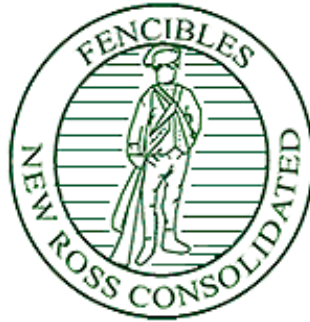


**New Ross Consolidated School
STUDENT HANDBOOK
2019-2020**



**P.O. Box 10
4689 Hwy 12
New Ross, N.S.
B0J 2M0**

**Phone - 902-689-6100
Fax - 902-689-6110
Reporting Absents and Lates - 689-6100**

E-mail - nrcs@ssrsb.ca

<http://www.nrcs.ednet.ns.ca>

IMPORTANT TELEPHONE NUMBERS:

Main Office: 689-6100

Principal David O'Quinn 689-6101

Absentee/Late Line Valerie Lenihan 689-6100

NEW School Schedule

TIME	EVENT
8:05	Teachers on duty
8:25	First Bell Students to Homeroom
8:30	Morning Classes
10:30	Recess
10:45	Mid Morning Classes
12:15	Lunch and Recreation
12:50	Afternoon Classes
2:20	JH return to Homeroom and EL Dismissal
2:25	JH Dismissal

Student Guidelines

School Expectations: The school expectations have been established to provide guidance in establishing a school climate that is conducive to learning, emphasizes safety, and is founded on mutual respect.

Absence From School

Students are expected to report to all classes on time, every day. All attendance is tracked daily. Parents and Guardians are asked to notify the school to provide necessary information about your child's lates or absences. Parents/Guardians can contact the school in one of the following two ways:

1. **Call the Absentee Line 689-6100 on the day of the absence** to report a late arrival or absence. This line is available 24 hours a day.
OR
2. **Provide a written excuse within 5 school days** detailing the reason for the child's absence to the main office.

Academic success relies on consistent attendance in all classes. The staff of New Ross Consolidated School looks forward to a positive partnership with parents/guardians in order to help students meet this expectation. A continuous pattern of absenteeism could result in loss of school privileges such as extra-curricular activities and dances.

Student Supervision Times

Teacher supervision at NRCS begins at 8:05 am and ends at 2:25 pm.

Late Arrival

All students are expected to be punctual for classes throughout the school day. Students who arrive at school are to report directly to the main office to sign in. A pattern of late arrivals will jeopardize academic success in much the same way that absenteeism does. Teachers monitor lates closely and will communicate with parents if such a pattern requires intervention. A continuous pattern of lates could result in the loss of school privileges such as extra-curricular activities and dances. Chronic lates could result in further consequences. To excuse late arrivals or absents, parent or guardians must call the school absent line at 689-6100 or have students deposit a note from parents or guardians to the main office within 5 school days.

Leaving School Grounds During the School Day

Students are considered to be under the jurisdiction of the school from the time the bus students board the buses in the morning until they get off the buses in the afternoon. For walkers, it is from the time they arrive on the school grounds until they are dismissed and leave the grounds at the end of the day. Therefore, any student who out of necessity must leave the school early on any given day **must observe** these procedures:

Students must inform the office and sign-out. The sign book is located in the office.

- To sign-out a student must obtain parental permission. Parents /guardians must notify the office staff or the child's teacher to give permission to leave, or provide a written note.
- **Students will not be permitted to leave without immediate authorization from the home and the school. (including lunch break).**

Leaving the School Grounds During Noon Hour

Students who are designated by the SSRSB as Bus students based on home addresses are not permitted to leave the school grounds during noon hour. Students who walk to and from school may only leave for lunch with formal parent/guardian written consent which verifies that they are going to their residence for lunch. This consent must be given from the main office prior to departure on each day.

Non-Instructional Time

Students are not permitted to loiter or eat on the second floor, near exit doors, stairwells, washrooms, on floors, ect. Students are asked to confine food and drinks to the cafeteria. During recess and lunch students are requested to remain in the lobby area, gymnasium or on their designated playground, where supervision is given.

Washrooms

Junior High students must use the upstairs washrooms and Elementary students are to use the downstairs washrooms. During instructional time students are to request permission from the teacher to leave the classroom.

Emergency Contact

Each parent is required to provide a contact number during the school day. If the number is unlisted please make us aware so that your privacy may be protected. Parents must also provide an emergency contact name and number **(the emergency number must be different form the parent contact number).**

Cancellation of School

If inclement weather or other issue requires that we cancel school or buses early, an announcement will be made over the local radio stations early in the morning and on the school board website. **(We are a feeder school to Forest Heights High family of schools).**

Busing

Driving a school bus requires the careful and full attention of the bus driver. Students must obey the bus conduct rules posted in the school bus. *Misbehavior at the bus stop or while riding on the bus may result in bus privileges being suspended. **The school's Code of Conduct applies at the bus stop and on the bus. Student who are 10 and under must have a designated adult at bus stops to receive their child.***

Please note: If it is necessary for your child to take an alternate bus or find other means of travelling home, please ensure to let the main office know by phone or through a note.

Please do not transport children other than your own to extra-curricular activities without filing out the necessary forms in the main office.

Lockers

Lockers and locks are the property of NRCS and are **rented** to students as part of the student fee. The lock must be returned at the end of the school year. The student's backpack, outer clothing, all electronic devices, cell phones and Phys. Ed clothing must be stored in the lockers. We strongly discourage the sharing of lock combinations among students.

It is important for students and parents to understand that as property of the school, lockers may be opened and searched by school administration at any time.

Scent Aware

NRCS is a Scent Aware facility and recognizes that scented products are a health hazard to some members of our school community. Use of scented products is not permitted.

Nut /Shellfish Aware

NRCS is a Nut/ Shellfish Aware facility and recognizes that some members of our school community are dangerously allergic. We currently have no students who have nut allergies so there are no restrictions. We will contact our school community immediately should this change.

Medications

The school does not provide for, or dispense, any over-the-counter remedies such as Tylenol or Aspirin for headaches or other minor ailments. Students who bring these substances to school for their own use or who are using a prescribed medication must provide the necessary documentation required by the SSRSB's Administration of Medication Policy from their parent or guardian authorizing the use of the substance.

Parents/Guardians of students with allergies or other health related difficulties are required to familiarize school staff at the beginning of each school year in order to ensure that the proper treatment may be administered in an emergency situation. All prescribed medications are to be stored in the office area to be distributed by the school administration.

Textbooks

Students' textbooks are to be kept in good condition at all times. Students should not write in school textbooks. The student must pay for any book lost, defaced or destroyed. Each textbook is numbered and students are responsible for the book assigned to them by the teacher.

Bring Your Own Device Policy

Providing opportunities for students to use their devices for educational purposes shall fall under the professional discretion of the classroom educator. The educator may allow or disallow students in classrooms to supplement NRCS device usage or curricular material usage with devices; which students bring to school. Sample uses would be to allow students to perform research via websites, to participate in informal assessments via electronic polling or surveys. No element of the BYOD initiative shall *require* any classroom educator to provide opportunities for students to use their own devices. No classroom educator shall create an assignment, assessment, or learning experience in which student devices are *required*; NRCS devices must be available to students in such cases when technology use is required in a learning environment and no suitable student devices are available. No students shall be required to share their devices with other students. To avoid loss, theft, and damage, sharing of student devices with other students is discouraged.

While electronic devices and cell phones are on school property they can be removed or searched if their use impacts negatively the school environment or the safety of students and staff. If you do not wish the school to have access to these devices please keep them at home, and your student can have access to a school device during school hours for educational purposes. The main office has a phone available to students for use throughout the day.

Digital Citizenship Policy

Digital citizenship is the appropriate and responsible behaviour with regard to technology use. Digital citizenship should be practiced in every course, throughout the school and at home. It is an ongoing partnership between teachers, students and parents. Just as teachers build an awareness of the importance of digital citizenship at school, parents build and reinforce these concepts with their children at home. Students need to approach any use of technology with the digital citizenship components in mind. Electronic devices are permitted in instructional areas with the instructor's permission and inappropriate use may result in a loss of privileges. NOTE: Electronic devices (laptops may be exempt in some circumstances) are NOT permitted during examinations and their use may result in the student receiving a zero mark.

Playground Expectations

The expectation is that students will use appropriate language, play in a safe manner, be respectful of each other's belongings and remain within the playground boundaries. We also want to ensure that 'harmful things remain on the ground' such as snow, stones or sticks.

Energy Drinks (Red Bull, Full Throttle etc)

Energy drinks consist of a high concentration of caffeine and sugar. As a result they have a negative impact on student learning. For this reason we are asking students to refrain from bringing these products to school.

Student Fees

Students in grades 5-8 will be required to pay student fee of \$10.00 at the beginning of each school year. This student fee covers the costs associated with lock and locker rental, guest speakers, extra-curricular and photo ID's.

Cafeteria Services

NRCS is fortunate to have an extensive cafeteria service. Meal plans are available to allow parents to select Healthy Eating programs for their son/daughter during the school months. Cafeteria menus are created according to the advice given by the Nutrition Committee of SSRSB.

To view information about Cafeteria services, please visit our school website. Recess snacks and lunches are served daily.

Athletics

NRCS would as many students possible participating in our Athletic program. To encourage this we **will not** be charging any athletic fees this year. Also a reminder that students are not permitted at extra-curricular activities (ones they are not directly involved) unless accompanied by a parent or guardian.

Physical Education Clothing Expectations

Students are required to wear proper PE gear when participating in the required Physical Education classes. This is important for safety and hygiene in the gymnasium. Proper athletic clothing consists of sneakers, change of t-shirt or long sleeve shirt, shorts or track pants. If you have any concerns regarding proper athletic clothing please call or email the Physical Education teacher.

Dances

As is the case with any school related activity, dress code and code of conduct apply to evening events such as dances. Dances are to be considered a privilege and are made possible by the generous volunteering of staff. Students may be excused from dances if conduct or attendance issues are chronic. Grade 5 to 8 students are permitted to attend school dances. Guests may be signed in by students in grade 6 to 8, but must be approved by school administration.

Home and School and SAC

We encourage all parents and guardians interested in helping out with school events or sports teams to contact the main office. We also encourage participation in our SAC, which meets once each month. Please contact the school for more information.

School Supply Fees

All students in grades P-4 will pay a fee of \$35 to cover the cost of school supplies. Teachers will use these fees to purchase the supplies for these students.

Students in grades 5-8 will receive a supply list from the Homeroom teacher before the beginning of the year.

School Contact Protocol

The following list should help you with any problems your child may encounter in the school. Please feel free to call.

- | | |
|---------------|---|
| a) Academics | Contact Subject Teachers First
Then Administration |
| d) Attendance | Main Office |

If you have a concern please do not hesitate to call the main office.

Please Note: For the safety and security of our students all visitors, including parents and guardians, during the school day must report first directly to the main office.

Honours and Principal List Criteria

Honour Roll for Grade 7-8: Student must earn an "90%" in all subjects (Math, English, Social Studies, Science, French, Health, Social Studies, Visual Arts, Phys.Ed and IBL Modules).

Principal List for Grade 7-8: Student must earn an 80% in all subjects (Math, English, Social Studies, Science, French, Health, Social Studies, Visual Arts, Phys.Ed and IBL Modules).

New Ross Students and Staff Use Their **W.I.T.S.**

Walk Away...Ignore...Talk it out...Seek help...

	<i>Be Respectful</i>	<i>Be Responsible</i>	<i>Be Safe</i>
Classrooms	<i>use appropriate voices & language work cooperatively listen to others be kind and helpful respect school property respect everyone's belongings</i>	<i>try your best be on time be prepared follow the rules look after supplies</i>	<i>keep hands and feet to self use your W.I.T.S. listen to the teacher wear inside shoes keep clean & tidy</i>
Halls and Entrances	<i>talk quietly be polite to others respect everyone's belongings respect school property wait your turn</i>	<i>come in right away when the bell goes wipe your feet keep clothing neat and organized</i>	<i>walk keep your hands and feet to yourself clear hall quickly always wear shoes</i>
Outside at Lunch, Recess and other times	<i>talk nicely be friendly listen to others share and take turns include others respect everyone's belongings</i>	<i>follow rules play in proper area take care of sports equipment report problems use fair play</i>	<i>play safely keep hands and feet to self use your W.I.T.S. stay in bounds follow playground schedule</i>
Gym / Assemblies Activities	<i>listen to the teacher or main speaker respond politely be kind to those around you respect school property</i>	<i>follow gym rules use fair play enter only with adult permission take care of gym equipment</i>	<i>wear inside shoes and appropriate clothing use equipment safely keep your hands and feet to yourself</i>
Eating Times	<i>sit in your seat eat your own food be friendly respect school property</i>	<i>listen to supervisors bring healthy food clean up your area (reuse, recycle, reduce)</i>	<i>eat your own food clean up food area wash hands stay calm/quiet</i>
Bus	<i>listen to the bus driver use appropriate language and voices be respectful of the driver</i>	<i>follow rules watch out for younger students</i>	<i>follow rules keep hands/feet to yourself stay seated while bus is moving enter and exit safely keep aisles clear</i>

PLAN FOR COMMUNICATING STUDENT LEARNING 2019-2020

Introduction: NRCS is committed to providing a supportive and engaging learning environment with opportunities that ensure that all of our students can celebrate success. We recognize that student success relies on the collaborative efforts of all those involved in the education of a child. This collaborative process requires ongoing communication and a common understanding of what students are expected to achieve (outcomes) as well as an understanding of where they are in the learning process. Educators have become increasingly aware of important research on multiple intelligences, various learning styles, the principles of learning and the developmental needs of young adolescents. This understanding has led to improved programming and appropriate changes to the assessment and evaluation of student learning.

Department of Education Learning Outcomes: Curriculum outcomes statements articulate what students are expected to know and be able to do in a particular subject. These outcomes statements also describe the expectations at a particular grade level. Through the achievement of curriculum outcomes, students demonstrate the Essential Graduation Learning's that were aligned throughout the Atlantic provinces in 1994. All educational programs at NRCS follow the Department of Education outcomes for each subject area. These educational outcomes describe the knowledge, skills and attitudes the student will demonstrate by the end of each grade level. The assessment and evaluation of students is based on the guidelines provided by the Department of Education.

Communication to Parents/Guardians: At NRCS we believe parents/guardians, teachers and students are partners in the learning process. Effective communication requires ongoing, shared information among all partners. We value the support and input from our parent/guardian community. Teachers will use a variety of methods to communicate with you about your child's progress and achievement. This will include at least two Parent/Teacher interviews, and three report cards.

Your child's progress is deserving of focused, private, planned conferences, free of distractions. Teachers are not able to meet on an impromptu basis nor are they able to discuss a student's program or progress during class time. Instructional time includes supervision duty as well as the time spent meeting and greeting students. Parents/guardians who would like to meet with the teacher are asked to contact the school/teacher to arrange a time outside of student contact time by calling the school.

Balanced Assessment and Evaluation: Assessment has been defined as the process of gathering information for student learning. A variety of methods for assessing student learning are used so that a more accurate picture is gained of what students know and are able to do. This is referred to as balanced assessment. Assessment and evaluation of students is an ongoing process. A key focus of the assessment process is to inform learning. Formative assessments provide opportunities for students to check their understanding, set goals and work with teachers on next steps in the learning process. A balanced assessment takes into account individual learning styles, strengths and needs, and multiple opportunities to demonstrate understanding. By using a variety of assessment tools, teachers give students varied opportunities to successfully demonstrate their achievement of the outcomes. Evaluation is the process of analyzing, reflecting upon, and summarizing assessment information and making judgments and decisions based upon the information gathered through assessments.

Methods of Assessment and Evaluation: The following assessment methods are frequently used at our school. Teachers will use a combination of the methods listed below to help ensure that all students have multiple opportunities to demonstrate their learning in a variety of ways.

➤ Class presentations	➤ Written responses (journals, portfolios, stories, explanations, essays)
➤ Tests/quizzes	➤ Student Conferences (informal/formal)
➤ Charts/Graphs	➤ Peer/Self-Assessment
➤ Research Projects	➤ Dramatic Presentations
➤ Debates	➤ Public Presentations (Concerts)
➤ Multi-Media Presentations (Video, PowerPoint, Web quests)	➤ Visuals (posters, paintings, models)
➤ Cooperative learning projects	➤ Lab experiments
➤ Interviews	➤ Cumulative Assessments (grade 9)

CALENDAR: The school calendar will detail opportunities to inform the school community about the school-wide assessment plan. It will designate times for communication regarding your child's programs and his/her progress and achievement in relation to the expected learning outcomes. It must be remembered, however, that the lines of communication between school and home are always open.

School Report Card: The report card provides summative information on the student's achievement in relation to expected course outcomes. In keeping with provincial guidelines, the evaluation of student achievement is communicated via a letter grade for each subject in grade Primary to 8 and a numeric grade for grade 9.

Students with Special Learning Needs: NRCS is committed to supporting the learning of all students. As students requiring extra support are identified, timely intervention is the most effective approach in supporting student learning. The school has established a process for identification, assessment and program planning for students with special learning needs. In keeping with our team teaching philosophy, we have formed a Core Team to facilitate our goals of inclusion and success for all students. The Core Team consists of resource, learning centre, teachers, guidance personnel and a representative from administration. Parents play a critical role in the program planning process and providing valuable input for the development of the final Individual Program Plan (IPP). Parents are consulted and written permission is required for any formal individual assessments. Our process follows the guidelines established by the Provincial Department of Education and the South Shore Regional School Board.

Conclusion: NRCS is committed to providing an engaging and inclusive learning environment. Our goal is to help students develop the knowledge, skills and attitudes to become life-long learners. We are confident our goals can be achieved with effective communication and collaboration among students, parent/guardians and teachers.

New Ross Consolidated School
INTERNET/COMPUTER NETWORK - ACCEPTABLE USE Policy

INTRODUCTION

Technology in schools can be very beneficial and educational when used in a responsible manner. This responsibility involves not only appropriate use of the hardware, but also the related software programs as provided by the school.

The Internet is a global computer network that offers a wealth of resources. Students can use the Internet to locate material to meet their educational needs, to ask questions and consult with experts, and communicate with others. As information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate or use. They might encounter information that is inaccurate, controversial, and potentially harmful.

School staff does not permit nor condone the use of inappropriate material in schools, regardless of format. Parents and guardians are, therefore, encouraged to discuss the use of the Internet as an information source with their child.

To ensure that students will benefit from the school's Internet resources, all users are expected to adhere to the following guidelines.

1. Acceptable Use

1. Under no circumstances may a student or any unauthorized user: load unauthorized software, change the computer configuration, delete computer files, or tamper in any way with the computer network's setup.
2. The purpose of the Internet in schools is to facilitate communication in support of research and education. To remain eligible as an Internet user, the Internet must be used in support of the educational objectives of the School Board.
3. Computing facilities are intended for school - related purposes only. Therefore, the use of computer facilities for any illegal activity, including violation of copyright or any other laws is prohibited.
4. Only authorized users may have access to the computer facilities.
5. Be polite and not abusive in your messages to others.
6. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
7. Personal information, such as addresses, phone numbers, gender, age, and unauthorized images, should not be posted in the public domain.
8. Be aware that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail.
9. Any user who receives or is aware of inappropriate communication or behavior is to report this to the appropriate school authority.

2. Security

1. Respect the integrity of the computer system.
2. Do not develop or activate programs that harass other users, infiltrate a computer system, or alter the hardware or software components.
3. Do not share your password.
4. Do not use another user's account.
5. Do not use the computer or network in such a way that it disrupts the use of the system, services, traffic, or equipment. Disruptions include, but are not limited to, propagation of computer viruses, and using a network to make unauthorized entry to any other machine.

3. Roles and Responsibilities

Responsibilities – Students : Students shall adhere to the agreements made in the School Code of Conduct. All elements of the Internet Acceptable Use Procedures shall be adhered to when using the NRCS wireless network regardless of the owner of the device. Students shall use their devices responsibly and for educational purposes under the direction of the classroom educator. Students shall take all reasonable steps to keep their devices physically secure and free of malware, e.g. running up to date anti-virus software and using a lock code or device password if possible. Students shall ensure that their BYOD privileges are not revoked by exercising good judgment with respect to their use.

Responsibilities – Parents / Guardians : Parents / guardians shall adhere to the agreements made in the School Code of Conduct. Parents / guardians shall help their children to take all reasonable steps to keep their devices physically secure and free of malware, e.g. running up to date anti-virus software and using a lock code or device password if possible. Parents / guardians shall encourage their children to exercise good judgment with respect to device use and shall not unduly attempt to contact students during instructional time via text messages, E-Mails, or phone calls that would disturb the classroom learning environment. Parents will take partnership in monitoring and education their students on responsible use.

Responsibilities – Educators: Educators shall use sound professional judgment when creating opportunities for students to use their devices for educational purposes. Such opportunities shall always allow for safe and productive learning environments to be maintained. Educators shall disallow student device usage in instances when safety and productivity would be compromised. Educators shall make clear their stances on student device usage in their classrooms. Educators shall communicate appropriately with administrators and parents if students violate the letter or spirit of the BYOD initiative.

Responsibilities – Administrators: Administrators shall continue to support safe and productive learning environments by encouraging sound professional judgments by their educators with respect to opportunities for student device usage. Administrators shall encourage innovative uses through instructional conversations with educators. Administrators shall respond effectively to student disciplinary issues with respect to inappropriate device usage.

4. Consequences

The use of computer systems is a privilege, not a right. It is expected that the Acceptable Use Policy will be followed. Any user violating this policy, applicable provincial or federal laws, or classroom and Board policies, is subject to loss of computer privileges and/or police prosecution.

DISCLAIMER

Although this policy has been carefully prepared and reviewed, the Board and school assumes no liability for any errors, omissions, or misinformation. Use of any information obtained via the Internet is at the user's own risk. The Board and school is not responsible for any damages suffered by a user. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.

Bullying, Cyberbullying, Harassment and Intimidation

Bullying, Cyberbullying, Harassment and Intimidation are serious and will not be tolerated.

If you are a student victim, the parent/guardian of student victim, a close adult relative of a student victim or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation contact the school principal or complete a form on the school website for reporting and return it to the Principal at the school. Contact the school for additional information or assistance at any time.

Definition: Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that (I) creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well being, and is; 1. motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status or physical or mental ability or disability; 2. threatening or seriously intimidating; and (II) 1. occurs on or off school property, at a school activity or event, or on a school bus; or 2. substantially disrupts the orderly operation of a school.

Definition of "cyberbullying" means any electronic communication through the use of technology including, without limiting the generality of the foregoing, computers, other electronic devices, social networks, text messaging, instant messaging, websites and electronic mail, typically repeated or with continuing effect, that is intended or ought reasonably be expected to cause fear, intimidation, humiliation, distress or other damage or harm to another person's health, emotional well-being, self-esteem or reputation, and includes assisting or encouraging such communication in any way.

Parents and guardians looking for ways to help their children.

- Visit the school website under the parent tab. There are numerous resources available. The NS government has created a new webpage to assist parents. <http://www.antibullying.novascotia.ca>
- Talk to your student's teacher or school principal when you first become concerned. A proactive approach is often the most effective in dealing with cases of bullying, as well as assist in creating necessary documentation.
- In instances of serious bullying or cyberbullying, you can also report the problem to your local police.

Starting in the fall, there will be a special provincial unit 'CyberScan' dedicated to investigating serious reports of cyberbullying that are brought to the attention of the police by parents or schools.

The Cyber-safety Act defines cyberbullying as a tort under our civil code; this means individuals can now be sued for cyberbullying (including parents of minors who are cyberbullying) and that they can be subject to a cyberbullying protection order or a prevention order if they engage in cyberbullying.

There are steps you can take at home, with your child, to help protect them from future cyberbullying.

1. Encourage your child to speak up: If someone sends them a text, tweet or email that makes them uncomfortable they should TELL SOMEONE THEY TRUST (family member, teacher, police personnel, friend).
2. Control your child's online presence: Increase your child's security settings online; encourage them hide or deactivate their profile and/or block users. This can be done through the setting options on social networking sites like Facebook and Twitter.
3. Save the evidence: As hurtful as it may be, save offending messages, pictures or copies of conversations. This can be used by authorities during investigations.
4. Report serious forms of cyberbullying: Inform the appropriate authorities (teachers, principals, police personnel).

**PLEASE FILL IN THE ATTACHED FORMS AND
RETURN THEM TO THE MAIN OFFICE OR
HOMEROOM TEACHER**

***WE KNOW THERE ARE A TON OF FORMS, BUT THE
ARE IMPORTANT FOR US TO ENSURE THE SAFETY
OF YOUR CHILD. WE NEED TO DO THIS ONCE A
YEAR, AND WE APPRECIATE YOU TAKING THE TIME.***

Nova Scotia Provincial **NEW CODE OF CONDUCT**

PARENT/ STUDENT ACKNOWLEDGEMENT FORM

Student Name: _____ *Grade:* _____

My child and I have read and understand the Code of Conduct and Student Guidelines for schools in Nova Scotia. We understand that these expectations have been carefully prepared to ensure that every student has a safe and positive experience at school. We also understand that serious consequences will result from failing to follow the expectations described in this agenda.

Signature of Parent

Date

Signature of Student

Date

NRCS – Bring Your Own Device Guidelines For Gr. 5-8

PARENT/STUDENT ACKNOWLEDGEMENT FORM

My child and I have read and understand the BYOD (Bring your own device guidelines) and the roles and responsibilities of parents/guardians and students. We understand that consequences will result from students failing to follow the expectations that technology and devices will be used at the discretion of the teachers and be used during class time solely for educational purposes. While electronic devices and cell phones are on school property they can be removed or searched if their use impacts negatively the school environment or the safety of students and staff. If you do not wish the school to have access to these devices please keep them at home, and your student can have access to a school device during school hours for educational purposes. The main office has a phone available to students for use throughout the day.

Signature of Parent

Date

Signature of Student

Date

Parent Email Address for Automated Emails from NRCS

Parent 1 Email: _____

Parent 2 Email: _____

THIS IS ESSENTIAL IF YOU WISH TO RECEIVE IMPORTANT COMMUNICATION FROM THE SCHOOL.

Parent and Guardian Notes to Main Office Regarding Student Afterschool Plans and Bus Notes.

The start and end of the school day in the main office, hallways and classrooms is a very busy time. We ask that parents and guardians assist us in making this transition in our day the best possible. Here are ways you can assist us.

1. Ensure bus notes are written in advance and given to homeroom teacher each morning.
2. If you have a repeating bus note, you can simply submit one note with the dates this will occur in the future. (such as every Monday)
3. Please remain in the main lobby when dropping off student in the morning or waiting for your student at the end of the day.
4. Please avoid picking up students or calling in bus notes between 2 and 2:30pm.

Please ensure the school has up to date contact names and numbers and email throughout the year.

Permission to Display and Distribute Students' Creative Work 2019-2020

I consent to the school, to the South Shore Regional School Board, and the Nova Scotia Department of Education and Early Childhood Development publishing my child's name, image (photo), grade, course, and school attended, including being photographed or interviewed by the media.

I also consent to the South Shore Regional School Board publishing my child's student work, and the department using my child's student work (such as student writing) for the purposes of teacher professional development, and photos in a publication or on its website.

This consent is limited to the purposes of recognizing and encouraging student achievement, teacher professional development, building school community, and informing others about the school and its programs and activities.

I understand that I may withdraw this consent at any time by contacting my child's school principal, in writing. This consent is valid for one year after the date of signing.

Yes, I consent

No, I do not consent

Name of student: _____

School attended: _____

Signature of parent/guardian

(or student if 19 years of age or older): _____

Date: _____

If you have any questions or concerns about how the school, school board, or the department is managing information about your child, or about anything in this consent form, please contact your child's principal, or the school board's information access and privacy officer.

SCHOOL EMERGENCY CLOSING FORM 2019-2020

SCHOOL CANCELLATION – STUDENT INFORMATION FORM

_____ (Student Name)

- Walking Student
- Bussed Student

Parent/Guardian's Name (s) _____

Phone Numbers to be used in the event of school closure during the day (please list in order of preference):

<u>Name</u>	<u>Relationship to Student</u>	<u>Phone Number(s)</u>
<u>1.</u>		
<u>2.</u>		
<u>3.</u>		

In the event of severe weather, it may be necessary to close schools early. If this occurs, parents will be notified by an announcement on local radio and school messenger automated message. Every parent/guardian must clearly state their intention for their student on that early closure. The options are listed below for both walkers and bus students. Please fill in the appropriate area and sign this form. Thank you for your cooperation.

My son/daughter _____ in grade _____
has permission to

- _____ walk to our home
- _____ leave the school by bus (if possible)
- _____ go to an alternate location

(please list the location with address) _____

- _____ remain at school until I arrive
- _____ remain at school until picked up by:

(please list authorized adults) _____

Parent that is available for school contact during the day (Please Print):

Daytime Home or Cell Number for parent stated above: _____

Parent Guardian Signature _____ Date: _____

Please notify the homeroom teacher if this information changes during the school year.

MEDICAL INFORMATION FORM 2019-2020

(To be completed by Parent(s)/ Guardian(s))

Student First Name: _____ Student Last Name: _____

Age of child: _____ D.O.B. (Month/ Day/ Year): _____

NS Health Card #: _____

Name of child's doctor: _____ Phone #: _____

Allergies or medical problems:

Food restrictions/requirements:

Restrictions on child's activities:

Does your child receive prescribed medication, please describe?

Does your child receive non-prescribed medication, please describe?

CONSENT TO MEDICAL TREATMENT

Should an incident arise whereby my child required medical attention, the person responsible for the school activity shall attempt to contact me in order to obtain my consent regarding all medical treatment to be carried out on my child. Should it not be possible to contact me, I give permission to the person responsible for the school activity to consent to any and all medical treatment for my child recommended as being necessary by a physician.

Emergency Contact Daytime Information:

Parent/ Guardian Name: _____

Address: _____

Home#: _____ Work#: _____ Cell#: _____

Secondary Emergency Contact Name: _____

Address: _____

Home#: _____ Work#: _____ Cell#: _____

I consent to medical treatment should an incident arise and I consider the activity described above to be appropriate for my child's participation and I consider the transportation, accommodation and supervision arrangements to be totally acceptable to me and of a standard I would not hesitate to support.

Dated: _____ of 2019

Signature of Parent(s) / Guardian(s): _____

2019-2020 Anaphylaxis Emergency Plan:

(Name) _____

THIS PERSON HAS A LIFE THREATENING ALLERGY (ANAPHYLAXIS) TO:

- _____ Peanut
- _____ Tree Nuts
- _____ Egg
- _____ Milk
- _____ Insect Stings
- _____ Latex
- _____ Medications: _____
- _____ Other: _____

PLACE PHOTO HERE

Food: The key to preventing an anaphylactic emergency is absolute avoidance of the allergen. People with food allergies should not share food or eat unmarked/bulk foods or products with a “may contain” warning.

Epinephrine Auto-Injector: Expiry Date: _____ / _____

Dosage: _____ EpiPen Jr. 0.15mg _____ EpiPen 0.30mg
 _____ Twinject 0.15mg _____ Twinject 0.30mg

Location of Auto-Injectors (s): _____

_____ Previous anaphylactic reaction: Person is a greater risk.

_____ Asthmatic: Person is at greater risk. If person is having a reaction and has difficulty breathing, give epinephrine auto-injector before asthma medication.

A person having an anaphylactic reaction might have ANY of these signs and symptoms:

- **Skin system:** hives, swelling, itching, warmth, redness, rash
- **Respiratory system (breathing):** coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing
- **Gastrointestinal system (stomach):** nausea, pain/cramps, vomiting, diarrhea
- **Cardiovascular system (heart):** pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
- **Other:** anxiety, feeling of “impending doom”, headache, uterine cramps, metallic taste

Early recognition of symptoms and immediate treatment could save a person's life.

Act quickly. The first signs of a reaction can be mild, but symptoms can get worse very quickly.

1. **Give epinephrine auto-injector** (e.g. EpiPen® or Twinject®) at the first sign of a known or suspected anaphylactic reaction. (See attached instruction sheet.)
2. **Call 9-1-1** or local emergency medical services. Tell them someone is having a life-threatening allergic reaction.
3. **Give a second dose of epinephrine** in 5 to 15 minutes **IF** the reaction continues or worsens.
4. **Go to the nearest hospital immediately (ideally by ambulance)**, even if symptoms are mild or have stopped. The reaction could worsen or come back, even after proper treatment. Stay in the hospital for an appropriate period of observation as decided by the emergency department physician (generally about 4 hours).
5. **Call emergency contact person (e.g. parent, guardian).**

Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned patient, parent, or guardian authorizes any adult to administer epinephrine to the above-named person in the event of an anaphylactic reaction, as described above. This protocol has been recommended by the patient's physician.

Patient/Parent/Guardian Signature

Date

Physician Signature

Date

NEW ROSS SCHOOL VOLUNTEER FORM

Please complete the following form if you are available to volunteer at school.

Below you will find listed several ways to assist. Volunteers are subject to RCMP screening and Child Abuse Registry. These forms can be easily completed at our school office. Thank you!

Name: _____ **Phone** _____

I am interested in volunteering by: (please check choices)

_____ **Coaching a sport. Athletic team I would coach is** _____.

_____ **Running an afterschool club. Type of club** _____.

_____ **Turkey Dinner Helper.**

_____ **Breakfast Program Helper. What morning could you do?** _____.

_____ **School Fundraising Helper.**

_____ **Lunch Activity Supervisor.**

_____ **SAC Parent Rep.**

_____ **Afterschool Program Leader**

Please return this form to the school.

