

# Richmond Education Centre/Academy

## School Communication Plan: 2017-2018

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Principal: Lois Landry  
Vice Principal: Jason MacLean

Guidance: Margie MacMillan

Office Secretary: Shelley Boudreau  
Guidance Secretary: Karen Burke

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Communicating with parents and the community is an important part of our work at Richmond Education Centre/Academy. In the interest of keeping members of our school community informed, the following procedures will be implemented:

### Communicating with Students:

- Students will have access to PowerSchool's Student/Parent Portal, via their own secure username/password to monitor their academic progress in their respective classes.\*\*
- Teachers will provide students with a course syllabus or communication plan in the first week of school.

### Communicating with Parents/Guardians:

- Parents/Guardians will have access to the online Parent Portal, via a secure username/password (which is different from that of the student) so they can monitor their child's attendance and academic achievement.\*\*
- Parents/guardians can contact their child's teachers via email (see the school's website for each teacher's email address), or by telephone.
- Parents/Guardians are encouraged to read through all communication plans and course outlines which will be posted on the teachers' *StraitUp* sites.
- A "Meet the Teacher" night is scheduled for Tuesday, September 26, 2017 at 6:30 pm so parents/guardians can meet their child's teachers early in the school year.
- Phone calls home to parents/guardians when pressing issues present themselves may occur. For students in grades 7 to 12, it is expected that the online Parent Portal will ensure that parents/guardians have relevant information regarding their students' academic progress and attendance.
- Report cards are printed in November, April and June for students. An additional report card is printed in February for students in grades 9-12. Formal Parent-Teacher sessions are scheduled in November and April. See the school calendar for specific dates and times.
- In an effort to minimize disruptions to student learning and the teaching day, teachers have up to two business days to respond to emails (see Recommendation #31 of the [Report of the Council to Improve Classroom Conditions](#), April 28, 2017)
- Alerts via text message or email may be sent occasionally. Please ensure our school has your current contact information if you want to be able to receive this information (e.g., re: school closures).

### Communicating with the Extended Community:

- Monthly newsletters will be provided by the school and posted on our school's website. Reminders will be printed in the local newspaper (the *Reporter*).
- All relevant information will be provided to students, families, and community members via our school's website. Please check in often to [reca.srsb.ca](http://reca.srsb.ca) for information concerning our school.

\*\*Please note: What student and parents/guardians see on the PowerSchool will be changing for grade 9-12 courses late in September. This will be reviewed at our *Meet the Teacher* session and a notice sent home when changes are finalized.

# Procedures for Storm Days/School Cancellations

## Mornings:

When there is inclement weather in the morning, the Director of Transportation, in consultation with the Director of Operations and bus drivers, will make an announcement by radio and post on the Board's website that classes at Richmond Education Centre/Academy are either cancelled or that the school will be closed for the day.

The decision on whether to cancel classes in the mornings with storms must sometimes be made before daybreak. At that time, because of the darkness, it is often difficult to evaluate the situation adequately. During days when the weather is unpredictable, it is always the parents of the student who ultimately decide whether to send their child to school or whether he or she remains at home.

## During Class time:

Classes may sometimes be cancelled before the end of a school day. If the school must close during class hours, the parents/guardians are asked to listen for announcements on their local radio. The students will return home in the usual manner. Parents/Guardians are encouraged to visit the School Board's website ([srsb.ca](http://srsb.ca)) to get emails or texts regarding school closures.

Parents are responsible for ensuring that their children return either home, or to the home of a designated adult, for security purposes. This is the reason why we ask that you listen to the radio if, during the day, there are signs of a storm. If you cannot listen to the radio, please ensure that someone will advise you if your children must return home earlier than usual.

This procedure is important because the telephone lines of the school and of the Board transportation department must remain free in case of emergency.

The following radio stations will announce that either the classes are cancelled or that school will be closed: CJFX, The Hawk, and CBC Radio. In addition, cancellations will also be posted on the Board website at [srsb.ca](http://srsb.ca).

## 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 principal. Working together, the parent/guardian, teacher and principal should make every effort to resolve the matter within the school. It is mutually advantageous to have the concern resolved at the school level (SRSB Policy III-A-4).

First Contact:	Teacher at (902) 345-4949 or via email at <a href="mailto:firstname.lastname@srsb.ca">firstname.lastname@srsb.ca</a>
Second Contact:	Principal, Lois Landry, or Vice Principal, Jason MacLean, via phone/email above
Supplemental Contact:	As per <b>Parent Concern Protocol</b> available to parents at <a href="http://srsb.ca">srsb.ca</a>