

SCHOOL POLICY AND SAFETY PROCEDURES

We appreciate all members of our community being aware of how their actions may impact the safety of themselves and others. Accordingly, the following procedures and policies have been put in place at Connaught Heights School for the safety of everyone, but particularly for that of the students.

Emergency Drills

Staff are instructed in specific procedures to follow during emergencies such as fires or earthquakes. Practice drills are held several times during the year so students become familiar with what is expected. Policies are constantly reviewed.

Because the fire bell does not designate what type of emergency is taking place, i.e. fire or other threat, and because it takes some time to confirm whether or not an emergency actually exists, **it is very important that everyone exits the building when the fire alarm sounds, no matter when, or where they are, without exception.** Not only do students look to adults as role models, but also, by following these directions, the safety of everyone is ensured.

First Aid/Illness

First aid is available at the school office. All injuries, no matter how minor, should be reported. It is imperative that parents supply the school with current emergency contact names and how they can be reached. Parents should also report any students with severe allergic reactions or other critical medical conditions. No medication may be administered by teachers or any other staff member unless prior authorization and medical instructions are obtained and only for emergency or chronic conditions. If a student feels ill, the teacher will refer the child to the office, who will contact the parent if necessary. No students should call home directly without advising the office.

Snowballs, Firecrackers, etc.

Any dangerous activities, such as rock throwing, snowballing, use of any fireworks, etc. will not be tolerated and will result in immediate disciplinary action.

Personal Belongings

All personal belongings should be labeled – school supplies, coats, shoes, etc.

Students should not bring valuables to school to minimize any concerns about safety, lost or broken items. With the permission of the classroom special items may be brought for sharing days, but please do not send anything that is irreplaceable. All classroom teachers will have some playground equipment that students may use at recess and lunch.

Supervision

Supervision will be provided at 8:40 in the courtyard before school. Therefore, it is suggested that students do not arrive too early. At recess and lunch break supervision is provided by teachers and/or support staff. We encourage students to go home for lunch, since this provides a break in surroundings as well as a chance for parents and children to 'touch base' during the day. Any after school arrangements should be made well in advance so students may clear the grounds as quickly as possible. Please let us know as soon as possible if extenuating circumstances will cause you to be late in picking up your child, and we will make every effort to ensure his/her safety.

Traffic Safety

A crossing guard is provided at Eighth Avenue and 22nd Street. Students are expected to obey their direction and, of course, we hope parents will lead by example. Drivers are also asked to heed the lower speed zone and respect crossing guards who are helping students to cross.

Students Off Grounds

At no time during school hours is a student allowed off school grounds without written permission from the parent or authorization from the school after contacting the parent. This includes quick trips home to pick up forgotten items, going home because of illness, etc. Parents should notify their child's teacher whether the student will routinely be going home for lunch or staying at school.

Lost and Found

An incredible number of lost or misplaced articles are turned in each year and never claimed by the owner. A few times during the year, this collection is laid out for parents and students to check, however our 'collection' is available for viewing any time, so please do ask at the office if something is missing. Valuables of any kind should never be brought to school, especially items such as expensive jewelry, radios, sports equipment, toys, etc. **The school is not responsible for the loss of any such personal items.**

Uniforms and Textbooks

Students will be held responsible for all library books, textbooks, uniforms, or any other piece of school property issued to them. Invoices will be issued for items not returned and final reports may be withheld if these articles are lost and replacement or reimbursement is not arranged.

Visitors to the School

The Board supports and encourages parents and interested public to visit the schools. However, in the interest of safety for students and employees, and of security for school district property, individuals must first report to the school administration office. In circumstances where the behavior of individuals is detrimental or hazardous to the welfare of the students and/or staff, all School Board employees are authorized to direct any person to forthwith leave the premises.

Birthdays

In recent years we have found more and more students wanting to celebrate their birthdays at school. To minimize disruption to the classroom program and to make sure that food sensitivities are addressed, we have decided to limit the involvement of the school in these events. If you wish to acknowledge your child's birthday at school, arrangements need to be made with the classroom teacher well in advance. Cupcakes or cookies would be appropriated, but cakes, ice cream, or any other foods would not. Thank you for your understanding.

Allergies

There are adults and students at the school who have a variety of allergies, so it is important not to send food to school for the class without checking with the teacher.

Lunches and snacks:

Young children need nourishing foods throughout the day for the development of sound minds and bodies. The staff encourages you to make healthy food choices in the recess snacks and lunches that you provide for your child. A selection of nutritious snacks/meals will help your child develop healthy eating habits to last a life time. Visit <http://www.hc-sc.gc.ca/hpfb-dgpsa/onpp-bppn/food> for more information on the Canada Food Guide.

Process for Addressing Questions or Concerns:

Please see: School Board Regulation No. 1000.1, item #8, School Board Policy No. 406.1

1. Go to the person that is directly involved with the issue – eg. The person whose name is at the bottom of the notice sent home.
2. Make an appointment to discuss the issue when both of you are available to do so.
3. Express your questions or concerns openly, honestly and respectfully.
4. Listen to understand the other person's point of view.
5. Summarize what has been decided at the end of the meeting.
6. If, upon reflection, you still have concerns, make a second appointment to review your current viewpoint of the same issue. Summarize the issue in writing if need be.
7. If you still feel the issue has not been resolved, make an appointment to discuss it further with the person's direct supervisor. Eg., with the principal or vice-principal, if it is a classroom teacher. With the assistant superintendent if you have discussed it with the principal and feel the issue is unresolved. The direct supervisor will discuss the concern with the staff member and call for an additional meeting involving all parties to review the issue.
8. If you feel more comfortable bringing someone with you to a meeting, you are invited to do so. Please ensure that confidentiality of information is respected at all times.