# Howard Coad School
## 2015-2016 Staff List

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Jennifer Hingley</td>
<td><a href="mailto:hingleyj@spsd.sk.ca">hingleyj@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Vice-Principal</td>
<td>Jamie Schroeder</td>
<td><a href="mailto:Schroederj@spsd.sk.ca">Schroederj@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Admin Assistant</td>
<td>Ida Nerbas</td>
<td><a href="mailto:nerbasi@spsd.sk.ca">nerbasi@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Pre-K</td>
<td>Marc Woytiuk</td>
<td><a href="mailto:woytiukm@spsd.sk.ca">woytiukm@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Brianna Bird</td>
<td><a href="mailto:birdb@spsd.sk.ca">birdb@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Teacher</td>
<td>Brittany Milne</td>
<td><a href="mailto:milneb@spsd.sk.ca">milneb@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Teacher</td>
<td>Donna Kayseas-Brown</td>
<td><a href="mailto:Kayseas-Brownd@spsd.sk.ca">Kayseas-Brownd@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Teacher</td>
<td>Krista Fuchs</td>
<td><a href="mailto:fuchsk@spsd.sk.ca">fuchsk@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Teacher</td>
<td>Elly McKenzie</td>
<td><a href="mailto:mckenziee@spsd.sk.ca">mckenziee@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Teacher</td>
<td>Scott Craig</td>
<td><a href="mailto:craigs@spsd.sk.ca">craigs@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Teacher</td>
<td>Neal Cantin</td>
<td><a href="mailto:cantinn@spsd.sk.ca">cantinn@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Teacher</td>
<td>Chantal Inverarity</td>
<td><a href="mailto:Inverarityc@spsd.sk.ca">Inverarityc@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Phys Ed Teacher</td>
<td>Kristen Kleiter</td>
<td><a href="mailto:kleiterk@spsd.sk.ca">kleiterk@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Arts Education</td>
<td>Kristen Ratzlaff</td>
<td><a href="mailto:RatzlaffK@spsd.sk.ca">RatzlaffK@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Resource</td>
<td>Jessica Moneo</td>
<td><a href="mailto:MoneoJ@spsd.sk.ca">MoneoJ@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Resource</td>
<td>Melanie Norberg</td>
<td><a href="mailto:Norbergm@spsd.sk.ca">Norbergm@spsd.sk.ca</a></td>
</tr>
<tr>
<td>S2P Teacher</td>
<td>Pearl Dolan</td>
<td><a href="mailto:Dolanp@spsd.sk.ca">Dolanp@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Teacher Librarian</td>
<td>Jamie Schroeder</td>
<td><a href="mailto:Schroederj@spsd.sk.ca">Schroederj@spsd.sk.ca</a></td>
</tr>
<tr>
<td>Band</td>
<td>Barrie Redford</td>
<td><a href="mailto:Redfordb@spsd.sk.ca">Redfordb@spsd.sk.ca</a></td>
</tr>
<tr>
<td>School Counsellor</td>
<td>Jennifer Ballantine</td>
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</tr>
<tr>
<td>Building Operator</td>
<td>David Herbers</td>
<td><a href="mailto:Herbersd@spsd.sk.ca">Herbersd@spsd.sk.ca</a></td>
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<tr>
<td>Caretaker</td>
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<tr>
<td>Dream Broker</td>
<td>Tanya Walker</td>
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<tr>
<td>Library Technician</td>
<td>Darcy Bauer</td>
<td><a href="mailto:Bauerd@spsdsk.ca">Bauerd@spsdsk.ca</a></td>
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<tr>
<td>EA 3</td>
<td>Patti Ness</td>
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<td>EA 2</td>
<td>Shazia Anjum</td>
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<td>EA 2</td>
<td>Candice Ausland</td>
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<td>Jody Campbell</td>
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<td>Ellen Dyck</td>
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<td>EA 2</td>
<td>Grady Andrews</td>
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<td>EA 2</td>
<td>Mary Ann Chiasson</td>
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<td>EA 2</td>
<td>Amanda Peddle</td>
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<td>EA 2</td>
<td>Allison Penrod</td>
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<td>EA 2</td>
<td>Amy Torgerson</td>
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The School Day

All students use the following schedule:

- **8:40**: School Begins
- **10:25-10:40**: Recess
- **11:35**: Lunch time
- **12:25**: School Resumes
- **2:07-2:22**: Recess
- **3:15**: Dismissal

*Please note that all students are dismissed early at 3:00 every Thursday for staff meetings*

If your child is going to be absent or late...

Punctuality and regular attendance are very important for successful learning and for establishing good habits. If, however, your child is going to be late or absent from school, please phone the office before 9:00 a.m. with this information or leave a message on our 24 hour voice mail.

As a safety precaution, the office will make “check-up” calls on students if we do not receive a call from parents. We would appreciate your support in establishing this routine. Please inform the office of any address or phone number changes.

Before and After School Care: The Boys and Girls Club of Saskatoon

The Boys and Girls Clubs of Saskatoon will be offering before AND after school programming at Howard Coad School. Children may come to the program at 7:30 am and may stay until 6:00 pm. All children must be picked up from after school programming by their parent, guardian or appointed care-giver.

Please be aware that no programming is offered on PD/Planning Days or other school days off.

Although the programming is free of charge, a registration form must be completed and approved for each participant before attendance can begin. The forms can be found online at www.bgcsaskatoon.com, the school administration office or at the Boys and Girls Club at 105-135 Robin Crescent.

For more information please call the Boys and Girls Club of Saskatoon at 665-1450.
Buses and Transportation

School bus service at Howard Coad School is provided by Hertz. Parents are responsible for their children’s safety until they are on the bus and are advised to ensure their child reaches their stop safely and on time. Families should have an alternate plan in place in the event the school bus does not arrive at the scheduled time. Buses may be late for many reasons including road conditions or vehicle failure. In some cases, they may not be able to complete the run at all. If parents believe there is risk of harm before their child gets on the bus (for example, bad weather), it is the parents’ responsibility to arrange for a safe way for their child to meet the school bus or seek alternate shelter.

If a bus is late, the student waits 10 minutes and then returns home. The parent should contact Hertz Northern Bus Lines for more information about the delay. Details of any delays or changes will be posted to the school bus hotline. Unless other directions are provided by Hertz Northern Bus, the student returns to the bus pick up location one hour after the original pick up time. (Example: original pick up time is 8:15 am; adjusted time is 9:15 am)

It is the responsibility of the parent to ensure there is appropriate supervision after Hertz Northern Bus drops off the child at his or her regular bus drop off location. It is advisable that parents of children in Kindergarten to grade two meet the bus each day. Parents must have appropriate supervision plans in place once the child is dropped off by the bus.

Bus drivers are responsible for the safe transportation of our students. Students are expected to follow the driver’s direction and rules. Students who do not comply with the expectations of the bus driver may lose the privilege of riding the bus.

Parents, please notify both the bus driver and the school when your child is going to be absent or when your child has not been picked up.
**Supervision**

The playground is supervised from 8:25-8:40am, during the morning recess (10:25-10:40am), and from 11:55-12:25pm (noon hour recess). Children are requested not to come to school before supervision times to ensure their safety. Parents are welcome to wait with their children. Students who stay for lunch will be supervised throughout the lunch hour. Again, in order to keep your child safe, students will not be permitted to leave the school grounds if they are expected to stay for lunch.

**Recess**

Recess is a part of school life. This is the only truly unstructured playtime for your child. It is a time to encourage your child to play and make friends on his/her own. The students will be going outside for recess and/or education times. Staff is on supervision at these times. Please help by making sure your child is dressed for the weather and encouraging them to get some fresh air at recess.

**Winter Weather Watch**

Saskatoon Public Schools’ guidelines state that students will remain inside the school when the wind chill temperature is -27C.

**Red Light** The wind chill temperature is -27C or colder. Students will be inside when they arrive at school and will stay inside for morning, afternoon, and lunch recess.

**Yellow Light** The wind chill is -20C to -26C. Students are expected to dress warmly and go outside for fresh air. They can come in to the school to warm up in the boot room. It is expected that students who come in to warm up will sit quietly and then go outside after a few minutes.

**Green Light** Until the wind chill temperature dips below -20C, students are expected to play outside.
The Dream Broker

The Dream Broker Program has the goal to reduce barriers to participation and help your family connect with programs that are available in Saskatoon. We link children and youth to existing arts, cultural, sports and recreational activities and programs that will advance their life skills, enhance their sense of belonging and foster pride in their accomplishments!

Assistance is available through the Dream Broker program at HCS to support registration fees, transportation, equipment and nutrition. With the Dream Broker program, the sky is not the limit for any youth! Please feel free to drop in on our Dream Broker at any time or call or text her at (306) 220-3822 or calling the school at 683-7260 and leaving a message if necessary.

Pre-Kindergarten

Children ages 3-4 can register for our free Pre-Kindergarten program. Children who will be five years old on or before January 31st, 2016 are eligible to attend Kindergarten in the fall.

Our program is funded through the Saskatoon Public School Division, so there are no school fees. We are in the process of implementing the Reggio Emelia style of teaching. This approach to teaching supports children in guiding their own learning.

Please feel free to call if you have any questions, or are interested in having your son or daughter take part in our Pre-K program.

Supplies and Fees

Great news! Student fees will no longer be charged at Saskatoon Public Schools. Students enrolling in band will no longer be required to pay Band Fees.

Supply lists for the new school year are given out with June report cards and are posted on our web page at www.spsd.sk.ca – follow “schools” link.
Internet/Wireless Services Acceptable Use Procedures for Students
2015-2016 School Year

Saskatoon Public Schools believe that the use of the Internet and/or personal digital devices supports relevant and challenging life-long learning for our students. All activity conducted on hardware owned by Saskatoon Public Schools is logged. Activity logs may be viewed and used where necessary to ensure our Administrative Procedure 140 – “Computer/Online Services Acceptable Use” is followed.

To support additional learning opportunities, Saskatoon Public Schools has also provided Internet wireless access in all schools and initiated broad education efforts related to “Digital Citizenship in the 21st Century”. Students are provided with individualized computer accounts and passwords to access computers and online/wireless services to support their learning. Students who elect to bring personal digital devices to school have the ability to access the Internet with their account. This access is subject to the school’s overall rules regarding personal digital devices. Examples of personal digital devices include cell phones, smart phones, MP3 players, Ipods, Ipads, and notebook computers.

When using digital devices, students must adhere to the following principles:

- Digital devices are to be used to enhance the learning that takes place in schools. They are not to disrupt that learning.

- Digital devices are to be used in a manner that is respectful of all students and school staff. For example, students using digital devices to photograph or video any member of the school staff or students in the school without the permission of those staff or students is considered disrespectful.

1. Access to the Internet and wireless services, either with school division or personal digital devices is an individual privilege enjoyed by students, not a right.

2. A student's conduct on the Internet and wireless services, either with school division or personal digital devices, is governed by the same expectations which guide his or her behaviour at school.

3. In elementary schools, access to the Internet with school division digital devices is provided only when students are supervised.

4. In collegiates, students may access the Internet with school division digital devices without supervision.

5. If students choose to bring personal digital devices to school (at both the elementary and secondary level) they can access the Internet (whose sites have
been filtered as per point 7 below) without supervision during non-instructional time (e.g. lunch hour, before or after class). During instructional time they can access the Internet with their teacher’s permission.

6. Students who choose to bring **personal digital devices** to school should be aware of the following:
   - In the event the digital device is used in an inappropriate manner, (or inappropriate use is suspected), the digital device itself can be confiscated and may be searched by a member of the school’s administrative team. If parents/students do not agree with this condition students should not bring the digital device to school.
   - Schools are not responsible for the theft or loss of personal digital devices that students may choose to bring to school.

7. Saskatoon Public Schools actively blocks access to inappropriate Internet sites. If a student deliberately seeks to access inappropriate material or uses the computer services provided in a malicious manner, the consequences are governed by the Saskatoon Public Schools’ Administrative Procedure 140 – “Computer/Online Services Acceptable Use” - which can be found on the Saskatoon Public Schools’ public website at www.spsd.sk.ca/files/board/AdministrativeProceduresManual.pdf

Consequences are outlined in Administrative Procedure 140 and appear in the student version of the procedure as follows:

What can happen to me if I break the rules?
1. I won’t be able to use the computers.
2. I might be disciplined.
3. I might have to pay for what I broke.
4. The police may be called.

8. If you do not want your son/daughter to access the Internet at school, please contact the school and request the **Internet Use Denial Form**. This form is then signed by the parent or guardian and returned to the school.
Community Volunteers

Volunteers are always appreciated at our school and volunteering is one of the many ways you can support your child’s learning and well-being! If you have skills or talents to offer our students, please let us know about them! We’d love to include you in our planning!

In order to help us assure the safety of your child in Saskatoon Public Schools, we ask that certain types of volunteers have a current police criminal record check, including a vulnerable sector search check.

“Independent volunteers and support volunteers who will be involved in the direct supervision of children, and not within the visual range of a Saskatoon Public Schools employee will be required to provide the principal with a current police criminal record check, including a vulnerable sector search check. For the purpose of volunteering, there is a no fee associated with criminal record checks. For purposes in our school division, we define the valid length of such a check to be one calendar year.” Administrative Procedure 480

To apply for a criminal record check at no charge, please:
1. Pick up a Criminal Record Check Application form at the front office of the school or access and print a copy from http://www.police.saskatoon.sk.ca/pdf/general/Criminal Record Check.pdf
2. Complete the form and return it and the necessary identification to the front office.
3. The principal will sign a letter to verify application but parents are responsible to take application form and accompanying letter to the Saskatoon Police Department.
4. A completed record checks will need to be returned to the school to be kept on file for the year.
5. If you already have a valid Criminal Record Check, please provide the school with a copy of this document.

Emergencies

Being able to contact parents and caregivers at all times is extremely important, especially in emergencies. If your child becomes ill at school and needs to be sent home, you will be contacted before he or she leaves the school. In addition, even with the highest degree of safety and precaution, children sometimes become injured on the playground or during activity in the classroom or gym. In the event that your child is injured, you may be contacted depending on the severity of the injury or the reaction of the student. We will always contact you if there is a head injury.

You should leave alternate phone numbers with the office. If there are any changes in family information, please contact the office as soon as possible. Changing your phone numbers affects your ability to login to the school portal, therefore, please keep the school updated at all times.
Emergency and Safety Procedures

There are a variety of emergencies that can occur in an elementary school. Several members of our staff have up-to-date certification in First Aid and CPR in addition to AED training. Lists of these staff members are posted throughout the school. Plans are in place for the following events:

- Allergic Reaction
- Building Evacuation – Emergency
- Building Evacuation – Dismissal
- Tornado/Wind Storm
- Fire Safety
- First Aid
- Dangerous Articles on the Playground

Newsletters will be used to inform parents of emergency procedures. Teachers will speak to students specifically about emergency procedures detailing actions to be followed according to a variety of scenarios. The school’s individual classrooms and as a whole, will practice evacuation and emergency procedures. It is also important to listen to the local radio stations for additional information about school closures or bus cancellations.

Important Safety Reminders

When the weather is warming up and people are out and about in their neighbourhoods, Saskatoon Public Schools Reminds all parents and guardians to remember basic safety precautions and to discuss them with their child(ren). **Children need to stay alert and stay safe.** Children who walk to school should:

- Walk in pairs whenever possible
- Discuss a safe route to school with their family and take the same route everyday
- Identify safe spots on their way to school
- Be aware of their surroundings at all times
- Never talk to strangers
- Never get into a vehicle, even with someone they know, unless they have the permission of their parent or guardian
- Never get into a vehicle with someone they don’t know
- Tell a teacher or adult at their school if they see anyone or anything on their way to school that concerns them (i.e. a car following them; a strange adult talking to them)
Tips for Kids

- **Say no** if someone you don’t know asks you to go anywhere with them, no matter what they say.
- **Say no** if a stranger asks you to get into their car or walk with them.
- **Step well back** if a stranger stops you to ask for directions. Make sure you are at least a grown-up’s arm’s length away from the person in the car, so you can get away if you need to.
- **Work out** the best route to school or other places you go to often. Check your route with a parent/guardian and then stick with this route every day.
- **Always remember**, no one has the right to make you do anything.
- If you get a feeling like “I don’t like this; something feels wrong,” make sure you tell someone. It’s never silly to feel a bit scared.

*Always trust your instincts. It’s the best way we know to spot danger before danger can hurt you. Stay Alert and Stay Safe!*

Tips for Parents and Guardians

- Check out the neighbourhood with your child. Warn of hazards and point out safe places.
- Know your child’s world – routes to school or friends’ and relatives’ homes and play areas.
- Encourage discussion with your child every day. Talk about good things that have happened and not so good things. Stress the importance of “telling” and establish a “no secret rule”.

**Student Guidelines**
At Howard Coad School, we believe in working with students to help them become caring, competent, independent, and responsible young people. Teachers and other staff members work with their students to develop common principles and beliefs for their classroom. We believe in positive discipline where students know they count, where staff looks to understand the motivation behind behaviour, where students and parents are involved in problem-solving, and where encouragement is the foundation.

**So that we can all learn...**

**in the Classroom...**
- Be on time.
- Be prepared.
- Do your work.
- Respect yourself, others and all property.
- Enter and exit your classroom in a safe manner, demonstrating respect for others at all times.

**while moving through the hallways...**
- honour the learning of other classrooms by walking quietly and not speaking

**in the Library ...**
- follow LRC procedures when using the LRC and borrowing materials.
- take care of the materials that you borrow
- respect our new library by returning chairs and materials and tidying up the space
- honour the learning of others by using quiet voices.

**in other common learning areas (gym, art room etc.)...**
- follow the procedures described by your teacher or other staff members
- respect the space
- honour the learning of others that use the space as well
- tidy the space before you leave
Student Expectations

1. Students are encouraged to show pride and respect for our school facility. In efforts to ensure the cleanliness of our school:
   a. Students are asked not to chew gum or sunflower seeds
   b. Muddy and wet footwear is to be removed upon entering the school
   c. Students should keep their personal belongings in their lockers, desks, and/or an area designated for their storage

2. Safety on the playground is priority! Playground activities must not endanger or threaten any other member of the school community. There is no such thing as “play fighting” at Howard Coad – someone always ends up hurt (physically and/or emotionally)

3. Language deemed profane, inappropriate, or derogatory is unacceptable.

4. Bikes, skateboards and scooters are great modes of transportation and an excellent way to get active. In order to ensure the safety of our students, we ask that helmets are used appropriately and that once students are on school property, they walk their bikes or scooters and carry their skateboards. Bikes are locked on the playground at their own risk, scooters, skateboards and inline skates may be kept in lockers.

Bullying

While every effort is made to ensure your child is safe at Howard Coad School, we do occasionally receive reports that disagreements, teasing and bullying do sometimes occur. All reported cases are dealt with by staff members and/or school administrators. For some young children, as their reasoning and rationale develop, this means dealing with it more than once. In a perfect world it would stop immediately, but children sometimes need reminders, and some more than others.
If you have concerns about bullying, please have your child inform their teacher as it’s important that an adult is told. Please never assume that we know the full extent of what is going on in your child’s life at school; phone your child’s teacher if it doesn’t seem like the child is able to fully communicate his or her needs. Only working together as a team will we be successful in stopping bullying behaviours.

**Cyber-bullying**

Bullying on the schoolyard, in the neighbourhood, and within a family can cause insurmountable damage to a child’s self-esteem, courage, and development.

Bullying is a difficult problem to address when the attacks are face to face, but even more challenging when the bully is able to get to his or her victims in the comfort and safety of their own homes. With teenagers engaging in so many new forms of digital communication, all of which form a virtual extension of the school environment itself, there are few places left to hide from a persistent cyber-bully.

A cyber-bully is particularly dangerous because he can often communicate his messages with much more anonymity than face-to-face communication, reach his victim easily and share his hurtful and hateful messages with large numbers of recipients in seconds. And, because the messages are often sent from one child’s home to another’s, rather than on school property, school administrators have little or no authority.

Instant messaging, chat rooms, text messaging, and cell phones have become new tools for the cyber-bully. No longer must they wait to see their target in person; they can reach them anywhere, at any time. The normal rules of “Netiquette” (which refers to all the unwritten conventions that govern interactions among Internet users) fall by the wayside when cyber-bullies are in control.

They may indulge in “flaming,” which means sending a deliberately confrontational or derogatory message to others on the internet. Whatever tactics they use, they make their target’s online experiences as unpleasant and humiliating as the schoolyard, classroom, or lunchroom.
The cyber-bully has an added power over his or her victims. Many victims are afraid of telling their parents for fear that they will over react and take away their cell phone, computer, or any other technology that gives the cyber-bully access. In this, the kids have a point; although the intention is good, when parents remove all access to these technologies the one person punished is the victim.

Anti-bullying programs and open lines of communication with your child can help reduce their risk of becoming a victim of cyber-bullies, or even becoming a bully themselves. Use of the internet and advanced technology must come with guidelines, rules, and responsibilities.

Teach your children to report any threatening or harassing activity to you. Then you must take immediate action. It may be necessary to block the sender’s e-mail from coming through, saving all communications, changing e-mail addresses and cell phone numbers, or seek help from your school or the police.

It is better to monitor your child’s use online instead of removing all access to communication. Complete denial of communication with their peers (pulling the plug) could be as devastating to your child as bullying itself.

**Clothing**

**Label Belongings** – Please assist us by labeling all coats, boots, runners, paint shirts, backpacks, and other supplies. This is a time saver for when articles get lost. REMEMBER that often a few children will have the same brand name of shoes, etc. so identification is necessary to avoid confusion.

**Indoor** – The children should be encouraged to wear comfortable working clothes so that they may participate in all our activities without fear of spoiling something special. We participate in gym activities regularly. **Indoor runners** are a must. The children wear paint shirts for “messy” projects.

**Outdoor** – We encourage parents to choose outer clothing very carefully, keeping in mind not only warmth, but suitability of the fasteners or zippers.
involved. Please pay special attention to whether or not your child can dress and undress independently and quickly.

Clothing which is provocative or suggestive does not fit in with our expectations for school dress. Students’ dress standards must be consistent with the values of the Saskatoon Board of Education; for example, clothing must not be sexist or racist in nature, nor may it advocate the use of alcohol, illegal drugs, profanity, or violence. It is our goal to have a learning environment which is sensitive to all students/families and within reason current fashion trends. Generally speaking, mid-thigh shorts, skirts/skorts, and t-shirts and tank tops (with tight armholes) are appropriate. However, loose fitting shirts with midriff or back exposed should not be worn to school.

**CHEP Program** (Child Hunger in Education)

The lunch program was created to provide nutritious lunches to “students in need” on a regular or occasional basis. The program is not intended for students who are able to bring their own lunch during the course of the school year.

Realizing that household finances can become very low at various times in the month, we try to provide some support. Sometimes students simply forget to bring their own lunch. These are times that we would hope that your child would feel comfortable utilizing the program.

Please review the following guidelines with your child, in order to help us create an inclusive and respectful lunch program:

- Be respectful to yourself and to all others
- Mind your manners (Please and Thank you)
- Do not waste food or throw food away
- If you do not like the food that is prepared, no alternate food will be provided
- Clean up after yourselves and push chairs in.

Please note that eating lunch at school is a privilege **NOT** a right. Students who swear, throw food or act inappropriately will be asked to make alternate lunch arrangements away from the school.
Medical

If your child has a medical issue, it is of utmost importance that the information is recorded on the registration form and that the teacher be notified before the first day of school. Knowing a child’s needs assists the teacher to take the appropriate action or measures. Please advise the school of all allergies, and the beginning and conclusion of any medications prescribed by a doctor.

A Saskatoon Public Health nurse is available to Howard Coad School. The school nurse will ask that each child visit the Health Clinic before starting school in the fall to discuss your child’s general health, problems you may have had, and immunization.

Communicable Diseases – Most of the childhood diseases start with symptoms similar to those of the common cold. If your child has a communicable disease, it is necessary for the child to produce a certificate from the Department of Public Health (665-4700) or from your family doctor before the child is admitted back into the classroom. Please understand that this is a necessary precaution.

The following must be excluded:

1. Children with rashes, pending diagnosis
2. Children with sore throats, pending diagnosis
3. Children suffering from Pediculosis (lice), scabies, ringworm or impetigo

Children who have been exposed (i.e. contact) to serious diseases (e.g. diphtheria or poliomyelitis), may be re-admitted only with the permission of the Medical Health Officer. A child who has had a communicable disease may be re-admitted to school on submission of a certificate from the Public Health Department.

Contacts of communicable diseases should be observed daily and at the first sign of illness, sent home.

Pink Eye – This is common in school-aged children and even adults. If your child’s eyes are red, swollen, watery and itchy, they may have pink eye. If we suspect that your child has pink eye, we will contact you immediately to take them to the doctor. As pink eye is extremely contagious, it’s important that your son or daughter be receiving treatment before returning to school. Children may be permitted to return to school if they have a certificate from the attending physician stating that they are under active treatment. Those children not being treated by a physician may return to school after three days provided that there is no obvious inflammation.
Lice – Head lice is common in school age children. A good indicator of head lice is constant itching of the scalp. When checking for head lice, look for eggs on the hair strand, close to the scalp. They are small, oval and brown or white. They are glued firmly to the hair and cannot easily be removed. The insects are tan coloured, small and wingless and about the size of a sesame seed. They live only on the human head and do not jump from person to person.

If you find head lice, treat everyone with a recommended product found at your local drugstore. Notify the school so that they can send out an information sheet to other families. For more information on head lice, contact a Public Health Nurse at 655-4950 or 655-4277.
In the interests of increasing communication between school and home, we are implementing a new form of communication with families using Remind 101. This application allows us to send general alerts and information via text message from the school directly to your cell phone. This method of communication will be useful not only for emergency measures such as weather risks, but also for reminders such as newsletters or progress reports coming home with your children.

Please note that this method of communicating is only for general alerts and messages. The app can only be used for outgoing group messages. If you reply to text messages sent through Remind 101, we will not receive them. In addition, any text message you receive is one that has been sent to the entire HCS parent contact list and is general in nature.

Please take the following steps to ensure you are included in the “HCS Parents” text group.

1. Send a text to (438) 793-5412. Type “@hcspa” in the message area.

2. You will receive a message back asking for your first and last name. Once you’ve replied with that information, you will be entered into our “HCS Parents” text group and will begin to receive regular alerts and updates from us.

3. By replying “HELP” to one of the text messages, you will receive information about unsubscribing if, at any time, you choose to opt out.
Are you on Facebook?

So are we!!!