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Emergency
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Chelsea School

Respect for all by all

A Message from the Principal

The staff of Chelsea Elementary School is committed to offering every student a safe and enriching learning community. The school motto: RESPECT FOR ALL, BY ALL is embraced by staff, students, and parents/guardians. Our educational program focuses on Literacy, Mathematics, Outdoor Education and an Enriched French program.

Our School

Our academic program: Kindergarten (50/50 Immersion), Cycle 1 (Grades 1 and 2), Cycle 2 (Grades 3 and 4) and Cycle 3 (Grades 5 and 6). We offer a full-day Kindergarten program and an Extended Core French program for students in Cycles 2 and 3. The French program offers students second language instruction, which includes an enriched program, home reading, research projects, novel studies, public speaking debating. Music and drama activities provide opportunities to further integrate French language and culture.

Chelsea Elementary School is committed first and foremost to the children we serve. Please consult the following pages for school policies and other pertinent information. We are especially committed to academic excellence, quality education, and social emotional and moral development.

Communication

Chelsea Elementary School strives to achieve open, effective communication and cooperation between staff, students and parents. Monthly school newsletters keep the community informed about events and activities. The year starts with Meet the Teacher Night and a General Assembly of parents. This information night serves to share information regarding the curriculum (long range plans), instructional programs, extra-curricular activities, and the assessment and evaluation process that are planned for the year. As partners in the educational process, staff, students and parents are encouraged to be active participants.

The Governing Board and the Home and School Association are committees through which parents can become actively involved in your child's education and school community. The work of parent volunteers is critical to enriching the life of the school.

To ensure each student's ability to achieve and thrive at Chelsea Elementary School we strive to develop the sense of partnership and teamwork between parents, staff members and community.

Interviews and Reporting

Written reports on student progress are sent home at regular intervals: October, November, March and June. Communication regarding student achievement may occur at any time during the school year. During the months of April to June, Ministry Exams are taking place. These exams are mandatory and cannot be done outside of this time period. Please be aware of this when planning vacations. Missed exams could result in forfeiting 20% of the final marks.

Behaviour and Participation

Behaviour and participation at Chelsea Elementary School is based on three cornerstones:

- Respect for oneself;
- Respect for one another;
- Respect for the overall school environment.

Chelsea Elementary School has an active Anti-bullying and Violence Prevention Committee comprised of school staff and parents. The committee identifies and addresses issues related to bullying and violence and strives to make school a safer, more positive place where students can learn (www.olweus.org). Other initiatives include a Peer Mediation Program and the student survey: "Tell Them From Me".

All Students Will Follow These Four Anti-Bullying Rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

What Is Bullying?

Bullying is when someone **repeatedly and on purpose** says or does mean or hurtful things to another person who has a hard time defending himself or herself. Bullying can take many forms, such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group, and sending nasty messages on a cell phone or over the Internet.

What Can I Do If I Think My Child Is Being Bullied?

- Share your concerns with your child's teacher.
- Talk with your child.
- Try to find out more about your child's school life

What Else Can I Do If My Child Is Being Bullied?

- Focus on your child.
- Talk to your child's teacher or principal.
- Encourage your child to spend time with friendly students in his or her class.
- Help your child meet new friends outside of school.
- Teach your child safety strategies, such as how to seek help from an adult.
- Make sure your home is a safe and loving place for your child.
- Don't blame your child for the bullying. No matter what your child does, he or she does not deserve to be bullied.
- Do not tell your child to fight back. This is not likely to end the problem and could make it worse by getting your child in trouble at school.

What Can I Do If My Child Is Bullying Others?

- Make it clear to your child that you take bullying seriously and that bullying is not okay.
- Develop clear rules for your child's behavior.
- Spend lots of time with your child.
- Share your concerns with your child's teacher or principal.

SAFE SCHOOL POLICY

This program enhances Chelsea's Safe School Policy which promotes a safe, supportive school climate, and ensures the security of students and staff. Principles of conflict resolution are used to build social capacity in students.

Safe, secure, peaceful and caring schools thrive within safe, peaceful and caring communities. The community environment is an integral part of our successful school program. Students will acquire social skills that will enhance their education, build self-esteem and develop a respect for people, tools and the surroundings. Community participation leads to success and community pride. The participation of the full school community is integral to the development of a safe and caring educational environment.

Objectives:

The Safe School Policy prioritizes these objectives:

- 1) To create a safe social environment where:
 - Respect for all, by all, is alive.
 - A fair school code of behaviour for staff and students is practiced by all partners.
 - Problems are dealt with fairly and expeditiously.
 - Consequences are fair and consistent and promote learning.
 - An engaged and informed community supports these practices.
- 2) To create and maintain a secure physical environment.
- 3) To teach students that a peaceful life within the school and their community is possible by providing:
 - Well-developed and implemented curricula and programs that teach students positive, social and essential life skills.
 - Specific programs that instruct students in conflict resolution, anger management, legal rights and responsibilities, and effective communication skills.
 - Opportunities for student leadership.
- 4) To provide the caring services and support that is necessary for children and youth.
- 5) To encourage students to develop positive social skills. Community service, peer helper, peer mediation, student leadership and student activity programs can engage youth in supporting their peers. Adult mentoring, innovative school organization and teacher-student mentoring can help students find trusted adults in the school setting.

The Daily Routine

School starts at 8:05 a.m. Students are expected to be in homeroom at that time. The day ends at 2:45 p.m. A successful student learns to follow a school routine. Our daily schedule:

8:05 - 8:15	Homeroom
8:15 - 9:15	Instruction
9:15 - 9:20	Nutrition Break
9:20 - 9:35	Recess
9:35 - 9:37	Passing Time
9:37 - 10:37	Instruction
10:37 - 11:37	Instruction
11:37 - 12:27	Lunch/Recess
12:27 - 12:29	Passing Time
12:29 - 1:29	Instruction
1:29 - 1:44	Recess
1:44 - 1:46	Passing Time
1:46 - 2:46	Instruction
2:46 - 2:55	Dismissal
2:55	Buses depart

Emergency Number/Early School Closing

Parents are required to provide the school with emergency information for the student. We require names and telephone numbers of relatives, neighbours or babysitters should an emergency situation arise and a parent cannot be reached. This information must be kept up to date. Should the school be closed unexpectedly during the day, students will be bused to Philemon Wright High School.

Medication

By law, the school can only give your child medication that is prescribed by a doctor. The school must have a copy of the prescription. For the safety of children, parents must bring the medication to the school office and sign an authorization form. The secretary or the principal will safely store the medication and will see that the child receives it as prescribed. Our school board policy prohibits children carrying medication on the school bus.

School dress expectations

There is no official school uniform. Children are expected to come to school appropriately dressed for the weather and are encouraged to have a change of clothes at school. Students are expected to wear clothing that is comfortable and are appropriate for the school setting. Spaghetti straps are not permitted. Shorts/skirts/skorts length must be no shorter than the tips of fingers when arms are extended down side of body. Clothing may not include or promote inappropriate language, vulgarities, racism, or drug/alcohol use. Indoor shoes must be worn inside at all times, and are to be left at the school. *Please label all clothes, shoes and boots with a permanent marker.* Need Labels? Visit www.chelsea.mabel.ca for your Mabel's Labels.

School Trips

School trips are organized by teachers to enrich the education program. Outings may include visits to museum or participation in special events. In order to participate in these events children must have written permission from parents or guardians. For local trips to the Chelsea Library or the wetlands, parents will sign a permission slip that will be in effect for the whole year. Please note that siblings are not permitted on Field Trips.

School Policies

- Regular daily attendance is expected. Should a student be sick or have an appointment, parents are expected to notify the school before classes start. In the event of a prescheduled appointment please notify the administrative assistant in writing. Should your child not be feeling well in the morning, it is advisable to keep him/her at home. The expectation is that if children are well enough to come to school, they are ready to participate in all activities. You are asked to notify the Office regarding special circumstances.
- An answering machine will take messages when the office is closed. For your convenience, our answering machine takes messages from 3:30 PM to 8:00 AM. Please state clearly the following information: name, homeroom teacher and reason for absence. (Phone # 819-827-0245).
- Attendance is taken by the homeroom teacher between 8:10- 8:20 a.m. The attendance book is sent to the office where it is entered in the school board GPI system for the purpose of tracking attendance.
- Students who arrive at school after homeroom must report to the office to sign in. Parents will be notified if a student is repeatedly late. Please note that crucial learning time is often scheduled first period and chronic lateness will affect your child's progress.
- Students leaving early must be signed out in the office.
- Children should not arrive at school before 7:45 a.m., as the yard is unsupervised. Supervision is available starting at 7:45 a.m. The school cannot be responsible for children in the yard before this time. (See 'Fun Club Daycare Program' for students arriving at school before 7:45 a.m.) A4 students stay outside if dropped off after 7:50 a.m. as there is supervision outside.

Change in normal dismissal procedure

End of Day Changes...

- Due to safety concerns, we are asking parents to please put **in writing** any changes to the end of day for their child; **date and sign the note**. **Changes cannot be made after 1:30 p.m.** If we are uncertain, we will keep your child at school and contact you. Thank-you for your co-operation in this matter, safety is our first priority at Chelsea School.
- Students walking or cycling from home must have written parental permission. All cyclists are required to wear a helmet and wait for permission from the duty teacher to leave the school grounds.
- *Our bus transportation system does not allow for changes in pick-up or drop-off sites. Children will only be picked up or dropped off at their regular sites.*
- Parents picking up their children **after school** must do so by 2:45 p.m.

Fun Club Program (Daycare)

A well-supervised, fun-filled program is available to Chelsea students, before school, during lunch, after school hours and on PD Days. Hours: 7:00 - 8:05 a.m. and 2:45- 6:00 p.m. P.D. day hours are 7:30 a.m. to 5:30 p.m. Participants choose from a wide range of activities in a relaxed and safe environment. Students may participate in the program on a regular, part time or occasional basis.

For more information please call: the Fun Club Daycare Office at 819-827-4581.

Special Services

Chelsea Elementary School has access to a variety of special services coming from WQSB and community service organizations, including: psycho-educational consultant, school nurse (CLSC), dental hygienist (CLSC), mathematics consultant, special education consultant, speech technician and a Language-Arts Consultant.

Parents are notified of any intervention that is recommended. Parental permission is required for services.

School Supplies and Supervision Fees

Included with the year-end report card is a list of supplies needed by students for the following school year. Certain supplies are dispensed by the school and parents will pay for them in August. This process helps to reduce costs to parents. *Please note that Debit/Mastercard/Visa payment is available (NO CHEQUES).*

Supervision is provided to students during the morning from 7:50-8:05 a.m. and at noon. Parents will be charged a supervision fee of \$75.00 for the year (students who attend the Fun Club Daycare Program for five days a week do not pay this fee).

Safety and Security

All parents and visitors must report to the office when arriving in the building. During school hours, all outside doors are locked including the front door and the office door. During recess the school is accessible by staff and students. All parents and visitors are required to report to the office when picking up children during school hours. The Safe School Policy requires that parents/guardians sign children out when leaving school and the Fun Club Program.

Bus Policy

While on the bus, students are accountable to the bus driver and to the school principal. For safety reasons, the bus behaviour code requires students to be seated at all times, cooperative and respectful of others. If a student does not respond to the driver's instructions, the principal will be informed in writing. Parents will be notified and asked to provide support and guidance to the student. The school reserves the right to suspend busing privileges to students whose behaviour interferes with the driver's ability to transport the students safely.

Library

Our library is stocked with English and French literature and reference books. Thanks to our dedicated volunteers, the library is a welcoming place for students, staff and parents. Students are expected to enjoy the privilege of library loans by taking care of books and returning them when they are due.

Homework

The amount of homework depends upon the Cycle that a student is in as well as the task/projects that the student is engaged in. Reading is assigned as regular homework for all students and parents are encouraged to support and nurture this habit in their children. Homework may also include special assignments, projects or work that was not completed during regular class time. Students are trained to use the agenda to record homework assignments and events. Parents should review and sign the agenda each night and use it to communicate with teacher. Please send a separate note for changes during the day, such as early pick up, late arrival or using the bus rather than staying in Fun Club Daycare program for the afternoon.