

POLICIES / PROCEDURES 2019-2020

Riverside Education Centre has just completed its twenty-first year. As with any school community, it is important to adapt and grow to insure we meet the needs of all school community members.

Mission Statement

Riverside Education Centre is a learning environment that challenges all to become respectful and responsible citizens.

Vision Statement

To be a supportive and inclusive school community where students, staff and partners value learning and each other.

Belief Statements

We believe...

- Student learning requires strong supportive relationships.
- A school staff can make a difference to children.
- Students must feel comfortable and safe.
- Learning requires respect and compassion.
- Learning requires motivation, evidence of effort and a connection with others.
- Learning is about developing independent, problem solving and critical thinkers who constantly develop their skills and positive attitudes.

These statements are based on our beliefs that they should maintain high expectations, should guide our school community of students, staff and caregivers, and be stated in a clear and concise manner.

Communication

Newsletter and other Important Announcements – parents/guardians will receive an automated voice message advising them of important dates, announcements and monthly newsletter availability on the REC website.

Website - school information will be available on the school website at **reonline.ccrce.ca**

School Communication Plan - sent home separately on the first day of school.

Teacher Communication Plan - sent home separately from each teacher the first day of school.

SwiftK12 Automated Broadcast System – an automated message system the school will be using to notify parents/guardians of student unexcused absences. The school will also be sending important messages via the system periodically throughout the year. *For those parents/guardians using the PowerSchool Mobile App, you may receive notification after attendance has been taken that your son/daughter is unexcused. If you already called the absence in to excuse your child and receive this notification, it simply means the excused absence has not yet been updated in PowerSchool. If you receive the unexcused absence after 5:00 pm that day, please contact the school.*

Public Portal – school information will be posted regularly on the School Bulletin Section of the PowerSchool Public Portal.

PowerSchool Public Portal – It is the expectations that parents and students are accessing the Powerschool Public Portal (<https://siscrsb.ednet.ca/public>) on a regular basis in order to monitor attendance, academic performance, classroom behavior and school announcements. Teachers will also be posting information as it relates to homework, assignments, tests, quizzes, etc. on the portal. **Parents will be receiving information in early September on setting up and activating user accounts. Parents who currently have a user account from the previous school year can continue to use this account. There is no need to set up or activate a new account. Students will also be able to access the public portal by using their GNSPES login information.**

National Anthem in Schools

“O’Canada” will be played as part of opening exercises each morning of each school day on REC TV and at the commencement of school-sponsored special events.

Registration/Emergency Form

All students must, as part of the registration process, supply the school with the telephone number(s) where parent(s), or guardian(s) can be reached in case of accident or illness. **Any student involved in an accident at school must report to school personnel immediately.** The office will make all necessary arrangements to convey students’ home or to a doctor. The school will act in accordance with School Board policy affecting conveyance of ill or injured children at REC.

Curriculum

Students are offered a program consistent with the guidelines of the Nova Scotia Department of Education. In addition, many co-curricular and extra-curricular activities enrich programs throughout the year. Student Services are also available. These services include Psychologists, Speech/Language Pathologists, Guidance, Resource, Attendance Support Worker, Learning Disability and Learning Centre Teachers. These Specialists help in the identification and development of curriculum adaptations and individualized program plans.

Reporting Student Progress

It is essential that parents be informed of their child’s progress in school. See the REC Communication Plan and the School Calendar for specific dates of issue.

Attendance

The Chignecto-Central Regional School Board believes that “regular attendance is necessary for students to have success in school. Furthermore, the Board believes (pursuant to Section 24(1)(b), 25 (1)(b), 111 and 112 of the Education Act) it is the responsibility of both students and parents/guardians to ensure that the student attends school regularly”.

Educational research strongly supports that a student’s school success is directly related to attendance. To support this belief, we at Riverside Education Centre expect students to keep regular attendance and avoid late arrivals / early departures whenever possible. Please remember to call the school before 8:25 a.m. concerning your child’s absence so it can be recorded as an excused absence. If you are unable to call, please send a written excuse with your child on the next day he/she attends school. Teachers will then record it as an excused absence.

Parents/Guardians will receive an automated call advising that a student has an unexcused absence for that date.

Parents/Guardians are reminded to call the school each morning to excuse their child when they are absent and give the reason for the absence. If you should receive a call in the evening, be sure to verify receipt of this message by pressing “2” at the prompt.

Our school hours are from 8:25 a.m. to 2:30 p.m. When students frequently arrive late, it causes a disruption to the learning of not only that student but as well the remaining students of the class. Likewise, when parents frequently arrive before dismissal at 2:30 p.m. to pick up their students, the class gets interrupted and the student misses valuable instructional time. We appreciate parents respecting our students’ learning time.

Attendance Process

1. **Students with 5 absences:** Homeroom teachers will monitor attendance. When students reach **5 absences** teachers will communicate with students and parents/guardians about days missed. *Phone calls home and a log entry made in PowerSchool under **Attendance Notes** (with brief but pertinent details) will be the first step toward attendance support.

2. **Students with 10 absences:** Administration contacts parents to discuss attendance concerns.
3. **Student has 15 absences:** Administration and Attendance Support Worker invites parents and student to a meeting to discuss attendance strategies, create contracts, and involve other supports as required. Student attendance will continue to be monitored.

Riverside will also recognize students for perfect attendance and improved attendance throughout the school year during monthly Student Recognition Assemblies and Year End Awards Night.

Homework Policy

At Riverside, we believe homework is an important part of your child's learning. Homework helps students develop better study skills, work habits and organization. It is meant to build on skills already taught in class. All homework expectations are in accordance with the Provincial Homework Policy.

Personal Communication and Entertainment Devices - CCRSB Guidelines

Riverside Education Centre is aware that access to technology can have tremendous benefits for staff and students. Personally owned wireless, portable devices can enhance the learning experience in the classroom. Students are permitted to use their own personal devices in the classroom for designated activities, **with permission and supervision of the classroom teacher**. These activities may include using the device for such things as a calculator, research and data collection, recording homework, etc. If a student does not have access to a device, one will be provided for them during the designated activity.

Students are not permitted to use their device outside the classroom at anytime. If these devices are seen or heard outside the regular classroom usage, they will be confiscated by staff. If a device is confiscated by staff, it will remain in the main office until the end of that school day. **All devices will be returned to students at the end of the day.** After the second time for having the device confiscated, the student will receive **2 steps for defiance.** Should there be a third offence, the student will face suspension for defiance. Any refusal by a student to turn the device over to staff will be considered defiance and the student will face consequences as outlined in the Provincial Code of Conduct.

Each student is responsible for his/her own device and should use it responsibly and appropriately. Riverside Education Centre takes no responsibility for stolen, lost, or damaged devices.

BEHAVIOR EXPECTATIONS

Students, parents, community and staff must work together in a cooperative effort by respecting each other in all interactions. Individual differences and diversity will always be acknowledged and addressed. It is the right of each student to have an education. It is the responsibility of educators to provide educational opportunities to complete the appropriate program of studies. It is the responsibility of parents to provide materials and support. It is the responsibility of students to complete their school work and behave appropriately.

Relationship Building

Relationships built on trust and respect are vital in assuring students, staff, and families feel safe and valued allowing academic achievement to be maximized. Relationship building is a key focus for all members of the school community to ensure the learning environment meets the needs of **all students**. Any behaviours deemed inappropriate, disruptive, or harmful to the learning environment will be addressed through a relational lens.

Positive Effective Behavior Supports

At Riverside, we believe that responsible and respectful students should be recognized for their positive efforts. Throughout the year, we show our appreciation for their commitment to making our school a better place.

Step Program

The Riverside Education Centre Policies reflects the guidelines set by the Department of Education's School Code of Conduct as well as the Chignecto-Central Regional School Board Policies. Student's behavior is monitored daily by a Tracking System.

Currently, the following outlines the Step Discipline Procedures:

*The following **Disruptive Behaviour Incidents** may result in a student being issued a Warning or STEP(s) based on the frequency and severity of the incident.*

	Warning	1 STEP	2 STEPS
Disrespectful			
Computer Usage Violations			
Disruptive Behaviours			
Hazard Action (potentially)			
Inappropriate Language			
Non-Compliance – Defiance			
Personal Harassment			
Physical Altercation			
Property Damage			
Skipped Detention / IGS			
Theft – Petty			

*The following **Severely Disruptive Behaviour Incidents** will result in an automatic referral to the office.*

<input type="checkbox"/> Bullying	<input type="checkbox"/> Chronic Disruptive Behaviour
<input type="checkbox"/> Cyberbullying	<input type="checkbox"/> Disrespect or Insubordination
<input type="checkbox"/> Disruptions to School Operations	<input type="checkbox"/> Illegal Activity
<input type="checkbox"/> Other Acts of Misconduct	<input type="checkbox"/> Physical Violence
<input type="checkbox"/> Physical/mental discrimination	<input type="checkbox"/> Racial Misconduct
<input type="checkbox"/> Sexual Harassment and/or Assault	<input type="checkbox"/> Sexual Orientation Discrimination
<input type="checkbox"/> Use or Possession of a Weapon	<input type="checkbox"/> Vandalism
<input type="checkbox"/> Verbal Abuse	<input type="checkbox"/> Tobacco

Consequences for Inappropriate Behaviour

Consequences allow for some flexibility. Staff members will use their professional judgment in handling situations.

Students are taught the social/collaborative skills necessary to get along with others peacefully and to solve conflicts in an appropriate manner. By learning these skills students can make the right choices and take responsibility for their own actions. Discipline to be effective must be clear, consistent, fair, yet firm. Students are expected to demonstrate appropriate behaviour, complete their work and arrive on time for class. All school disciplinary actions are in line with the Provincial School Code of Conduct Policy and will be addressed through a relational lens.

SCHOOL RULES & STUDENT RESPONSIBILITIES

1. At all times, students are to display proper courtesy to staff, fellow students, supervisors and visitors.
2. Every person has the right to possess their own private property. Whenever items of value must be brought to school, be sure to check them with your teacher or the school office. Students are solely responsible for their own property. The school will not be liable for any student property lost or stolen. Students are to respect the property of others.

3. Movement in the hallways will be in an orderly and quiet manner. Everyone is reminded to stay to the right. Running / Rough Housing is not permitted.
4. Students are expected to use good judgment, common courtesy / respect and dress in an appropriate manner for school.
5. Electronic Devices (not capable of accessing the Internet) are permitted to be used during recess and noon hours. Students who bring these items do so at their own risk. Inappropriately used devices will be confiscated from students.
6. Throwing rocks or snowballs is not permitted.
7. Fighting or other violent acts while students are under the jurisdiction of the school will result in suspension. This includes the area surrounding the school and at bus stops.
8. Students are not to be in possession of weapons or items which pose a threat to the safety or well-being of students or staff.
9. Dances - the following guidelines apply:
 - Any student who has been suspended (including in or out of school and bus suspensions) since the last dance may not be permitted to attend the following dance.
 - Only current students of the school are allowed to attend, no guests.
 - Once a student has entered the dance he/she is not permitted to leave the building until leaving for the evening. Parents must come into the school to sign-out their children.
 - All coats must be checked.
 - Students are not permitted to go to their lockers.
 - All food and beverages must remain in the Cafetorium.
 - All regular school rules apply at dances.
 - Students may not be permitted to attend any dance, if they have ongoing conduct issues (including but not limited to incidents involving drug/alcohol), poor effort in class or poor attendance, or not being In Good Standing.

Hats & Hoods

Students will be permitted to wear hats and hoods in non-instructional areas of the school (hallways and foyer). The expectation is that students remove hats and hoods when entering instructional settings (classrooms, assemblies, offices, etc.).

Bus

Only students who attend Riverside Education Centre are permitted to travel on the bus. Hockey sticks, skateboards and other large objects are not permitted on the bus by order of the CCRSB Transportation Policy.

Bus Changes

Students cannot change their daily busing arrangements and must travel on their regularly assigned bus (ie: transportation for appointments and other after school activities must be arranged from home). **No bus slips** will be issued.

Bus Discipline

Students who misbehave on the bus are referred by their driver to the bus foreman and to the administration of the school. The situation will be discussed with the offender and parents will be notified. Repeated minor offenses will lead to suspension from traveling on the bus. In this case, parents must find alternate means of transportation for their child to get to school.

Peanut/Nut Sensitive

We ask parents and students to support this transition by refraining from bringing snacks, lunches, classroom projects, activities or celebration materials, etc. that contain peanuts or other nuts. With your support we can prevent a future tragedy. While this may appear to be a “new” policy for REC it is in fact our way of reminding everyone that we are obligated under board policy to be aligned with the current CCRSB policy in this regard:

OS-G-05 - Anaphylaxis (Life-Threatening Allergies)

[BOARD MINUTE #06-97, Page 4]

The Chignecto-Central Regional School Board believes that the school environment should be clean, healthy and safe.

Accordingly, the Board recognizes that while it is impossible to eliminate all risks, the Board has a responsibility to maximize the safety of each individual who may be subject to severe allergic reactions (anaphylaxis).

To this end, the Board expects the Superintendent of Schools (or designate) to prepare, implement and monitor guidelines, procedures and standards to promote the following:

- exposure to life-threatening substances is avoided;*
- responses to exposure are prompt and appropriate;*
- parents of anaphylactic children identify their children to the school principal;*
- anaphylactic adults who work/volunteer in the school-system identify themselves to their immediate supervisor; and,*
- if appropriate, parents/guardians and the physician attending the child authorize the administration of medication and or treatment of the child by Board personnel.*

And, to ensure that:

- each school/work-site establishes and follows a plan which is appropriate to the needs of the anaphylactic individual.*

Scent Sensitive School

Many persons are extremely sensitive to perfumes, colognes, hair sprays, aftershave and other scented products. Please do not wear/bring them to school. Thank you for supporting this safety concern.

Medication

If a student must take **any** type of medication during the school day (ie, Tylenol, cough medicines, prescriptions, etc.), please notify the office to receive the appropriate CCRSB form to be completed. Students must give medication to the office for safe-keeping. The student’s name must be written clearly on the dispenser.

Health Concerns

Parents/Guardians must notify the office if their child has any infectious or contagious disease. Appointments with the Public Health nurse may be arranged through the Guidance Counsellor. The office must be informed, via the Emergency / Registration Form, of any chronic health problems a student may have.

Healthy and Physical Active Living

To support a healthy lifestyle, students are not to share any beverage containers, lip balms, food or eating utensils. Students on sports teams should have their own water bottle clearly marked for easy identification.

School Nutrition Policy

We are required to follow the provincial Nutrition Guidelines. A copy of these guidelines can be found at www.ccrce.ca

Cafeteria

Chartwells is the food service company providing daily healthy eating choices in the cafeteria. A menu will be posted on the REC website and meal cards can be purchased.

Requirements for Physical Education

Students are required to have sneakers and appropriate clothing for Phys. Ed. class. The attire for Phys. Ed. classes is t-shirt and shorts/track pants.

Student Supplies

Students are expected to have appropriate supplies which must be replenished periodically. Each grade level has different supply requirements. Supply lists are available in the office and on the REC website at reconline.ccrce.ca

Educational Trips and Transportation

Students have opportunities to go on educational trips during the year. A permission form must be signed to allow your child to participate. All fees for the trip must be paid in full prior to the student being permitted to go on the trip. When possible, buses will be provided to transport students on field trips, however, there are occasions when parents are asked to provide transportation. Anyone volunteering to drive children must have a \$1 million insurance policy on their vehicle and fill out the appropriate documents in the office.

School Cancellation/Closure

When school is cancelled or transportation delayed before the morning bus runs begin, notice will be given by public radio and the CCRSB website at www.ccrsb.ca before 7:00 a.m. If school has to be cancelled after bus runs have started and/or school is already in session, a public announcement will be made using the radio stations, REC TV Channel 10, the CCRSB website and the REC website at reconline.ccrce.ca

Emergency Plans for School Closures

Students and parents/guardians are asked **to have alternate plans** in place for Emergency School Closures. When schools must be closed early for emergencies and/or inclement weather, **parents will be notified by public radio only and as stated above**. The school is unable to contact parents/guardians by phone in the event of early closure. Students will be dismissed and must know their alternative plan. If students are unsure of the arrangements, they are to tell their homeroom teacher.

Lost and Found

Articles that are found on school property are turned into the office and placed on a lost and found table in the foyer. Small items, such as keys, glasses, etc., are in the main office. Unclaimed items are given to a local charitable organization at the end of each month.

Telephone

Students are permitted to use the main office telephone in the case of an emergency. Telephones are also available in their classrooms if students need to call home. Parents and students are requested not to phone the school with “**personal messages**”. Only messages of immediate urgency will be handled. Please call our administrative assistant if there is such an emergency.

Visitors to the School

Visitors are to report to the Main Office immediately upon entering the building and will be issued a **Visitor's Pass**. Students are not permitted to bring guests, friends or relatives to school unless there is prior approval from administration.

Lunch Students

Walkers - parents must notify the school in writing if their child is to leave school during the lunch break. Students must sign-out and sign-in through the office when going home for lunch.

Bus Students - students must remain on school grounds during the lunch break.

Students are expected to go outside during lunch hours when weather is permitting. The Library and Computer Lab will be opened during lunch hours for students to complete classwork, homework, and assignments/assessments. These spaces will also be available for students looking for a quiet place to read and relax.

Lunch Supervision

Duty supervisors are employed to monitor the students during lunch break times.

Lockers

Only locks rented from the school are permitted on the lockers. Combination numbers should be kept private. The school will not be responsible for valuables left in lockers. Students and parents/guardians must read and sign the "School Locker Use Policy" form before lockers are issued. School lockers belong to the school. Students are required to keep their locker clean as rotten food attracts fruit flies, ants and unwanted odors. No student is to keep any material or items in his/her locker that would cause the student any embarrassment or trouble if the locker were inspected. From time to time lockers may be inspected by the school administration and/or the RCMP.

Volunteers

The staff and students greatly appreciate volunteer assistance at the school. If you can help, please contact the school. A Volunteer Package with "Child Abuse Register" and "Criminal Records Check" must be filed with CCRSB.

After School Activities

Students in the school for extra-curricular activities must be under the direct supervision of a teacher or school approved personnel. Security checks of the building are made periodically by REC maintenance staff.

5 Steps to Student Responsibility Agreement **2019-2020**

Riverside has a ‘**5 Steps to Student Responsibility**’ code of conduct. This style of behaviour monitoring is based on the best practices demonstrated by other Middle Level schools. We believe this procedure is an effective and positive step forward for students and staff, and will provide timely feedback to parents/guardians.

The following outlines the 5 Step procedure:

- Step 1: The student is given a **20-minute lunchtime detention**. The reason for the detention will be shared with the parent/guardian by phone, email, or through a form, which must be signed by the parent/guardian and returned.
- Step 2: The student is given **two 20-minute lunchtime detentions**. Reasons for the detentions will be shared with the parent/guardian by phone, email, or through a form, which must be signed by the parent/guardian and returned.
- Step 3: At this step the student is given **3 lunchtime detentions**. When a student reaches Step 3, he/she will meet with the teacher(s) to discuss the problem. A form will be sent home to detail the concern, which must be signed by the parent/guardian and returned.
- Step 4: If a student reaches Step 4, he/she will be given **3 lunchtime detentions** and a **parent/guardian meeting may be requested**.
- Step 5: The final step of the discipline procedure is an In-School Suspension. Parents/Guardians will be contacted and written notice of suspension will be sent home.

Students will move back one step for five consecutive “step free” school days and therefore have the opportunity to be involved in Positive Participation initiatives. We hope this will further promote responsible behaviour in our students.

Eligibility for Extra Curricular Activities **2019-2020**

Extra-curricular activity participation is a privilege and not a right. These activities provide opportunities for students to experience healthy competition and social interactions with other students and staff members. Eligibility to be a participant in such activities is based on the assumption that students are attending to their academic responsibilities to the best of their abilities and are conducting themselves in an appropriate way in class and in the general school community. Excessive absences and/or tardiness may be cause for a student to be deemed ineligible or for removal from a sport or extra-curricular activity. An ad hoc committee (which will always include an Administrator) may deem a student ineligible for sport or extra-curricular activity based upon a review of a student's attendance, tardiness, academics or if they are acting in a manner that is damaging to the educational environment of the school. The committee will consider the following areas as part of their deliberations:

- STEPs Issued
- Suspensions
- Academic Record (Student must be In Good Standing in all Subjects)
- Attendance / Late Records
- Meetings with Student

Asking for Parent Support

Part of the Middle School experience is providing your son or daughter with experiences that fall outside the regular classroom learning. Such activities include End of Term Celebration days, Leadership days, Talent Shows, Field Trips, etc.

We plan these activities for the whole student body as this is an extension of their learning. We expect regular attendance on these days.

We are asking for your support in ensuring that your son or daughter attends school. By no means do we consider these days as optional attendance. They help develop your child into a well-rounded young adolescent by getting them involved in these activities that they may otherwise not experience.

Thanking you in advance for your support.

REC Student Fee Policy **2019-2020**

Students at Riverside are expected to pay a student fee of \$10.00. This fee helps the school offset such costs as school field trips and transportation, Student Engagement Opportunities (SEOs), student agendas, student lockers, etc.

If families need assistance in paying this fee, please contact the school Principal or Guidance Counsellor and arrangements will be made.

All students are required to pay a **Student Fee of \$10.00 by Thursday, September 12th**.

- All cheques are to be made payable to **Riverside Education Centre**.
- No postdated cheques please.
- All NSF cheques will be charged a \$7.00 bank service charge.

Policy Signature Form
2019-2020

By signing this form, I have reviewed, read and understand the following policies / procedures at Riverside Education Centre for the 2019-2020 school year:

- Policies / Procedures
- 5 Steps to Student Responsibility Agreement
- Eligibility for Extra Curricular Activities & Asking for Parent Support
- REC Student Fee Policy

Student Name: _____ Grade & Section: _____

Student Signature: _____

Parent / Guardian Signature: _____

Date: _____

Attached Student Fee:

- Cash – Amount \$ _____
- Cheque – Amount \$ _____ Cheque # _____

If paying by cheque, please make cheque payable to “**Riverside Education Centre**” – no post dated cheques please.

Please return this form with the attached student fee to your child’s homeroom teacher by Thursday, September 12, 2019.