

REPORT TO THE OFFICE WHEN ENTERING SCHOOL

Parents must sign in at the office if they are entering the school. This is for your child(ren)'s safety.

WINTER STORMS

Winter will be upon us soon enough. Please dress your children according to the weather. When the weather is inclement and the opening of school is questionable, please listen to the local radio stations for possible school closure announcements. All efforts are made to have the necessary information to the radio stations prior to its 6:30 a.m. broadcast. You may also obtain this information by phoning, 643-SNOW (7669).

START OF DAY, LUNCH & DISMISSAL TIMES

Please be advised that students are able to come in the school for 8:10 a.m. There will be NO playtime on the school grounds prior to school starting. **Students should not be on school property until 8:10 a.m., when they can enter the building.** Announcements will begin at 8:20, so students should be here before 8:20 a.m. Students who arrive after 8:20 are considered late. Please see "School Routine" on this form for specific details.

LUNCH

Parents/guardians are responsible for packing their child a nutritious lunch. We would like the children to return home with any lunch items from their lunch that were not eaten. This would not only help minimize the clean up, it would also make you aware of what your child did or did not eat. Students are NOT allowed to share their lunches due to allergies and a parent's choice of what they want their child to eat.

ATTENDANCE

Given the importance of a good education, it is expected that each student will attend school regularly. Following an absence and upon the return to school, the student will present to the teacher a handwritten excuse signed by the parent/guardian outlining the reason(s) for his/her absence.

It is expected that parents/guardians will inform the school if the absence maybe long term (several weeks). This will allow the school to pursue any programs that may benefit the child. It is the responsibility of the student to acquire and carry out work assignments that he/she has missed because of the absence. Teachers are not required to provide homework for a students who will be absent for a long period without a valid reason, i.e. child leaves school to go on vacation.

Cases of unsatisfactory attendance will be referred to the proper authorities when: school personnel are unable to remediate the problem and/or the school principal deems such referral necessary. A parent will receive letters from the school for 5 days, 10 days and 15 days absent without an excuse.

EARLY DISMISSAL & CHANGES TO TRANSPORTATION

If your child is required to leave the school before regular dismissal time, please be sure to send a note or contact the school in advance. This way, teachers will ensure your child is ready in time and all missed work will be provided. We cannot allow an early release for any student without permission from a parent/guardian.

Unfortunately, there is no bus service available for students who attend St. Patrick's School this year.

SAINT PATRICK'S SCHOOL STAFF

KINDERGARTEN	MS. L. ELLIOT
KINDERGARTEN/GRADE 1	MS. C. SAUNDERS
GRADE 1/VICE-PRINCIPAL	MRS. R. NICKERSON
GRADE 1	MRS. B. AUCOIN
GRADE 2	MRS. A. GRIFFIN
GRADE 2	MS. L. HACHEY
GRADE 3	MS. A. ESTEY
GRADE 4	TO BE DETERMINED
GRADE 5/INTENSIVE FRENCH	MS. E. MITTELHOLTZ
PHYSICAL EDUCATION	MS. J. MOTT
LITERACY LEAD	MRS. J. SCHROETER
PRINCIPAL	MR. M. WILSON
RESOURCE	MRS. D. EDGETT
MUSIC	MRS. M. BECKWITH
COMMUNITY SCHOOL COORDINATOR	MRS. K. TURNBULL
SCHOOL INTERVENTION WORKER	MS. T. WILLIAMS
EDUCATIONAL'S ASSISTANTS	MS. L. HUNTER
	MS. K. MULLENS
	MR. C. CARVELL
	MRS. K. COCHRANE
	MRS. T. KINGSTON
	MRS. S. HACHEY
	MS. L. GAGNE
	MRS. S. LANGIS
	MR. J. FOSTER
	MRS. P. CALLOWAY

HEAD CUSTODIAN
ADMINISTRATIVE ASSISTANT

SCHOOL ROUTINE

8:10 a.m.	Students can go into their classroom
8:20	Announcements begin
STUDENTS MUST BE IN THE BUILDING BY 8:20 OR WILL BE CONSIDERED LATE	
8:25	Classes begin
10:25 – 10:40	Recess K – 5
12:10 – 12:30	Outside Play
12:35 – 12:55	Students Eat Lunch
1:05	Classes begin for Afternoon
1:35	Dismissal for Kg, 1 & 2
2:35	Dismissal for Gr. 3, 4 5

Homework Policy

The collective philosophy of staff at St. Patrick's School in regard to "homework" is that literacy and numeracy skills development take place between a parent and child in a manner that is both positive and enjoyable. Therefore, we do not promote the practice of students taking work sheets home to practice reading, writing and numeracy concepts through simple repetition. Instead, we believe more targeted and meaningful learning will occur if a parent reads a "good fit book" with their child each night for 15 to 30 minutes. In numeracy, we suggest that parents, with their child, play "math games" that support basic, but important math concepts. Teachers will provide parents with a suggested list of math games and activities and/or easy-to-use websites that reinforce numeracy skills. The main purpose of homework is for parents to work closely with their child to develop a better understanding of their child's strengths and weaknesses in both literacy and numeracy. Learning at home should be fun, positive and stress-free.

Student Behaviour

Student Behaviour: Please be aware of the behaviour expectations for our students and the consequences for misbehaviours:

Based on the beliefs that all students can and want to learn in a safe and positive environment, school personnel will intervene when the misbehaviours of individuals disrupt the school environment.

Behaviours which interfere with student learning and the right to a positive educational environment for all students are not acceptable at school or school sponsored events.

When they occur, there will be consequences. Some behaviour may be curbed through the collaborative effort of home, school and community. Significant and ongoing disruptive behaviour may result in removal from school or classroom environment for a period of time. When behaviour poses an immediate threat to the safety of others (posing a physical and/or emotional threat), the student will be removed from the situation at once.

St. Patrick's School has created a New Responsibility/Behaviour Code:

- 🍀 Safety, Manners, Attitude, Respect & Teamwork

All staff will be constantly reviewing this code with all students to ensure a safe and positive learning environment. Any student who fails to practice Safety, Manners, Attitude, Respect and Teamwork will be subject to consequences. Repeated behaviours against this code will result in a written warning or possible suspension. After two warnings, the student will be suspended and/or may lose extra-curricular privileges. Severe behaviour for example: fights, threats, weapons, belligerence, extreme defiance or illegal substances will result in immediate suspension without warning.



**SAINT PATRICK'S SCHOOL
HANDBOOK**

2013 - 2014

SAINT PATRICK'S SCHOOL

172 CITY LINE, SAINT JOHN WEST, E2M 1L3 --TELEPHONE 658-5362

M. Wilson, Principal

R. Nickerson, Vice-Principal

Dear Parents/Guardians:

It is indeed my pleasure to welcome you to Saint Patrick's School.

Recognizing that children develop at different rates, Saint Patrick's School is concerned with the intellectual, social, physical and moral development of all of its students.

To that end, we are fortunate to have an excellent staff at Saint Patrick's interested in working with you in the education of your children. Together let us work to keep the important lines of communication open between home and school. In this way, the task of educating your children will be easier for all and will be more successful.

I invite all parents/guardians to contact me if there are any matters that you would like to discuss with me. I will be pleased to assist in any way I can.

This booklet has been developed to inform you of the policies and practices that we have at Saint Patrick's School. All rules and policies are meant to foster student safety and learning.

I appreciate your cooperation in ensuring that your children have a very rewarding experience at St. Patrick's School.

Yours truly,

M. Wilson, Principal

MEDICATION

It may become necessary for students to take medication during school hours. If this medication is to be administered or supervised by a teacher, the parent/guardian of that student must complete a consent form authorizing the principal to do so. Forms are available in the office.

CHANGE IN YOUR CHILD'S ROUTINE

It is extremely important that parent(s)/guardian(s) contact the school **IN ADVANCE**, if there is to be a change in your child's after school routine. For example, if your child is being picked up by an adult not familiar to the school, or if your child is walking to a friend's house, or if your child is leaving school early for an appointment or if your child is going home for lunch but usually stays at school. In any of these instances, a note to the teacher or a phone call at least a day in advance is required. This is for safety purposes only. **If your child takes the Boys and Girls Club or the Tae Kwon Do Bus, it is the parent's responsibility to contact these organizations if your child will not be taking the bus on a particular day.**

ALLERGIES

It is important for all parents/guardians of Saint Patrick's students to be aware of the fact that there are students in our school who suffer from allergies (egg, peanut). Severity of these allergies may range from watering of the eyes to anaphylactic shock. In extreme cases, loss of consciousness and death could occur without immediate medical assistance.

The school has an obligation to establish a safe environment of all students; thus, an emergency plan has been developed for each of these students. Forms are available in office. **NUT PRODUCTS ARE NOT ALLOWED TO ENTER THE SCHOOL DURING THE SCHOOL YEAR AT ANYTIME. ***PLEASE INFORM THE SCHOOL IF YOUR CHILD SUFFERS FROM ANY MEDICAL DISORDER.**

EMERGENCY PLAN

All schools in the Province of New Brunswick have an emergency plan, a procedure to follow in the case of a disaster. Depending upon the location of such a catastrophe, Saint Patrick's students would evacuate to either the Assumption Church on Dufferin Row or to Beaconsfield School on Fundy Drive.

Further to this plan, and for security purposes, the outside doors to the basement and Kg. area will be locked to prevent access from the outside, I would ask parent/guardians to please use the front doors of the school for entering the building. During the year, we will be practicing fire drills and lock downs to ensure that your child is calm and more aware of safety procedures in case of a real emergency.

INTRA-DISTRICT TRANSFERS

If your child is attending St. Patrick's but lives outside the school zone or catchment area, you must come to the school to complete an Intra-District Transfer Application. In order to grant the request for your child to attend a school, other than their home school, the transfer application must be signed by the sending school's principal and the receiving school's principal. If the transfer request is granted, the term of the transfer application is only for one school year. The Intra-District Transfer Application must be completed and approved each school year.

ST. PATRICK'S WEBSITE

Please visit our school website for upcoming events, announcements and school news. The web address is: <http://web1.nbed.nb.ca/sites/district8/schools/stpats/Pages/Welcome.aspx>

LOST & FOUND

Lost articles are kept in the lost and found box for a period of one month. Any item not claimed is donated to charity. Please see the school administrative assistant for recovering lost articles.

SCENT FREE ENVIRONMENT

As of January 1st 2000, a scent-free policy has been implemented in all schools in ASD-S. The policy applies to students, staff, volunteers and visitors. If any scent becomes strong enough that other people in the vicinity experience discomfort or have a flare-up with allergies, that student emitting the odor will be asked to leave the school, but may return when the odor has removed.

BREAKFAST PROGRAM

St. Patrick's School is fortunate to have a Breakfast Program to help students receive a nutritious meal in order to help with their learning. While school personnel do not ask questions in regard to who attends; however, this program is not for simply dropping off students early. Students are asked to show up no earlier than 7:50 a.m. If students do not behave in the Breakfast room, then they will be unable to attend the Program. All students MUST enter through the backdoor to get to the Breakfast Program. The start date for the Breakfast Program for this school year will be communicated to parents in the near future.

LICE

If a live louse or lice and/or a number of nits (lice eggs) are found in your child(ren)'s hair, then they will be removed from the classroom and will be required to return home. Students cannot return until all live lice are removed. Parents are also expected to remove nits from their child's hair to ensure your child can remain in school.

RECYCLING

As a school, we try to do our part to maintain a clean and healthy environment. To that end, we have in place containers to recycle juice boxes and bottles. We also recycle all of our paper.

ADDRESS AND PHONE NUMBER CHANGES

Please call the school at 658-5362, if your address or phone number changes. It is EXTREMELY important that the school have up-to-date information in case of an emergency. Sometimes, parents needed to be notified IMMEDIATELY if your child is sick or has had an accident.

MEETING WITH TEACHERS & STAFF

While staff at St. Patrick's is very willing to meet parents/guardians, please understand that administration and teachers are very busy. Therefore, please call the school in order to make a mutually convenient time in order to meet with teachers and administration. Please do not interrupt a teacher while they are teaching. Always ask the administration or the administrative assistant to get your child(ren) out of class if an emergency arises. Due to the time restraints and the amount of after school work that teachers are required to perform, daily updates on your child's academic and/or behavioural progress will be limited to weekly conversations.

HOT LUNCH & MILK PROGRAM

The school milk and hot lunch program is also run daily. A 250 ml container of white or chocolate milk sells for .40 ¢. Milk is available to all students (*begins second week of school*). Please watch for hot order slips that will be sent home for parents to order hot lunch and milk on specified days. **All money for milk and hot lunch must be paid on Thursday by 9:00 a.m. one week in advance.**

TRANSPORTATION

All of St. Patrick's students walk to and from school each day. St. Patrick's is a walking school. Any student taking the bus is a privilege based on specific circumstances, mostly a disability. The administration has the right to refuse bus service at any time.

EVALUATION

Evaluation of student progress is an ongoing occurrence in the elementary grades. It may come about in the form of classwork, homework, tests, projects or general observation. A formal report card assessing student progress is sent home with the students three times a year; the first being sent in November, the second in March and the third in June (Approximate Time Frame). Parent-Teacher interviews accompany the November and March reports.

MORNING ARRIVAL

Please ensure your child does not arrive at the schoolyard before 8:10 a.m. as staff are not on duty on the playground, (unless they are attending a special school program, i.e. breakfast program, jogging club, etc.). As of this year there will be no playtime outside in the morning. Instead, at 8:10 a.m. students will be allowed to come into the building and go right to their classrooms. The school is NOT responsible for any accident or injury that may occur prior to 8:10 a.m.

