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## When and How you should contact the school:

**Visiting the School:** When visiting the school for any reason, you should proceed directly to the School 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 on that day, be sure to indicate this. A written note from a parent or guardian is required by the school office within 5 days of the student returning to classes.

**Contacting a Teacher:** If you wish to speak with a specific teacher, call the main office (485-7200) and leave your name and number. The teacher will return your call as soon as he/she is available to do so. Note: **Teachers are unable to receive calls during class time.**

**Contacting a Student:** To contact your son or daughter, phone the school office and a message will be delivered for you. **Students are not permitted to have cell phones powered on during class time.**

**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 or on the CCRSB Website.

# Pictou Academy

## Communication Plan

2017-2018

**Principal:** Blair MacDonald  
**Guidance:** Richard Cyr  
**Secretary:** Charlene Thompson

**Address:** 200 Louise Street,  
P.O. Box 699  
Pictou, N.S. B0K 1H0

**Phone:** (902)485-7200  
**Fax:** (902)485-7210

The staff and administration of Pictou Academy 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.

**Some Important Dates:**

**Meet and Greet/Open House**

September 20 7:00 – 8:00 p.m.

**Report Cards**

November 14<sup>th</sup>

February 12<sup>th</sup>

April 17<sup>th</sup>

**Parent-Teacher Conferences**

November 16 6:00 p.m.-8:00 p.m.

November 17 1:00 p.m.–3:00 p.m.

April 19 6:00 p.m.-8:00 p.m.

April 20 1:00 p.m.-3:00 p.m.

**In-Service Dates (no classes)**

September 29<sup>th</sup>

October 27<sup>th</sup> (Provincial In-service)

November 17<sup>th</sup>

February 1<sup>st</sup>

April 20<sup>th</sup>

May 18<sup>th</sup>

**Christmas Break**

December 22<sup>nd</sup> – January 2<sup>nd</sup>

**March Break**

March 12<sup>th</sup>-16<sup>th</sup>

**Grading Day**

June 29<sup>th</sup>

Formal and Informal Information you should expect from the school:

- Each student will receive a Communication Plan for each course in which they are enrolled within the first week of classes in September. Please take the time to review each plan.
- Progress reports will be sent home at the midpoint of each semester (November and April). These reports will contain numerical grades, a ‘learner profile’, comments from teachers and a record of student attendance. These reports have a page that must be signed by a parent or guardian and returned to the Homeroom Teacher.
- Final Reports will be sent home in February (Semester I) and June (Semester II).
- Subject teachers will contact you if academic or behavioral 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:

The School Newsletter will be sent home at regular intervals throughout the school year. The newsletter will also be available through the school website.

**On-Line Access to Attendance and Assessment Information**

Parents and guardians can have ‘real time’ access to their child’s attendance records and on-going academic progress through an on-line portal. Usernames and passwords can be obtained through the school office.

The ultimate goal of iNSchool is to support and improve student achievement. PowerSchool is the web-based student information management system that will allow schools to manage features such as student demographics, schedules, attendance, behavior and achievement.

Pictou Academy

**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: \_\_\_\_\_