

## INFORMATION/REGISTRATION FORMS

Parents are asked to complete these forms in order to assist us in up-dating school records. Please return forms the following school day.

## AGENDAS

The student agenda is an important part of our schools' personal planning initiative and a great tool to reinforce communication between home and school. The agenda is used for organization, planning, parent-teacher communication and keeping track of special events. The cost for the **agenda is \$7.00**. Please send your payment to school with your child by **Friday, September 15**. Any cheques should be made payable to the school.

## STUDENT ABSENCES/SAFE ARRIVAL AT SCHOOL

Parents are urged to contact the school by phone (902-863-2512) or email [kirk.johnstone@srsb.ca](mailto:kirk.johnstone@srsb.ca) (Principal), [terry.broussard@srsb.ca](mailto:terry.broussard@srsb.ca) (Vice Principal) or [debbie.sinclair@srsb.ca](mailto:debbie.sinclair@srsb.ca) (secretary) between 8:00 and 9:00 a.m. if their child is going to be absent from school or if they will be arriving at school later than 9:00 a.m. Without a call from home, the absence is documented as an "unexcused absence". Your cooperation is most appreciated.

SCHOOL HOURS AND BELL SCHEDULE ST. ANDREWS CONSOLIDATED SCHOOL			
TIME		TIME	
<b>8:30 a.m.</b>	<i>Entry Bell</i>	<b>12:30 p.m.</b>	<i>Lunch Begins</i>
	<i>O' Canada Announcements</i>	<b>12:45 p.m.</b>	<i>Students go outside</i>
<b>8:45 a.m.</b>	<i>Classes Begin</i>	<b>1:00 p.m.</b>	<i>Lunch Ends</i>
<b>10:45 a.m.</b>	<i>Recess Begins</i>	<b>2:30 p.m.</b>	<i>Dismissal</i>
<b>11:00 a.m.</b>	<i>Recess Ends</i>	<b>2:35 p.m.</b>	<i>Bus Bell</i>
		<b>3:00 p.m.</b>	<i>2<sup>nd</sup> Run Bus Bell</i>

## SIGN IN AND OUT STUDENTS/CHECK IN AT THE OFFICE FOR PARENTS

As a safety precaution, it is SRSB policy that all visitors, including parents and guardians report to the main office when dropping off and/or picking up a student. At drop off parents are expected to sign in the student at the office. From there the student proceeds to class on their own. There are some exceptions made for new grade Primary students. Late lunches should also be labelled and dropped off at the main office.

At pickup, parents **MUST** report to the office and notify the secretary of student(s) getting picked up. The secretary will inform the student of pick-up and/or the student will be paged to the office. At the end of the school day any student who normally travels on the bus and is being picked up must be signed out.

These procedures control unnecessary interruptions in the classroom and maximize teaching time. Although we are a small community school, it is important for all of us to follow these rules in order to safeguard the safety of our students and staff.

## BUS LOOP

**Parents/Guardians are reminded that the bus loop is only accessible to buses:  
between 7:30 – 8:30 and 2:00 – 3:20**

## **ACCIDENT OR SICKNESS**

Minor ailments and accidents can usually be handled by school staff. When necessary, parents will be contacted and the situation explained to them. Depending on the circumstances, parents may have to make arrangements for their child to be taken home or to the family doctor. If the injury or illness is serious in nature requiring immediate medical attention, then emergency measures will be taken. 911 will be called in the event of such circumstances. Parents will be notified immediately.

## **EPI-PENS**

**ALL students and staff who have an Epi-pen prescribed to them by a Health Care Practitioner are expected to carry it on their body at all times!!**

**This is mandated by the Strait Regional School Board and St. Andrews Consolidated School will be following protocol.**

**A second Epi-pen will be kept locked in the First Aid office area in case of emergency. Please keep in mind that we are expected to follow policy and that we have your child's health and safety at heart.**

## **SUPERVISION AND OUTDOOR BREAK POLICY**

Pupils are supervised on the playground from the arrival of the first bus approximately 7:45 a.m. until the departure of the last bus at approximately 3:10 p.m. As a safety precaution, we ask that parents not drop off children at the school prior to 7:45 a.m. as this is when adult supervision begins.

Children are expected to go outdoors, weather permitting, at recess, lunch time, free time before and after school. These are scheduled supervised breaks for children to play, get fresh air and be ready for the next work period. It is felt that if a child is able to come to school then they should be able to enjoy a brief outdoor break during the above-mentioned times. Parents are reminded that children should not be sent to school if they are not feeling well. Children sent to school sick have difficulty concentrating on their schoolwork and their illness may spread to other students and staff. ***Only under exceptional circumstances, with written permission from parent/guardians, will students be permitted to remain indoors during their breaks.***

## **MILK PROGRAM**

Students are encouraged to participate in this program. Payment must be in advance. If you are paying by cheque, please make cheque payable to St. Andrews Consolidated School. Also it is helpful if you indicate on the Memo line of the cheque the student(s)' name(s) and what is being paid i.e. milk.

Three options for payment:

**Monthly** Payment is due the first week of each month. (Has been averaged to \$8 per month)

**TERM** **Twice a year @ \$38.60 for term 1 and \$39.60 for term 2**

(Payments due by September 15 and February 9)

**YEAR** **\$78.20 for the year.**

## **FIRE DRILL/EVACUATION PROCEDURE, AND SCHOOL LOCKDOWN**

It is expected that schools practice six Fire Drill/Evacuation and two "Code Blue" School Lockdown procedures throughout the school year. Teaching of proper procedures will take place prior to all drills so that students are comfortable with them.

## BREAKFAST PROGRAM

St. Andrew's Consolidated School will continue its Breakfast Program in September of 2017. The School has been receiving funding through the "Breakfast for Learning", the Strait Regional School Board and fundraising to help support this endeavour. All students are welcome and are encouraged to come and participate in the breakfast program. On Monday, *September 11<sup>th</sup>* we will start our breakfast program with the *Grab & Go*. Each morning "Grab & Go" breakfast will consist of cereal bags, fruit, yogurt, smoothies (once a week) and cheese.

To learn well, children need to eat well. Good nutrition begins at home, but should continue in school. A healthy breakfast includes at least three of the four food groups in sufficient quantities according to Canada's Food Guide to Healthy Eating. School breakfast programs not only provide nourishment, they provide a nurturing environment for social interaction and nutrition education.

Funding and resources from Nova Scotia Health Promotion provide the basic funds for our breakfast program. A successful breakfast program is also supported by parents/guardians and the community through volunteering time and/or donating money or supplies when possible. **We will start our year with a cereal drive, which has made such a difference in the past.** Cereals used are whole grain, non-sugared such as plain Multi-Grain Cheerios (Gluten Free), Life, Shreddies, Corn Flakes, Mini Shredded Wheat, Puffed Wheat, Raisin Bran and Rice Krispies. Together we can ensure all elementary students in our school eat well and learn well. If you would like to support St. Andrew's Consolidated School's breakfast program or for more information, please contact the school.

## VOLUNTEERING AT OUR SCHOOL

The support of Parent/Guardian volunteers is something that is irreplaceable in a small community school. When people offer to volunteer, we are grateful in so many ways. The SRSB mandates that all volunteers get a **Criminal Records Check** and a **Child Abuse Register Check** completed **every three years**. The school provides a letter of support to waive all processing fees for the Criminal Record Check. Forms for the Child Abuse Register Check are available online at [http://novascotia.ca/coms/families/abuse/documents/CAR-4001\\_Request\\_for\\_Search\\_Form\\_A.pdf](http://novascotia.ca/coms/families/abuse/documents/CAR-4001_Request_for_Search_Form_A.pdf) and must be returned to the school to be sent. The child abuse register may take up to 2 months to get processed, so the earlier you apply, the better for all concerned.

If you are interested in **volunteering at SACS** (i.e. **Breakfast program**) throughout the school year or **chaperoning class trips** you **must have** these two checks completed. Please see school office early in September and we can get these processed so that they don't become the reason for not being an active member of our school community. Thank you!

Forms for parent volunteers will be sent home early in September. In conjunction with our new travel policy, we will require at least **one male** and **one female** volunteer per bus for all extra-curricular trips. If you plan on being a volunteer for end of school trips, Strait from the Heart concert or any other type of excursion, please fill out the forms in September so that they will be available when it is needed. If you have already filled them out in 2016, and we have them on file, you will not need to complete them again this year. We will try to notify you 90 days in advance of when your forms will soon expire. Thank you for your cooperation.

## ALLERGY ALERTS

Please be advised that **no peanuts or any kind of nuts or products containing peanuts and/or any kind of nuts** will be allowed in the school. Parents are asked to **LABEL** all lunches containing **peanut/nut substitute butters as these are not easily distinguishable from peanut butter**. We are advising parents of a **severe**

**fish allergy** in the school; however, **tuna sandwiches are permitted**. We also have a severe **raw potato allergy** in grade five. If other allergies become known at our school, these will be communicated to parents together with any necessary adjustments.

As well as being a nut smart school, **St. Andrews is a scent sensitive environment**. Please be aware that a number of people can become quite ill from strong fragrances – even though these are ‘nice’ scents. Please watch the scent in the personal care products you and your children use on a daily basis and avoid strong and lasting fragrances.

We thank you for your co-operation and help in the care of our student and staff health and safety.

## **FOOD AND NUTRITION POLICY**

In an attempt to improve the nutritional health outcomes for all students, the Department of Education and Nova Scotia Health Promotion and Protection, in consultation with all school boards have developed a Food and Nutrition Policy. As a Health Promoting School, we will make a serious effort to offer an increased opportunity to enjoy health-promotion, safe and affordable food and beverages in our school.

The policy centers around **maximum, moderate** and **minimum** foods. Social functions will include mostly maximum-moderate but can include items from minimal list.

Due to severe allergies and in conjunction with the Food and Nutrition Policy, we will be eliminating all baked goods from home and encouraging a variety of fruit, vegetables and healthier options. A handout will be sent home with students regarding these guidelines and offering a variety of alternative treats. Student treats will be considered for special events such as Halloween, Valentines, Easter, etc.

## **FOOTWEAR/CLOTHING—PLEASE LABEL ALL CLOTHING ITEMS**

**IT IS MANDATORY THAT ALL STUDENTS WEAR FOOTWEAR WHILE IN SCHOOL.** Students are expected to wear their inside footwear while in the school as this will assist in keeping classroom floors and hallways clean. More importantly, students will be better prepared in the event of a Fire Drill/School Evacuation drill.

Your cooperation in this matter is appreciated. **Also, proper clothing should be worn by students in tune with the weather conditions**, as one of the basic rules of the school is for all students to go outdoors during their free time; before school, recess, lunch and after school. Weather can be colder than expected so check the temperature carefully. **On wet/muddy days packing a change of clothes may be advisable.**

## **HOMEWORK POLICY**

The Provincial Homework Policy establishes the expectation for educators to assign developmentally appropriate homework at each grade level to enhance student learning. This policy applies to all public schools in the province of Nova Scotia. Homework is an out-of-classroom activity that provides an opportunity for students to practice what they are learning in class. It should be evaluated to provide feedback to students. Homework can help students develop academically and personally when the work is carefully planned, directly connected to classroom learning, meaningful to students, and appropriate for a student's age and stage of development. Here is the link for the Nova Scotia Homework Policy: [Nova Scotia Homework Policy](#)

## **DISRUPTIONS IN REGULAR SCHOOL ROUTINE**

From time to time situations may arise that require alternate arrangements for students. There can be disruptions in the daily schedule of school (storm days, physical plant impairment, bussing, etc.). Parents are encouraged to listen closely to the local radio station. If such disruptions occur, announcements will be aired on XFM 98.9 Radio. Parents must have a plan in place for their child in the event of early dismissal from school. Early Dismissal Plan forms will be sent home in September so plans are on file at the school.

**Also parents are encouraged to subscribe to the SRSB “Stay Informed” program** that notifies you of education news, class cancellation and bus route changes i.e. buses running late. **Please refer to the Board website at [www.srsb.ca](http://www.srsb.ca) and also the school website <http://sacs.srsb.ca>.**

## **FOOD BANK**

This is an annual appeal to consider our local food bank. St. Andrew's Consolidated will be receiving non-perishable food items from our families during the month of December. Your generosity is always appreciated.

## **REPORT CARDS / REPORTING PERIOD**

Report cards are issued three (3) times throughout the school term, **November 23, March 9 and June 29**. Parents are encouraged to maintain a close liaison with the school and their child's teacher. Conferences are scheduled for Thursday, **November 30 (1:00 to 3:00 & 6:00 to 8:00)** and the week of **April 5 (1:00 to 3:00 & 6:00 to 8:00)**. If you have not received an access code from school administration to give parents access to their own online account to access attendance, student grades and assignments, teacher comments and school bulletin, please contact the school.

## **MEET THE TEACHER NIGHT / FAMILY ORIENTATION NIGHT**

**On Thursday, September 14**, from 6:30 – 7:30 p.m. we will host our Annual Meet the Teacher here at the school. The event will commence in the gym at 6:30 p.m. with a brief general information session. This will give parents the opportunity to meet all returning staff, new staff and other educational partners who will be involved in your child's education process.

The session in the gymnasium will be followed by our regular classroom visit. This is where your child's teacher will be present to hand out **communication plans** for the year, give you a tour of the classroom and answer any general questions you may have. Just a reminder that this session is **NOT** a parent-teacher conference session and individual student progress will not be discussed. The session ends at 7:30 p.m.

## **LOST & FOUND**

Please write your child's name on **ALL** articles of clothing. Even the most responsible child sometimes loses a sweater or a hat. **Please check our lost and found box each time you visit the school.** The lost and found box is emptied at least three times a year, last day before Christmas, March Break and end of June.

## **HOME & SCHOOL ASSOCIATION / SCHOOL ADVISORY COUNCIL**

St. Andrews Consolidated School has a Home & School Association and a School Advisory Council. Each year we encourage parents to become involved in either or both of these two school community organizations. Both organizations focus on working collaboratively with all educational partners to give back to our students. The first meeting for the Home & School is scheduled for Tuesday, **September 12 at 7:00 p.m.** All parents and teachers are encouraged to attend.

This year we will focus on increasing the number of members we have on our School Advisory Council. This is a chance for parents & community members to play a role, share ideas and discuss policy to improve our school. We will also meet on **September 12<sup>th</sup> @ 6:15 p.m.** **Please contact the administration if you have any questions regarding our Home & School or School Advisory Council and/or would like to become involved.**

## **CREDIT UNION PROGRAM**

Every year, East Coast Credit Union hosts the School Savings Program; a program that allows children to contribute weekly deposits into a savings account while in school. East Coast Credit Union takes pride in providing financial education to our communities and we are very excited to host this program again this year at St. Andrews Consolidated. The School Savings program offers children in our community lessons in money matters, the importance of saving and creates life-long habitual savers. The program usually commences the first Tuesday in October and will be held every Tuesday until May. If parents have any questions, they are asked to contact Elaine MacDonald at the Credit Union (863-1667).

## **BUS PASSES**

If a student is being dropped off at a place other than his/her own bus stop (even if it is the same bus), a **written note** must be sent by the parents to the school so that a formal bus pass will be issued by the school to the bus driver. If you find that your child left his/her note at home, you may email the school to insure that your child gets a bus pass. ([debbie.sinclair@srsb.ca](mailto:debbie.sinclair@srsb.ca))

## **TECHNOLOGY USE POLICY**

The Strait Regional School Board supports the provision of opportunities for students to access educational information resources through various media technologies, including the Internet. The Board recognizes, however, that students need guidance in their exploration of the Internet environment, so that these experiences will be healthy, safe and educationally relevant.

In accordance with Strait Regional School Board's Policy regarding Curriculum and Instruction Student Use of Internet; St. Andrews Consolidated School's policy is as follows:

### **Expectations of Teachers/Library Technician:**

Teachers will fulfill the curriculum outcome expectations of the Public School Program and direct students to previewed, recommended and evaluated Internet resources for use in the instructional program. Teachers will establish and monitor standards for the use of computer facilities, including the Internet.

### **More specifically, Teachers/Library Technician are expected to:**

- Clearly communicate to students and parents the purposes, benefits, responsibilities and risks associated with the use of internet resources;
- Inform students that communications on networked computer systems are often public in nature and that privacy is rarely available;
- Establish specific web sites appropriate for Public School instruction;
- Establish a method for students to report to the teacher/librarian if inappropriate material is inadvertently accessed.

### **Expectations of Students:**

- Students are expected to follow policy;
- Students will obtain teacher permission before using school-provided Internet resources;
- Students must be supervised by classroom teacher/librarian when on line;
- Students will respect the work of other individuals or organizations;
- Students will not access, manipulate, alter or attempt to damage, disable or destroy technological equipment, computer files residing on the local server, data disks, hard drive, or any accessible Internet service.

### **Consequences of Unacceptable Use:**

Disciplinary action which is consistent with the provisions of provincial, regional and school-based student discipline policies, will apply to students who are found to be in violation of the expectations of students in the use of school's computerized information systems. Consequences of inappropriate use include:

- Student may lose access to electronic resources.
- Students (and their parents/guardians) will be held responsible for any unauthorized financial transaction undertaken through the school Internet account.
- Students (and their parents/guardians) will be held responsible for the costs resulting from willful damage to computer hardware and related resources.

## MEDICATION

**ALL SCHOOLS IN THE SRSB are only permitted to administer medication which has been prescribed by a health care professional. Written permission must be given to your child's teacher or school administration if it is necessary for your child to take medication during the school day.**

A **request for the administration of oral medication** and the authorization to provide such service must be **made in writing** to the school by the parent together with a **copy of the physician's prescription**, specifying the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies, and the possible side effects, if any. **Forms are available at the school.** Storage and safekeeping requirements for any labeled medication must be clearly stated by the physician. The injection of medication and procedures other than oral medication are administered only by a person, other than a teacher, who is either a health professional or who has been trained to perform the injection or other procedure.

Emergency procedures will be developed for students with severe medical conditions. These procedures and emergency kits, if required, will be stored in the School Office. **Please notify the school if you think your child requires a specialized emergency plan.**

## PEDICULOSIS (HEAD LICE) GUIDELINES

In an attempt to prevent, manage and control the spread or infestation of head lice at St. Andrew's Consolidated School, we have worked in consultation with our School Advisory Council and developed the following series of guidelines.

Public Health Services are not available for routine screening of students. They are, however, available to support families when contacted by a family member. We consult with Public Health Services and use these services as an important resource and source of information. It is important to realize that misinformation and misconception about head lice are widespread. It is also important to remember that head lice is not a health or hygiene issue, nor is it a communicable disease. However, head lice should be treated seriously and as promptly as possible so that the situation does not become unmanageable. Therefore, we have developed these guidelines so that this issue can be dealt with in a sensitive, confidential and respectful manner.

### Procedures:

- The school provides education to parents and students through our Student Handbook about how to avoid, check for and treat head lice and nits.
- Teachers and staff will review with students the procedures for preventing head lice.
  - o Students are always reminded not to share hair brushes, combs, barrettes, headbands, elastics, hats, helmets, toques and scarves.
  - o Students are always encouraged to tuck their hats and scarves in their coat sleeves when they come in for classes.
- **Upon detection of head lice or nits:**
  - o If head lice and/or nits are detected at home, please notify the school immediately so that proper procedure can be followed.
  - o The student will be discreetly removed from class and the parent will be contacted and asked to pick up the child. At that time information kits and/or lice treatment kits will be made available to the family free of charge as needed.
  - o The guidelines for re-entry will be discussed at that time.
  - o A "Text Alert" will be sent to all parents indicating that a case of head lice has been detected at the school.

- This “Alert” is sent home as an excellent reminder that parents should be screened on a daily basis.
- After the treatment, the child will only be readmitted when they have been rechecked. The recheck will take place at the school with parent and administration present. If live lice are found, a second treatment will be required before returning to school.
- If nits are found close to the scalp, you have a probable case of head lice and will require a treatment.
- If students are absent from school and parents wish to receive work packages, please contact the office to make arrangements for pick up. Please provide sufficient notice to allow for preparation by the teacher.
- In cases where re-infestation occurs, parents will be encouraged to contact Public Health Services for further information and assistance.

**ST. ANDREWS CONSOLIDATED SCHOOL**  
**School Website Use of Student Image(s)/Student Work**  
**Network Access and Use Policy**

The Strait Regional School Board believes strongly in the need to protect all students and recognize the issues around the publishing of student images, especially on the public Internet. Schools and the School Board, however, believe that the showcasing of students, their work and achievements, can be an important part of school life and can be a very positive experience for students. It is the policy of the Strait Regional School Board and its schools to have written informed consent from parents/guardians before any images of students or student work is published on school websites.

During the school year, photographs may be taken of students taking part in school-based events or photos may be taken of displays of student work at science or heritage fairs, school open house events or other school functions where student work is on display. St. Andrews Consolidated School may, with your consent, publish pictures of students or student work on their school website in order to showcase the great educational events that take place in their school each year.

Consent forms will be sent home in September in this regard.

Please also note that our school does not condone the uploading of audio or video files recorded at school and/or school-sponsored events to on-line social networking sites, such as Facebook and YouTube.

**Outside Media Coverage of School Events – Parent/Guardian Permission**

As part of our efforts to celebrate the achievements of our students and to promote the various educational, sports and cultural events that our students participate in, media partners are invited to the school throughout the year to cover these activities so that our good news and success stories can be shared with out school communities in local papers. As such, there is a good possibility that your son/daughter may be identified either by name or in a photograph. ***If you do not want your child identified in this manner, we ask you to complete the consent form sent home in September.***

There are other times when one of our media partners may contact the school to profile a specific student, program or event that may involve a student(s) being interviewed, photographed, video recorded and/or audio recorded. In these types of instances, it is our practice to request parent/guardian written permission prior to granting the media request. All media requests, and subsequent contact with our students, are carefully considered before being approved. We do our best to ensure that the personal privacy of students is protected and respected.