immersion student support
LeighAnn Landry	Student Services
Scott Mombourquette	Phys. Ed. And grade 4 Core French
Janice Garden	Autism support, Intensive programs
Tracey Marchand	Reading Recovery
Candice Sylliboy	Mi'kmaq Language/Art/ Gr 8 Health
Jason David	Math Hybrid (Intervention and mentor)
SUPPORT STAFF	
Patsy Landry	TA
Judy Nickerson	TA
Heather MacLeod	TA
Shelley Nicholson	TA
Janet Carter	Secretary
Cathy Cotton	Library Tech.
JANITORIAL SUPORT STAFF	
Sheldon Groom	Building Operator
Rose Frost	Cleaner
Regis Burke	Janitor
Alvin Bona	Cleaner

All staff can be reached by email @ firstname.lastname@srce.ca

COVID-19 Daily Checklist

It is important to closely monitor your health and the health of those you care for. Please consider these questions each day before leaving home and entering public spaces.

If you are feeling sick, you should **stay home or go home immediately, and follow the instructions below.**

1

Are you feeling sick?

If yes, stay home and avoid public spaces, including work, school/child care, and shopping.

2

Do you have any of these symptoms?



Fever
(i.e. chills,
sweats)



Cough or
worsening of a
previous cough



Sore throat



Headache



Shortness of
breath



Muscle
aches



Sneezing



Nasal congestion/
runny nose



Hoarse voice



Diarrhea



Unusual
fatigue



Loss of sense
of smell or
taste



Red, purple or blueish
lesions (spots) on the
feet, toes or fingers
without clear cause

If yes, stay home and contact 811 to be screened for testing for COVID-19.

3

In the last 14 days, have you travelled outside Atlantic Canada?

If yes, you must stay home. You are required by law to self-isolate for 14 days upon return to Atlantic Canada.

4

In the last 14 days, have you had close contact (within 2 metres / 6 feet) with someone confirmed to have COVID-19?

If yes, you must stay home. You are required by law to self-isolate if you have been identified as a close contact of someone with COVID-19. If you haven't spoken with Public Health or been tested, you should contact 811 to be screened for testing for COVID-19.

5

Are you waiting for results from a COVID-19 test?

If yes, stay home. You are required by law to self-isolate while awaiting COVID-19 test results. Please follow instructions given by Public Health.

Revised July 15, 2020

THE BEST **HEALTHY, BALANCED** MEAL SERVICE.



Convenient and easy, order and pay quickly in a few clicks!



HEALTHY, BALANCED MEALS

Varied and delicious menus that meet provincial healthy eating policies



EASY

Choose your child's meals for the day, the week or the whole month in just a few clicks.



CONVENIENT

Order from your cellphone, tablet or computer and pay directly online.

NEW

A single transaction for your children attending the same school!

IMPROVED ONLINE EXPERIENCE!

GO TO
www.cafzone.ca



chartwells

eat. learn. live.

2020



CafZone.ca

Convenient and easy order
and pay quickly in a few clicks!

Give Us a Try

Meal price \$5.75 with
Milk or 1/4ml Juice

Monday

Tuesday

Wednesday

Thursday

Friday

September 8-11
September 21-25
October 5-9
October 19-23
November 2-6
November 16-20
November 30-December 4
December 14-18
January 11-15
January 25-29
February 8-12
February 22-26
March 8-12
March 22-26
April 5-9
April 19-23
May 3-7
May 17-21
May 31-June 4
June 14-18

Spaghetti with Lean
Meat Sauce and
Caesar Salad or
Breadsticks

Grilled Cheese
Sandwich with
Chicken Noodle Soup

Soft Chicken Taco
Mexican Rice
Corn

Homemade
Hamburger
Home cut Baked
Potato sticks or
Veggie Sticks & Dip

Lunchables
Ham Slices
Cheddar Cheese
Crackers
Grapes
Mini cookies

Chicken Nuggets,
Rice OR Mashed Potato
&
Hot Vegetables

1/2 - 6 oz Baked Chicken
Breast
Mashed Potato
Hot Veggies

6" Pizza Round
Fresh Fruit Salad

Homemade Shepherd
Pie
Side Salad or
Breadstick

Chicken Snack Wrap
Veggie Sticks & Dip

September 14-18
September 28-October 2
October 12-16
October 26-30
November 9-13
November 23-27
December 7-11
December 21-22
January 4-8
January 18-22
February 1-5
February 15-19
March 1-5
March 29-April 2
April 12-16
April 26-30
May 10-14
May 24-28

Macaroni and Cheese
Veggies and Dip or
Garlic Bread stick

Grilled Cheese Sandwich
with Caesar Salad

1 Soft Taco Filled With
Beef, Lettuce, Tomato
and Cheese. Served
with Rice and Corn

Baked Chicken Burger,
Veggie Sticks & Dip

Homemade Pancakes
topped with Berries
Ham Slices

Chicken Nuggets,
Rice OR Mashed Potato
&
Hot Vegetable

Chicken Tater Bowl
Served with Side Fruit or
1oz Low fat cookie

6" Pizza Round
Fresh Fruit Salad

Sloppy Joe
Mashed Potato
Hot Vegetable

6" Ham & Cheese Sub
Veggie Sticks & Dip



morning editions

- Sunrise Sandwich with Egg & Cheese
- Fresh Fruit Cup
- Breakfast Yogurt Parfait with Granola
- Bagel with Butter
- Yogurt 100ml
- Fresh Fruit, Banana, Apple or Orange

\$3.50
\$2.25
\$2.50
\$2.00
\$1.25
\$1.25

Start Up Menu



sweet temptations

- Cinnamon Bun
- Homemade Muffins
- Assorted 1oz Cookies
- Frozen Yogurt 115ml
- Green Apples Slices & Caramel

\$1.50
\$1.00
\$0.75
\$1.50
\$3.00



italiano

- Cheese Pizza Slice
- Pizza Pockets
- Pizza Rolls
- Small Caesar Salad

\$3.85
\$3.75
\$1.75
\$4.00



deli

- Egg Salad Sandwich
- Tuna, Ham & Cheese, Chicken Salad
- Veggies & Dip
- Baked Tortilla Chips & Salsa
- Garden Salad Deluxe
- Cheese, Crackers and Grapes

\$3.80
\$3.80
\$1.50
\$2.50
\$4.00
\$4.75



chartwells

- Hot Daily Meal (includes a Milk or 115ml Juice)
- Grilled Cheese Sandwich
- Chicken Snack Wrap
- VALUE COMBO! 2 Snack Wraps
- Popcorn Chicken with Sauce
- Baked Potato Wedges, small
- Mashed Potato
- Home Made Hamburger

\$5.75
\$3.50
\$3.75
\$5.00
\$3.50
\$3.00
\$2.00
\$3.75



drinks

- White Milk 237ml/500ml
- Chocolate Milk 237ml/500ml
- Can Juice /300ml Juice
- Box Juice (200ml)
- Frozen Juice Cup
- Water 500ml/591ml

\$0.40/0.80
\$2.00/3.00
\$1.75
\$1.25
\$1.50
\$1.50/\$2.00



East Richmond Education Centre

9359 Pepperell Street
P.O. Box 219 St. Peter's, NS, B0E 3B0
Phone: (902) 535-2066 Fax: (902) 535-3166

Sonya Sauvé, Principal
Lisette MacDonald, Vice-Principal
Margaret Gracie, School Counsellor

August 27, 2020

Dear Parents/Guardians:

As we begin another school year, I would like to share some information with you in regards to the treatment and prevention of head lice that our school will be following.

Head lice are tiny insects and parasites of the human body which are most often attached to clean hair. They lay eggs called nits, which stick to the hair shaft, very close to the scalp. Head lice spread most easily through direct head-to-head contact or through articles used on the head or in the hair, such as hats, combs, brushes, ponytail holders, etc. Head lice occur mostly in children.

Based on Public Health Services information, the following sequence of treatment is recommended to break the head lice cycle: Please note that two treatments are required in order to completely break the head lice cycle:

- Two (2) head lice treatments, spread apart with a period of 7-10 days between treatments or as directed by the product.
- 1st treatment - kills live head lice.
- Some lice may hatch but they are adolescent nits that cannot lay eggs.
- Combing and nit removal is required on a daily basis.
- 2nd treatment - kills the adolescent nits and breaks the head lice cycle.

Please note the following guidelines that will be helpful in preventing the spread of head lice:

- Notify the school administration if your child has head lice and keep school administration informed about head lice issues as they arise;
- Check your child's head regularly.
 - once a week as part of your routine
 - after every sleepover
 - every day during lice outbreaks at school
- Keep long hair tied back or braided.
- Teach your child not to share personal items that are used on their head. This means things like brushes, combs, barrettes, headbands, elastics, towels, hats, helmets, toques, and scarves.
- Teach your child to put their hats and scarves in their coat sleeves or backpacks when they take them off at school.

When there is a suspected case of head lice, the Principal will notify the parent(s)/guardian(s). The student who is suspected of having live head lice will be sent home for treatment. The student may return to school after the first treatment in accordance with Public Health recommendations. A notice will be sent home to all parents/guardians when there is a confirmed case of head lice in our school.

Our school and the Strait Regional Centre for Education are committed to following the recommendations of health care professionals and supporting school communities in the treatment and prevention of head lice. Our focus is on the treatment and prevention of head lice in an effort to support student attendance and full participation at school, in accordance with healthcare standards.

For more information, please find enclosed a copy the Strait Regional Centre for Education brochure, *Head Lice: An Information Guide for Parents/Guardians and School Communities*.

If at any time you require further support on this matter, please do not hesitate to contact me.

Sincerely,



Sonya Sauve
Principal



East Richmond Education Centre

9359 Pepperell Street
P.O. Box 219 St. Peter's, NS, B0E 3B0
Phone: (902) 535-2066 Fax: (902) 535-3166

Sonya Sauvé, Principal
Lisette MacDonald, Vice-Principal
Margaret Gracie, School Counsellor

August 27, 2020

The Strait Regional Centre for Education makes every effort to support students and staff with severe allergies and scent sensitivities through staff training, various accommodations and information-sharing within our school communities.

As we begin a new school year, we are asking for your ongoing cooperation to foster a safe and healthy learning environment for all students and staff.

Throughout schools in the Strait Region, there are a number of students and staff who have severe and life-threatening allergies to food and scents. At our school, there are allergies to nuts and nut products, seafood and scent sensitivities to perfumes, florals, body sprays. Therefore, we are asking that you avoid sending these products to school and avoid using scented products including perfumed laundry detergent, fabric softener, deodorant, perfumes/aftershaves, to name a few.

Avoiding the allergen is key to preventing an allergic reaction. Therefore, the best way to provide a safe environment is to enlist the support of our students, staff and parents/guardians. There are a number of measures that you and your child/children can take to ensure the safety of all members of our school community:

- Wash hands with soap and water before eating, and wash hands and rinse mouth after eating (including breakfast and snacks);
- Read food labels and learn how to identify allergen ingredients. If you are unsure about a product, choose something else. For information on the many common names that identify allergen ingredients on food labels, refer to the Health Canada Fact Sheets at: <https://www.canada.ca/en/health-canada/services/food-nutrition/food-safety/food-allergies-intolerances/food-allergies.html> In addition, please refer to the Food Allergy Canada (formerly Anaphylaxis Canada) website at <http://foodallergycanada.ca/>;
- Teach your child not to share food, drink or utensils with classmates;
- Encourage your child to help clean their eating area after meals and snacks;
- Allergies are serious! Never play tricks or dare friends with allergies to try foods;
- Avoid products that have a scent/odour. For more information and resources, please visit the Canadians for a Safe Learning Environment website at <http://www.casle.ca>; and
- Get help, if your friend with an allergy or scent sensitivity doesn't feel well.

We recognize that creating and maintaining an allergy-aware and scent-aware school takes effort and diligence on everyone's part. Thank you for your cooperation and assistance as we work together to make East Richmond Education Centre a safe, healthy and welcoming learning environment for all students, staff and families.

If you have any questions, please feel free to contact me at the school.

Sincerely

A handwritten signature in black ink that reads 'Sonya Sauvé'.

Sonya Sauvé
Principal

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.

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.



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

**** 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



What you need to know about Student Accident Insurance

“There’s been an accident!” what now?!

Basic Plan Coverage

SIP's student accident program provides medical, dental, disability, and accidental death & dismemberment coverage to students whereby an incident occurs as the result of an accident. Every eligible student in Nova Scotia is automatically insured, without deductible and at no cost to students, parents or guardians. This coverage applies during school hours, to school activities and travel directly to and from school.

Eligibility

All full-time pre-primary, primary, elementary, junior and senior high public school students and attendees at Regional Centres for Education or Conseil Scolaire Acadien Provincial day-care centres in the province of Nova Scotia who are covered under a Canadian federal and/or provincial health plan, are eligible.

Nova Scotia International Student Program students who are covered by **Blue Cross** are covered by SIP's Basic Student Accident Plan. The **Gold Plan** is not available for these students at this time.

University, private school, private day-care, community college, foreign and other students not specified above are **NOT** eligible.

This brochure is an outline of coverage provided under Group Policy #11N25. For exact provisions of coverage, please visit sip.ca or contact Gallagher at 416.408.1920.

This plan is provided by SSQ Insurance Company Inc. and administered by Gallagher (ajgcanada.com).



Arthur J. Gallagher Canada Limited



My child has been injured at school. **HOW** do I make a claim?

Go to sip.ca > Parents & Students > How to Claim:

- Claims for *medical expenses* can be made by completing the Student Accident Insurance *Non-Dental* form in its entirety.
- Claims for *dental expenses* can be made by completing the Student Accident Insurance *Dental* form in its entirety.

WILL the school report the accident to SSQ Insurance Company Inc.?

No... **parents must report the accident** to SSQ Insurance within **30 days** of the accident. Incident reports completed by schools are for SIP's statistical purposes **only** and are **not** notification to SSQ of a student accident claim.

WHO should I contact if I have questions about my claim?

Questions concerning claims should be directed to **SSQ Insurance Company Inc.** Telephone 1.855.395.2520 and ask for the **Group Claims Dept.** Fax 1.855.690.9895

Since my children are covered by the **Basic Student Accident Insurance**, **WHY** should I purchase the **Gold Plan**?



Under the **Basic Plan**, eligible students are covered during school hours, school activities, and travel directly to and from school. **Gold Plan** increases the time that your child is covered to **24/7** including summer vacations. Many of the specific loss accident payments are triple those of the **Basic Plan**. For example, loss of hearing in one ear under the **Basic Student Accident** policy is \$10,000. Under the **Gold Plan** your child is entitled to a payout of \$30,000.

HOW do I buy the extended **Gold Plan** coverage?

Coverage can be purchased by completing the application included below and sending it along with a cheque or money order to Gallagher. As well, there is a **PayPal** link on our website where you can purchase the coverage on-line.

HOW MUCH does the **Gold Plan** cost per family?

\$14.00 per year for 1 student
\$28.00 per year for 2 students
\$35.00 **maximum** per year for 3 or more students

Apply & pay for the **Gold Plan** on-line with **PayPal**



The **SIP Gold Plan** is recommended by the **Nova Scotia School Athletic Federation**.

For further information on eligibility, activities covered and policy wording, go to sip.ca. Coverage begins when application and payment are received.

Progress. Not profits.

The **School Insurance Program (SIP)** is a not-for-profit organization 100% owned by the Education Centres, CSAP and the Nova Scotia Community College



Applying for **Gold Plan**

Options...

- Apply & pay on-line at sip.ca using **PayPal** ...or...
- Complete this form, enclose cheque or money order and mail to Gallagher at the address below. **Do not send cash.**

Processing of your payment confirms **Gold Plan** enrollment. **No confirmation notice will be sent.** Coverage begins when application and payment are received. In the case of cheques being returned, applications will not be processed and coverage will be denied.

PLEASE PRINT IN BLOCK LETTERS

Name of Applicant (parent or guardian)

Address

Postal Code

Daytime Phone

Name of School(s)

Name of Education Centre or CSAP

Student(s) Last Name First Name Initial(s) Birth Date D / M / Y

1 / / / / / /

2 / / / / / /

3 / / / / / /

4 / / / / / /

5 / / / / / /

Total Enclosed: \$14.00 (1 student) \$28.00 (2 students) \$35.00 (3 or more students)

Method of Payment (payable to Arthur J. Gallagher Canada Limited)

Cheque Money Order (Print names of student(s) on back of payment.)

Signature of Applicant Day Month Year

Mail application with payment to:

Arthur J. Gallagher Canada Limited
Suite 1200, 145 Wellington Street West
Toronto ON M5J 1H8

Who Do I Contact with Questions or Concerns?

1 Start with your child's teacher.

2 Follow up with the school principal, if required.

3 For general inquiries:

Please contact the Strait Regional Centre for Education where we will be happy to connect you with the right member of staff:

902-625-2191/1-800-650-4448
srce@srce.ca

4 For questions related to student behaviour and/or discipline:

Please contact Elizabeth Teasdale, Coordinator of Student Discipline at 902-625-7065;
elizabeth.teasdale@srce.ca.

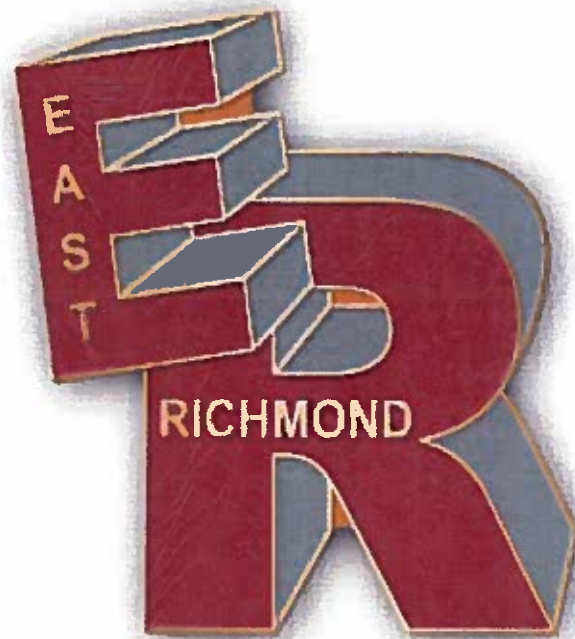
5 For all other matters and media inquiries:

Please contact Deanna Gillis, Coordinator of Communications at 902-625-7065;
deanna.gillis@srce.ca.

Strait Regional Centre for Education
304 Pitt Street, Unit 2
Port Hawkesbury, NS B9A 2T9
902-625-2191/1-800-650-4448; 902-625-2281 (fax)
www.srce.ca/srce@srce.ca
Follow SRCE on Twitter @SRCE_NS



East Richmond Education Centre



Communication Plan 2020-2021

The school communication plan highlights how information from the school and on student learning will be communicated to parents/guardians and families during the year.

EAST RICHMOND EDUCATION CENTRE COMMUNICATION PLAN

Communicating with Students:

- Daily announcements keep students informed of current and future happenings at school.
- P-8 students will receive report cards three times through the year
- Students in grades 7-8 can monitor their own progress and due dates with the Student Parent Portal.

Communicating with Parents:

- At this time, it is especially important that we have up to date phone numbers and email addresses for all parents. Please update the registration forms that will be sent home.
- The Parent Portal is live and parents/guardians can monitor progress, attendance and grades for students in grades 7-8. Please note that updates will occur mid-month.
- School Bulletins will also be made public on the Parent Portal.
- Monthly newsletters will either be sent home with students or emailed through school alerts. They are also posted on the school website (erec.srce.ca).
- Parents can contact the administration and their child's teachers by e-mail (information available on the school website) as well as by telephone.
- Each teacher will be sharing individual communication plans with an overview of the instructional program and assessment practices for the year.
- Due to COVID-19, alternate arrangements will be made for Meet the Teacher night.
- Phone calls to parents will be made when pressing issues arise.
- Report cards will be sent home three times during the year: November, March and June. Due to COVID-19, alternate arrangements will be made for parent teacher meetings.
- School news, information and updates will be posted on the EREC web site as well as the Private Facebook Group.
- Alert Solutions, a feature of PowerSchool, gives administration the ability to use PowerSchool to email, voice dial and/or text, with school information items.
- Matters of urgent importance will be advertised through local radio stations.

Communication with the Extended Community

- Monthly newsletters will be emailed by the school and posted on our school's website.
- All relevant information will be provided to students, families, and community members via our school's website, email and/or social media groups. Please check in often to erec.srce.ca for information concerning our school.

East Richmond Education Centre Reporting Periods 2020-2021

- Term 1 Report cards go home: Monday, November 23rd
- Term 2 Report cards go home: Wednesday, March 31st
- Term 3 Report cards on the last day of school: Wednesday, June 30th

Meet the teacher/Curriculum night

Due to COVID-19, Meet the Teacher night will be a little different this year. Parents and families can look forward to hearing from their child's teachers with further information.

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Team Meetings

Parents/guardians will be contacted throughout the year if meetings are required concerning academic/social progress or behavior. Options for telephone calls or virtual meetings will be the norm for the near future.

Handbook

In an effort to reduce the paper we are using and sending home, a copy of EREC's handbook will be posted on the school website. This handbook contains important information about our school, Regional Education Centre and Provincial policies. Please take the time to read the document and return the parent/guardian signature page that indicates you've read it and discussed it with your child. If issues do arise throughout the year, the handbook outlines how situations will be handled and the responsibilities of all parties involved.

Newsletters/Memos

Monthly newsletters, that contain information for the upcoming month, will be shared by email and posted on our school website. There are instances where important information needs to get home between newsletters and in these situations memos will be sent home.

School Website (erec.srce.ca)

The school website is an excellent source of information for all the happenings at EREC. Watch for regular updates on events, happenings, the school calendar, cafeteria menu, special events and general school information. If you have an idea of something you would like to see added to the school website please contact the school office or click "contact us" at the bottom of the web page.

East Richmond Official Private Facebook Group

Parents, Guardians and students may request to join the Private Facebook Group for EREC. This is not a forum for questions but for relaying information to the school community. **EastRichmond Official** is the name of our Facebook group. We are not accepting friend requests at "EastRichmond Edcentre", you must request to join the group.

Student-Parent Portal

7-8 teachers will regularly use Gradebook and marks will be published once a month. As teachers update their Gradebooks with assignments, parents will be able to view due dates, outlines, rubrics, etc. School bulletins can also be read in the Portal. If you've lost your information you can contact the school.

P-6 teachers will be using the Portal for report cards only.

School Advisory Council

Our School Advisory Council meets monthly. Agendas and minutes can be viewed on the school website. SAC members will be published after our first meeting.

Procedures for Storm Days or Cancellations

When there is inclement weather in the morning, school cancellations are made on the radio stations and posted on the Board web site. Parents/Guardians may also sign up for e-mail or text messages to

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receive cancellation information. Visit our school or the Board website and click on the **Stay Informed** icon.

Occasionally weather, or other issues, may arise during the day making it necessary to cancel classes during school hours. Parents are asked to listen to the radio on days where the weather is questionable and to make alternate arrangements for their children in the event no one will be home.

Parent Communication with the school

Parents are welcomed and encouraged to maintain contact with the school and their child's teachers. Parents/Guardians do not have to wait until scheduled parent teacher times to speak to their teachers nor do teachers need to wait to contact parents. If you have a concern or question about your child that you would like to discuss please contact the teacher outside of instructional time or send an email. Please allow up to 48 hours for an email response.

Parent Concern Protocol

The Strait Regional School Board believes that problem-solving begins at the school level. The parent/guardian must first discuss their concern with the teacher(s). If the matter remains unresolved, the next step is for the parent/guardian to consult with the school Administration. Working together, the parent/guardian, teacher and Administration should make every effort to resolve the matter within the school.

First contact: Call your child's teacher @ 535-2066 or email at firstname.lastname@srce.ca

Second Contact: Principal, Sonya Sauvé @ same phone number above or via email
Vice Principal, Lisette MacDonald @ same phone number above or email

Supplemental Contact: As per *Parent Concern Protocol* available to parents at www.srce.ca