

**Millidgeville North School**

**Parent’s Handbook**

[**http://millidgeville.nbed.nb.ca**](http://millidgeville.nbed.nb.ca)

**School Twitter: @MNSINFO**

**500 Woodward Avenue**

**Saint John, NB E2K 4G7**

**Phone: (506) 658-5353**

**Fax: (506) 658-2739**

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# INTRODUCTION

In providing this information booklet to parents at the start of each school year, we strive to ease the burden on students, parents and teachers. Having important information close at hand allows us to make better decisions, be proactive and support one another for the betterment of each child’s education.

# MISSION STATEMENT

**School Mission Statement**

The mission of MNS, a diverse family of learners, is to develop independent and confident community members. By promoting kindness and responsibility within our school, we create a nurturing and positive learning environment.

# VISION STATEMENT

**MNS’s vision is to:**

STRIVE for high expectations & academic excellence

TEACH the whole child

APPRECIATE and celebrate diversity

RESPECT needs, interests and abilities

SHARE within our community

# PARENT SCHOOL SUPPORT COMMITTEE

PURPOSE/MISSION STATEMENT:

“The Parent School Support Committee is a collaborative forum working for students, parents and educators to identify and act upon opportunities aimed at promoting a community of learning.”

GOAL STATEMENT:

“We foster a safe and unique environment. We strive to offer exciting, challenging and fun experiences that develop the whole child.”

# ABSENTEEISM AND LATE ARRIVALS

Parents are required to call the school to report when their child is late or sick or is not in school, or to send a note to excuse their child from school stating the specific date and reason for their absence or lateness. The parent or guardian must always sign excuses. School absences may be left on the “talk-mail mailbox”. Absences may be recorded as Excused Absence (full day, am or pm only), Unexcused Absences (full day, am or pm only) and tardy (am or pm).

Teachers are responsible for recording attendance daily. The teacher in charge will notify parents after 5 or more days of absence. Routine checks are done on absenteeism to see if a child is missing an inordinate amount of time from school. Your child’s attendance figures are also noted on your child’s home report each term. When students return to school following an absence, they are expected to consult with the teacher to catch up on assignments and tests.

# Student Fees

The student fee at MNS will be $20 and will cover the cost of enrichment activities throughout the school year.

# ACCIDENTS

If a child is sick or injured, parents will be notified immediately. It is, therefore, very important that an emergency number be provided to your child’s teacher in the event that there is no answer at the home or work telephone numbers. If, for any reason, your home, work or emergency numbers change during the year, please notify the school immediately.

# BOOKS

The cost for text books/library books is getting higher and higher (a single book may cost $15.00 - $30.00). Students and Parents will be asked to pay for the book if it becomes defaced, destroyed, or lost. Scholastic book orders may be placed with your child’s teacher. The orders are to be accompanied by cash (in the exact amount) or cheque (payable to Scholastic Book Services). This is an invaluable service for those parents trying to obtain French books.

# CANCELLATION OF SCHOOL

In the event of a school closure during the winter months due to a storm, radio stations will be notified by 6:30 a.m. as to whether or not schools are closed for the day, or if there is a one hour delay in the buses. There is also a weather line at the District office to call (1-855-535-7669) or twitter account @ASD South. In the event of inclement weather arising once children are already at school, the weather advisory line will be updated immediately. PLEASE NOTE: The Principal and Staff of Millidgeville North School do not make the decision to close school. The decision is made on a District-wide basis by the Administration of the District office. Please check the weather line before calling the school. In the event of school closure due to other reason, parents will be notified personally, if possible.

# COLLECTION OF FUNDS

The school will be asking you, from time to time, for money to cover the cost of out of school activities. Please be as prompt as possible in meeting these requests, which we will try to keep to a minimum.

# COMMUNICATION

A teacher’s day, like the student’s, is a crowded and busy one. Because of this, it is essential that a mutually convenient meeting time be arranged. This can be done either by phoning the school and leaving a message, emailing teacher or by sending a note with your child to the teacher. This allows the teacher to prepare and give you their undivided attention.

At Millidgeville North School we believe that communication between home and school enhances the learning experience of our students. For this reason, we encourage parents to communicate often with your child(ren)’s teacher(s). We also organize more formal meetings to encourage parents to visit our school. Some of these are:

Meet the Teacher Night (September)

Parent-Teacher/Student Led Conferences (November & March)

Special Concerts and Presentations (throughout the year)

# CONTACTING YOUR CHILD DURING SCHOOL HOURS

If it is necessary to contact your child during school hours, or is you wish a message to be sent to your child, please give the Secretary sufficient time in which to do so. Messages should arrive at least one hour before scheduled bus departure. Messages received without sufficient time in which to be delivered may be refused.

# DAILY SCHEDULE:

The following schedule depicts a typical day at Millidgeville North School:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Regular Schedule 2015- 2016 | | | | | |
| 8:30 Elementary to HR and Middle to 1st Class | | | | | |
| 8:40 O Canada | | | | | |
| Elementary Middle | | | | | |
| Block 1 | 8:40 – 9:10 |  | Block 1 | 8:40 -940 |  |
| Block 2 | 9:10 – 9:40 |  | Block 2 | 9:40 – 10:50 | Includes classroom snack break |
| Block 3 | 9:40 – 10:10 |  | Block 3 | 10:50 – 11:50 |  |
| Recess | 10:10 – 10:30 | Outside 10:10 – 10:25 | Lunch | 11:50 – 12:30 |  |
| Block 4 | 10:30 – 11:00 |  | HR | 12:30 – 12:40 | Announcements & Attendance |
| Block 5 | 11:00 – 11:30 |  | Block 4 | 12:40 – 1:40 |  |
| Block 6 | 11:30 – 12:00 |  | Block 5 | 1:40 – 2:45 |  |
| Block 7 | 12:00 – 12:30 |  | Dismissal | 2:45 |  |
| Lunch | 12:00 – 1:10 |  |  |  |  |
| Block 8 | 1:10 - 1:40 |  |  |  |  |
| Block 9 | 1:40 -2:15 |  |  |  |  |
| Block 10 | 2:15 – 2:45 |  |  |  |  |
| Dismissal | 2:45 |  |  |  |  |

# DANCES

Grades 6-8 dances are held on average, four times per year outside of school hours. These dances will be chaperoned and appropriate standards of behavior are expected at all times. Dances are an important part of the social experience of school and it is hoped many students will choose to participate. Parents/Guardians will be notified via the school voicemail/email of up-coming dances, and their corresponding beginning and ending times. It is very important that students are picked up by the closing time.

# DRESS CODE

Students are expected to be clean and neat in person and dress, to avoid wearing hats in school. A student may not wear clothes that:

* Creates a safety hazard.
* Distracts from learning
* Disrupts any school activity.

The following are not permitted in school:

* Dresses and shorts which are shorter than mid-thigh
* Tops which do not cover from shoulder to waist: tops and bottoms must meet.
* Items referring to illegal drugs
* Clothing with profanity or suggestive words or images
* Any attire which is extremely low cut or which exposes undergarments
* Hats (Please remove upon entry)

Our Dress code Policy will extend to all school activities and functions including co-curricular and extra-curricular trips, dances, fun days and any other school run or related activity.

Bare feet are not permitted. Clothing which displays unacceptable slogans and graphics i.e. offensive regarding drugs , alcohol, race, color, creed and/or language are not acceptable. Outdoor footwear is not to be worn in class. Midriff tops are not acceptable and skirts must be no shorter than mid quadriceps.

# ENRICHMENT

The enrichment program deals with modifications and/or additions to the regular curriculum in order to provide new learning opportunities for all students to help them develop individual gifts, talents, interests and abilities. Enrichment Learning:

* Is for all students
* May be done by a whole class, in small groups or individually
* May take place in the classroom, in the community or in another setting
* Occurs during and/or after school hours

Enrichment teaching fosters and develops thinking skills creativity, problem solving, experimentation, innovation, invention, perseverance, artistic and/or kinesthetic expression and a passion for learning. Students at Millidgeville North School are exposed to a variety of enrichment learning and teaching strategies during each school year. Contact the classroom teacher to get more information on how enrichment activities benefit your child, both in and out of school.

# EXAMINATIONS

There are no formal exams at any grade level at Millidgeville North School. There are tests, assignments and projects. Good school attendance will enable a student to succeed academically. Students in various grades will participate in provincial testing. Notification of these assessments will be given to parents.

# FIELD TRIPS

An information sheet and permission slip will be sent home to parents regarding the planned activity. The permission slip must be signed and returned to the homeroom teacher.

# FOOTWEAR

In cold or wet weather, outdoor boots must be removed and are not permitted in the classroom, as well as many brands of sneakers that leave unsightly and hard to remove marks on school floors. Parents are asked to make sure students have indoor footwear with non-marking soles at school to wear in the winter.

# FUNDRAISING

Millidgeville North School students participate in fundraising each year. Monies collected help support many co-curricular and extra-curricular activities. Funds are also used for the purchasing of materials for enrichment and class projects not covered under district budgets. The Department of Education policy stipulates, however, that children in Kindergarten to Grade 5 do not participate in door-to-door fundraising. Where these students are involved, parents are asked to support school fundraising by means other than having children solicit door to door.

# HOME AND SCHOOL ASSICIATION

The school has an active Home and School Association. If you are interested in joining, please contact the school principal.

# HOMEWORK

Homework is set with the intent of developing/improving particular skills, providing necessary practice with concepts taught, sharpening children’s research skills, etc. Although parents are encouraged to provide help when the child needs it, it must be remembered that actually doing the work for the child is no help in the long run. Nor is homework of value if it exceeds the frustration level of the child: parents/guardians should be alert to the amount of time spend on homework by the child and should see that the child ceases work if the time is too long (taking into account the level of application given by the child.) Homework is an integral part of the education process. Homework may be assigned to all grades.

# LIBRARY

The school library is available to all students and has an extensive selection of books and magazines in English and French, as well as an impressive reference section. Each class has a scheduled period each week. Books are loaned for a 2 week period. Reference texts, encyclopedias and magazines must stay in the library. We are always happy to welcome people who have time to assist with the various duties required to run a library. A branch of the Saint John Regional Library is located at Samuel de Champlain School. This is open to the public and has a wonderful selection of French materials including reference texts, general reading, music and videos. Please call 658-4610. The library assistants are very friendly and helpful. Service can be provided in English or French.

# LOST AND FOUND

Any valuables found at the school are placed in the office or in stations throughout the school. Clothes, books, etc. may be located in the lost and found area close to your child’s room. It is recommended that all footwear, clothing, etc. be properly labeled within the child’s name. This is especially true of lunch boxes and containers.

# LUNCH

The school cafeteria service is available for Grades 3 – 8. The District and Provincial Nutrition Policy can be reviewed at gnb.ca. A copy of the menu, including costs of all items, will be provided to you as soon as it is available from the service. Students in Middle School eat lunch in the cafeteria while Elementary students eat their lunch in the classroom. Lunch orders can be made online at [www.schoollunchorder.ca](http://www.schoollunchorder.ca) Elementary orders are taken by Friday for the following week. Orders can also be made using our order form. Exact change and or cheque made payable to Compass Group Canada is required.

# MEDICATION INFORMATION

Supervision and care shall be provided for students who have medical conditions. The level of supervision and possible treatment of students shall be determined at a meeting attended by the parents/guardians, teachers, principal and the student’s physician, if possible. A signed statement by the Physician clearly stating his/her specific recommendations is to be made available at this meeting.

The administration of medication to students is the responsibility of the student’s parents/guardians and physician. If possible, medication schedules should be arranged so that students take their medication at home or that the student self-administers medicines at school. When no other viable alternative exists, school staff may be required to provide such assistance in accordance with District procedure.

The administration of prescription medicine and other medical procedures will be provided only when requested by parents and a medical request form completed; if a prescription, this form signed by the physician; and administration of the medication necessary during school hours. All three conditions are required. Parents are responsible for advising teachers of any changes to the medication regime.

Our multi-disciplinary team developed a pro-active guidance program beginning with a needs assessment survey which was sent to parents, teachers and students. This was followed up with the programs requested which include: Study Skills, Focus on Bullying, and Conflict Resolution/Working Cooperatively. Our guidance personnel have also delivered specific interventions with students experiencing behavioral problems.

# NUTRITION POLICY

For information on the District and Provincial nutrition policies, please visit [www.district8.nbed.nb.ca](http://www.district8.nbed.nb.ca) and/or [www.gnb.ca](http://www.gnb.ca) (Policy 711)

# PARENT SCHOOL SUPPORT COMMITTEE (PSSC)

A committee is formed each year at the school level, to retain the same basic role as the previous School Parent Advisory Committee – i.e. to advise the school principal on issues affecting the school and its community. Parents are elected each year to serve on the Parent School Support Committee. Meetings are held in September to explain the purpose of the PSSC and how the committee is formed.

# PLAYGROUND

The playground is used by Grade 3 to 5 students on a rotating schedule. This allows all students access to the playground equipment. Elementary students line up by class in assigned places and teachers accompany them into school. Grades 6 to 8 enjoy lunch recess in a different location on the school grounds.

# POSITIVE LEARNING ENVIRONMENT

When the climate is right, people are inspired to do their best. Teachers and students, supported by parents and others, do what needs to be done to stimulate learning. Achievement generally rises. Individuals succeed. The school as a whole succeeds.

When a school has a “winning climate”, people feel proud, connected and committed. They support, help and care for each other. When the climate is right, there is a certain joy in coming to school, both to teach and to learn.

Here are 10 essential factors in creating a Positive Learning Environment:

1. A supportive, stimulating environment
2. Student-centered
3. Positive expectations
4. Feedback
5. Rewards
6. A sense of family
7. Closeness to parents and community
8. Communication
9. Achievement
10. Trust

# RECESS

All students go outside for recess, weather permitting. Students should be dressed appropriately for the weather. If it is an indoor recess (due to inclement weather), students stay in their classrooms.

# RECYCLING

Students participate in recycling programs. During the lunch period, volunteer students collect empty drink boxes and bottles as well as paper recycling. Please encourage your child to either bring these containers home or donate them to the school

# REGISTRATION AT OUR SCHOOL (Our zone)

The “drawing” area for our school is as follows: South End, City Center, North End and Millidgeville.

If you live in any of these areas, your child may attend Millidgeville North School. If you move from these areas to an east or west address, the school must be notified. For your information, there are Early French Immersion programs set up in the following schools in other zones (in the event you are planning on moving to one of these areas): Forest Hills Elementary, Loch Lomond Elementary, Westfield Elementary and Havelock.

# REPORT CARDS

Report cards are issued three times during the school year. Parent/student let conferences are held after the 1st and 2nd home reports. Appointments are made for the conferences. Notices are sent home to confirm times and dates.

# SICKNESS

If a child becomes sick at school a parent will be notified immediately. It is, therefore, very important that an emergency number be provided to your child’s teacher in the event that there Is no answer at the home or work telephone numbers. If, for any reason, your home, work or emergency numbers change during the year, please notify the school immediately. For your information, a table is provided at the end of this booklet for a listing of communicable diseases and their exclusion periods.

# SPORTS

Millidgeville North School has an inclusive sports program. It has been very successful and will continue to promote quality sports teams. The teams (in order of play) are: cross country, soccer, volleyball, basketball, hockey, badminton and track and field. Volunteer coaches are a definite asset to our school’s athletic success, as they bring their talents and expertise. It creates great self-satisfaction for all and in a fun and safe environment.

# STUDENT DEPORTMENT AND SCHOOL ORDER

Students, parents/guardians and teachers worked together to determine behavioral goals for our school. The goals that were established are:

1. To follow the school rules that are made for my safety and the safety of the other children.
2. To respect the rights of all students to a safe and friendly school environment. To treat other children the way everyone would like to be treated (no name calling, spitting, teasing, or bullying)
3. Not to fight, hit or kick nor be cruel or mean to people or animals. Not to throw anything in a dangerous manner.

To be polite and respectful towards teachers and other adults and not to cause damage to the school or school property

# STUDENT TRANSPORTATION

BY BUS:

At the beginning of the school year, the Principal meets with the students to discuss bus rules and conduct. Supervision is provided during loading of buses at dismissal. If there are any questions regarding the buses, please contact the Main Office (658-5353) or Transportation (658-5603).

BY PRIVATE VEHICLE:

Cars are not permitted to stop or park in the bus area on the right hand side of the road. You should park on the left hand side of the road or further into the parking lot. **Please do not block the entrance to the parking lot!** To facilitate your departure from the school, use the parking lot. Do not pass the buses! It is a motor vehicle offence to pass a school bus when their red lights are flashing and will result in a fine. Supervise your child in crossing the roads carefully. Please ensure your child follows the safety rules when crossing the street.

# TALKMAIL and E-MAIL COMMUNICATION TO HOME

This service allows for easy communication to the home Via telephone and or e-mail via our School Connects program. Should you require assistance in activating your service, please consult the main office 658-5353.

# TELEPHONES, STUDENT USE OF

Office phones are for emergency use only. No student will be permitted to use the telephone unless a signed teacher’s permission slip is shown to the office staff. Telephone calls should not be made during class time if possible.

# VISITORS

All Visitors to the school are required to use the front entrance and report to the main office. All doors in the other buildings will be locked at 9:00 a.m. each morning.

# VOLUNTEERS

The staff and students always benefit from the services of parent and community volunteers. Several parents come to the school on a regular basis, and their support is greatly appreciated. To support various programs, the school needs volunteers to ensure the continued success of a variety of programs and events.

Library Fundraising

Lunch supervision Field Trips

Athletics – all sports Recycling

Classroom events/activities Sobeys Labels

# WASHROOMS

Students are to use the washrooms before the start of classes, at recess and during the lunch hour. If a student has a particular health problem in this regard, please notify the teacher.

# FRENCH IMMERSION – FREQUENTLY ASKED QUESTIONS

**Will my child learn the same things as students in English class?**

Yes. The curriculum must follow the guidelines of the provincial Department of education. Materials in French Immersion cover the same basic program as in English; students work toward the same academic goals regardless of the language of instruction.

**How will my child learn French**

Communication is not simply learning the vocabulary and grammar rules of a language without making use of them. When children enter the Immersion Program, they receive, from the very beginning, meaningful messages corresponding to their age-appropriate needs and interests.

**What can I expect to see in a French class?**

An emphasis will be made on the acquisition of vocabulary through use of various strategies in order to develop listening and speaking skills. Children will be read to and will read stories that are created collectively. There will be gradual emphasis on the development of reading and writing skills in a meaningful context. Students will acquire writing skills being encouraged through the use of significant and real situations that require a written message. The continual development of listening, speaking, reading and writing skills in French.

**What can I do to help my child in French?**

Show a genuine interest in what your child does at school, in the fact that he/she is acquiring the French language and is exposed to its culture.

Encourage your child to use the language consistently while at school to enhance fluency and to communicate in French outside the school setting when real-life situations present themselves.

Allow your child to listen to a radio station and watch television in French. Purchase (or borrow from the library) French CD’s and tapes for them. Provide a positive reading atmosphere at home: - listen to your child read in French – subscribe your child to a French magazine – buy (or borrow from the library) French books. Participate with your child in French cultural and various other French recreational activities.

**What can I do to help my child in English?**

Provide many opportunities for your child to write (e.g. grocery lists, thank you notes, letters, and stories). Show interest in your child’s school work by asking questions about his/her writing selections and about books he/she is reading. Enroll your child in the local library. Ensure that your child sees other members of the family reading. Encourage your child to start building their own book collection. Reading to your child in English provides a great model and will assist them in learning to read and write in English.

What can I do to help my child in Math?

Show interest in your child’s work. Multiply the words of encouragement spokento your child so that he or she will have a positive attitude towards mathematics. Accept that the responsibility of stimulating your child’s interest in mathematics be divided between the home and the school. Play games that are math based, cribbage, yatzee, monopoly, to name a few.

**What can I do to help my child in Science?**

You and your child can plan outings to the zoo, the museum, and to interpretive centers. You and your child can go hiking on self-guided trails. Develop your child’s interest in natural phenomena and the environment surrounding us. Subscribe your child to a science magazine. Encourage and support your child’s scientific hobbies if he or she shows a special interest, such as collecting shells, rocks, etc.

**What can I do to help my child in Social Studies?**

You can introduce your child to the various media forms by discussing the subject matter of a newspaper article, news broadcast, etc. You can get involved in your child’s research projects by helping him or her find a resource person who could assist him or her with the project or take your child to the local library.

**How can I help with Homework?**

Homework is important because it is a valuable tool in helping students make the most of their experience in school. Homework helps reinforce what has been learned in class, prepares students for upcoming lessons, teaches responsibility and helps students develop positive study habits. Teachers will be sensitive to the realities of students’ lives and won’t overload students with homework. As parents, your encouragement and the positive support you’re able to give your child is the most important factor. You should make homework a top priority at home.

**Does it matter if no one at home speaks French?**

No, the program was designed for children of non-French speaking families. Teachers are aware of this when they send home notices or assign homework. Reporting is in English.

**I don’t know anything about French books for children, or how to find games for my child to do in French.**

Speak to the school librarian, the librarians at Samuel de Champlain School or ask your child’s teacher. They will be happy to advise you.

SCHOOL EXCLUSION PERIODS FOR COMMON COMMUNICABLE DISEASES AND OTHER CONDITIONS – NB DEPARTMENT OF HEALTH

(Note: Teachers may exclude any child from school on suspicion that the child may be suffering from an infectious disease and notify the Public Health Nurse or Medical Health Officer to the effect.)

|  |  |
| --- | --- |
| **DISEASE** | **MINIMUM EXCLUSION PERIOD** |
| Chicken Pox | Until child feels well enough to return to school |
| Dipheheria (Case) | Two weeks after completion of antibiotics provided that two negative cultures are obtained. Medical certificate required. |
| Diphtheria (Carrier) | After completion of antibiotics provided that two negative cultures are obtained. Medical certificate required. |
| Fifth Diease  (Erythema Infectiosum) | None |
| Hepatitis A | One week after onset of jaundice |
| Impetigo | 24 Hours after starting antibiotic treatment |
| Measles | 4 days from appearance of rash |
| Mononucleosis | None |
| Mumps | 9 days from the appearance of swelling |
| Pediculosis (Head Lice) | Until first treatment is complete and no evidence of live lice. |
| Pink Eye | 24 hours after starting treatment |
| Rubella | 7 days after onset of rash |
| Ringworm | None |
| Scabies | 24 hours after starting treatment |
| Scarlet Fever | 24 hours after starting antibiotic treatment |
| Strep Throat  (with or without skin rash) | 24 hours after starting antibiotic treatment |
| Whooping Cough (pertussis) | 5 days after starting antibiotic treatment or three weeks after onset of cough (untreated) |

**WAYS TO HELP YOUR CHILD SUCEED IN SCHOOL**

**READ TO YOUR CHILD IN ENGLISH.**

**ANSWER YOUR CHILD’S QUESTIONS ABOUT LANGUAGE.**

**MAKE EDUCATION A PRIORITY.**

**MAKE REPORT CARDS A POSITIVE EXPERIENCE.**

**WORK ON STUDY SKILLS AND HOMEWORK.**

**GOOD NUTRITION FOR ALL FAMILY MEMBERS.**

**STRESS THE IMPORTANCE OF GOOD BEHAVIOUR.**

**STRESS RESPECT FOR THEMSELVES AND OTHERS.**

**STAY IN TOUCH WITH THE TEACHER.**

**MAINTAIN REGULAR ATTENDANCE.**

**TAKE PART IN PARENT/TEACHER INTERVIEWS AND   
VARIOUS PARENT SESSIONS.**