

St. Bernadette Catholic School Parent Information Handbook 2019-2020

Welcome to St. Bernadette's. Please take time to read the below items. We share these items with you as part of our partnership with home and school.

Supervision at St. B's:

- Classes are picked up & escorted out at each and every entrance and exit opportunity by teachers. Students enter in single file using both sides of stairwells & holding onto handrails.
- Students are supervised at all times, including in the following areas:
 - washroom sign in and out procedure in each classroom
 - classrooms
 - library; gym
 - outside yards
 - hallways and stairways
- Supervisors wear duty bright vests, whether indoors or outside
- Students coming to the office require permission from staff and must have pink slip with reason. This helps the front office staff to ensure the next steps
- Before school – students are to “walk & talk” protocol – no sports balls/equipment in use

Pick Up and Drop Off

- Parents/Babysitters/pick up approved persons - are to wait on the sidewalk and not enter the playground area at drop off or pick up. Your child will walk over and meet you at dismissal time.
- Parents are asked not to block the flag pole area as bus students are loading for home. Parents please walk over to the sidewalk and wait there for students to meet you.
- Pets: we love animals – however, please keep them behind the fence and off of school property
- Kiss and Ride – Grade 1-8. Review the attached map – please drive carefully and watch out for students
- NO Kiss and Ride in Kindergarten Lot – all drop parents must park and walk student to gate
- Main Access is closed for drop off (only busses) from 8:50-9:10am.

Attendance – IMPORTANT TO REPORT

- Attendance app and on-line attendance is reporting is required
- Parents are responsible for reporting their child/rens' attendance daily
- Safe School Policy – if a student is not reported absence or accounted for police communication must take place by the school

Communication – Parents and Students

- **Agenda: Grade 1-8 checked daily by teachers.**
- Weekly Communication: each Sunday an email from the Main Office.
- Each teacher will share their “Classroom Communication Plan” with you.
- St. Bernadette Website – please access for important dates and information

Health & Safety:

- All snacks must be **peanut/tree nut free**; Snacks and drinks must be consumed prior to going outside.
- At home and at school review safety rules for appropriate conduct on the bus. Riding a school bus is a privilege
- Review rules regarding bicycles, skateboards, scooters etc. Students must walk once on the school property and bicycles need to be secured safely outside.
- No student or athlete can enter the gym without teacher/coach supervision.

Safety in the School:

- All visitors must be buzzed in through the front doors and report and sign in at the main office.
- Students must remain on school property at all times during school hours unless they have a note from a parent giving them permission to leave the school property.

- Late arrival, early departure and absence from school: students must report to the office.

Electronic Devices/Phones:

- Use of Personal Devices – parent letter must sign and be returned prior to any personal devices being used.
- CELL PHONES – NO cell phones will be allowed to with students during the instructional day. If brought to school by students, they must be left in lockers - locked and powered off. If unable to lock a cell phone – students must bring their phone to the Main Office where it will be locked for the day. Cell Phone use during the day is not allowed unless supervised by adult. Cell phones will be taken away and sent to the office if a student is seen with their device between 8:50am – 3:35pm.

Lunch Time:

- Students clean up after themselves and use the blue and green bins; we promote healthy snacks and lunches at all possible opportunities & litterless lunches as much as possible.
- students must sign out and in when leaving at lunch (separate note from parent). No phone calls home to arrange lunch dates.

Lockers Grade 1-8:

- Students are to ensure that their locker door is closed and all “loose ends” are inside the locker. No name tags, stickers, or mirrors are to be placed in or on the lockers. Posting class schedule is allowed.
- Locks: Grade 5-8 (all combinations must be given to homeroom teacher and a master list must be submitted to the Main Office) Lockers are to be cleaned on a regular basis (food and clothing).

Recess and Outside Time – On the Yard: We enforce a “hands off” policy at all times.

- Students enter and exit the school quietly & orderly, with teacher permission or supervision
- Students are welcome to bring sports equipment to play with at recess. Nerf items are requested, mini sticks are allowed, goalie equipment is provided (must be worn), soft ball for hockey use. (no lacrosse sticks). Safety rules are reviewed with students, student safety when playing is key.
- Painted activities are available for the students – game safety will be reviewed with students.
- No food or drinks outside by staff or students – bees are terrible and we wish to reduce the risk
- All students must be clearly visible. Students **are not** to be by recycling containers, on bike racks, near yellow hydro box.
- Prior to the beginning of the day it is “walk and talk.”
- All play stops at the bell. Remind students not to run/sprint when the bell sounds, walk only.
- Equipment: we encourage equipment and cooperative play – not aggressive or competitive

Curriculum Night:

- Celebrating Student Achievement Night will take place on **Thursday, September 11, 2019** from 6:45 p.m. - 8:00 p.m. Food Trucks will be here from 4:30 p.m. until 6:30 p.m. We recognize lines; however, we are limited to a specific number of Food Trucks in accordance to policies. Families are welcome to access Food Trucks or pack a picnic and come and socialize. Two classroom presentations will take place 6:45pm and 7:20pm
- Insurance Plan for parents – copies will be sent home during the first week of school
- Handout/samples of curriculum will be available for parents outlining the student schedules, classroom communication, assessment and evaluation procedures, homework and classroom expectations.

School Uniforms:

- We are a uniform school. During instructional time students must be in uniform.
- InSchool Wear items are the only uniform items permitted. McCarthy items are still allowed to be worn
- Footwear not part of uniform, nor are gym clothes or outdoor clothing – uniforms apply only to indoor clothing.

Thank you for taking the time to review our school ~ we appreciate your reinforcement and support at home.

St. Bernadette Staff 2019-2020