



St. Andrews School
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ABOUT OUR HISTORY

St. Andrews School has a rich history that starts with the early fur trading days and, over the years, has had several school buildings where students were educated in grades Kindergarten to Twelve. St. Andrews School is often cited as the oldest school in operation in Western Canada. There were schools in western Canada before St. Andrews School, however, this school has withstood the test of time and, although the building has changed, St. Andrews School remains in its original location.

ST. ANDREW'S MISSION/VISION STATEMENT

St. Andrews School challenges itself to be a safe and supportive learning community for all. We build this upon a foundation of collaboration, essential learning and meaningful relationships. Our vision is to ensure all students exceed their learning potential.

The Lord Selkirk School Division CODE OF CONDUCT can be accessed on our school website by clicking [here](#).

The purpose of the Code of Conduct is to establish and maintain a safe, caring and orderly environment for effective learning. All members of the school community are expected to follow the Code of Conduct. Please visit our website and review the information in the Code of Conduct and share with your child(ren) as applicable.

GENERAL SCHOOL INFORMATION

Accident Procedures

Students who receive a minor scrape, cut, or bruise, will be attended to by our staff. Parents/guardians will be notified for serious injuries. Should a child receive a more serious injury, staff will attend to the injury and the parents/guardians or designated emergency contact will be phoned to pick up their child and, if needed, transport them to see their family doctor or to the hospital. If the school is unable to contact the parents/guardians or emergency contacts, a staff member will transport the child to the nearest hospital for medical assistance. If ambulance service is required, the school will call for an ambulance.

Agenda/Planner Use

Parents/guardians of grades one to six students are asked to review their child's agenda each day to view any communication from the teacher/school. The agenda is a valuable tool in parent/teacher communication as it serves as a regular communication log between home and school. Students in grades one to six will be required to purchase an agenda. Students' responsibility is to record daily information from their teacher or the school and bring it home. Parents/guardians are asked to sign the agenda to acknowledge they have received the message sent home that day. If lost, a new agenda can be purchased from the school.

Allergen Alert

The Lord Selkirk School Division is an "Allergen Aware" division but cannot guarantee that schools are allergen free. Within our school community there are several students who have a potentially life-threatening allergy (anaphylaxis) to foods. An effective way to reduce the risk of accidental exposure for these students is to respectfully ask for the cooperation of parents/guardians within our school community to avoid sending food items which can trigger an anaphylactic/life-threatening response. Although there are a number of foods that may cause serious reactions in some children, peanut and nut products are by far the most common. **Please do not send nut-based foods of any kind to school with your child.** Although this may be an inconvenience, we ask you to balance this with the benefit you are providing to your child's allergic schoolmates. Letters will be sent home at the beginning of the school year to families with students in classrooms where there are students with life-threatening allergies. As well, allergy alert signs will be posted outside of these classrooms with a list of restricted food.

Arriving at and Departing from School

Driving Students to School

- The arrival of students must coincide with the adult crossing guard schedule beginning at 8:35 a.m.
- If picking up or dropping off a student, remember no parking is permitted in the bus loop, staff parking lot or along St. Andrews Road. Parking is permitted in the church parking lot only.

Cycling to School

- Students cycling to school must not arrive prior to 8:35 a.m.
- Students may cycle to school at parent/guardian discretion. Parents/guardians are asked to review bicycle safety with their children.
- Bike helmets are the law in Manitoba for anyone under the age of 18. Students must wear bicycle helmets and are expected to abide by the rules of the road.
- Bikes brought to school are to be parked in the bike racks provided and must be locked. Please note that the school is not responsible for lost or stolen bicycles.
- When cyclists are dismissed at the end of the day, they must leave the school grounds immediately via the sidewalk, walking their bike on the sidewalk until they reach the road.

Walking to School

- Students walking to school must not arrive prior to 8:35 a.m.
- When walkers are dismissed at the end of the day, they must leave the school grounds immediately via the sidewalk.

Early Pick Up

- For students who are being picked up early/before regular dismissal time, parents/guardians are asked to pick up their child(ren) prior to 3:00 p.m. to avoid disrupting end-of-day dismissal procedures.

Change to end-of-day plans:

- If there is a change to the regular end-of-day plans for your child(ren), please inform the office (204-338-7510) prior to 3:00 p.m. Messages received after 3:00 p.m. may not reach your child in time to alert them of the change in plans.
- If the change is for pick-up (instead of taking the bus), please refer to 'after school pick up' procedures (below).

After School Pick-Up

- Parents/guardians picking up their child(ren) after school are asked to arrive at 3:25 p.m. and park in the church parking lot.
- Parents/guardians are to meet their child by getting out of their car and walking to the green space across from the church parking lot (by the school driveway) where you will meet your child(ren).
- Staff will walk students from the school to the green space.
- Adult crossing guards will assist parents/guardians and child(ren) in crossing the road. Crossing guards are present from 3:25-3:35 p.m.
- Students will not be permitted to cross the road without their parent(s)/guardian(s).
- Please use the designated crosswalk.

Assessment

Student progress is assessed on a continuous basis. Assessments include student interviews/conversations, student reflections on their learning, observations, daily work, projects, quizzes or tests, written assignments, and class participation. There will be three formal reporting periods: December, March, and June. Parents/guardians are encouraged discuss their child(ren)'s progress with the teacher at any time during the school year.

Attendance

Regular and punctual attendance of students is necessary for student learning to progress. Attendance is taken daily in the morning and again in the afternoon. The school realizes that some absences are unavoidable, however, every effort should be made to support good attendance. Please schedule appointments and other trips outside of school hours as much as possible.

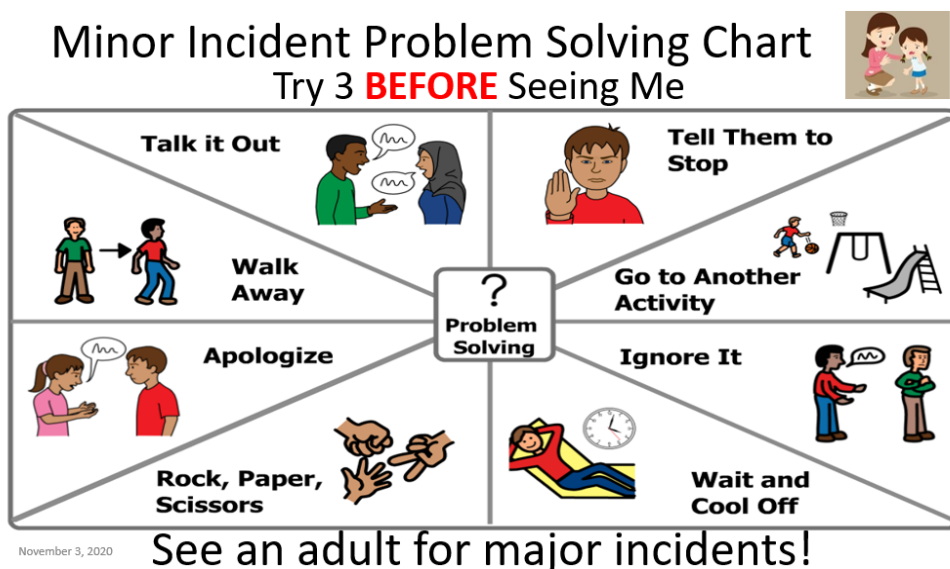
IF YOUR CHILD IS GOING TO BE LATE OR ABSENT, PLEASE CALL THE SCHOOL (204-338-7510) PRIOR TO 9:15 A.M. IF YOUR CALL IS NOT ANSWERED BY OUR STAFF, PLEASE LEAVE A DETAILED MESSAGE.

Automated School Messaging (School Messenger)

Lord Selkirk School Division has an automated school message system (School Messenger) that allows us to communicate with families and staff regarding emergency situations, school events, and other important information relevant to families, students and staff. Messages are sent via phone and/or email. It is important that we have your current phone number and email address for this system to reach you. Please ensure all phone numbers and email addresses are kept up to date. Changes/updates to phone numbers and email addresses can be communicated to our office staff.

Behaviour

St. Andrews School strives to take a proactive approach to problem solving with students through our Positive Behaviour Interventions and Supports (P.B.I.S.) guidelines. These expectations for behaviour and problem solving provide direction to staff and students on how to manage a variety of situations both in the school, on the playground and on the bus. Students are re-introduced to the expectations at the beginning of each school year and expectations are revisited throughout the year as needed. Below is a sample from our guidelines which support student independent problem solving:



Bus Information

School division policy requires that students on school buses behave in a safe and responsible manner. The bus driver is responsible for the safety of all who are on the bus. Since the driver's ability to operate the bus safely is of paramount concern, students are expected to respect the instructions of the driver at all times. The bus driver will explain expectations when riding the bus at the beginning of each school year. Student misbehaviour is reported to the school administration by the driver and is dealt with according to the divisional policy (click [here](#) for policy info). There is a schedule of increasingly serious consequences for ongoing issues.

Riding on the bus is a privilege; improper conduct on the bus may result in the withdrawal of bus riding privileges. For more details, please refer to the link below from the L.S.S.D. website regarding bus ridership:

https://www.lssd.ca/our_division/transportation/bus_and_transportation_information

The information outlines the normal procedures to be used, though a school administrator may implement an immediate suspension of riding privileges for serious incidents. In cases of suspension of bus privileges, the transportation of such students during the period of bus suspension will become the responsibility of the parents/guardians.

MISSING THE BUS

In the event that a child misses the school bus at the end of the day, the school will contact the parent/guardian. **If your child does not get off the bus when expected at home, please contact the L.S.S.D. transportation department immediately at 1-204-785-7311.** L.S.S.D. buses are in radio contact with the transportation department and are able to quickly determine if the child is on the bus.

BUS CARRY-ON RESTRICTIONS

Students are permitted to bring regular school supplies on the bus. They are not permitted to carry any sharp objects or items such as hockey sticks, baseball bats, etc. Skates will only be allowed in a closed backpack or sports bag. Skateboards, in-line skates and heelies are not allowed on buses or school property. School buses shall not be used to carry any animal, firearm, explosive, flammable liquid, or anything dangerous or objectionable in nature.

Cell Phones and Personal Electronics

Cell phones, portable music devices, and other electronic devices should not be brought to school. If these items are brought to school, they are to be turned off during the day and not to be used during school hours, class time nor be taken outside at recess, lunch times, or before/after school recess times. Determined by teachers, personal electronics may be used for student programming on the bus. Please be advised that the school is not responsible for lost, stolen or damaged personal electronic items.

Classroom Expectations

Each teacher explains their classroom rules and expectations at the beginning of the school year with regular re-teachings as needed throughout the year. Students are expected to follow these rules which help foster a safe and productive learning environment. The rules will follow very closely with our four school expectations (be safe, be respectful, be responsible, follow directions the first time) and our Positive Behaviour Interventions and Supports (P.B.I.S.) guidelines.

Communicable Disease

When there are cases of communicable disease occurring in our school such as lice, pink eye, or communicable skin infections, the school will contact the parent/guardian so that the student be taken home for further treatment. A letter will be sent home to families of the students in the affected classroom as applicable.

Damage of Property

Students are asked to treat school property with respect and care. Students who carelessly or deliberately damage property of the school may have to pay for these damages. Depending on the situation, other consequences (loss of privileges, restitution, etc.) may be administered.

Dress Code

Students are expected to dress appropriately in relation to their activities at school. It is expected that a person's manner of dress will not be offensive to others.

The guidelines include:

1. In the interest of safety, shoes are to be worn at all times. Students are required to have both outside shoes/footwear and non-marking running shoes to be worn indoors for the gym and classroom.
2. Hats and hoods are to be removed in the classroom.
3. Beach wear, open midriff tops, and underwear worn as outer wear are considered inappropriate school attire. Clothing should cover all undergarment straps/bands.
4. Articles of clothing that display vulgar, offensive or suggestive slogans, alcohol or drug related, and/or offensive pictures are not to be worn in school.
5. Please label and/or, in some way, individualize your child's personal belongings/clothing items so your child can easily and quickly identify their own items.

Emergency Closing

School cancellation decisions, for extreme weather or other emergent events, are made by the Lord Selkirk School Division board office. An automated phone message system (School Messenger) has been implemented by the school division to announce school closures or bus cancellations to parents/guardians.

Schools will be closed to ensure the greatest possible level of safety for students and staff during emergency situations which could include bomb threats, gas leaks, fire, smoke, power failure, extreme weather situations, earthquakes, or other causes that may endanger students and staff. The Superintendent is responsible for decisions relating to school closure.

Emergency Response Drills

Fire, lockdown, evacuation drills and bus evacuation are held on a regular basis throughout the year to practice school safety procedures. Although we can never prepare for every specific detail of an emergency, we know that rehearsing emergency plans and discussing possible scenarios will make our reaction to a real emergency more organized and safe.

Extra-Curricular

St. Andrews School offers a variety of extra-curricular activities which are an important part of life at school. Extra-curricular activities are a privilege and not a right. Students will not be permitted to participate in extra-curricular activities if they are consistently not following classroom rules or school expectations (be safe, be respectful, be responsible, follow directions the first time). Appropriate conduct is expected of students in the school, on the playground, and on the bus.

Field Trips

Field trips are an important way to support curriculum goals. Notices outlining the time, place and purpose of field trips will be sent home during the year. Students need parent/guardian permission to attend field trips off school grounds. Transportation for trips off school grounds will be provided by school division buses. Any additional costs for field trips will be supported by parents/guardians.

Fighting/Aggression/Bullying

Fighting, bullying, and threatening behaviours are all unacceptable and will not be tolerated at school. Students involved in any of these types of behaviours at school will have a consequence and parents/guardians will be contacted. Students who witness or have knowledge that these behaviours are happening at school should report all instances to the classroom teacher and/or administration.

STUDENT VIOLENCE THREAT/RISK ASSESSMENT - Informed Consent

All threats and threat related behaviours are taken seriously and assessed in a timely fashion to not only ensure the safety of staff and students but also to provide supports to those who have made these same threats. When an individual's behaviour poses a potential threat to safety, L.S.S.D. utilizes violence threat risk assessment (VTRA) model to comprehensively assess the unique situation. This multidiscipline process involves interviews and data collection to form a comprehensive support plan to keep our community safe.

Homework

From time to time, your child(ren) may have schoolwork to complete at home. In an elementary school, this homework is generally skill practice in the form of home reading or math games. At times, students in higher grades may need some time after school to complete work that has already been started in the classroom. Classroom teachers will often communicate with families, via a note in your child's planner, by email, or online platform, when there is work that needs to be completed at home.

Hours of School

Students are expected to be in their homerooms by 8:55 a.m. (first bell rings at 8:50 a.m.). If your child will be unavoidably late or absent, please call the office before 9:15 a.m.

The school schedule is as follows:

Opening exercises	9:00-9:10
Classes	9:10-10:40
Nutrition/Activity	10:40-11:10
Classes	11:10-12:50
Nutrition/Activity	12:50-1:45
Classes	1:45-3:25

Illness

Students who are ill should not attend school until they are symptom free. Please do not send a sick child to school with instructions for the teacher to keep them in at recess. This puts other children at risk. Children too sick to go out for recess should be kept at home. Should a child become ill during the school day, the office will contact parents/guardians to pick up their child.

Indoor Recess

All students are expected to be outdoors for recesses and prior to morning classes, unless the weather is extremely wet (raining) or cold (below -27°C, combined temperature and windchill).

All children should be dressed appropriately and according to the outdoor conditions. For the safety of students and staff, administration reserves the right to declare indoor recess at any time.

Leaving School Property

The school has a responsibility for the safety of students, therefore, all students who are transported by bus are expected to remain on school property during the school day, including the lunch hour. Students who walk or ride a bike to school, and who go home for lunch, are expected to sign out/in at the office and remain on school property upon their return. If parents/guardians pick up their child during the school day, they are to report to the office and sign their child out.

Lost and Found

Items that have been found, where the owner has not been identified, are placed in the 'lost and found' area. Smaller valuables that are found, such as jewelry and keys, should be handed in to the office. St. Andrews School is not responsible for lost or stolen items.

Lunch Hour

Please send a healthy lunch for your child with items for both nutrition breaks during the day. Students eat lunch in their classrooms. If there are any ongoing behaviour concerns, students will lose this privilege. School-wide lunch behaviour expectations are reviewed with students and posted in the classroom. We expect students to:

- *use their lunch time to eat*
- *talk quietly*
- *remain seated*
- *clean up after themselves*
- *treat each other and school property with respect*

Medication

Parents/guardians are asked to establish a medication dosing schedule that does not require administration during school hours, if possible. If medication must be administered at school, prior to the administration of medication by an employee of the school, the parent or guardian agency who has care and custody of the child must complete a Medical Questionnaire and an Authorization for Administration of Prescribed Medication form. The medication must be provided to the school in the original pharmacy labeled container. Please do not send medication with students in backpacks or lunch bags; medication is to be dropped off at the office by the parent/guardian. Non-prescription medication will not be administered by the school.

Medical Conditions

If your child has been identified with any type of serious medical condition with supportive medical documentation (such as anaphylaxis) please advise the school office.

Update Medical Information

It is important to update medical information with the school as often as necessary to ensure your child's needs are being met while in school. Current phone numbers and emergency contacts are important in the event of a medical emergency.

Newsletter

A school newsletter will be posted each month on the school website and will also be sent home via School Messenger email to keep parents/guardians up to date on school news and events. The newsletter will be posted near the end of the month with items for the following month (i.e., the October newsletter will be posted near the end of September).

Non-Smoking/Vaping Environment

The Lord Selkirk School Division has a no-smoking, no-vaping policy throughout all the schools, division buildings and vehicles, twenty-four hours a day. The school grounds are to be "smoke/vape free" during school-related activities and during hours where students are using the school.

Parent Advisory Council (PAC)

PAC works to enhance the school experience for our children and its success depends on parent and caregiver involvement. PAC meets the third Monday of each month at 7:00 p.m. All parents/guardians are welcome to attend and join in discussions.

Parking

Parking is not permitted in the bus loop or staff parking lot. St. Andrews Road is a provincial highway, therefore, no parking or stopping is permitted along St. Andrews Road. St. Andrews Church graciously shares their parking lot with the school and so parking is permitted at St. Andrews Church parking lot. From time to time, events and maintenance at the St. Andrews Church take precedence and parking for school purposes may be interrupted. During these times, parking is available at the community centre parking lot, located west of the school.

Permission to Photograph/Videotape

During the school year, opportunities may occur to photograph or record your child in connection with the educational programs or special events in our school. These photographs and/or videos may be used in the school newsletter, the school website, social media, yearbooks, bulletin boards, local or regional newspapers, television, or as part of promotional events. At the beginning of the school year, we ask parents/guardians to indicate whether they give, or do not give, permission to have their child included in photographs/videos taken at the school. However, if circumstances change and you want to provide or revoke your permission for photos/videos, you may do so by informing the school. All students will have an individual photograph taken each year for their cumulative file or identification purposes.

Personal Property, not to be brought to school

Toys, collector cards, and special or expensive items should not be brought to school since they often become a distraction for students. We ask your cooperation in having children keep such items at home unless they are specifically requested by the teacher. St. Andrews School is not responsible for any lost, stolen or broken items. Children should not bring money to school unless specifically required by the teacher or needed to purchase items offered (i.e., book fairs). Trading, lending or borrowing money and/or personal property should not occur at school.

Phone (office phone)

St. Andrews School has two telephone lines, 204-338-7510 and 204-334-6083. Our Fax number is 204-334-3148. Students are permitted to use the office telephone for urgent or important matters. Permission for student use of phones must be obtained from the classroom teacher and office staff. We request students not bring or use cell phones at school as they are allowed to use the phone in the office, as needed.

Physical Education

For health and safety reasons, older students are expected to bring a change of clothing for indoor physical education. Shorts, t-shirts, or sweat suits are recommended. Clean, non-marking running shoes must be worn in the gym. Skateboard shoes are not recommended. Students should keep their gym clothing in a cloth bag at school from Monday to Friday so that it is readily available for class. Students are expected to remove jewelry before class for safety reasons. For outdoor physical education, students are expected to dress in accordance with weather conditions. If a student is injured or ill, a note from a parent/guardian will excuse the student from physical education activities on a short-term basis.

It is expected that all students will participate in physical education in relation to their own ability. Students will participate in a wide variety of fitness and physical education activities. The physical education program emphasizes active living through participation in a variety of movement activities.

Swimming classes are usually held for students in Grades 4 and 5. Qualified swimming instructors will instruct these classes. The classes are part of our physical education program and students will be bused to the Lord Selkirk Regional School Pool during regular class hours.

Registration of New Students

Registration forms are available at the school office or on our school website. A birth certificate and proof of residency in our catchment area must accompany all registrations. If applicable, proof of citizenship is also required.

Children may be registered for kindergarten when they will reach the age of five (5) years on or before December 31 of the current school year.

Report Cards

Evaluation of student progress is outcome-based using a variety of assessment tools and strategies. Student progress is reported to parents/guardians, through report cards, three times a year. The Ministry of Education has implemented a standard provincial report card. To view a template of the provincial report card, please select this link:

https://www.edu.gov.mb.ca/k12/assess/report_cards/docs/eng_ey.pdf

The report card is a snapshot of a child's growth and development in relation to that point in time. As young children grow, development of understanding and skills are very individual and do not always happen in a sequential manner. Growth and development may advance quickly at times and may appear to be slow, or even regress, at other times. Should you have questions or concerns about your child's progress at any time throughout the school year, please contact your child's teacher.

School Supplies

Each school year, school supply lists are posted at the end of June (for the following school year) on our school website. Each student in grades one to six will also need to purchase a school agenda/planner to use for the school year.

Student Learning Conferences

Student learning conferences are held twice a year, usually in the fall and in the spring, to review student progress and celebrate student achievement. However, teachers or parents/guardians may initiate a meeting/conference at any time throughout the school year. If you would like to meet with a teacher regarding your child's progress, please contact the teacher to make an appointment.

Technology

Equipping students with technological and information management skills is an essential part of learning. It helps students solve problems and gain the critical and abstract thinking skills necessary to become lifelong learners in a technological world. In order to achieve this, the use of technology is integrated into curriculum-based instruction. The students have access to laptop computers, iPads, as well as the use of Smart Boards. Proper ethics and responsible behaviour are taught and are essential when working at any computer workstation. All students and their parents/guardians are asked to sign an Internet Use Form upon registration. Failure to adhere to division policies, regulations and/or guidelines for the appropriate use of computers, networks and the internet can result in temporary or permanent cancellation of technology usage privileges.

Treats/goodies

From time to time, families ask if it is ok to send treats or snacks to school for their child's class to enjoy. This is appreciated! When treats are sent to school, it is important that store bought/restaurant bought items are provided so that food labels can be checked if items contain known allergens (or cross-contaminated with allergens) and that safe food handling procedures are ensured.

Volunteers

Volunteers are an important part of the school and can be involved in a variety of ways. If you are interested in receiving more information about volunteering, please contact the school. All volunteers must have completed and cleared the Child Abuse Registry, Criminal Record Check, Pledge of Confidentiality, Online Courses and Volunteer Orientation prior to volunteering within the school or on field trips. Volunteer packages are available from the office. Volunteer orientations with school administration will be scheduled periodically throughout the school year. Please contact the school office to arrange an orientation appointment.

Website

We encourage parents/guardians to visit our school website for current information regarding our school. Copies of this handbook, monthly newsletters, access to teacher/class websites, and some school forms are accessible through our website.

Please visit our school website at: <https://sta.lssd.ca/>

To best support our students for success in their learning, St. Andrews School encourages ongoing communication and collaboration between school and home. Should you have questions or concerns regarding your child at school at any time, please feel free to connect with your child's classroom teacher or school administration.

Thank you,
Mrs. Sowany
Principal