



St. James' Elementary School

It is the vision of St. James' Elementary that all students entrusted in our care will develop as well-rounded individuals with inquiring minds, healthy bodies, respect for the environment, a caring attitude and a desire to be productive citizens in an adult world.

MISSION STATEMENT

The community of St. James' Elementary School is committed to providing a caring environment, developing the qualities of self-

Esteem, Creative Thinking, A Love For Learning And Respect For Self And Others Realizing That Quality Education Is An Individual Life-Long Process Involving Physical, Spiritual, Emotional And Social Development To Produce Happy Responsible Citizens.

TELEPHONE DIRECTORY

Main Office 695-3186 ext. 201

Principal 695-3001 ext.202

Vice-Principal 695-7659 ext.203

2014-2015

Mrs. Denise Francis, Principal
Mr. Lockland MacDougall, Assistant Principal

P.O. Box 1060, Port aux Basques, NL A0M 1C0
(709)695-3186
www.sjerocky.com

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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GENERAL SCHOOL INFORMATION FOR STUDENTS &

BELL SCHEDULE

8:30 a.m..... Doors open for all students
8:50 a.m..... Home Room
9:00 a.m..... Instruction begins
10:20 - 10:35..... Recess
12:00 - 12:45 p.m.Lunch
12:45 - 12:55 p.m.Silent Reading
12:55 p.m.Instruction begins
3:00 p.m.All students dismissed

Early Morning Sports or Reading program.

They are to be here by 8:15 a.m.

Kindergarten students attending the afternoon session must not arrive at school until 12:30

Students are not permitted in the building until the first bus arrives at 8:30 a.m. This does not apply to students who participate in

Back-To-School Night

We will be holding a **Back-To-School Night** on the **third Wednesday of September** from **7:30-8:30 p.m.** Your child's teacher will be available for you to meet him or her and for you to learn about the program of studies for the year.

Student Accident Insurance

Student insurance is available with Government paying the annual premium. The school acts only as a service agent.

The school receives no proceeds, and is not responsible for payment of individual claims. The school will assist parents in the filing of claims but processing is done directly through the insurance company.

Student Wellness

If your child has a contagious condition (pink eye, lice, extreme cough, stomach flu, etc.) we respectfully request that you keep the child home until the condition is treated or resolved. It is also advisable to contact the close friends of your child so that they can be on the look-out for the condition as well. If your child is injured or becomes ill during school hours, you will be contacted. **Please make sure that the school has an emergency number where you or a care-giver can be reached.** Please fill out the form in the back of this section and return it immediately to his/her teacher.

Emergency Evacuation

In the event our school has to be evacuated during an emergency, students will proceed to the Bruce II Sports Complex. An announcement will be made on CFSX and CBC as early as possible. As well we will activate the parent communication system via School-Connects.

Administration of Medication

Students who are required to take a prescribed medication must do so at the General Office. The appropriate forms must be signed by the parent/guardian and the physician and can be picked up from the Guidance Counselor. We are not permitted to administer over the counter drugs such as Tylenol, allergy medicine, etc.

School Closures

If a storm, or some other unexpected overnight occurrence makes it necessary to cancel classes, the following procedures will be followed:

- A. Administration will contact school community via School Connects
- B. Contact CFSX/CBC radio by 7:15 a.m.
- C. A further announcement will be made at 11:00 a.m. concerning the afternoon session using same procedures

Other School Closures

If a storm occurs while school is in session or if school has to be closed for any other reason, we will activate School Connects communication system. Students and teachers will also be notified at that time regarding the afternoon session. Parents of out-of-town students will be notified by way of telephone through a contact person, provided there is not a power outage. Students and parents are reminded to check their bus schedules for late openings. **IT IS CRITICAL THAT CHILDREN KNOW WHERE TO GO SHOULD THEIR PARENTS/GUARDIANS BE AT WORK OR NOT AT HOME FOR SOME OTHER REASON. PLEASE COMPLETE AND RETURN THE FORM AT THE BACK OF THIS SECTION AND REVIEW YOUR EXPECTATIONS REGULARLY WITH YOUR CHILD/REN.**

If there is any reason to suspect a mid-day closure (weather), please check the radio and e-mail often for an alert.

Assessment Policy

We adhere to the Western School District's Policy on Assessment and Evaluation. You may access this on the school website www.sjerocky.com or www.nlesd.ca

Reporting

At both the primary and elementary levels, there will be four reporting times. These times are:

- A. September: Back to School Night conference with teachers and parents and administration
- B. November: Parent-Teacher conference required for **all** students.
- C. March: Parent-Teacher conference at parent or teacher request.
- D. June: Final Report

ANAPHYLAXIS (LIFE THREATENING ALLERGIES) POLICY

SINCE WE HAVE CHILDREN AND ADULTS IN OUR SCHOOL WHO ARE ALLERGIC TO PEANUTS, TREE NUTS (coconut, almonds, etc), AND SEAFOOD PRODUCTS, PLEASE DO NOT GIVE THESE PRODUCTS TO YOUR CHILD FOR HIS/HER SNACK/LUNCH AT SCHOOL.

ALSO, WE HAVE CHILDREN AND ADULTS WHO ARE SENSITIVE TO HEAVY SCENTS LIKE PERFUMES AND BODY SPRAYS, ETC. PLEASE AVOID USING THESE WHEN ENTERING OUR BUILDING.

See www.nlesd.ca for anaphylaxis policy.



STUDENT PLEDGE

AS A STUDENT AT ST. JAMES' ELEMENTARY

I PLEDGE TO

RESPECT MYSELF AND OTHERS

I WILL CHOOSE TO LEARN

I WILL BE RESPONSIBLE

I WILL ALLOW THE TEACHERS TO TEACH

I WILL DO MY PERSONAL BEST

Bullying

What is Bullying?

Bullying is when someone keeps doing or saying things to have power over another person.

Some of the ways they bully other people are by: calling them names, saying or writing nasty things about them, leaving them out of activities, not talking to them, threatening them, making them feel uncomfortable or scared, taking or damaging their things, hitting or kicking them, or making them do things they don't want to do. It is important to note that bullying is a repeated action and not a one-time incident.

Why is bullying harmful?

Some people think bullying is just part of growing up and a way for young people to learn to stick up for themselves. But bullying can make young people feel shy, lonely, unhappy and frightened. It makes them feel unsafe and think there must be something wrong with them. They lose confidence and may not want to go to school any more. It may make them sick (Stomachaches, Headaches, Panic Attacks, Not being able to sleep, Sleeping too much, Being exhausted, Nightmares).

Stress and anxiety caused by bullying and harassment can make it more difficult for kids to learn. It can cause difficulty in concentration and decrease their ability to focus, which affects their ability to remember things they have learned.

What can you do if you are being bullied?

Coping with bullying can be difficult, but remember, you are not the problem, the bully is. You have a right to feel safe and secure. And if you're different in some way, be proud of it! Stand strong.

--Spend time with your friends - bullies hardly ever pick on people if they're with others in a group.

--Try ignoring the bully; tell him/her to stop and walking away whenever the bullying starts.

--If someone is bullying you, you should always tell an adult you can trust. This isn't telling tales. You have a right to be safe and adults can do things to get the bullying stopped.

--Even if you think you've solved the problem on your own, tell an adult anyway, in case it happens again. An adult you can trust might be a teacher, school principal, parent, someone from your family or a friend's parent.

--If you find it difficult to talk about being bullied, you might find it easier to write down what's been happening to you and give it to an adult you trust. At St. James' Elementary you can place your note in a reporting box outside the Guidance Office.

What can you do if you see someone else being bullied?

If you see someone else being bullied you should ask them to stop and tell an adult about it. If you do nothing, you're saying that bullying is okay with you. ***It's always best to treat others the way you would like to be treated.***

Reason for Expected Behavior - We want the playground to be a safe place for all students to play.

Consequences of Misbehavior - Fighting, pushing, shoving, tripping, running, rough horse-play, bullying, etc. will not be tolerated. Students who misbehave on the playground will be subject to disciplinary measures that are appropriate for the individual circumstances.



St. James' Elementary

School-Wide Behaviour Expectations Matrix

Respect for SELF	Respect for OTHERS	Respect for ENVIRONMENT	Respect for LEARNING
All Settings			
Speak and act kindly	Use your manners.	Reduce, reuse, recycle	Be a good listener
Be the best you can be	Use appropriate words	Place garbage in containers	Be on time
Say nice things about yourself	Include others in activities	Keep things in nature as you found them	Respect others' ideas, opinions & feelings
Be honest Dress appropriately	Respect others' personal space & belongings Listen to the attending adult	Tidy up after yourself Eat only in designated areas	
Classroom Instruction			
Be positive; believe in yourself	Take turns speaking	Take care of school property	Show an "I care about my learning attitude.
Work to the best of your ability	Value all ideas and opinions Accept and support the differences of others Allow the teachers to teach.	Keep your personal space tidy	Be prepared for class Stay on task Ask questions
Hallways & Stairwells			
Walk to the right in single file	Be courteous	Be mindful of other students' work	Walk quietly
Keep personal items tidy and on your hook	Keep hands and feet to yourself		Stay with your class group
Keep mouth appropriate distance from water spout			
Playground			
Stay visible within your play area	Play together and be kind	Use playground equipment properly	Line up quietly and orderly at the bell
Play safely and cooperatively	Keep hands and feet to yourself	Keep all rocks on the ground	
Follow playground rules		Take turns on the equipment	
Dress appropriately for the weather			
Classroom Playtime			
Practice patience	Use indoor voice Take turns Share	Play indoor games Use furniture appropriately Return all games and toys to	Tidy up and prepare for class when the first bell rings Use the internet only when teacher is present

		their place	
Cafeteria			
Wash hands before eating Make healthy food choices At recess, stay seated to eat, then play At lunch, stay seated until the teacher tells you to clean up and line up Use appropriate table manners	Order your lunch before class begins Put lunches on warming trays before first bell rings Stay in your own seat Be considerate of others' food choices Use indoor voices Clear table tops/desks for cleaning staff	Clean up your eating area Ask permission to print Return all items to their proper place	Ask the duty teacher for permission to leave room Be seated and ready to begin class at the second bell Use the washroom during recess and lunch break
Technology Lab/ Library			
Visit only teacher-approved sites Use only the links on the school website Use time wisely	Be patient; cooperate when sharing a worksite Close programs when finished Work quietly in consideration of others working around you Return books by due date	Keep computer settings and equipment as they were Ask permission to print Return all items to their proper place	Help a friend near you if you can Follow school Acceptable Computer Use Policies and Guidelines
Gym			
Wear appropriate clothing and footwear Use equipment as instructed for your own safety Be responsible for your own belongings	Practice fair play Accept and support the differences of others Enter and leave the gym in an orderly fashion	Enter the equipment room with teacher's permission only	Be open to learning new things and always try your best Follow instructions with care and safety in mind
Music Room			
Be prepared Participate to the best of your ability	Encourage and appreciate your classmates' musical efforts Help others if possible	Treat all instruments properly Help put instruments away at end of class Keep furniture where it belongs	Play musical instrument when instructed to do so Be open to learning new things and always try your best
Bus			
Stay seated facing forward	Be on time Use a quiet voice to allow the driver to concentrate on the road	Eat and drink elsewhere Keep belongings secure	Follow all safety and bus rules Report any issues to the driver Set a positive example for others
Washrooms/Change Rooms			
Remember to flush toilet and wash hands Close stall door	Allow others their personal space Clean up after yourself (sink, garbage)	Use only the water, soap and paper towel that you need Behave appropriately	Return to class when finished

	Leave the lights on		
Assemblies			
Be a good listener Participate	Respect special guests Keep your eyes on the speaker Sit appropriately in designated spot	Take all papers and belongings when you leave.	Show appreciation appropriately
Digital citizenship in all settings			
Use phones and related technology only with teacher permission	Taking pictures/images of others is only permitted with teacher approval and for educational purposes Communication, e.g., texting, postings, will be education focused and only with teacher permission	Handle equipment safely Use school assigned technology You may use personal gadgets with teacher permission You are responsible for your own gadgets if you choose to bring them to school – keep it secured.	Follow school Acceptable Computer Use Policies and Guidelines
Staff Room			
Check mailbox and tidy it regularly Act professionally	Be discreet Ensure private and confidential documents are secure and not lying around Ask permission before using other people's supplies Be mindful of Code of Ethics Limit student interruptions to teachers while eating lunch	Clean dishes when finished eating or place them in dishwasher When dishwasher is full, add detergent and run it When dishwasher cycle is complete, return clean dishes to cupboards Discard expired food from fridge Keep drawers and cupboards tidy and organized Keep table, photocopier, and staffroom computer areas tidy and free of leftover paper and other garbage items	Check posted materials regularly Return learning materials in a timely manner Keep learning materials in their proper place