

ASCENSION SCHOOL

FAMILY HANDBOOK & STUDENT CODE OF CONDUCT

Mission Statement

Ascension School, in union with home and Church will promote a faith centered learning environment where individuals reach their potential as responsible contributors to society.

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PRINCIPAL'S MESSAGE

Welcome to the beginning of another school year at Ascension. I look forward to working with all the stakeholders of Ascension Community this year, in order assist in providing the best Catholic Education for our students.

Ascension's staff is dedicated to educating and developing faith-centered students from the Catholic perspective. As a staff we realize that it is vital for the school and home to work together in order to have the greatest success at achieving this goal. You as parents are the primary caregivers and educators of your children and have a great impact on all areas of their growth. We at Ascension would like to further develop and foster the commitment you have made by instilling Catholic values and creating an atmosphere that will generate positive growth for all our students.

The staff is caring and professional, and we are dedicated to building a sense of community based on Christ's teachings. We strive to do our best to meet the needs of every student – academically, physically, emotionally and spiritually. It is important for the school to provide an environment that will build self-esteem, nurture respect for others, teach self-discipline, promote a love of learning, and communicate openly and honestly. We must teach our children to have confidence in themselves, and to have faith in God, so they can successfully meet the challenges of the new millennium.

One of the prerequisites for a good Catholic oriented education system is for all the partners to work together. To do this, communication is necessary on the part of all. This handbook is one of many means by which we hope to COMMUNICATE with you. This handbook will provide you with an outline of the daily routines, programs and policies at our school.

I look forward to meeting and working with you throughout the year.

T. Overholt
Principal

OPENING EXERCISES

We start every day at Ascension with our national anthem followed by morning announcements and prayers.

In class, prayers are also said at the beginning of the afternoon session, at the end of the day and before lunch.

OUR PARISH PARTNERSHIP

We are a faith-centered community. As part of St. Patrick's Parish, we will be working closely with Father Ray Modeski, Mrs. Beverly King (Parish Minister), and the church community to live and teach gospel values and provide for the faith and development of your child. Together with you, we assist the parish in preparing students for the sacraments of First Reconciliation, First Communion and Confirmation. Together, the home, church and school celebrate class and school liturgies, and teach the Religion and Family Life Programs. Our Faith is demonstrated through the service to our community and ministry to those less fortunate, and through the daily example we model and provide as Catholic educators.

PASTORAL TEAM/CHURCH SCHEDULE

Father Ray Modeski, Pastor
Mrs. Beverly King, Parish Minister
Mrs. Bonnie Maloney, Secretary

St. Patrick's Church - Mass Times:

Parish Worship Times: Saturday – 5:00 p.m.
 Sunday – 9:00 a.m., and 11:00 a.m.
 Weekdays – Tuesdays, 7:00 p.m.
 Wednesday – Friday, 8:30 a.m.

♦ **Note: Children's Liturgy (ages 3 to 7) @ 11:00 a.m. Mass**

Sacrament of Reconciliation: Saturday – 4:00 p.m. to 4:30 p.m. or by appointment.

Church Office Hours: Monday to Thursday – 9:00 a.m. – 4:00 p.m.
 Friday – 9:00 a.m. – 12:00 p.m.

Contact Information: Phone Number – 905 – 632 – 6114
 Email: st.patrick.burlington@on.aibn.com

GENERAL INFORMATION AND PROCEDURES

ABSENCE PROCEDURES/SAFE ARRIVAL PROGRAM

It is necessary to your child's safety and the safety of all students that parents report student absences before 8:55 a.m. on all days your child will be absent from school. Our answering machine is on from 3:45 p.m. and overnight until 8:30 a.m. for your convenience.

When calling, please provide the following information:

- Your child's name
- Grade
- Teachers name
- Reason for absence
- Expected duration of absence

Our "Safe Arrival Program" parent volunteers donate their time to assist us in ensuring that all children arrive safely at school. By calling in advance of your child's absence, you may be saving us the precious time required to locate a missing child (should this occur). By working hand-in-hand with us, hopefully such an event will not occur. Thank you for your cooperation.

In cases where no phone call has been received, the school will contact the parents/emergency contact of the absent student. If necessary, Police will be contacted if we cannot get in touch with anyone and determine the whereabouts of the child.

LATE ARRIVALS

Students who arrive late, either morning (after 8:55 a.m.) or afternoon (after 12:55 p.m.), must report to the office before going to their classroom. Students arriving late require an 'admit to class' slip, which is given to the teacher.

If your child arrives late on a consistent basis they are missing valuable instruction time, which is affecting their ability to learn to their potential. Please make every effort to have your child arrive to school on time. It is an important trait to instil in them as early as possible.

VISITORS

For our children's safety we require that everyone entering the school building must report to the main office. School staff will be happy to relay messages, lunches or call your child from class or the playground should it be necessary.

Anyone remaining in the school for any extended period of time to meet with staff or to offer volunteer help is asked to sign in at the Main office and wear a visitor's badge while in the school.

Parents who pick up their children at lunch time or at the end of the day can meet them **outside the school at the student's regular exit door.** Students will be instructed to exit out their regular doors during these times. This will be enforced by all staff.

VOLUNTEERING IN THE SCHOOL

The Halton Catholic District School Board welcomes and encourages participation of volunteers in their schools who will provide educational advantages to all staff and students. Through this volunteering, each individual will model caring and cooperative relationships and promote the value of being responsible citizens. The volunteers are partners who foster interaction between and among the school, parents/guardians and the school community. This interaction will provide valuable experiences, personal growth and satisfaction for volunteers.

The Volunteer Policy has undergone a number of revisions over the years. These revisions are in keeping with the new realities of the 21st century. These revisions include the following:

- All new volunteers must be screened by the Principal or designate
- All volunteers will have to have a Criminal Reference Check, which includes a vulnerable sector screening, completed before volunteering in the school
- Criminal Reference checks need only be done once and thereafter each individual must sign an annual declaration that they have not been involved in any criminal activities since the date of the criminal reference check.

FIRE DRILLS

There will be three fire drills held in the fall term and three in the spring term. Children will leave the building as instructed. We are using an Emergency Evacuation Plan approved by the Burlington Fire Department. Children must wear shoes at all times while in the school. In event that the school must be evacuated, their feet will be protected.

LOCK DOWN PROCEDURE

Two lock down procedure drills will be held during the school year. We are using a plan that was developed in conjunction with the Halton Regional Police and Fire Departments to safeguard the students should we have such situations that would warrant such actions.

LUNCH STUDENTS

Students who stay for lunch are under the school's supervision and are not permitted to leave the grounds without written permission from their parents.

At the beginning of the year, you are asked to indicate what the usual pattern of lunchtime attendance will be for your child. Please complete the appropriate form indicating whether your child(ren) will be staying at school for lunch or going home. This form will be kept on file. If you wish to vary from this "normal" pattern on a special day, please send a dated and signed note to the teacher.

Students who remain at school for lunch will:

- Remain seated while eating.
- Place all garbage in containers provided.
- Use a normal speaking voice.
- Use respectful language when talking to one another.
- Be co-operative and courteous to all supervisors.

For students who misbehave during lunchtime, parents will be requested to make alternate arrangements for their child to eat elsewhere.

RECESS

Recess breaks serve a special purpose in the school routine and students should normally participate fully in outside activities during this time. If a child cannot go outside for fresh air and exercise at lunch or recess because of a heavy cough or cold, then s/he is too contagious with the cold germ to be sitting in the classroom with other children, and should remain at home.

PLAYGROUND RULES

All students are asked to be considerate of the safety of those around them. With this in mind, the following rules have been established at our school.

Students must:

- 1) obtain permission from a staff member to enter the school once dismissed for recess;
- 2) play in their designated areas
- 3) not play games that require physical contact (football, rugby, etc.).

YARD SUPERVISION

Re: JK/SK students: Supervision is provided on the Creative Playground 15 minutes prior to the start of both the morning and afternoon sessions.

Re: Gr. 1-8 students: Supervision of the school playground is provided 30 minutes before the beginning of classes in the morning, during recess and lunch periods during the school day, 15 minutes after dismissal at the end of the school day, and while waiting for buses. Students are expected to leave school grounds upon dismissal.

STUDENT ENTRY/PARENT DROP-OFF PROCEDURES

CARS

Parking is at a premium at Ascension School. The parking lot is a very busy place at entry and dismissal times. We request that parents/guardians use the Kiss and ride zone in the morning. In the afternoon, we ask that parents park their cars in the spaces allotted and greet their child(ren) as they leave the playground. This will facilitate the flow of traffic and keep the main entrance area clear. Note that students are **NOT** allowed to play in the parking area.

BUSES

All buses will go to the front of the school where children will disembark and go directly to the schoolyard. They will embark buses in this area as well at dismissal time. All children (except kindergarten) remain on the playground. At the first bell, children line up. At the second bell, they are escorted by teachers to their classrooms.

MORNING KINDERGARTEN PICK-UP

Kindergarten children who are bussed will be picked up at 11:25 a.m. **at the front of the school as usual.** Parents who pick up their children will also do so at the Kindergarten entrance.

Thank you for considering the safety of all our children.

STUDENT DISMISSAL – PARENT PICK-UP PROCEDURES

To ensure the safety of staff, students and visitors to our school, we are asking your co-operation in following both noon hour and 3:25 p.m. dismissal procedures as outlined:

Parents/Guardians are asked to meet their children outside in the playground area nearest their exit door rain or shine. Teachers will release students from their classroom at the end of the day to the playground and bus areas.

Your co-operation is greatly appreciated.

A reminder: If you are dropping off a lunch for your children please check in at the main office first. Our normal procedure is to call the children down at noon hour to pick up their lunches from the office. This procedure ensures the safety of staff and students as well as helping us to avoid class disruptions during instructional time. Please be reminded that there should be no visitors in the hallways without office authorization.

SCHOOL BUS TRANSPORTATION

Students living within a distance of 1.6 km of the school are required to walk.

When supported by appropriate medical documentation, or if the school board decides that there is a safety concern for students crossing a main intersection, students are provided with bus or other transportation.

Parents are responsible for the safety and behaviours of their children prior to bus pick-up and after disembarking from the bus at the end of the day.

School bus transportation is a privilege, not a right. Students may be denied bus privileges for misconduct.

Students are expected to:

- Arrive on time at their designated stop
- Get on and off the bus in an orderly manner
- Be seated during the entire trip to school or home
- Keep all of themselves and any belongings inside the bus at all times
- Conduct themselves in such a way as to not create any disturbances to the driver
- Ride only on the bus to which they have been assigned unless prior arrangements have been made in advance with the school.

Fighting, profanity and disrespect to the driver are forbidden and subject to immediate disciplinary action.

BICYCLE SAFETY

The Halton Catholic District School Board's policy on Bicycle Safety states that, **“the primary responsibility for the development of pupil awareness and for ensuring the suitability of the pupil's bicycle concerning size, maintenance and proper equipment (bell or horn and reflector or light) rests with the parents of such pupils”.**

Prior to allowing their children to ride bicycles to school, parents are reminded to ensure that their children know Bicycle Safety rules, the rules of the road in relation to bicycles and most importantly, that their children are physically capable of riding a bicycle in a safe manner, that is, that the bicycle is an appropriate size and the children can control the bike on the street.

To ensure the safety of all students, **cyclists must walk their bicycles on school property at all times.** Students not adhering to this rule will lose the privilege of bringing their bike to school for a period of time determined by the Principal/Designate.

We request that all students lock their bicycles in the rack at school to prevent loss. Students have been reminded that they must not sit on another child's bike while it is in the racks, nor should they play amongst the bikes or on the bicycle rack. **The school is not responsible for stolen or damaged bicycles.**

BICYCLE HELMETS

It is mandatory by law that your children wear **AN APPROVED BICYCLE HELMET FOR SAFETY WHILE RIDING HIS/HER BICYCLE.**

SKATEBOARDS, INLINE SKATES AND SCOOTERS

While students may not use skateboards, in line skates or scooters on the property, it remains a concern for all of us that the trip to and from school be safe for all. Please review safe and smart uses of in-line skates, scooters and skateboards with your son/daughter.

Use of in-line skates, skateboards and scooters on school property will be dealt with similar to that of bicycle riding on the property.

WALKMANS/RADIOS

Please be advised that for safety and security reasons walkmans are **not** allowed on school property. Students wearing headphones are not attentive to their surroundings. The cost of these items is appreciable. The school does not assume responsibility for securing, storing or replacing these items or the software that is used.

LOCKERS

Lockers will be assigned to specific grade level students.

Students should be aware of the following:

- Items of value should be left at home
- Locks are optional for students, if used we suggest one with a combination lock
- Lockers must be kept clean and tidy
- Lockers are not accessible during rotary for intermediate students
- If a lock is used, a copy of the key or combination must be left with the office.
Failing this, locks may be cut off in event that access is required to the locker.

OFFICE TELEPHONE

The school telephone is a business phone. Students are permitted to use the phone for educational purposes or medical emergencies. Students are not permitted to use the phone to carry out anything that should have been discussed previously at home, e.g., visiting a friend, staying for games etc. There is a pay phone in the front hall for these purposes. Students must obtain written permission from their classroom teacher to use the pay phone during non-instructional hours.

LOST AND FOUND ARTICLES

Each year children lose many sweaters, mitts, boots, runners, etc., and although we have a “Lost and Found” box many of these articles are never claimed.

We urge parents to write children’s names on their clothing. In the event that names cannot be found, articles of clothing are placed in the lost and found box located in the front of the school. Articles other than clothing should be turned into the office. At the end of each term, each class will have the opportunity to view the unclaimed articles and any articles remaining will be donated to a local charitable organization.

SCHOOL DRESS

The standard of dress at Ascension is set by the good judgment and discretion of the parents. This usually eliminates the need for the school to play the undesirable role of “enforcer”. No one wants to be a censor and have to make sensitive judgments about modesty or propriety. If the school is to be a special place where the community can expect a standard of excellence, and where the students are to develop a sense of dignity and seriousness about learning, then it follows that our style of dress should reflect that standard.

SUMMER DRESS CODE

Boys must wear full length T-shirts with a sleeve (**No muscle shirts or cut-off-T-shirts are allowed for regular class or gym wear**). Girls are **NOT** to wear **any top that leaves the shoulders or midriff bare**. We will be allowing boys and girls to wear shorts that are modest. We are requiring a decent walking short. Shorts should cover to mid thigh when seated. **NO** short-shorts, cut off jeans, bicycle pants or gym shorts will be allowed. T-shirts with inappropriate graphics/pictures and/or sayings are **NOT** permissible. Students not adhering to these guidelines will have their parents notified and ask them to provide suitable dress.

INDOOR-OUTDOOR SHOES

Your child’s safety depends on being ready for building evacuation at any time. Consequently, during winter months especially, please have your child keep a pair of indoor shoes at school.

PROGRAM/CURRICULUM INFORMATION

HOME-SCHOOL COMMUNICATION

Your participation in your child's school life is fundamental to his or her educational success. Effective and on-going communication between home and school takes a variety of forms and operates on a variety of levels. Please consider the following avenues for becoming informed and knowledgeable about your child's progress and education.

Parent-Teacher Conferences

Interviews are scheduled by the school for all parents at the end of the first term. It is important to realize that additional conferences may be held at any other time as deemed appropriate or necessary by either the parent or the teacher. If you have questions or concerns about your child's program and progress such a conference is your first avenue of action. Please keep in mind that an appointment is necessary as the classroom teacher's first priority during regular school hours is, of course, teaching the class.

Parent-Principal

The doors of Ascension School are always open to interested and concerned parents. As school leaders we accept responsibility for all aspects of school life – from curriculum and programs to safety and site developments. Calling ahead for an appointment, although not necessary, is usually a good idea.

REPORTING TO PARENTS

Formal reports of students' progress are sent home three times per year – November, March and June. Immediately following the first report (November), time is scheduled for interviews between all parents and teachers. After the 2nd term, time is available for either parents or teachers who feel that an interview is necessary. Of course, at any time during the school year, a parent who wishes an interview with either the principal, or teachers can phone the school to arrange a mutually convenient interview time. A final report is issued at the end of the school year. After each term a copy of the report card is filed in each student's Ontario School Record Folder.

REPORTING JK-SK

In **Junior and Senior Kindergarten** – Observation followed by interview as of January 31st. There is a written report in March and June.

WORK HABITS AND HOMEWORK

Success in school is possible only if regular work habits are established by the students. We begin to teach work habits in grade one and reinforce this ethic with each progressive year. At the intermediate level, good and consistent work habits become particularly important to maintain or achieve high standards necessary for success. Students are responsible for being prepared with correct notebooks and suitable writing equipment. A binder or carrying case is recommended.

A student agenda will be available for all grade 2 - 8 students this year. This will assist students in organizing and planning their time and work completion. All work assigned or requiring completion is written into this notebook during Planner Time every day. It may also be used for reminders and/or information as a means of communication between home and school. Homework should be completed as assigned. If for some reason, the homework assignment is not completed, the teacher concerned should be informed and a reason should be given. Incomplete homework can interfere with new learning.

HOMEWORK

Ideally assigned homework is beneficial. Students who consistently and conscientiously do their homework:

- Improve academic performance
- Increase their ability to follow directions
- Improve their organization and management skills
- Learn to locate and use resources
- Learn to work independently
- Accept responsibility for their own learning
- Increase their motivation and self-confidence
- Develop positive work habits and attitudes

Homework provides an opportunity for students to:

- Review concepts taught in class
- Practice and reinforce skills
- Extend learning

Homework provides an opportunity for parents to:

- Increase knowledge of curriculum expectations
- Be involved in their child's learning
- Work in partnership with the school

WHAT IS APPROPRIATE

It is always appropriate to say, "Tell me about the assignment?". What exactly has the teacher asked for?". Ask leading questions. Don't provide answers, don't edit or "improve" the child's work. If you spot mechanical errors say, "You've made four spelling mistakes" or "The connection between these statements isn't clear." Remember, what is important is the learning process. If you do the work, you undermine the child's confidence and mislead the teacher as to the child's needs.

OTHER HINTS

- Let the child determine his regular homework time, and stick to that. During this period, it's understood there will be no phone calls and no TV.
- Provide a good place to work, and the right equipment.
- Take your child to the library.
- Never disparage a teacher's assignment.

Many parents ask teachers about the amount of homework the student should be doing.
THE FOLLOWING IS A GUIDELINE:

PRIMARY

Grades JK, SK, 1 & 2 (average 20 minutes daily)

For parents of children in junior and senior kindergarten, grade 1 and 2, we encourage participation in our Snuggle Up and Read Program where child and parent read together and share ideas and understanding of the story. Generally in grades 1 and 2, “homework” may be reading a library book or a book from the Snuggle Up and Read program. A child is expected to finish work assigned in class. In the event of school absence, teachers and parents will work out a plan to catch up on missed work. The child will be expected to take home and complete such work.

JUNIOR / INTERMEDIATE

Grade 3 (average of 30 minutes daily)

Grade 4, 5 & 6 (average of 45 minutes daily)

Grade 7 & 8 (average of 60 minutes daily)

Homework may consist of:

- Daily reading and story writing
- Language Arts / Math reinforcement
- Drill of Math facts / Problem solving (except grade 3)
- Unfinished work
- Research projects
- Test preparation
- Note making
- Subject-specific assignments

Please encourage daily reading for personal enjoyment. Studies have proven a strong correlation between proficiency in reading and school success. The best way you can help your children at school, therefore, is to read to them frequently and to set an example by enjoying reading yourself. This is particularly effective when both parents share this responsibility.

SPECIAL EDUCATION/INCLUSION POLICY

The Special Education model supported by the Halton Catholic District School Board focuses on the approach that everyone belongs in his or her own school. This model is premised on providing the necessary support to a child and teacher in a regular classroom and is consistent with the Board’s Inclusion Policy. It is designed to provide appropriate programming for students utilizing a collaborative problem-solving approach.

The Resource Teacher collaborates with teachers, parents and other personnel to assure student success in learning through program development, team teaching and by being a liaison among the school board staff, parents and outside agencies.

PROGRAM MATERIALS

The school provides the students with the necessary books and program related materials. You are requested to remind your child of the importance of caring for these items. It will be necessary to have students replace lost or damaged materials.

COMBINED/SPLIT CLASSES

Split grades may become more common. How do split grades differ from a regular grade?

A straight grade may have within it two, three, four or even five groups of varying ability. Children in a given grade do not reach levels of physical, emotional, social or cognitive development simultaneously. In essence, all grades are split grades, given the many levels of learning.

Academic, social and disciplinary considerations are taken into account when placing children in classrooms.

Previous grade placement, numbers of boys and girls, individual ability and work habits are always factors in deciding student placement.

Many factors are taken into consideration when placing children in classrooms - split grade placement is no exception.

PHYSICAL EDUCATION

Physical Education is an integral part of the entire program as set out by the Ministry of Education. All students are expected to participate. If a child is unable to participate for a medical reason, we require a parental note to that effect, as other areas of school life may be affected.

Along with participation, proper attitude and appropriate athletic wear are equally important. For gym, students should change into clothing suitable to the activity such as, a T-shirt and shorts or a tracksuit. For students' safety, proper footwear is required.

The Ministry of Education has now mandated 20 minutes of Daily Physical Education (DPA). Please ensure that your child is ready to participate each day in some sort of physical activity.

INTRAMURAL/EXTRAMURAL SCHOOL ACTIVITIES

At Ascension School we endeavour to provide a variety of lunch time/after school activities such as: Cross Country, Track & Field, Volleyball, Basketball, Volleyball and Basketball Tournaments, Student Activity Clubs, Think Bowl, Safety Patrol.

Encourage your children to participate and show school spirit.

Please help us maintain and extend these programs by assisting us as volunteers and supervisors.

EXCURSIONS AND FIELD TRIPS

Educational trips, which extend learning opportunities in any curriculum area, are encouraged. Appropriate reservations, transportation, supervision and written parental consent are essential components of each field trip. To provide supervision ratios appropriate to the nature of the excursion and to the age of the child(ren), participation of parent volunteer supervisors is essential. Volunteers assure the success of each excursion.

MONETARY DEMANDS

Some out-of-school excursions may require parents to pay transportation and activity fee costs. We will strive to keep to a bare minimum the monetary demands that we might make from time to time. Please let us know if you have difficulty meeting such demands. No child will be excluded from a **day field trip** experience for monetary reasons.

HEALTH RELATED MATTERS

STUDENT MEDICAL INFORMATION UPDATE

Please be advised that parents/guardians are obligated to notify the school of any potential risk of injury to their child(ren). Please help us care for your child(ren) by keeping us informed of any of the following conditions: **severe allergic reaction(s), previous concussion(s), other conditions which might affect safe participation in school programs, recess activity and/or extra-curricular activity, any other conditions which might affect the provision of first aid.**

MEDICATION

We cannot dispense medication of any kind unless we have signed authorization by the parent, directions to be followed and medication provided in a properly labeled container stored in a clear zip-lock bag. For safety reasons students should not have medication at school without following the above outlined procedures. Should your child require medication to be administered at school please contact the office for the appropriate forms.

The only exception to this requirement has to do with any child who, because of life threatening allergies, must carry medication.

CHILDREN WITH FOOD ALLERGIES

To minimize the risk of a child suffering from a food allergy reaction, we wish to impress upon all parents, teachers and children the importance of avoiding peanut and other nut products at the school at all times.

We also review with students and staff the importance of washing hands after lunch and snack times, since even the residues of nut products may be fatal to someone who has that type of allergy if they should somehow come into contact with the residue. Your support would be greatly appreciated in this regard. In classes where there are known allergic children we will enforce a strict policy of no peanut or allergenic food as required.

INJURED/ILL STUDENTS

In the event that your son/daughter becomes ill or is injured during the course of the school day, please note our procedures:

- The parents or designated emergency contact person will be notified to come and pick up the child;
- We cannot have an ill child stay in the health room all day since there is no one to supervise or nurse the sick child;
- A child who is too ill to go out for recess or who requires supervision is sick enough to stay home;

- Under no circumstances will a student be allowed to go home without prior approval of the parents or the designated emergency person;
- If your child feels unwell early in the morning, please make arrangements for him/her to be cared for at home or at a sitter's. Please do not send your child back to school until she/he is well enough to participate actively. Our schools days are very full and do require a healthy energy level.

COMMUNICABLE DISEASE(S)

The Health Protection and Promotion Act, 1983, Chapter 10, Section 28 requires that children with certain communicable diseases be kept away from other children during the period when the disease may be spread. The following chart defines what some of the more common childhood diseases are and the periods of exclusion for these diseases.

Periods of Exclusion:

Disease Children With the Following Diseases Should Remain At Home and Away from Others...

Chickenpox	For 5 days after the rash begins, or until all blisters have crusted, whichever is shorter.
Diarrhea	Until diarrhea stops.
Impetigo	Until the antibiotic prescribed by a doctor has been taken for at least one full day.
Measles (Rubella)	For at least 4 days after the rash begins.
Mumps	For at least 9 days after the swollen glands first appear.
Pinkeye, bacterial (Conjunctivitis)	until the antibiotic prescribed by a doctor has been taken for at least one full day.
Ringworm	Until treatment has started
Rubella (German measles)	Until at least 7 days after the rash first appears.
Scarlet Fever	Until antibiotic treatment has been taken for 1 full day.
Strep Throat	Until antibiotic treatment has been taken for 1 full day.
Whooping Cough (Pertussis)	Until antibiotic treatment has been taken for at least 5 days. If <u>no</u> treatment is given, for 3 weeks from when the cough began.

If you suspect your child has a communicable disease:

- keep your child at home and away from others
- contact your family doctor for a diagnosis

Your doctor will advise you regarding care and treatment when a communicable disease is diagnosed.

Ontario law requires students attending school in Ontario to be up-to-date with diphtheria, tetanus, polio, mumps, measles (2 doses) and rubella immunization. Students who are not up-to-date can be barred from school by order of the Halton Region Health department.

Exemptions to immunization based on medical, religious, or conscientious grounds may be obtained from the Health Department.

Copies are available through Halton Regional Health Department, Communicable Disease Program, extension 7855 (825-6060, 853-0501, 878-8113, or TTY 827-9833).

PEDICULOSIS

“Head Lice Are A Nuisance, Not a Disease”

Anyone can get head lice, but lice prefer

- clean hair to dirty hair
- short hair to long hair

DON'T PANIC

What are head lice...

Head Lice are tiny, wingless, grayish insects that live and breed on human hair. They move quickly and are hard to see.

The eggs are pinhead-sized and are the colour of the person's scalp. Live eggs are laid at the root of the hair and are “glued” on so that they will not move. The warmth at the scalp will hatch them in about seven to ten days.

The nits are empty shells of the eggs that have hatched. These can be found 1 cm (½ inch) from the scalp, and continue to grow out with the hair. The nit is white, and distracts attention away from the live egg.

A nit can show how long head lice have been present. Hair grows about one centimetre a month. For example, if the nit is 3 cm (1 ¼ inches) from the scalp, the egg was hatched three months ago.

What to do...

If you find lice in your child's hair, let your school or daycare know. Also think of other possible contacts over the last few months and tell them. **If you don't you put your child at risk of getting head lice again.** Check all family members.

Get the facts...

How can you tell you have head lice

- See live lice in the hair
- See pinhead sized eggs the colour of the scalp and less than ½ inch away from the scalp
- Have an itchy scalp, but you can have head lice for a long time before the scalp gets itchy.

What to do if you have head lice

- Ask a Pharmacist:
 - ♦ for a product that kills the head lice and eggs
 - ♦ for any special precautions to take while using the recommended product
 - ♦ about products that may not be recommended for young children, people with allergies, pregnant or breastfeeding mothers.
- Inform school or daycare
- Check heads of all family members and contacts over the last six months
- Clean/laundry bedding, hats and other head gear

How to prevent head lice

- Brush/comb hair vigorously every night
- Check hair weekly, especially after group activities
- Teach children to tell you if their scalp is itchy
- Don't swap hats or head gear

GRADE 7 HEPATITIS IMMUNIZATION PROGRAM

Once again, the Regional Municipality of Halton, Health Department is in the process of planning for the grade 7 hepatitis B immunizations for the current school year. The free Hepatitis B vaccine will be offered to all grade 7 students not previously immunized against Hepatitis B. Immunization will be through school-based clinics and administered by the Health Department staff.

In order to be completely immunized, students will receive a total of 2 doses of Hepatitis B vaccine over a 6-month period. Clinics will be held in each school with grade 7 students in October and April. The continued success of this initiative depends on cooperation between school and health department personnel.

PUBLIC HEALTH NURSE

The primary role of the Public Health Nurse is to work in partnership with the school community (parents, staff and students) to plan for and facilitate the promotion of health in a comprehensive manner. The Public Health Nurse is a consultant to individuals and groups regarding specific health-related issues. For more information, or if you would like to be involved in promoting healthy school communities, please call the Public Health Nurse contact for your school through extension 7836 (825-6000, 853-0501, 878-8113 or 639-4540).

RELIABLE LIFE INSURANCE

Student Accident Insurance is available from Reliable Life Insurance Company. The school will send home one form per family when they arrive at the school. If insurance is desired the enrolment card is to be completed and mailed with the correct premium directly to the company. Envelopes are not to be returned to the school. Please note that this insurance covers your child 24 hours a day 365 days a year and is the only Board approved plan offered.

TRANSPORTATION OF STUDENTS – INSURANCE NOTICE

The Halton Catholic District School Board requires all authorized volunteer drivers of students to have a minimum of \$1,000,000.00 third party liability insurance coverage. The Board does not authorize student drivers to transport other students. Furthermore, for the protection of your child against a minimally insured third party, the Board recommends that the student’s parent or guardian considers obtaining the Family Protection Endorsement “SEF Number 44” on their vehicle in order that their child be covered as a passenger in the vehicle of the trip-driver.

SCHOOL EMERGENCY CLOSURE

When emergency conditions exist, such as inclement weather, school plant shutdown due to heating failure etc., the health and safety of our children are our prime consideration. Notification of school closure during winter storms etc. will be by radio commencing at 6:30 a.m. on the following radio stations:

CFRB	Toronto	1010	CKMW	Brampton	790
Toronto	(French)	890	Burlington	(FM)	180
CHWO	Oakville	1250	CHML	Hamilton	900
CKOC	Hamilton	1150			

If for some reason, there is an early school closing, the following system has been established.

- The walkers for whom we have received written permission will automatically be dismissed.
- Bus children for whom we have received written permission will be dismissed when the bus arrives.
- We will call parents, who have so indicated, through our phone system and they can come and pick up their children at school.

The Halton Catholic District School Board asks all parents to use discretion when sending their children out based on weather conditions in your area.

If you do not submit an Emergency School Closure Form to the school, your child will not be released until you arrive.

SUSPECTED CHILD ABUSE

“In accordance with the Child and Family Services Act, 1984, it is the policy of the Halton Catholic District School Board that all employees shall report suspected cases of child abuse”. It is the role of the Children’s Aid Society, to whom we report, to investigate such a report. If your child is bruised or marked from an accident, you may wish to let the teacher know the circumstances. Should a report be made to The Children’s Aid Society, you should understand that we are complying with the law and have the best interest of your child in mind.

DELEGATIONS TO THE BOARD

Halton Catholic District School Board Policy 1-6(C) outlines the procedures for interested parents, individuals or groups to make a presentation to the Board on matters directly relating to Board Business. It is reprinted here for your information.

Purpose

To provide an opportunity for individuals or groups to make a presentation to the Board on matters directly relating to Board business.

Application and Scope

This policy applies to any group or individual wishing to make a presentation to the Board.

Principles

Ratepayers should have the opportunity to provide direct input to the Board. The Board must know what the issues of concern are to the ratepayers.

Requirements

A delegation wishing to make a presentation to the Board will submit the request in writing to the Secretary of the Board. The request shall be received by the Secretary at least seven (7) days prior to the meeting of the Board.

The request shall outline in some detail the nature of the presentation and indicate who the spokesperson will be for the group or organization.

The delegation will be allowed a time of term (10) minutes for their presentation.

The Board may make a decision on the presentation at the same meeting. Once the decision is made, the Secretary of the Board will communicate immediately the Board’s decision in writing to the spokesperson for the group or organization.

SCHOOL COUNCIL ELECTIONS

Our School needs your leadership! Please be advised of the following dates regarding School Council Elections. Details to follow:

- 1) Nomination forms sent home on the Friday of the first full week of school.
- 2) Nominations are due back on Friday of the next week.
- 3) Elections will be held within the first 30 days of the school year. The date will be relayed to all parents/guardians during the first full week of school.

