



**SAINT PATRICK'S SCHOOL
HANDBOOK**

2009 - 2010

SAINT PATRICK'S SCHOOL

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

M. Wilson, Principal

Anthony Doiron, 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.

Yours truly,

M. Wilson

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) inform the school IN ADVANCE if there is to be a change in your child's after school routine. For example, if your child is not taking the bus home as usual, if your child is being picked up by an adult not familiar to the school, if your child is walking to a friend's house, 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.

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

For bus students: If your child is not taking the bus as usual, then the parent/guardian must notify the school. This is to ensure your child's safety. This would include anytime your child is going to a friend's house afterschool, or to another relative's home.

SAINT PATRICK'S SCHOOL STAFF

KINDERGARTEN	MS. C. SAUNDERS
KINDERGARTEN/GRADE ONE	MRS. R. NICKERSON
GRADE 1	MRS. A. GRAY
GRADE 1/2	MRS. N. McGUIRE
GRADE 2	MRS. S. HOOD
GRADE 3	MRS. A. GRIFFIN
GRADE 3/4	MRS. L. HACHEY
GRADE 5/VICE PRINCIPAL	MR. A. DOIRON
INTENSIVE FRENCH	MADAME J. MUDGE
PHYSICAL EDUCATION	MRS. B. JANES/MRS. M. FLYNN
LITERACY INTERVENTIONIST	MRS. S. WILSON
PRINCIPAL	MR. M. WILSON
VICE- PRINCIPAL	MR. A. DOIRON
RESOURCE	MRS. E. MCGRATH
MUSIC	MS. M. BECKWITH
MUSIC	MR. M. SMITH
TEACHER'S ASSISTANTS	MRS. L. NICKERSON
	MS. G. HOOPER
	MS. K. HOOPER
	MR. C. CARVELL
	MS. T. WILLIAMS
	MS. E. GRIFFIN
	MS. GAGNE
	MR. D. WALSH
	MRS. LYNN CYR
	MS. McGRATTON
HEAD CUSTODIAN	
SECRETARY	
STUDENT INTERN	

SCHOOL ROUTINE

8:25 a.m.	Earliest Students Can Be in School Yard
8:35 a.m.	Students enter building
8:45	Classes begin
10:15 – 10:30	Recess K – 5
12:00 – 12:25	Outside Play
12:25 – 12:55	Students Eat Lunch
12:55	Classes begin for Afternoon
2:00	Dismissal for Kg, 1 & 2
3:00	Dismissal for Gr. 3,4 5

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).

**** CHANGE TO SCHOOL LUNCH PROGRAM**

Please be advised that this year our lunch period will be 55 minutes. This will allow our students ample time to eat their lunch. It will also afford them, 25 minutes of playtime in the schoolyard before they have eaten and an extra five minutes to eat. Students this year will play outside, weather permitting before they eat lunch. Please see "School Routine" on this form for specific details

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 they did not get 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.

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

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.

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.

MILK PROGRAM

The school milk 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). **All money for milk and hot lunch must be paid on Mondays.**

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. 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.

ST. PATRICK'S IS AN ALLERGY AWARE SCHOOL

Beginning this school year (2009-2010), St. Patrick's is an "allergy aware school" which means that we ask all parents/guardians to make sure their child(ren) do not bring any food that contains "nuts". There are a few students that have extreme allergies to any food product that contains "nuts". Grocery Stores stock many food items that say on the box when "nut products" are not included in the ingredients. While the staff of St. Patrick's will do their best to monitor for peanut products, however, it is impossible to stop all peanut products from entering the 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.

MORNING ARRIVAL

Please ensure your child does not arrive at the schoolyard before 8:25 a.m. as staff are not yet on duty, (unless they are attending a special school program, i.e. breakfast program, jogging club, etc.) The school is NOT responsible for any accident or injury that may occur prior to 8:25 a.m.

SCHOOL YARD SUPERVISION

Teacher supervision begins at 8:25 a.m. Parents are discouraged in sending students to school before this time. The school is NOT legally responsible for any accidents or mishaps on school grounds prior to 8:25 a.m. Also, noon supervision for walking students does not begin until 12:20. Students should not return from lunch before this time.

DISMISSAL TIMES

For security purposes, parents/guardians who are coming to the school to pick up their child (ren) at dismissal times are asked to please wait in the gymnasium for K – 2 Students. Doors will open at 1:55. For grades, 3 – 5 please wait in the main floor hallway by the benches.

PHYSICAL EDUCATION CLASSES

With regards to gym classes, please make sure that your child has proper footwear for gym class. For safety purposes, running shoes or sneakers must be worn during Physical Education classes.

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.

SCENT FREE ENVIRONMENT

As of January 1st 2000, a scent-free policy has been implemented in all schools in District 8. The policy applies to students, staff, volunteers and visitors.

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.