



St. Bernard's Elementary School



Student Handbook 2018-19

P.O. Box 70
Witless Bay, NL
A0A 4K0

Phone: 334-2222

Fax: 334-2333

www.stbernards.k12.nf.ca

Mission Statement

"St. Bernard's Elementary, a safe and healthy place to learn, play and grow."

This agenda belongs to:

Name _____

Address _____

City/Town _____

Postal Code _____ Phone _____

Student No. _____ Homeroom _____

Welcome to a new school year!!! We look forward to a wonderful year, filled with special friendships, special events and the progress of every student in their learning. Please take the time to read your handbook with your parents, so you'll know all the rules for a successful year ahead at St. Bernard's Elementary.

BELL SCHEDULE

7:50 a.m. – Doors open, supervision begins
8:05 a.m. – First bell (students should be in class)
8:10 a.m. – Classes begin
10:10 a.m. – Recess
10:25 a.m. – Classes resume
11:55 a.m. – Lunch for 3 -6 , Playtime for K - 2
12:17 p.m. - Lunch for K – 2 Playtime for 3 - 6
12:40 p.m. – Classes begin
2:10 p.m. – Dismissal for all grades

Arrival and Dismissal Procedure

Starting the day by arriving on time is the best choice for a happy productive day at school!! Our doors opens daily at 7:50 a.m. when supervision begins. Students dropped off before 7:50 should wait at the primary entrance for the doors to open.

For safety reasons, drop off areas are only on the church parking lot or upper parking lot.

The side of the street by the school is a **NO PARKING** area. **BUSES ONLY** may stop there. The Avenue is a **ONE WAY STREET**. In the morning, all students are asked to **use the primary entrance**, where the bus drops the students. This area has a teacher on duty and safer access for all. **Students arriving after classes begin should use the main entrance and pick up a late slip.** Once classes begin all doors are locked, with the main entrance having a door bell, to request entrance.

At the end of the school day, students who are walkers are met by their parents inside the school, by the office. Walkers are dismissed after the buses are loaded in the afternoon, remaining in their classrooms with their teachers until called. As students are brought to this area by their teachers, they will meet with their parent or guardian and leave the building with them. Parents will still need to wait until all buses have left the street before they move their cars off the parking lot.

Please keep in mind:

- At dismissal times, **NO cars** should leave before the buses.
- “Walkers” should be picked up no later than **2:15 p.m.**
- Cars are not to pass the busses while the children are boarding and discharging. This is illegal and very dangerous. It jeopardizes the safety of our students.
- **The Avenue** is a one way street.

BUS GUIDELINES FROM THE NLESD:

Bus service is a privilege that shall not be abused. Abuse includes profanity, littering, fighting, vandalism (physically damaging the bus), repeated lateness, and any form of general disruption which the bus driver feels is inappropriate.

Parents/guardians of children in Kindergarten to Grade 6 are advised that new transportation guidelines are now in place. These guidelines were developed following extensive consultation with stakeholders involved in the transportation of young children. It is hoped that these guidelines will improve upon existing policy and procedures to help ensure the safety of young children travelling to and from school.

Options for student bus stop:

1. Students can avail of one bus stop on their assigned bus route.
2. In extenuating circumstances, students can avail of a second stop on assigned bus route if it is on a continuous/regular basis. (i.e. parent works away for an extended period of time, split families)
3. Students can avail of one stop on a different bus if space allows and if it is on a continuous/ regular basis. (Courtesy Bussing)
4. Students living 1.6 km and more are eligible for bussing. Any student living closer than 1.6 km. and wishing to avail of courtesy bussing, must apply through an application process to the principal. They will be considered if a seat is available for them.

Please note: Daily/weekly requests for changes to bus stop **will not be permitted** due to safety concerns. This is a district policy, intended to preserve the safety of all students.

Guidelines for Parents/Guardians:

- 1 Parents are also requested to abide by the established procedures as it relates to choice of student bus stop options (see above).
- 2 Parents must ensure that Kindergarten children are met by a responsible adult at the designated bus stop or provide written notification if Kindergarten student is to be escorted from the bus stop by an older sibling. **Any Kindergarten child not met by a caregiver at the bus stop will remain on the bus and will be returned to the school at the end of the bus run to await the arrival of a caregiver.**
- 3 Parents should immediately inform the bus driver if a child does not get off at the designated stop, and then should proceed immediately to the school.
- 4 Parents are encouraged to have their Kindergarten child avail of bus service immediately to ensure final stops and routes can be confirmed in a timely manner.



**St. Bernard's Elementary School
School-Wide Expectations**

Cool Kids Courtesies

Expectations

S E T T I N G S		Regard For Self	Regard For Others	Responsibility (Environment and Learning)
	Classroom	Be prepared Follow classroom rules Keep your eyes on the speaker Listen to what is being said Ask for help	Use hands for helping not hurting Use words to show you care Include everyone Give everyone a turn Do not interrupt Ask permission before using items belonging to others	Be Prepared (Homework/Supplies) Be on time Try your best Keep classroom tidy Help one another Care for school equipment/materials
	Hallways	Keep to the right Be aware-Be safe Walk!!!! Keep hands and feet to yourself Ask for help	Stay in your place in line Respect others' personal space Keep locker and area clean and tidy	Keep locker organized and tidy Keep personal items off the floor
	Outside/ Playground	Dress appropriately Play safe Have fun Ask for help	Keep hands and feet to yourself Include everyone Play fair Share equipment Show good sportsmanship	Stay in assigned area Place garbage in appropriate bins Follow safety rules Report unsafe behavior to duty teacher Return all equipment Line up quickly and orderly
	Cafeteria	Eat your own lunch Take only what you think you will eat Make healthy food choices Ask for help	Wait your turn in line Respect personal space of others Stay in assigned seat at all times Eat only your own food Keep your hands and feet to yourself	Follow cafeteria rules Always recycle Keep space clean and tidy Throw out all garbage
	Bus	Sit in assigned seat Obey the bus driver Walk safely on and off the bus Take care of personal items Ask for help	Keep aisles clear and safe Be courteous to the bus driver Obey the bus driver Make room for your seatmate	Walk safely on and off the bus Report any unsafe activity/behavior Keep the bus clean
	Washroom/ Fountain	Leave all items in the classroom Flush/Wash/Leave Be time wise Ask for help	Be time wise Respect privacy	Keep area clean and tidy Use only what you need Report any issues or problems
	Gym	Wear appropriate clothes and footwear Give best effort Participate Ask for help	Accept individual differences Show good sportsmanship Follow safety rules Include everyone Share equipment Have fun!!!	Care for the equipment/space Return all equipment Be time wise
	All Settings	Be prepared Follow Cool Kids' Creed Use assigned Volume Control Give best effort Ask for help	Be a good role model Follow Cool Kids' Creed Keep schoolmates with allergies safe	Be prepared/Give best effort Include everyone Care for the environment Be courteous to everyone

Digital Citizenship

As members of our 21st Century Learning community, all of our students have access to a wide range of technology within the school building and at home. Please be aware that we have clear rules regarding the use of these technologies within the building, where students are only permitted to use school provided devices, and follow our digital citizenship code.

- I protect my private information
- I stay safe online and am careful with my digital footprint
- I respect myself and others with my online actions
- I stand up for others when needed
- I balance the amount of screen time with active living

Instructional Time

Parents are asked to make every effort to protect the instructional time in school for their child by having them arrive on time daily and not picking them up early. Each student receives 300 minutes daily of instructional time. Many important routines are established for the beginning and end of the school day that positively promote learning.

Parents are asked to plan extra curricular activities that do not interfere with the school day. Even if your child is leaving 5 – 10 minutes early, it disrupts the flow of the class for other students, and is unfair to them. Lessons such as music, sports, etc. should not be booked before 3:00, to allow travel time. Occasional medical appointments sometimes interfere with class time, but parents are asked to keep these interruptions to a minimum. **Teachers need written notice for a student leaving during the school day for any appointment, as this becomes part of their attendance record.**

ALLERGY ALERT

Parents are advised that we have several students with significant allergy issues, which can cause anaphylaxis reactions. Our allergy alerts are with **Peanuts (all nuts), Fish, Shellfish, Kiwi and Visible Egg**. Nuts and fish are not be permitted in the building. Regarding the egg allergy, visible eggs, like an egg salad sandwich or egg on a salad, will not be permitted. If egg is in a baked goods product like cookies or breads, it will be okay. Thank you for being attentive to these vital health issues for our students.

DRESS CODE

Children must be neat and take pride in their appearance. We expect the clothing for all students to be clean, neat and modest in design. Clothing with obscene or vulgar slogans is not permitted, nor is clothes that advertise alcohol or tobacco products. Modesty in clothing is a societal issue that each family needs to consider. Students are not permitted outerwear (i.e. Jackets, coats, hats) inside the school building. Such items are to be placed in their locker when they arrive in school.

Students should have footwear exclusively for inside the building. Indoor footwear should be brought to school by the first week of September and kept at school. These shoes could also be used as gym wear.

EMERGENCY MEASURES

If we are forced to close early during the school day due to an emergency (ie. weather, power outage, etc.) we will make every effort to contact parents/guardians as quickly as possible. We will use e-mail and an electronic system called **SCHOOL MESSENGER** to contact parents by phone for emergencies and closures. During an emergency closing, parents may immediately

pick up their children at school. **Please be aware that we must have confirmation of whether students will be getting on the bus, or getting picked up prior to loading the buses, students for whom we have no confirmation will be held at the school until someone can pick them up. Parents should respond, via e-mail to the class teacher**

It is extremely important that an up-to-date emergency contact name and number is provided to the school office. It is expected that school personnel will be able to contact you or your designate during school hours, should the need arise. **If an address or telephone number is changed during the school year, please inform the school office of the change immediately.**

EMERGENCY EVACUATIONS

All students are evacuated from the school building during practice fire drills in approximately two minutes. Drills are held frequently each year. All pupils and staff leave the building during these times. Students are advised of a systematic plan and other pertinent information.

We also practice Secure Schools and Lockdown Procedures, for the purpose of preparing students for emergencies, both of a minor level, such as a stray animal in the building and a more serious type of intruder.

GOOD THINGS TO LEAVE AT HOME

- 1) **Pets** Animals on the playground or in the building are a potential danger. Animal Control must be called when an animal is on the property.
- 2) **Knives, laser pointers, other sharp objects, matches/lighters, and guns (including toy guns and water guns).** All these items are hazardous to children and inappropriate for school.
- 3) **Money in large amounts** Money for specific purchases or programs should be sent to school in a sealed envelope, marked with the amount, child's name or a teacher's name.
- 4) **Gum** Chewing gum is not permitted inside the school building.
- 5) **Toys** Children tend to be easily distracted by toys in the classroom. Please allow your child to bring them only for "Show & Tell" or with the teacher's permission. The school assumes no responsibility for the loss or damage of personal items brought to school.
- 6) **Electronic Equipment** Cell phones and video games are not permitted at school. Students are asked to only bring their electronic items at designated times, as teachers may request them for educational purposes.

ILLNESS/MEDICATION

Children should not come to school if they are suffering from headache, nausea, fever or any contagious condition. Please contact the school if your child has been diagnosed with infectious or a potentially contagious condition. If your child becomes ill at school, we will contact you as soon as possible.

The school is not permitted to keep medication on hand without proper documentation. Please do not send any kind of medication to school with your child without consulting the school administration. Should a child be under a physician's care and medication is necessary during school hours, please come to the office and complete the medication authorization form. All medications will be dispensed from the office by the administration..

PHYSICAL EDUCATION

The physical education program is prescribed by the Department of Education and all students are required to participate. A child can only be excused with a note from a medical physician. Clothing required for physical education:

- Shorts or track pants
- T-shirt/sweatshirt
- **SNEAKERS ONLY** with “non-marking soles,” with Velcro or laces that can be tied up.

RECESS AND LUNCH ORDERS

Canteen service for lunch and recess will be offered by the School Lunch Association. Recess orders will be sent home later in September. In keeping with the **Provincial Guidelines on Healthy Living**, children are **not to bring soft drinks, or candy to school as these are occasional treats**. Parents are encouraged to provide nutritious snacks, like fruit, vegetables, or items low in sugar, sodium, and fat. We all need to work together to promote healthy living and eating. This proactive approach promotes a healthier body, more capable of learning and maximizing the student’s potential. Please note the students will not have microwaves available to them for heating up food.

SCHOOL CALENDAR 2018-19

September 4	- Administration Day
September 5	- School Reopens/Students
September 13	- Curriculum Night @6pm
October 8	- Thanksgiving Day
November 9	- Mid Fall Break
November 12	- Remembrance Day
December 21	- Last Day Prior to Christmas
January 7	- School Reopens
February 18	- Winter Break
March 18	- St. Patrick's Day
April 18	- Last Day of School - Easter
April 29	- School Reopens
May 20	- Victoria Day
June 27	- Last Day for Students
June 28	- Administration Day

SCHOOL COUNCIL

As outlined in the handbook for school councils from the Department of Education; **“A school council is established for the purpose of enhancing the quality of school programs and improving levels of student achievement in the school issues. It meets six times annually to receive and disseminate information, and to review policy on school issues. The school council is responsible for working with parents, teachers, students and the community to: review the direction of the school, identify education priorities, recommend strategies for achieving goals, and assess and report progress. It is a formal mechanism whereby parents, students, school staff and concerned community representatives can pool their knowledge, talents and resources in order to improve the teaching and learning at the school.”**

As members complete their term of office they are replaced through an election process. Our current council, along with communication information, will be sent out in September.