

### INTRA-DISTRICT TRANSFERS

If your child is attending Chris Saunders Memorial but lives outside the school zone or catchment area, you must come to the school to complete an Intra-District Transfer Application. In order to grant the request for your child to attend a school, other than their home school, the Intra-District Transfer must be approved by the Director of Schools. If the transfer request is granted, the term of the transfer application is only for one school year. The Intra-District Transfer Application must be completed and approved each school year.

### LOST & FOUND

Lost articles are kept in the lost and found box for a period of one month at the back of the cafeteria. Any item not claimed is donated to charity. Please see the school administrative assistant for recovering lost articles.

### SCENT FREE ENVIRONMENT

As of January 1<sup>st</sup> 2000, a scent-free policy has been implemented in all schools in ASD-S. The policy applies to students, staff, volunteers and visitors. If any scent becomes strong enough that other people in the vicinity experience discomfort or an allergic reaction, the student or adult emitting the odor will be asked to leave the school and may return when the odor is removed.

### HOT LUNCH and MILK PROGRAM

Chartwell's is the operator of our 'hot lunch' and milk program. Parents will be able to order hot lunch and milk through Chartwells own on-line program. Any issues that may arise with hot lunch orders will need to be addressed by Chartwells. Contact information will be forwarded in the near future. The menu provided is subject to Provincial Nutritional Guidelines. Here is the website: <http://www.schoollunchorder.ca/>. If you have any questions in regard to Chartwell's operation, food choices and website, please email Stephanie Urquhart at [Stephanie.urquhart@compass-canada.com](mailto:Stephanie.urquhart@compass-canada.com)

### LICE

If a live louse or lice are found in your child(ren)'s hair, they will be removed from the classroom and will be required to return home. Students cannot return until all live lice are removed. Parents will receive a form to sign and return to school indicating that lice have been removed and hair treated by a pharmacist recommended treatment. Parents are also expected to remove nits from their child's hair to ensure your child can remain in school. The school is not responsible for student head-checks and removal of lice and nits, this is the responsibility of the parents/guardians.

### RECYCLING

As a school, we try to do our part to maintain a clean and healthy environment. To that end, we have in place containers to recycle juice boxes and bottles. We also recycle all of our paper.

### MORNING ARRIVAL

Please ensure your child does not arrive at the schoolyard before 7:45 a.m. as staff are not on duty on the playground, (unless they are attending a special school program). At 8:00 a.m. students will be allowed to come into the building and go directly to their classrooms, but not before this time. Students are not considered tardy until 8:10 a.m.

### ATTENDANCE/TARDINESS

Given the importance of a good education, it is expected that each student will attend school and arrive on-time regularly. Following an absence/tardiness and upon the return to school, the student will present to the teacher a handwritten excuse signed by the parent/guardian outlining the reason(s) for his/her absence/tardiness.

It is expected that parents/guardians will inform the school if the absence may be long term (several weeks). This will allow the school to pursue any programs that may benefit the child. It is the responsibility of the student to acquire and carry out work assignments that he/she has missed because of the absence. **Teachers are not required to provide homework for a student who will be absent for a long period without a valid reason, i.e. child leaves school to go on vacation.**

Teachers will make contact with the family at 5 day cumulative absences; at 10 days a letter will be sent home; at 15 days the a student will be referred to our Educational Student Services Team to review the student's educational plan. Also at 15 days, another letter will be sent home. At 20 days or greater, the administration will request a meeting with the parent(s)/guardian(s). Letters will not be sent home in certain circumstances whereby the family has been in contact with the school and the situation is valid and unavoidable, e.g. prolonged illness. In extreme cases a referral may be made to Social Development.

### MEETING WITH TEACHERS & STAFF

While staff at CSM are very willing to meet parents/guardians, please understand that administration and teachers are very busy. Therefore, please call the school in order to make a mutually convenient time in order to meet with teachers and administration. We ask that you do not interrupt teachers during instructional time. Always ask the administration or the administrative assistant to call your child to the office if an emergency arises. Due to the time restraints and the amount of after school work that teachers are required to perform, daily updates on your child's academic and/or behavioural progress will be limited to weekly conversations (unless otherwise agreed upon by the teacher).

### TRANSPORTATION & WALKING STUDENTS

Students are expected to follow the bus rules as outlined by the bus driver. Using the bus is a privilege and a student may be removed from bus service if he/she does not follow the rules. If your child(ren) is a walking student, please review their walking route with them so they become familiar and comfortable; this includes the walking path. When coming to school, students should veer right once they walk past QMS portables, going counter clock-wise around the 'authorized vehicle' pass to the sidewalk at the side of the school. Parents who meet their child(ren) at the school for dismissal are asked to wait at the fence on the left side, facing the school. If your child(ren) will be picked-up or dropped-off at a different bus stop as determined by your home address, then an 'Alternate Conveyance Form' is required.

### EVALUATION

Evaluation of student progress is an ongoing occurrence in the elementary grades. It may come about in the form of classwork, tests, projects, conversations or general observation. A formal report card assessing student progress is sent home with the students three times a year; the first being sent in November, the second in March and the third in June (Approximate Time Frame). Parent-Teacher interviews accompany the November and March reports.