

When and how you should contact the school:

Visiting the School: When visiting the school for any reason, you should **proceed directly to the Vice-Principal's Office** *unless an appointment* with a staff member had been previously arranged.

Student is Late or Absent: Please be sure to contact the school if your son or daughter is going to be late or absent from classes. If he or she is missing a test/assignment on that day, be sure to indicate this when you call. A written excuse should be sent to the school upon his or her return.

Contacting a Teacher: If you wish to speak with a specific teacher, call the main office (485-7200) and leave your name and number with the school secretary. The teacher will return your call as soon as they are available to do so. Note: Teachers will not be called to the phone during class time. All visitors should not proceed to classrooms without consulting school office/administration.

Contacting a Student: To contact your son or daughter, phone the school office and a message will be delivered for you. Please do not attempt to call your child on their cell phone as their cell phone will be powered off during the day.

Health Concerns: Please be sure to inform the school of any changes in a student's health that could require intervention by staff members. (Examples: Severe Allergies, Diabetes, Epilepsy, etc.)

Other Concerns: If you have a concern that you wish to have addressed by the school administration, Family of Schools Supervisor or Director of Educational Services, a Parental Concern Form can be obtained at the school office.

Dr. Thomas McCulloch School



Communication Plan

2015-2016

SCHOOL INFORMATION

Principal:	Blair MacDonald
Vice-Principal:	Starr Pettipas
Guidance:	Richard Cyr
Secretary:	Charlene Thompson
Address:	200 Louise Street P.O. Box 369 Pictou, N.S. B0K 1H0
Phone:	902-485-7211 or 902-485-7200
Fax:	902-485-7210
Website:	www.pamcculloch.ccrsb.ca

The staff and administration of Dr. Thomas McCulloch School strongly believe that effective communication between the home and school is essential to the education process. Please feel free to call the school with any suggestions or concerns you might have.

This document will serve to outline the variety of methods by which the school will provide information to parents or guardians throughout the school year. It will also provide important dates and outline procedures by which parents or guardians can contact the school.

Important Dates:

Meet and Greet

September 16 7:00 – 8:00p.m.

Report Cards

November 16

April 4

Parent-Teacher Conferences

November 26 6:00 p.m.-8:00 p.m.

November 27 1:00 p.m.–3:00 p.m.

April 14 6:00 p.m.-8:00 p.m.

April 15 1:00 p.m.-3:00 p.m.

In-Service/Parent-Teacher Dates (No Classes)

October 9

October 23 (Provincial In-service)

November 6

November 27

April 15

May 16

Christmas Break

December 19– January 3

March Break

March 14-18

Last Day of Classes

June 29, 2015

Formal and Informal Information you should expect from the school:

- Each student will receive a Subject Communication Plan within the first week of classes in September. Please take the time to review and sign the plan.
- Progress reports will be sent home three times throughout the school year. The reports will contain a letter grade (grade 6) or numerical grade(grade 7 & 8), comments from teachers and a record of student attendance to that point. These reports must be signed and returned to the Homeroom Teacher.
- Individual subject teachers will contact you if academic or behavioural problems become apparent in that class.
- If your son or daughter is having recurring or more severe attendance or discipline problems, you will receive a phone call to inform you of actions being taken by school administration to address the issue.

Additional Communication Information

PowerSchool is a web-based student information management system that allows schools to manage features such as student demographics, schedules, attendance, behavior and achievement. This system features an online Student-Parent web portal, enabling students and parents to see attendance, grades and assignments in real-time. This portal enhances communication between the home and school as well as increases parents' involvement in their children's education. The ultimate goal is to support and improve student achievement. If you are interested in accessing the parent portal, please contact the office for your login information.

School Website: www.pamcculloch.ccrsb.ca. You will find school newsletters, student handbooks and other important information on this site.

The School Newsletter outlining upcoming events, student accomplishments and general information will be sent home (with students) five times throughout the school year. The option of having the Newsletters sent by email is available. Newsletters will also be available on the school web page.

I-Pods, Video Games, Cell phones and/or Cameras

are to be turned 'OFF' while students are in class. They should be placed in a secure location such as a pocket or backpack. If these items are visible (or audible) during classes, they will be confiscated. They will be kept for the remainder of the school day on the first occasion and will be kept for Parent or Guardian pick-up on subsequent occasions.

Dr. T. McCulloch School

Please sign this portion of the form and have your son or daughter return it to their homeroom teacher to indicate that you had the opportunity to read it.

Student Name: _____

Parent / Guardian Signature: _____

If you would like to have school communication (newsletters, etc.) sent to you by email, in addition to having it sent home with your son or daughter, please provide an email address below.

Email: _____