DR. W. A. MACLEOD CONSOLIDATED SCHOOL

PARENT / STUDENT INFORMATION PACKET
2015-2016

6193 TRAFALGAR ROAD
RR#1 STELLARTON, NS
B0K 1S0

Mrs. Lee Ann Stacey
Principal

Mr. Guy Aucoin
Vice-Principal

Telephone
(902)755-8450
Fax
(902)755-8455

E-mail
Staceyrl@ccrsb.ca

Home of the Coyotes
A MESSAGE FROM YOUR PRINCIPAL

This student information package will provide you with information regarding our school routines and expectations. It also contains several forms that you should review with your child, provide the required signatures, and send back to school with your child. The other information is yours to keep at home for future reference.

Successful schools find ways to involve parents and this is often done through effective communication. Please make an effort to discuss the school day with your children and check agendas each night for notes/information. We encourage and invite you to maintain regular contact with us either by phone or by visiting the school.

Through communication, participation, and cooperation we can make our school year an enjoyable and productive one! Go Coyotes! ☺

Sincerely,

Lee Ann Stacey
Principal

DAILY SCHEDULE

Dr. W. A. MacLeod Consolidated School operates on a six day schedule. Timetables for our P-6 and 7-8 students have been included in the agenda to help our students and parents keep track of daily routines.

7:40     First bus arrives
8:15     First bell, students enter building
8:20     Announcements/ O’Canada
8:25     Classes begin
10:25    Recess break
11:35    Lunch and outside time
12:15    Students enter building/Homeroom
12:20    Afternoon classes begin
2:20     Dismissal to bus

Absences
Please inform the office if a student will not be in school. Students are required to bring a written excuse to the teacher on the day they return to school. It should state the reason for the absence and be signed by the parent or legal guardian. Any long-term absences should be reported to the teacher as soon as possible.

Arriving Late or Leaving School Early
Please come to the office to sign a student in or out of school during regular hours. This informs the office for attendance purposes, etc. and does not interrupt class learning time.

Behavior
We use a number of programs to help us with our POSITIVE EFFECTIVE BEHAVIOR SUPPORT Plan. However, our main focus continues to be our matrix (found below) where RESPECT is key:

RESPECT FOR SELF
RESPECT FOR OTHERS
RESPECT FOR ENVIRONMENT
RESPECT FOR LEARNING
Please work with us to teach and encourage your child to behave appropriately. Positive behavior contributes to a safe and orderly learning environment which promotes learning.

When students have difficulty following our matrix there are currently these corrective procedures in place. These are listed in no particular order.

1. Instruction and encouragement regarding proper behavior
2. Referral forms
3. Time out
4. Loss of privileges
5. Request for parent support
6. Removal from class
7. Special recognition for outstanding or improved behavior
8. Lunch detention
9. Suspension from school - may include referral to the discipline committee of the school board
10. Suspension from traveling on the bus

Breakfast Program
Research has shown that children learn better when they have had breakfast. Dr. W. A. MacLeod Elementary School will continue to offer a breakfast program this year. This program will be staffed by Educational Assistants and is meant to offer a simple breakfast to those children who arrive at school without having had breakfast.

Bus policy
All students are made aware of bus safety rules and are expected to follow these rules. All bus changes require the parent to send a written request to notify the classroom teacher of any desired changes. Requests will be granted provided seats are available. If a request cannot be granted, parents will be notified by phone and children will be sent on their regular bus. Please note, only the civic address is accepted for the bus pass as it is required by our transportation department and makes it easier for us to direct your child to the correct bus.

School Dances (Grades 6-8)
School dances are a privilege extended to our students during the course of the school year and the expectations and guidelines are as follows:

- Once inside students are not permitted to go outside unless they are leaving.
- No food or drink permitted in the gymnasium.
- Zero tolerance for any illegal substance (i.e. drugs/alcohol). Students who are in possession or under the influence will be suspended from school, be reported to the police and banned from ALL dances.
- Students must be present all day on the day of a dance in order to attend the dance that evening unless there is a scheduled absence in place (i.e. Medical, school event). Anyone serving an ISS or OSS on the day of the dance will not be permitted to attend.
- Students may “sign in” students from other county schools (grade 7 or 8 only). DWAM students will be held responsible for the behavior of the students they sign in.
- SEMI FORMAL DANCES ARE NOT HELD AT DWAM.

Drop off Area
If a student is being transported by car please use the drop off area to the left of the school. A large yellow sign designates the drop off area which is the safest spot for your child to exit your car. Please do not use the staff parking lot to drop your child off. This is a major safety concern! Parent parking is available at the left of the school beside the bus area.
**Early dismissal & School cancellation**

When school is cancelled or delayed before the morning bus run begins, public announcement will be made before 7:00 am on 94.1 ECFM radio and displayed on the CCRSB website. If school has to be cancelled after bus runs have started but before all students have arrived at the school, an announcement will be made on this radio station and drivers will be notified by mobile radio. In the event of an early dismissal, and students are sent home earlier than usual, several steps will occur. Dismissal time will be announced on 94.1 ECFM radio and on the CCRSB website. It is advised that parents refrain from telephoning the school unless absolutely necessary so that phone lines will remain open. It would be wise to have a plan in place for early dismissal and these contacts listed on the registration form.

**Extracurricular Opportunities**

Extracurricular activities add to each student’s experience at school. At Dr. W. A. MacLeod School, we provide opportunities for students to participate in a variety of activities. Some activities we offer students include: School Choir, Band, Science Fair, as well as a variety of school and intramural sports.

**Home & School**

The Home & School is a group of parent volunteers who provide support for various school functions and raise funds to support many activities. Our students benefit in many ways from the support of Home & School. Meeting dates will be posted on our daily bulletin in Power School and on our school website.

**Homework Policy**

A new homework policy has been created by the Nova Scotia Department of Education. Information will be provided in the weeks to come regarding these changes.

**Juice Vending Machines**

Our machines offer a variety of non-pop refreshments at a cost of $1.00 - $1.50. Students may use these machines during snack or lunch break.

**Medical Concerns**

Please inform your child’s teacher of any special medical conditions including allergies. If you wish school personnel to administer oral medication during school hours you must complete and sign a Chignecto-Central Regional School Board Medical Service Consent & Release Form. These forms must also be signed by a physician and are available at the school office.

**Milk Program**

Dr. W. A. MacLeod School, in cooperation with the Nova Scotia Dept. of Agriculture and Marketing, operates a subsidized milk program for students. White and chocolate milk are available to students during break and lunch hour in the cafeteria. This milk is paid for by students on a daily basis. The cost of a small milk is 40 cents.

**Newsletter**

The Newsletter is published monthly and includes a calendar of events, reports from classroom areas, specialists, Home & School, and the School Advisory Council, as well as information on educational matters. The Newsletter serves as an important communication tool between the school and the home.

**Peanut Sensitive**

Due to students in our school having extreme peanut allergies we ask that parents refrain from sending peanut products to school.
Protocol for Parent Concerns
If you have a concern please contact your child’s teacher. If you need further assistance please contact the Principal. If the problem cannot be resolved at the school level, please fill out a Parental Concern Form and submit to Celtic Family of Schools Supervisor, Mr. Ron Turnbull.

Reporting/Communication with Parents/Guardian
At Dr. W. A. MacLeod School we feel reporting is an on-going process. Our goal is to keep you informed of your child’s progress and school life. We do this in a variety of ways.

1) Power School entries
2) Three written reports- December, March, June
3) Parent-teacher conferences
4) Tests and assignments
5) Agenda/ Homework notebook
6) Newsletter
7) Special meetings
8) Telephone conversations

Our Power School Public Portal is an online tool you can access at any time. This venue will give you information on such things as students’ attendance, grades, and the school’s daily bulletin. User ID and password information is available at the office. You are encouraged to contact us any time throughout the year. Good communication between parents and teachers is essential to the learning process.

School Advisory Council
Parents, staff, and community members form a council to advise the school principal. At their monthly meetings they discuss current issues facing the school using consensus for decisions, which reflect the interest of all partners in the school. SAC is made up of teachers, parents, support staff, community members, and the principal.

School Website
Our school website was created last spring and continues to be improved upon. This is just another way to inform students and staff of activities and school assignments. The address is: http://www.dwam.ccrsb.ca

Volunteers
Volunteers are a vital part of the school community. They assist in the organization and management of many programs and help with field trips. There is always a need for volunteers. If you are interested being a volunteer please contact the school or your child’s teacher and you will be provided with a volunteer packet to complete. Volunteering is a very rewarding experience! 😊