

Centreville Academy 2025 – 2026 School Handbook



Creating a community of life-long learners

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 Centreville, Newfoundland
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 Phone: (709) 678-2833
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Jeremy Chippett, Principal
 Jennifer, Assistant Principal

Jeanette Cutler, Secretary

STAFF 2024-25

Mr. Jeremy Chippett	Principal & Subject Teaching
Mrs. Vicki Parsons	Kindergarten
Mrs. Vicki Green	Grade 1 & Primary Music
Mrs. Lori Barbour	Grade 2 & Reading Specialist
Ms. Mary Skiffington	Grade 2 & IRT
Mrs. Kayla Hicks	Grade 3 & Elementary Music
Mrs. Sherri Burton	Grade 4 & French Grades 4-9
Ms. Kelsey Anthony	Grade 9, Physical Education, Intermediate Science, and Health
Ms. Jennifer Perry	Assistant Principal, Intermediate Eng. Language Arts
Ms. Miranda Penney	Grade 6 and Intermediate Math
Ms. Debbie Harding	Primary/Elementary Subject Teaching and Learning Resource Teacher
Ms. Melinda Fudge	Instructional Resource Teacher
Mrs. Tina Hillier	Guidance Counsellor
Mrs. Tina Glover	Student Assistant
Mrs. Colleen Parsons	Student Assistant
Mrs. Renee Collins	TLA- SS
Mrs. Kelly Gray	TLA-DHH
Mrs. Jeanette Cutler	Secretary
Mr. Donald Firmage	Bus Driver/Custodian
Ms. Frances Cutler	Bus Driver/Custodian
Mrs. Nicole Parsons	Custodian
Mrs. Veronica Rogers	Public Librarian

Holiday Schedule

National Day of Truth and Reconciliation	Monday, September 30th, 2024
Thanksgiving Day Holiday	Monday, October 13, 2025
Remembrance Day Holiday	Monday, November 10th - 11th, 2025
Christmas Break	Monday, December 22nd, 2024 - Friday, January 2nd, 2026 (Inclusive)
Mid-Winter Break	Monday February 23rd, 2026
St. Patrick's Day Holiday	Monday, March 16, 2026
Easter Break	Good Friday, April 3rd – Friday, April 10th, 2026 (inclusive)
Victoria Day Holiday	Monday, May 18, 2026

Professional Development Sessions

Below are tentative Professional Development days. There are **no classes** for students during these scheduled sessions. Further information will be communicated by memo.

School Professional Development Session 1	TBD
School Professional Development Session 2	November 28th
School Professional Development Session 3	January 30th
School Professional Development Session 4	March 13th
School Professional Development Session 5	May 15th
School Professional Development Session 6	June 19th
School Professional Development Session 7	TBD

School Day Schedule

Doors Open	8:20 a.m.
Morning Classes Start	8:35 a.m.
Recess	10:35 – 10:50 a.m.
Lunch	11:50 a.m. – 12:30 p.m.
Afternoon Classes Start	12:30 p.m.
Dismissal	2:30 p.m.

Secretary's Hours (may be subject to change)

8:30 a.m. – 11:50 a.m. & 1:00 p.m. – 2:30 p.m.

Scheduled break: 10:35-10:50 a.m.

Scent-Free School

At Centreville Academy, we prioritize the well-being of everyone in our community. To keep our school environment safe for all, we kindly ask that staff, students, volunteers, and visitors avoid wearing scented products, like perfumes or colognes but including any heavily scented detergents, etc., when entering the school. This is especially important during events such as assemblies, parent-teacher interviews, and concerts.

Some members of our school community have allergies or sensitivities to these products, which can cause serious health issues. To help protect everyone, students or staff wearing strong scents that may affect others could be asked to return home to change. This policy also applies to all visitors, groups, and library patrons.

By following this simple guideline, you're helping us create a healthier, more comfortable space for everyone.

Contacting the School During the Day

Need to reach us during the school day? Here's how:

- **Main Office:** Call us at (709) 678-2833.
- **Teachers:** Send a note or an email to your child's teacher. If you haven't heard back in a few days, feel free to call the school to confirm your message was received.
- **Bus Changes:** If your child needs a change in their bus schedule, please contact the main office directly rather than the teacher.

Reminder: All visitors must buzz the office for entry into the school.

Student Absence

If your child is absent, you'll receive an automated call through the Safe Arrivals program (PowerSchool). Please respond to the call or call the school directly to let us know the reason for your child's absence. If we don't hear from you, the absence will be marked as unexcused.

Smoke-Free Grounds

Centreville Academy is a smoke-free zone, both inside the building and on school grounds, in line with district policy. We kindly ask that everyone, including visitors to the school or public library, respect this rule for the health and safety of all.

Bussing Procedures

The school bus is an extension of the classroom, so we expect the same respectful behavior. Here's a list of rules that students must follow while on the bus:

- Be on time—the bus cannot wait.
- Follow the bus driver's instructions.
- Seating assignments may change during the year.
- Use an indoor voice and be polite to others.
- No name-calling, swearing, or inappropriate language.
- No eating, drinking, or chewing gum—help us keep the bus clean!
- Stay seated, face forward, and keep your hands and head inside the bus.
- Rough behavior like fighting, pushing, or loud noises is not allowed.
- Large bags, instruments, skateboards, scooters, and smoking/vaping products are not permitted.
- Always get off the bus at your assigned stop unless the driver has permission to let you off elsewhere.
- Emergency exits are for emergencies only.

Remember, school rules still apply on the bus to ensure everyone has a safe and pleasant ride!

Travel to and from School

- **Bus Travel:** Students will have assigned seats on the bus and are expected to sit in them unless directed otherwise by a driver or school staff. **Courtesy Seat Request Forms**, necessary for riding on another bus, are available from the office.
- **Walking or Riding a Bike:** If your child usually takes the bus, but will be walking or riding a bike, please send a note or contact their homeroom teacher.

Walking or Pick-Up

If someone other than a parent/guardian is picking up your child, please let the office know who that person will be.

- **Grades 7-9 Students:** If your child has permission to leave the school during lunch, please complete the required form and return it to the office.

For drop-offs, please stay to the right in the parking lot and follow the arrows. **This is a “Kiss and Drop” area, so if you plan to walk your child inside, please park in the designated areas to avoid blocking traffic.**

Early Sign-Out and Late Sign-In

- **Late Arrivals:** Students arriving late should sign in at the office.
- **Early Dismissals:** If your child needs to leave early, a parent/guardian or designated adult must notify the office. A staff member will sign your child out.

Lunches

All students stay at school for lunch. Intermediate students (Grades 7-9) may leave with a signed consent form. Please note that students who leave for lunch will not be allowed back in the building until 12:25 p.m, **regardless of weather.**

We encourage healthy lunches—please avoid sending pop, soft drinks, or energy drinks. Also, remember our school is **peanut/nut-free and fish-free**. Products that say “may contain” are safe for non-allergic children, but should be avoided by those with allergies.

Communication

We keep families informed in the following ways:

- **Website:** [Centreville Academy Website](#)
- **Google Classroom:** Teachers use this platform for assignments and updates.
- **PowerSchool:** For grades and school information.
- **Facebook:** Follow us at [Centreville Academy Cougars](#).
- **SchoolMessenger:** Phone calls and emails with important updates.

Unscheduled School Closures

School closures due to weather or other emergencies will be announced by 6:30 a.m. through:

- **Facebook Page:** [Centreville Academy Cougars](#).
- **SchoolMessenger:** Automated messages will be sent to the home phone numbers listed on registration forms.

Please keep your contact information up to date to ensure you receive all notifications.

Student Emergencies (Illness or Accidents)

In the event of illness or an accident at school, trained staff will assist your child. If necessary, we will contact you to arrange for your child to go home or seek medical attention.

If you can't be reached in a serious situation, we may call a doctor, ambulance, or other appropriate services on your behalf. Please keep your contact information current.

Dress Code

To maintain a clean, safe, and healthy environment, we ask that students follow these dress guidelines:

- **Indoor Footwear:** Must be worn at all times. Outdoor shoes should be removed upon entering the building.
 - **PE Footwear:** Non-marking, athletic shoes are required for gym class.
 - **Clothing:** Should be appropriate—clothing with inappropriate language or images (e.g., sexual content, profanity, or alcohol) is not allowed.
 - **PE Change of Clothes:** Students in Grades 7-9 must change into appropriate gym wear for PE. Students in Grades 4-6 can change if they wish.
-

Extracurricular Activities

Participation in extracurricular activities is a privilege. Students are expected to follow school behavior guidelines. Failure to do so may result in removal from activities.

Personal Electronic Devices

We encourage students to leave electronic devices, such as cell phones, at home. If they bring them to school, devices should be turned off and kept in lockers or designated areas during instructional time. Camera use is prohibited on school grounds, buses, or trips without permission. **Please note, if a device is damaged or lost, the school cannot be held responsible.**

Parent-Teacher Communication

At Centreville Academy, we believe in the power of collaboration between parents and teachers to ensure every student's success. We encourage open communication so that any concerns about your child's academic progress, behavior, or emotional well-being can be addressed in a timely manner.

- **How to Contact Teachers:** Teachers can be reached via email or by sending a note with your child. Please allow a few days for a response. If you need to speak with a teacher directly, you can schedule a meeting by contacting the main office.
 - **Teacher Availability:** While teachers are busy during school hours, they are happy to meet with parents before or after school. If you have a concern, please call or email to schedule a convenient time.
 - **Progress Reports:** Parents can expect regular updates on their child's progress throughout the year. Report cards are issued three times a year, and interim reports are shared as needed. Parents of students in Grades 7-9 can also access grades and assignments through PowerSchool.
-

Parent Involvement Opportunities

We value the involvement of parents in our school community! Whether it's helping in the classroom, attending events, or joining a parent group, there are many ways to get involved.

- **School Council:** Our School Council meets regularly to plan events and discuss how parents can support school initiatives. This is a great way to stay informed and contribute to the school community.
- **Volunteer Opportunities:** Parents can volunteer to help with classroom activities, school trips, or special events. We also appreciate help with fundraising initiatives. If you're interested in volunteering, please contact the office for more information. All volunteers require a Court Check and Vulnerable Sector Screening.

Health and Wellness

Centreville Academy is committed to promoting the health and wellness of all students. Please review our health guidelines to ensure a safe and supportive environment for your child.

- **Vaccinations and Screenings:** We follow provincial guidelines for vaccinations and health screenings. If you have any concerns or need information about required vaccines, please contact the school office.
- **When to Keep Your Child Home:** If your child has a fever, vomiting, or a contagious illness, we ask that you keep them home until they are well enough to participate fully in school activities. A general rule is to keep your child home until they have been symptom-free for 24 hours.
- **Mental Health Support:** We offer access to counselors and social workers for students who may need emotional support. If you feel your child could benefit from speaking to someone, please contact their teacher or the office to make arrangements.
- **Physical Activity:** Daily physical activity is important for your child's well-being. We provide regular recess breaks and physical education classes to ensure students get plenty of movement throughout the day.

Technology Use and Digital Citizenship

In today's digital world, responsible technology use is essential. At Centreville Academy, we teach students about digital citizenship and the importance of using technology safely and respectfully.

- **School Technology Policy:** We provide access to computers and tablets for educational use. Students are expected to follow guidelines for safe internet usage and respect for equipment. Inappropriate use of technology may result in loss of privileges.
- **Responsible Use at Home:** Parents can help reinforce digital citizenship by monitoring their child's online activity and setting limits on screen time. We encourage parents to discuss internet safety and responsible social media use with their children.
- **School-Provided Devices:** If your child has been issued a school device (such as a Chromebook), please ensure it is cared for properly and used only for school-related purposes.

School Safety and Security

The safety and security of our students are top priorities at Centreville Academy. We have clear procedures in place to ensure that your child is in a safe environment throughout the school day.

- **Emergency Procedures:** Regular fire drills, lockdown drills, and other safety practices are conducted to ensure students and staff know how to respond in an emergency. In the event of an actual emergency, parents will be notified through SchoolMessenger and our Facebook page.
- **Visitor Policy:** All visitors must check in at the office and wear a visitor badge. This ensures that we are aware of everyone in the building at all times.



Centreville Academy

Code of Conduct

2024-25

Centreville Academy is committed to providing a safe, caring, and inclusive learning and working environment by promoting respect, responsible citizenship, and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted.

The Standards of Behaviour outlined apply to all members of the school community, **including students, parents and guardians, school staff, volunteers and visitors** when:

- On school property.
- Traveling on a school bus under contract with the school and/or school board.
- Participating in extra-curricular activities.
- Participating in off-site school-sponsored activities.
- Engaging in an activity which will impact the school climate.

A) Standards of Behaviour

All members of the school community are expected to:

- Respect and comply with federal, provincial, and municipal laws.
- Demonstrate honesty and integrity.
- Respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, national or ethnic origin, religion, culture, body size, gender, sexual orientation, gender identity, age or ability.
- Show proper care and regard for school property and the property of others.
- Take appropriate measures to help those in need.
- Demonstrate best effort during all school-based activities.

B) Inappropriate Behaviours

In abiding by Centreville Academy's Standards of Behaviour, all members of the school community are expected to refrain from:

- Breaking federal, provincial, or municipal laws.
- Any behavior that discriminates based on economic status, national or ethnic origin, religion, culture, body size, gender, sexual orientation, gender identity, age or ability.
- Any violent or bullying behaviour (physical, verbal, social, electronic) that **intentionally** causes harm (physically, socially, or emotionally) to another person.
- Making derogatory or hateful comments toward an individual, group of people, idea, opinion or belief.

- Threatening an individual, group of people or property.
- Purposefully and maliciously injuring an individual, group of people, or property.
- Use of technology that intentionally abuses or bullies another person.
- Use of technology that interferes with the positive climate of the school.
- Using language that is violent, profane, or discriminatory.
- Wearing clothes that depict violence, profanity, or discrimination.
- Etc.

C) Proactive Strategies

Expected behaviours as identified in Centreville Academy's Standards of Behaviour will be encouraged and supported through the following school-wide practices:

- Behavioural expectations are discussed with all members of the school community during scheduled meetings.
- Standards of Behaviour for students are reviewed, practiced, and discussed on a regularly scheduled basis and as needed.
- Standards of Behaviour are applied consistently by all staff.
- Students are offered choices with the resulting consequence of each choice, so that they can make an informed decision before acting.
- On-going modelling of appropriate behaviours by school staff.
- On-going acknowledgement by staff of appropriate student behaviours.
- Parents/guardians are contacted by teachers for feedback on student behaviour and accomplishments.
- Curricular and extra-curricular programs that promote social skill development are available. For example: Leadership group, pride month, diversity programming
- Environmental and/or programming changes are considered.
- Teacher uses the pre-referral process to determine and/or meet a student's needs.
- Referral for assessment may be considered by the service delivery team.
- Referral for counselling.
- Referral to district staff or outside agencies.
- Consistent teacher documentation of inappropriate student behaviour.
- Focused support for small groups and individual students.

D) Reactive Strategies

In response to inappropriate student behaviour, where proactive strategies have been unsuccessful, teachers and administrators of Centreville Academy shall utilize a Reactive Strategy, depending on:

- The level of the behaviour.
- Circumstances of the behaviour:
- The other people involved (students/staff/etc.).
- The environment.
- Precipitating factors.
- Special circumstances

- Past reactive strategies utilized for this student and the students resulting behaviour.
- The frequency of the behaviour.
- The student's exceptionality and/or Individual Education Plan (IEP).

Appropriate school response to Level 1 and Level 2 student behaviours (which are responded to by the teacher witnessing the behaviour):

• Verbal reminders • Self-reflective exercise • Model expected behaviour • Offer choices and consequences of the choices • Home Contact • Peer mentor	• Opportunity to make amends • Re-teach the expected behaviour • Bullying intervention protocol • Natural/logical consequences • Parents/school conference • Skill building
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Appropriate school response to student Level 2 and Level 3 behaviours (which are referred to the administration): **Wherever and whenever possible, restorative practices will be utilized when dealing with student behaviours.**

Verbal reminders Model expected behaviour Re-teach the expected behaviours Offer choices and consequences of the choices • Bullying intervention protocol • Home contact • Peer mentor • Parent/school conference • Skill building • Natural/logical consequences • Self-reflective exercise • Opportunity to make amends	• Loss of privileges • Monitor behaviours
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Discipline Policy

Level 1: Handled by Teacher or Attending Adult

- Teasing/Inappropriate Comments
 - Inappropriate Hallway/Washroom Behavior
 - Misuse of Electronic Devices
 - Talking During Instructions/Out of Turn
 - Not Prepared for Class
 - Distracting Themselves or Others
 - Out of Seat/Wandering
 - Inappropriate Footwear/Hats/Coats/Clothing
 - Lack of Effort
 - Assembly Behavior
 - Throwing Things
 - Inappropriate Use of Personal Equipment/Belongings
-

Level 2: Handled by Teacher or Attending Adult, May Involve Administration if Chronic

- Swearing/Inappropriate Language
 - Horseplay/Rough Housing
 - Abuse of Computer Privileges/Equipment
 - Marking School Property
 - Disrespectful/Rude Behavior
 - Lying
 - Cheating
 - Use of Matches/Lighters and Other Inappropriate Materials
 - Destroying/Tampering with Others' Property (including teacher's personal space/desk)
-

Level 3: Referred to Administration

- Fighting/Physical Aggression
- Bullying
- Vandalism
- Inappropriate Touching/Gestures/Sexual Behavior
- Threats
- Racial/Religious Slurs/Homophobic Comments
- Theft
- Weapons
- Threatening Language/Harassment
- Leaving School without Permission
- Smoking/Drugs/Alcohol
- Inappropriate Internet Sites/Print Materials
- Bus Behaviors (Fighting, Interfering with the Driver)

Restorative Practices for Student Behavior

Level 1:

- **Immediate Correction and Reflection:** Address the behavior on the spot and provide directions and reminders about expectations and their reasons.
- **Restorative Dialogue:** Engage in a conversation with the student to understand the impact of their behavior and discuss alternative actions.

Repeated Incidents:

- **Parental Involvement:** Contact parents to involve them in the restorative process.
 - **Restorative Consequences:** Implement consequences that focus on repairing harm and restoring relationships, such as community service or reflective activities.
-

Level 2:

- **Immediate Correction and Reflection:** Address the behavior on the spot and provide directions and reminders about expectations and their reasons.
- **Natural Consequences:** Allow natural consequences to occur where appropriate.
- **Restorative Dialogue:** Engage in a conversation with the student to understand the impact of their behavior and discuss alternative actions.
- **Parental Involvement:** Contact parents to discuss the behavior and collaborate on restorative solutions.
- **Documentation:** Record incidents to track patterns and progress.

Repeated Incidents:

- **Restorative Conference:** Hold an immediate out-of-class conference involving the student, teacher, and possibly parents to discuss the behavior and restorative actions.
 - **Parental Contact:** Ensure a call home is made by the end of the day.
 - **Referral to Administration:** If necessary, refer the case to administration for further restorative actions.
-

Level 3:

- **Administrative Referral:** Refer the behavior to administration for immediate attention.
- **Immediate Parental Contact:** Contact the home immediately by the administrator or teacher.

- **Restorative Conference:** Arrange a conference involving the teacher, student, administrator, and parents to discuss the behavior and restorative actions.
- **Restorative Consequences:** Implement consequences that focus on repairing harm and restoring relationships, such as loss of privileges, in-school suspension with restorative activities, or out-of-school suspension with a focus on reintegration.

Illegal Activity:

- **Reporting:** Report any illegal activity to the RCMP.
- **Restorative Actions:** Focus on repairing harm caused by the illegal activity, involving all affected parties.

Note: Willful damage to school or others' property may result in parents/students being responsible for repair or replacement costs, with a focus on understanding the impact and repairing relationships.

Centreville Academy Calendar

CDLI Fixed 14-Day Cycle Calendar 2025-2026

September				
Mon	Tue	Wed	Thur	Fri
1	2	3 1	4 2	5 3
8 4	9 5	10 6	11 7	12 8
15 9	16 10	17 11	18 12	19 13
22 14	23 1	24 2	25 3	26 4
29 5	30 6			

October				
Mon	Tue	Wed	Thur	Fri
		1 7	2 8	3 9
6 10	7 11	8 12	9 13	10 14
13	14 1	15 2	16 3	17 4
20 5	21 6	22 7	23 8	24 9
27 10	28 11	29 12	30 13	31 14

November				
Mon	Tue	Wed	Thur	Fri
3 1	4 2	5 3	6 4	7 5
10	11	12 6	13 7	14 8
17 9	18 10	19 11	20 12	21 13
24 14	25 1	26 2	27 3	28 4

December				
Mon	Tue	Wed	Thur	Fri
1 5	2 6	3 7	4 8	5 9
8 10	9 11	10 12	11 13	12 14
15 1	16 2	17 3	18 4	19 5
22	23	24	25	26
29	30	31		

January				
Mon	Tue	Wed	Thur	Fri
			1	2
5 6	6 7	7 8	8 9	9 10
12 11	13 12	14 13	15 14	16 1
19 2	20 3	21 4	22 5	23 6
26 7	27 8	28 9	29 10	30 11

February				
Mon	Tue	Wed	Thur	Fri
2 12	3 13	4 14	5 1	6 2
9 3	10 4	11 5	12 6	13 7
16 8	17 9	18 10	19 11	20 12
23	24 13	25 14	26 1	27 2

March				
Mon	Tue	Wed	Thur	Fri
2 3	3 4	4 5	5 6	6 7
9 8	10 9	11 10	12 11	13 12
16	17 13	18 14	19 1	20 2
23 3	24 4	25 5	26 6	27 7
30 8	31 9			

April				
Mon	Tue	Wed	Thur	Fri
		1 10	2 11	3
6	7	8	9	10
13 12	14 13	15 14	16 1	17 2
20 3	21 4	22 5	23 6	24 7
27 8	28 9	29 10	30 11	

May				
Mon	Tue	Wed	Thur	Fri
				1 12
4 13	5 14	6 1	7 2	8 3
11 4	12 5	13 6	14 7	15 8
18	19 9	20 10	21 11	22 12
25 13	26 14	27 1	28 2	29 3

June				
Mon	Tue	Wed	Thur	Fri
1 4	2 5	3 6	4 7	5 8
8 9	9 10	10 11	11 12	12 13
15 14	16 1	17 2	18 3	19 4
22 5	23 6	24 7	25 8	26

Key: black = calendar days
 red = cycle days
 green = common holidays