

Home of the Timberwolves

**Tamarac  
Education  
Centre**



# 2017 – 2018

## Principal

Suzanne Delaney

## Vice-Principal

Dayna MacDonald

## Guidance Counsellor

Nicolle MacIntyre

57 Tamarac Drive  
Port Hawkesbury, NS  
B9A 3G2  
Ph. (902) 625-6650

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_

# Tamarac Education Centre School Calendar

## Academic Year 2017-2018



<u>Event</u>	<u>Date</u>
Labour Day.....	September 4
School Orientation Day.....	September 5
School-Based In-Service.....	September 5
First Day of School.....	September 6
Picture Day.....	September 27/28
Meet the Teacher.....	September 14 (6-7pm)
School Based In-Service Day P-12.....	September 29
Thanksgiving Day.....	October 9
Grade 6 Prov. Assessments.....	October 10-20
Provincial Conference Day.....	October 27
Remembrance Day.....	November 11
Remembrance Day Observed.....	November 13
Marking and Adm Day (P-8).....	November 20
<b>Parent Teacher.....</b>	<b>November 29th (5-7pm)</b>
<b>Parent Teacher.....</b>	<b>November 30<sup>th</sup>-8:30-11:30</b>
<b>Half Day PD .....</b>	<b>November 30<sup>th</sup>- PM</b>
Regional In-Service Day.....	November 28
Last Day of School Before Christmas.....	December 21
School Resumes after Christmas.....	January 3
School-Based In-Service.....	February 1
Heritage Day.....	February 19
Last Day before March Break.....	March 9
School Resumes after Break.....	March 19
Marking and Adm Day.....	March 23
Good Friday.....	March 30
Easter Monday.....	April 2
<b>Parent Teacher.....</b>	<b>April 4 (5-7pm)</b>
<b>Parent Teacher.....</b>	<b>April 5 (8:30-11:30am)</b>
<b>Half Day PD .....</b>	<b>April 5<sup>th</sup> - PM</b>
Regional PD Day.....	April 27
Victoria Day.....	May 21
Administration Days.....	June 27 & 28
Final Day of School.....	June 29

### Bell Schedule

8:30am	-	Home Room
8:45am	-	Period 1
9:15am	-	Period 2
9:45am	-	Period 3
10:15am	-	Recess
10:30am	-	Period 4
11:00am	-	Period 5
11:30am	-	Period 6
12:00pm & 12:30pm-		Lunch and Period 7
1:00pm	-	Period 8
1:30pm	-	Period 9
2:00pm	-	Period 10
2:25pm	-	Home Room
2:30pm	-	First Bus Run Announcement
2:35pm	-	Walkers Dismissed

### Visitors:

The Visitor Policy is implemented for the safety of all children. Note: Unless you are a registered student or staff member at TEC, or a Board employee, you are considered to be a visitor to the school.

- Since 2014, a door locking and video monitoring system has been in place for the safety of students. Visitors are asked to identify themselves at the entrance, as well as state their intended purpose of their visit, before being admitted.
- All visitors must enter the school using the front entrance. Upon entering the school, please report to the office and office personnel will be happy to assist you.
- All visitors are required to sign our visitor book, and remain in the office or lobby while being assisted.
- Visitors may not proceed to classrooms, the gymnasium or to outside play areas, nor enter hallways unaccompanied by staff.
- Visitors are required to use the staff washrooms in the main office, if necessary.
- If you are delivering a lunch or other items for a student, please leave it at the main office, and the student will be called to the office during break time.

We appreciate the support of the school community. The cooperation of all parents/guardians, students and

staff is appreciated as we strive to create a safe environment for all.

### **Accident Insurance Information:**

Student Accident Insurance information is available through the following web site, [www.sip.ca](http://www.sip.ca) This web site has information on how to make a claim, claim forms, and a copy of the actual insurance policy so you can determine what benefits are available.

### **Anaphylaxis:**

A number of students have severe life threatening allergies. Exposure to these allergens can result in anaphylaxis. Please do not send any item to school that may contain **peanuts, tree nuts, nut products, or latex**. If you are uncertain of the contents of a snack or treat, please have your child consume it at home.

### **Classroom Celebrations:**

Many teachers organize classroom celebrations. Please contact your child's teacher prior to sending any food or snacks to the school for a celebration. All efforts need to be made to ensure that no food or snacks are sent that may contain **or have come in contact with identified allergens**.

**Epipens: It is currently policy of the SRSB that all students and staff prescribed with an epipen for an anaphylaxis allergy wear their epipen on their body. We ask that parents ensure that this practice be followed at all times. This will be discussed further while developing students' yearly medical plans.**

### **Attendance:**

It is the responsibility of every student of school age to attend school. Furthermore, it is the duty of the parents and guardians to see that their children attend school regularly.

Regular attendance is essential for academic success and to ensure positive social development. Students are expected to be in attendance for all scheduled classes unless absent for an acceptable reason. **For each absence, a student is**

**required to bring a note from home or the parent/guardian is expected to phone the school to explain the absence.** For extended medical absences, a medical note is expected. Where notification of absenteeism is not received, the school will make attempt to ascertain the reason for the absenteeism.

**All students are expected to arrive at school by 8:30 a.m. for Home Room.**

### **Attendance Violations:**

The Education Act allows absence from school for the following reasons:

1. Medical conditions which prevent a student from attending school.
2. Family emergency.
3. Attending an approved school elsewhere.
4. Others reasons when approved by the school such as trips of educational value.

Truancy is illegal absence from school without the knowledge of parent/guardian or school officials.

Tardiness is being late, without a good excuse, for scheduled classes or routines. Students who arrive late **must sign in** and may be admitted to class at the **beginning** of the next period if entry is deemed a disruption.

In the case of truancy or deliberate tardiness, the school will notify the parents or guardians so that they can assist in solving the problem. Serious action may be taken if the combined efforts of school and home fail to affect a change in the truancy pattern.

In cases of inexcusable absences or persistent tardiness, the school will notify the family in writing of the student's unsatisfactory attendance and ask for cooperation in seeing that the student attends school and is punctual.

## **Cafeteria:**

Students in grades 3-8 are expected to eat their lunch in the cafeteria and to follow the PEBS Matrix for that area. Students in grades P-2 will be eating in their classrooms. Students can bring their own lunches or purchase food from the cafeteria.

## **Microwave Service**

Again this year, we are pleased to offer microwaving during lunch. Due to a large number of students using this service, and in an attempt to reheat items in a timely manner, we are **unable** to accept the following:

- items needing to be heated for longer than 1 min.
- items requiring that water be added (i.e. Kraft Dinner bowls)
- frozen dinners
- soups will only be warmed, not heated

We would also recommend that frozen pizzas be cooked at home and reheated in school because they do not cook properly in microwaves. *The school is unable to supply utensils.* Please send these along with your child if needed.

## **Cell phones /Telephones/ Electronic Devices:**

- The office telephones are for business use.
- A telephone, for approved student use, is available at the office. Students are expected to ensure that calls are not of a social nature, to complete their calls promptly so that other students do not have to wait.
- New this year, pocket cell phone holders will be placed in all Grade 7 & 8 homerooms. Students are expected to drop off their cell phones in their numbered pocket at the beginning of each class and pick it up when they leave. Exceptions can be made in class with approval from each teacher in their own teaching space. Administration will work/consult with our 2017-2018 Student Council to develop a cell phone use policy with guidelines and expectations that are fair to all. The TEC cellphone use policy will only apply to Grade 7 &

8 students. All other students are expected to put cell phones away upon entering the building in the morning and must go to the office area to use their phone, if necessary. Anyone who misuses a cell phone will: 1st. Have it held by the teacher for the day, 2nd. Need to have parent pick it up at the school, 3rd. Turn in the device at the office each morning for the day.

- MP3's / Gameboys, IPods, PS2s etc. are not to be used in school.
- Parents are asked not call or text children during instructional time. In case of emergency, please call the office at 625-6650.

## **Student Code of Conduct:**

Students are to treat **ALL** staff members, fellow students, visitors, property and the educational environment with respect. This includes, but is not limited to:

- no violence or threats of violence (physical, verbal, or written)
- being prepared to take maximum advantages of the learning environment
- dress that is classroom appropriate and within the bounds of good taste – **Students are expected to remove their hats prior to entering all classes.**
- language and gestures are to be socially acceptable
- dress/behaviours exhibited are to avoid all forms of intimidation, bullying, harassment, racism, and discrimination
- possession of any form of a weapon on school property is prohibited
- possession and/or use of all forms of intoxicants / cigarettes is prohibited

Any behavior that is seen to be contrary to the above will not be tolerated. The behavioural expectations within the Student Code of Conduct will be expected from all students. The strategies used to develop understanding and respect for the code may vary from student to student. Where there is non-compliance with

the behavioural expectations of the code, despite the application of these strategies, appropriate consequences will be initiated. The following principles will be followed:

- Consequences will be appropriate for the student's stage of development.
- Consequences will reflect the severity of the misbehavior and take into account the frequency of the misbehavior.
- Consequences will be chosen primarily for their educational value.
- Consequences will make sense to the student as much as possible.
- Consequences will be appropriately timed.

**\*Any actions deemed to be in violation of Provincial Statutes or Criminal Law will be turned over to the proper authorities.**

### **Good Standing:**

Each student begins his/her school term with Good Standing. As students continue to demonstrate their responsibilities for learning, and meet the expectations of the school, Good Standing is maintained. This standing allows the student to participate in all extra-curricular activities, including sports teams, committees and school sponsored events.

**Good Standing may be lost by failure to adhere to a student's responsibilities and/or behaviour expectations. It may also be lost for a student's poor academic standing. The loss of Good Standing will result in a student being unable to participate in school related extra-curricular activities as listed above, until Good Standing is restored or improvements have been made. Typically, if a student receives an In-School Suspension, a 7 school day loss of Good Standing will result. Also, an Out-of-School Suspension will bring a 14 school day loss of Good Standing.**

### **Communication Plan:**

Tamarac Education Centre works to build and maintain strong communications with the home of each student. Please do not hesitate to contact the school at (902) 625-6650 (please find a suggested communication guide below). A monthly newsletter is issued on the first of each month to the youngest child in each family. If important information must get home between newsletters, memos are sent to the parents/guardians affected.

As enhanced communication tools, the school has a website, Facebook account and Twitter account. We will also be launching an Alert Communication system through PowerSchool.

Website: [www.tec.srsb.ca](http://www.tec.srsb.ca)

Facebook: Tamarac Education Centre

Twitter: @TEC\_6650

P-8 Report Cards are issued three (3) times during the school year: in November, March and the end of June. Following the November and March reporting periods, parents/guardians are invited to attend the scheduled parent/teacher conferences.

Parents/Guardians are asked to check with their child's teacher(s) for their personal communication plans. Teachers will send home Communication Plans by the end of the second week of school.

Parents/Guardians should feel free to contact teachers regarding the progress of the child. Arrangements can be made with teachers between reporting periods for an update on progress or to discuss concerns that might arise. Appointments can be made by phoning the school at (902) 625-6650.

To facilitate making such appointments, please use the following guide of whom to contact:

**Teacher Appointments..... Individual Teacher  
Academic Report.....Guidance/Administration  
Behaviour.....Teacher/Administration  
Special Requests.....Administration  
General Inquiries.....Administrative Assistants**

## **Dress Code:**

Students are expected to dress in a modest and neat fashion, in attire suitable to the school environment.

The following guidelines must be observed:

- Undergarments must not be exposed
- Clothing with derogatory or inappropriate writing or pictures is prohibited
- Outdoor wear (boots, coats, etc.) is not to be worn in the classroom.
- Indoor and Outdoor shoes are necessary when the playground is wet, muddy, or snow covered.
- Students should dress appropriately for the weather conditions; outside play should be expected each day.
- It is encouraged that necklaces/lanyards have a breakaway clasp.

For Physical Education classes, students are expected to wear a t-shirt, shorts or track pants. Clean, non-marking soled running shoes must be worn when in the gymnasium.

## **Student Fees:**

Fees will be collected from students to help cover costs associated with extra-curricular activities, use of agenda books, lock maintenance, etc.

- Grade Primary students will not pay a fee as they have no agenda and they are involved in our yearly fundraising project.
- Students in Grades 1-4 will only pay a \$5.00 to cover the cost of the agenda.
- A single fee to cover Agenda cost. of \$10 per student (grades 5-8) is payable by the end of the first cycle of classes. A family rate of \$20.00 is also applicable

## **Lockers:**

- Every student in Grade 7 & 8 will be assigned a locker for the storage of books and personal belongings.

- **Only** the combination locks issued by the school may be placed on the lockers. **A lost lock may be replaced for \$7.**
- Each student is responsible for maintaining the locker's condition during the rental period. All stickers, decals and marks must be removed before the last day of school.
- Pictures and posters in the lockers must be appropriate for a school setting.
- Lockers remain the property of the school and may be subject to a search at any time by school administration or designate.
- The school may have a pre-announced locker inspection each term to insure that they are in reasonable order and free from perishable materials.
- Students **MUST** guard their combinations carefully and not share their combination with any other student. The school will not be responsible for lost/stolen items resulting from shared combinations or unlocked locks.
- Lock tampering is unacceptable. Students may lose access to their own locker for the year and/or be subject to more stringent discipline if they tamper with someone else's locker.

## **Illness:**

If a student becomes ill or is injured during the school day, a parent or emergency name will be contacted. If the illness or injury requires immediate attention, an ambulance will be called, with expenses being the responsibility of the parent/guardian. If a student is not feeling well enough to participate in regular school activities, he/she should be kept at home until fully recovered. Your cooperation in this matter is most important for your child, as well as to the operation of the school.

## **Leaving Early:**

When a student must leave school prior to regular dismissal, students and parents are asked to follow our

sign-out procedures and advise the office of such departure.

Confirmation by the parent/guardian is required.

When leaving school early, or in the company of someone other than the parent/guardian, the student **MUST** have the written request from home, or a phone call should be made by the parent to the school office for urgent changes to a student's departure. **Parents/Guardians must report to the office to sign out and pick up their child.** Students are not permitted to leave school without permission and must be signed out when leaving.

### **Lost and Found:**

Found articles should be turned in at the office. Books, clothing, lunch boxes, etc will be deposited in the "Lost and Found" box for a reasonable period of time for the student to claim. Valuable items will be held until identified by the owner. Any unclaimed clothing items will be on display at Parent/Teacher sessions and are periodically donated to charity.

### **Library:**

The library is available for students for study, research, reading and book loans. Classes are scheduled in the library for library skill development. Library books are readily available to students and staff. Books may be checked out for one cycle. To improve book circulation in our library, students are asked to return books on time. Students who lose or deface a library book will be expected to pay for its replacement. Students are reminded that the library is to be used for quiet study and reading. Food, drinks, etc, are not permitted in the library. Any students violating the rules of the library will be asked to leave and will be referred to the office.

### **Pick Up and Drop Off Procedures:**

For the safety of all students, drive at a reduced speed and with heightened awareness near the school and please turn off your engine to reduce emissions around the school when parking.

#### Drop Off:

- Drive the loop in the designated area **ONLY**.

- Have children exit the vehicle at the curbside **ONLY**.
- Do not stop in the drop off zone any longer than necessary.
- Do not park or leave your vehicle in the loop at any time.

#### Pick Up:

- Park your vehicle in a designated parking spot (not the loop)
- Exit and retrieve your child.
- Do not drive in or stop in the bus loop
- Wait until 2:35pm to enter the building for end of the day pick up

### **Consent to Publish/Network Access:**

Throughout the year, opportunities arise for students to be acknowledged for participating in events and activities on behalf of the school, in addition to having their work posted in the school and/or their pictures publicized. However, for some of these activities, we require your permission. **Please complete the form that was sent home with your child and return it to the school as soon as possible.**

### **Grade 7 & 8 Academic Awards Information:**

#### **1. Academic Excellence Award**

The Academic Awards are presented to grade 7 students who have achieved an 85% average in all subjects over the full academic year.

- Gold for students with an overall average between 90-100%.
- Silver for students with an overall average between 85-89%.

#### **2. Highest Academic Average Award**

Presented to the student with the highest average of all marks from September to mid June of the school year, in all subjects combined.

### 3. The Most Improved Award:

Presented to ONE student from each class who has demonstrated outstanding personal growth over the entire year.

**Note:** Grade 8 students are eligible to win other awards specific to their Grade level only. The criteria that accompanies each of these awards will be shared with all students early in the year.

<p><b>POSITIVE EFFECTIVE BEHAVIOR SUPPORT</b></p> <p><b>(PEBS)</b></p> <p>Respect for Self, Respect for Others, Respect for Environment, and Respect for Learning</p>
<p><b>ALL SETTINGS</b></p> <ul style="list-style-type: none"> <li>-Be in your designated area at all times.</li> <li>-Report bullying/inappropriate/hurtful behavior.</li> <li>-Dress appropriately.</li> <li>-No hats.</li> <li>-Speak respectfully in tone, volume &amp; word choice.</li> <li>-Respect personal space (lockers) and other’s belongings.</li> <li>-Be respectful all visitors/supervisors/staff/ substitutes/bus drivers/classmates.</li> <li>-Keep school and grounds clean by placing litter and recyclables in designated containers.</li> <li>-No chewing gum.</li> <li>-Be a good listener.</li> <li>-Share and use equipment and materials appropriately.</li> <li>-Use personal technology appropriately and in designated areas.</li> <li>-Return materials/equipment/books to their proper place.</li> <li>-Enter and exit quietly.</li> </ul>
<p><b>Hallways &amp; Stairwells</b></p> <ul style="list-style-type: none"> <li>-Walk on the right-hand side, in single file.</li> <li>-Use designated stairs/entrances.</li> <li>-Wait for your bus in your designated wings.</li> </ul>
<p><b>Outside play areas</b></p> <ul style="list-style-type: none"> <li>-Play safe.</li> <li>-Leave snow and rocks on the ground.</li> </ul>
<p><b>Cafeteria</b></p> <ul style="list-style-type: none"> <li>-Tidy up after lunch and push in chairs.</li> </ul>
<p><b>Library &amp; Computer Lab</b></p> <ul style="list-style-type: none"> <li>-Respect your sign out privileges.</li> <li>-Respect the privacy of our password.</li> </ul>
<p><b>Assembly</b></p> <ul style="list-style-type: none"> <li>-Remain quiet – enter and exit in an orderly manner.</li> <li>-Maintain eye contact.</li> <li>-Respect the hand signal.</li> </ul>
<p><b>Washroom</b></p> <ul style="list-style-type: none"> <li>-Use proper hygiene – wash hands.</li> <li>-Respect personal space of others.</li> </ul>
<p><b>Gymnasium/Field</b></p> <ul style="list-style-type: none"> <li>-Learn and follow safety rules.</li> <li>-Practice good sportsmanship.</li> <li>-Water bottles only.</li> </ul>
<p><b>Bus</b></p> <ul style="list-style-type: none"> <li>-Sit appropriately (face front, feet NOT in aisles).</li> <li>-Be organized and keep your workspace tidy.</li> <li>-Follow the driver’s rules and directions</li> </ul>