

# STUDENT SAFETY

All of the following items contribute to the safety and well being of your children while they are in school. By following these requests, you help us to keep your children safe.

## **CALL BACK**

Pupils are asked to be at the school by 8:25 am. Classes begin at 8:30 am sharp! Should a student be absent, it is requested that parents phone the school at 604-581-1363 before the beginning of the school day. If we do not receive a phone call we will call you (or the emergency contact number) to confirm a student's absence. This is a check for us, and for you.

## **LATE ARRIVING/EARLY LEAVING**

Being on time for class is important! Whenever possible, appointments for doctors, dentists, etc. should be arranged outside the scheduled hours of instruction. Students who may be late must report to the office for a late slip.

## **PICKING UP CHILDREN**

If you have arranged for someone else to pick up your child at the end of the school day, please let us know at the office. We are then in a position to help if your child is worried or confused.

## **STAYING ON SCHOOL GROUNDS**

Students are not to leave the school grounds during the school day. Visits to the store or to go home for homework are not permitted. Parents need to inform classroom teachers of the specific days that students are to go home for lunch. Should students need to leave during the day, for medical or non-medical reasons, please make sure the office is made aware.

## **VISITING THE SCHOOL**

If you come to the school to see your child during the school day or to volunteer in a classroom, please come and notify us at the office before you go to their room. Visitors should sign in and wear a visitors badge. In this way, we are better able to identify intruders and escort them from the building or grounds.

## **STUDENT ABSENCES**

When your child is absent from school, a break in the flow of his or her education is created. It is difficult for teachers to send work home that has not been explained or taught. It is also difficult for students, upon their return, to catch up and this may lead to some frustration. When your child is away for more than one day, it is important that you contact the teacher to discuss any problems and follow up on the learning that your child has missed.

## **LONG TERM ABSENCES**

If you are planning to take your child on an extended vacation, please be aware of the District's policy. If the holiday is for more than 25 school

days, then parents need to complete the district paperwork and visit the principal to discuss the situation. After an absence of more than 25 school days, a child can be withdrawn and his/her space can be given to a new student.

## **SCHOOL TELEPHONES**

Children will only be permitted to use school phones in the event of an emergent need or with the permission of their classroom teacher. Use of school phones to make after school arrangements with friends will not be allowed.



## **DRESS CODE**

At Lena Shaw we are focused on student learning. Distractions in the form of what children wear to school are not welcome. Clothing should reflect respect for the school and its purpose. Specific clothing items not allowed are mentioned below as well as in our school's 'Code of Conduct'.

- Shirts with inappropriate pictures, logos or comments are not permitted.
- Skimpy tops should not be worn to school.
- Tops should overlap with pants/skirts/shorts.
- Spaghetti strap or sleeveless tank tops are not acceptable in an educational environment.
- See-through clothing is not permitted.
- While shorts are appropriate during the warm weather, they should be modest in length. Short shorts would not be appropriate.
- For safety reasons, pupils should not wear earrings that are too large or dangle, as well as jackets/hoods with strings that may get caught in playground equipment.
- Hats are not to be worn in the building.
- Students are not allowed to put on make-up at school and suggest the use of makeup be kept for weekends.
- In addition, hats, visors, hoods and roller-shoes should not be worn in the building.

## **LOST AND FOUND**

All items brought to school should be labeled with the student's name and division number using an indelible marker. Items that have been found will be placed in our Lost & Found box located in the hallway by the Kindergarten. Periodically, unclaimed articles will be put on display for a short time before they are donated to charity.

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## **ACCIDENTS**

Schools are generally not equipped to look after injured students beyond the Band-Aid or cold compress stage. If an injury is more severe, requiring parental supervision or treatment, you will be notified by the school to come and pick up your child. For serious injuries, an ambulance will be called and guardians notified immediately. For this reason, we remind you to notify our school secretaries when your contact information changes.

## **MEDICAL ALERT**

At the beginning of each year, parents are responsible for notifying the school of, and updating the medical alert forms of any life-threatening condition their child has (for example: severe allergies particularly to bee stings and nuts, asthma, diabetes, epilepsy, etc.) These forms are available in the school office and there is space on them to be updated once each year.

## **WHEN CHILDREN ARE ILL**

Please *do not send* your children to school if there are definite signs of ill-health. We do not have the space or the personnel to look after ill children and as such, they tend to be uncomfortably situated, which could also have a negative effect on the health of others. If a child becomes ill during the day, we will try to get them home as soon as possible. We will call the parents first and then, if they are not available, the emergency contact person.

## **GIVING MEDICATION TO STUDENTS**

Medication should not be administered at school unless absolutely necessary. If a child needs to take medication at any time during the school day during the year, there is a medication form the parent/guardian must complete prior to the use of the medication during school time. If we do not have the completed form then parents must make arrangements to come to the school to administer the medication themselves. The form is also available to pick up from the office.

## **HEAD LICE**

Please notify the school if your child has head lice. We can then send home treatment information to all students in the class. We will also contact volunteers who will check all the children in the class to ensure that all students with head lice have been identified.

## **PARENTAL PERMISSION FOR FIELD TRIPS**

Written permission from parents is required for field trips. We cannot allow a child to leave the school grounds without your permission. Notices are sent home prior to these field trips informing parents of the trip and asking for your permission. A walking

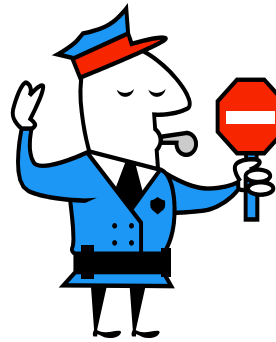
field trip form will be sent home during the first few weeks of school. On this form, parents are giving permission to the teacher to take their child on short prearranged field trips within walking distance from the school.

## **BICYCLE SAFETY**

Bicycles must be walked on the school grounds and then left locked in the bike racks at the side of the school. All students who ride bicycles must wear helmets: it is the law.

## **EMERGENCY RESPONSE**

Regular drills will be held throughout the year to prepare children for the evacuation of the building in the event of a fire or an earthquake. Please ensure that emergency contact numbers are updated in the event of a school closure or evacuation.



## **ROAD SAFETY**

Many of the crosswalks are supervised by a paid crossing guard before and after school. We expect all students and parents to use the

supervised crosswalks when you are in these areas. It is extremely important that people do not jaywalk when crossing streets on their way to and from school.

## **OTHER SAFETY ADVICE**

Heelies (wheeled shoes), hockey sticks, gum-chewing, climbing fences or trees, matches, toy guns or knives, caps, fireworks, cd players, ipods, cellular phones and snowball throwing are not permitted.

## **SCHOOL CLOSURE**

In the event of class cancellations or delayed school openings, the Surrey School District will post information on its website at [www.sd36.bc.ca](http://www.sd36.bc.ca) and provide updates to the following radio stations.

CKNW-980 AM	Radio India-1600 AM
News 1130-1130 AM	Radio Punjab-cable
CBC Radio-690 AM	Fairchild Radio-1470A
Red-FM-93.1 FM	CHMB-AM 1320

Should we be required to close the school during the day, please discuss with your children where they should go.