

INFORMATION BOOKLET

ST. ANDREWS CONSOLIDATED SCHOOL

2022 – 2023



Our Vision

St. Andrews Consolidated School staff is dedicated to educating students to be life-long learners, respectful of self and others, technologically literate, effective problem solvers and communicators.

Our Mission

Our mission is to optimize the learning opportunities for the whole learner and for all learners.

Our Purpose

Facilitation of education for all children by making necessary accommodations for students' strengths and needs to ultimately increase achievement.

ST. ANDREWS CONSOLIDATED SCHOOL IS A FISH/PEANUT/ALL NUT SMART SCHOOL

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

GNSPES USER NAME _____ HOMEROOM _____

PASSWORD _____



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INFORMATION/REGISTRATION FORMS

Parents are asked to complete the information/registration 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. Again this year, St. Andrews Consolidated will be covering the cost of school supplies and agendas for students this year. Students will need to purchase a backpack, indoor sneakers and a "le kit" (plastic container).

STUDENT ABSENCES/SAFE ARRIVAL AT SCHOOL

Parents are urged to contact the school by phone (902-863-2512) or email kirk.johnstone@srce.ca (Principal), or debbie.sinclair@srce.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. **PLEASE also email your child's teacher of any absences.**

SCHOOL HOURS AND BELL SCHEDULE ST. ANDREWS CONSOLIDATED SCHOOL			
TIME		TIME	
8:30 a.m.	Entry Bell	2:30 p.m.	Dismissal
8:30-9:00 a.m.	Home Room	2:35 p.m.	Bus Bell
9:00 a.m.	Scheduled classes begin	3:00 p.m.	2 nd Run Bus Bell
12:00 noon	Lunch Begins		

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

As a safety precaution, it is SRCE 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. 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

Please adhere to the following drop-off and pick up times for our school:

Drop Off between 8:00 and 8:30 a.m.

Pick up between 2:30 and 3:00 p.m.

NO PARENT VEHICLES IN THE BUS LOOP, unless accessible parking or expecting parent.

Parents/Guardians are reminded that the bus loop is only accessible to buses and accessible parking as needed.

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 Centre for Education 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 7:40 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 **7:40 a.m.** as this is when adult supervision begins. **PLEASE DO NOT DROP STUDENTS OFF IN THE BUS LOOP.**

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.***

BREAKFAST PROGRAM

St. Andrew's Consolidated School will continue its Breakfast Program daily in September of 2022. The School has been receiving funding through the "Breakfast for Learning", the Strait Regional Centre for Education and fundraising to help support this endeavour. Breakfast Program will continue and will be delivered to each classroom. Breakfast program will consist of cereal bags, apples, clementines/oranges, yogurt, 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 plain Cheerios or **Multi-Grain Cheerios.** 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.

UNIVERSAL MILK PROGRAM

Students are encouraged to participate in this program. We ask that you do not pay for milk for the year. The milk will be provided **FREE** of charge to any student who wishes to have it. If you have any questions or need anything to support the Universal Milk Program at your school, 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 SRCE mandates that all volunteers get a **Vulnerable Sector 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 Vulnerable Sector Check. Forms for the Child Abuse Register Check are available online at <https://child-abuse-register-search.novascotia.ca/en/privacy>. They can now be filled out online and submitted online as well. When you submit, please ask for 2 copies as one copy must be returned to the school and you will have an extra for yourself. 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** and **on file** at the school. 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 available 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 2021, and we have them on file, you will not need to complete them again this year. **Please enquire at the school to make sure that your forms are on file and up to date.** 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 and milk allergy** in the school; however, **tuna sandwiches are permitted**. 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 may 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.

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.

FOOTWEAR/CLOTHING—PLEASE LABEL ALL CLOTHING AND FOOTWEAR 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. **A change of clothes for all students is 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 SRCE “Stay Informed” program that notifies you of education news, class cancellation and bus route changes i.e. buses running late. **Please refer to the SRCE website at www.srce.ca and also the school website <http://sacs.srce.ca>.**

FOOD BANK

This is an annual appeal to consider our local food bank. Your generosity is always appreciated.

REPORT CARDS / REPORTING PERIOD

Report cards are issued three (3) times throughout the school term, **November, April and June.** Parents are encouraged to maintain a close liaison with the school and their child’s teacher. Conferences are scheduled at a date to be announced in November and April (**1:00 to 3:00 & 4:00 to 6:00**). ****Please Note:** In-services will be held in the mornings on Parent Teacher days. 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

To be determined

LOST & FOUND

Please write your child’s name on ALL articles of clothing. When there is a name on the items, they can be returned more easily. 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 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. Each year we encourage parents to become involved in this school community organization. The Home & School focuses 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 13 at 6:00 p.m.** All parents and teachers are encouraged to attend.

NO BUS PASSES

Students are permitted to have one alternative bus stop besides their regular bus stop. If a student requires an alternative bus stop, please contact Mulgrave at 902-747-3642. If an alternative bus stop has been arranged no action is necessary. No other bus passes will be issued.

TECHNOLOGY USE POLICY

The Strait Regional Centre for Education supports the provision of opportunities for students to access educational information resources through various media technologies, including the Internet. The SRCE 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 Centre for Education'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 SRCE 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.
 - 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.
 - o This "Alert" is sent home as an excellent reminder that parents should be screened on a daily basis.
 - o 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 possible). 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 Centre for Education 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 our 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.

