



# **CHELSEA ELEMENTARY**

## **Student and Parent**

### **2019-2020 HANDBOOK**

74 Old Chelsea Road, Chelsea, Quebec J9B 1K9

Tel: (819) 827-0245 Fax: (819) 827-0622

Website: <http://chelsea.wqsb.qc.ca/>

Student's name:	
Address:	
Phone #:	
Emergency Contact:	
Homeroom Teacher:	

### **A Message from the School Staff**

The staff of Chelsea Elementary School is committed to offering every student a safe, positive, structured, engaging, and balanced educational experience. 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, social emotional and moral development.

### **Our School**

Our academic programming:

- We offer a full-day Kindergarten program (50/50 French/English)
- Cycle 1 (Grades 1 and 2)
- Cycle 2 (Grades 3 and 4)
- Cycle 3 (Grades 5 and 6)
- Extended Core French Program (Français, Drama, PE) for students in Cycle 1
- Extended Core French program (Français, Drama, Science) for students in Cycle 2
- Extended Core French program (Français, Drama, Science, PE) for students in Cycle 3
- The French program offers students second language instruction, which includes home reading, research projects, novel studies, public speaking debating. Drama, science, and PE activities provide opportunities to further integrate French language and culture.

### **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. Chelsea Elementary School follows the Western Quebec School Board Transportation Policy and Guidelines (Policy G-1).

### **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 in planning and the decision-making process. 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.

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

### **School Attendance 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 'After School Program' for students arriving at school before 7:45 a.m.) After school students stay outside if dropped off after 7:45 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**. Emails are also a good way to inform the school. Please email [mburns@wqsb.qc.ca](mailto:mburns@wqsb.qc.ca) and include [hberesford@wqsb.qc.ca](mailto:hberesford@wqsb.qc.ca) if your child attends daycare. **Changes will not be made after 1:30 p.m.** We have paper and pens ready at the office if you are dropping off your child and need to write a note. Without a note, changes will not be made. 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.
- Only parents or guardians are authorized to pick up their child from school. Should someone else pick up, a written note from the parent is mandatory.
- 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.

#### 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 A4 program for the afternoon.

#### 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.

### 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.

## **CHELSEA ELEMENTARY CODE of CONDUCT for Students, Staff, and Parents/Guardians**

### **"Respect for All, By All"**

At Chelsea Elementary, we believe that all students and staff have the right to learn in a safe environment. Each person is expected to work towards creating a climate that is positive and productive. No person has the right to exhibit behaviours that infringe upon the rights of others. We believe that school and home share the obligation of teaching our students appropriate behaviour, a sense of responsibility and respect for themselves and others. Our Code of Conduct is required to ensure that students, parents/guardians (hereafter "parents") and staff all understand the standards we expect at Chelsea Elementary School and at Chelsea School Daycare. Students are asked to seek staff support when facing any type of conflict and we will help. The main purpose of this document is to set clear expectations for all students, staff and parents. Although no document can account for every situation that arises in a school, this Code of Conduct attempts to set clear and specific guidelines. These guidelines will be applied fairly and consistently.

The rules apply at all school-related events whether or not held on school grounds, including on school board transportation. The following are approaches which will be applied consistently by the Principal, or Principal's designate:

- Setting and explaining clear and reasonable expectations.
- Communication and dialogue with students and parents: ideally, all issues we face at the school level are learning experiences for everyone. The first line of intervention will always be a conversation with the student about the issue and a learning opportunity is always the goal.
- Parents will be notified of a rule violation by their child in writing, by phone or in person.
- Parents will, as appropriate, receive written reminders to work with the school to ensure their children are meeting the expectations of the Code.
- Parent involvement for continually disregarding school rules will be mandatory.
- One of the standard school-related consequences listed in the final section of the document may be applied.

<b>Behaviours</b>	<b>Expectations</b>	<b>Potential Interventions</b>
How We Communicate	<ul style="list-style-type: none"><li>- Communicate and treat others in a courteous and respectful manner and expect to be treated with courtesy and respect.</li><li>- If behaviour is inappropriate, students, staff or parents will be asked to openly and respectfully converse to address the situation or seek assistance in dealing with the issues.</li><li>- If a person believes they have been treated disrespectfully by a staff, student or parent, please discuss the situation with staff or the Principal.</li><li>- Chelsea Elementary community believes that a strong working relationship between home and school will benefit our students and therefore, parents and staff are encouraged to always find respectful solutions to all issues.</li></ul>	
	<ul style="list-style-type: none"><li>- Students are to arrive before 8:05 am. Students</li></ul>	<ul style="list-style-type: none"><li>- Parents will be notified by school if</li></ul>

<p>Punctuality and School Attendance</p>	<p>who arrive after 8:05am miss the beginning of the morning lesson. We ask that parents ensure students are ready for class at 8:05am.</p> <ul style="list-style-type: none"> <li>- Parents will ensure that students attend school regularly and will notify the school of absence by phone or email.</li> <li>- By law, parents must ensure that students attend school regularly.</li> <li>- Staff will take attendance and communicate with parents if concerns arise.</li> </ul>	<p>a student is absent and not verified.</p> <ul style="list-style-type: none"> <li>- Continued unjustified absences or late arrivals can result in a letter of concern from administration and notification to outside services.</li> </ul>
<p>Dress Code</p>	<ul style="list-style-type: none"> <li>- Students, staff, and parents when volunteering at school, will dress appropriately; choice of clothing will not include or promote the following: inappropriate language, vulgarities, racism, revealing clothing (e.g. spaghetti straps, midriffs, underwear, open sided tops).</li> <li>- Headgear (hats, bandanas, toques, hoods) are not to be worn inside the school, except with express permission from Principal.</li> <li>- Staff and Administration will begin each school year by outlining at an assembly what appropriate clothing should look like.</li> <li>- Parents will reinforce the importance of choosing appropriate dress.</li> </ul>	<ul style="list-style-type: none"> <li>- Students and staff will be requested to change clothing immediately to rectify violation of dress code; parents may be reminded of the Code for future events.</li> </ul>
<p>Internet/ Computers/ Multimedia</p>	<ul style="list-style-type: none"> <li>- During class time, students will use technology for educational purposes only.</li> <li>- Students must always be under the supervision of school staff when using technology within the school.</li> <li>- Students will not access the wi-fi unless directly authorised for in-class school work.</li> <li>- Students will not access inappropriate websites.</li> <li>- Students will not record or videotape others within the school or on school property or while using school board transportation unless it is supervised by staff and it is for educational purposes. Any student, staff, or parent recording or videotaping must request permission of the persons being recorded or videotaped, and of their parents when applicable.</li> <li>- Multimedia is a powerful teaching tool; students and staff are expected to use it to enhance, support and enrich learning.</li> <li>- At the discretion of staff, students may have limited access to multimedia during non-instructional time.</li> <li>- Electronic devices which are designated as educational/learning aides to specific children shall not be shared with, or used by, other children unless directed to do so by staff and under staff</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- Technology related issues may result in a loss of school computer/technology accessibility and use. Interference with other students or staff accounts will result in automatic loss of privileges and possible suspension from school.</li> <li>- Students using "non-authorized" multimedia will lose their privileges for a period determined by the teacher and/or administration (e.g. "non-authorized", non-educational media, audiovisual and technology not approved by the school).</li> </ul>

	<p>supervision.</p> <ul style="list-style-type: none"> <li>- A variety of noon hour activities will be offered. Multimedia choices will be offered only on a limited basis.</li> </ul>	
Cell-Phones/ Electronic Devices	<ul style="list-style-type: none"> <li>- Any student that needs to call/contact home will be welcomed to ask the office for support.</li> <li>- Students will not use portable electronic devices (i.e. ipods, cameras, cell phones etc.) at school or daycare between 7:00 am and 6:00 pm unless part of a class assignment and specifically permitted under staff supervision.</li> <li>- Parents are asked to reinforce this and the notion of responsible use of electronic devices when permitted (i.e. bus ride, field trips, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences. Staff will be consistent in applying this rule.</li> <li>- Unauthorized e-devices will be confiscated and returned at end of day.</li> <li>- Repeated violation will result in extended confiscation and retrieval by parents.</li> </ul>
Completion of Assignments	<ul style="list-style-type: none"> <li>- In accordance with teacher directives, it is mandatory that assignments are to be completed to the best of a student's ability and returned on the due date.</li> <li>- When absent, a student is expected to make an effort to catch up missed work by checking class websites, contacting other students or the teacher immediately upon return.</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- Potential loss of marks for late assignment. A mark "0" can be assigned for work never completed/submitted.</li> <li>- Extensions may be given.</li> <li>- Completion during recess or lunch detention. In this event, time will still be allotted for gross motor activity.</li> </ul>
Classroom Behaviour	<ul style="list-style-type: none"> <li>- Please see our Behaviour Matrix (attached).</li> <li>- Students, staff and any parents in the classroom will behave respectfully and in a manner that is conducive to learning.</li> <li>- Students will follow the school and classroom guidelines.</li> <li>- Our goal is for all student behaviour and attitude in the classroom positively impact the educational success of all students. More specifically, teachers can expect that students: <ul style="list-style-type: none"> <li>• arrive to class on time;</li> <li>• are prepared for class with all materials necessary for class that day;</li> <li>• are attentive to the task at hand until dismissed by the teacher;</li> <li>• show respect and consideration for others; and</li> <li>• demonstrate care and consideration for the property of others.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- Misbehaviour will be dealt with by the classroom teacher with pedagogically-based strategies.</li> <li>- Student may be given the opportunity to reflect by being temporarily sent to another classroom.</li> <li>- Continued misbehaviour and disregard to interventions will result in a referral to the Principal.</li> <li>- Parents will be notified.</li> <li>- Further behaviour issues will result in a team meeting involving teacher, parents and administration.</li> <li>- Referral to external resources if appropriate (CLSC).</li> <li>- Alternative placement.</li> </ul>

<p>Violence, Disrespect, and Bullying-Type Behaviours</p>	<ul style="list-style-type: none"> <li>- Please see our Anti-Bullying and Violence Prevention Policy for a more detailed discussion.</li> <li>- Students, staff and parents will respect individual differences and diversity - take a stand against bullying and violence.</li> <li>- Students should report to an adult they trust if they are being bullied or subject to violence.</li> <li>- Students are expected to help someone who is being bullied or subjected to violence, e.g. by telling an adult (We help, We tell, We include).</li> <li>- Parents will watch for signs that their child may be a victim of bullying or violence, or exhibiting bullying or violent behaviour.</li> <li>- Parents and students are strongly encouraged to report bullying and violence to teachers and/or admin.</li> <li>- Staff will respond seriously to <u>all</u> reports of bullying and violence by investigating, discussing and reporting in writing to the Principal.</li> <li>- Staff will foster an inclusive, safe, caring culture wherein students feel they can speak to staff about their concerns.</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- Victim: parents notified in writing, conferencing with admin and teacher to discuss support.</li> <li>- Perpetrator: written warning to parents and student; withdrawal from school activities and privileges.</li> <li>- To provide space for the victim, mentor with an adult, appropriate social skills and interactions taught.</li> <li>- Referral to CLSC for services if needed.</li> </ul>
<p>Personal Safety and Security Behaviours</p>	<ul style="list-style-type: none"> <li>- Possession of weapons/replicas: anything used or intended for use in causing death or injury to a person (whether designed for that purpose or not) and, any replica of a weapon used for the purpose of threatening or intimidating any person are prohibited. Weapons or "weapon-like" devices of any kind, including toys, are never permitted on Western Quebec School Board property or transportation.</li> <li>- Violence of any kind towards others will never be tolerated. Physically or verbally abusive behaviours must be reported to the Principal immediately.</li> <li>- Play fighting, rough play or tackle type games are prohibited.</li> <li>- Intimidation - to frighten, force, discourage or inhibit by the use of verbal or non-verbal actions in order to influence conduct - is prohibited.</li> <li>- Harassment - systematic or persistent verbal or physical action such as taunts, insults, annoyances, demands, etc., designed to inflict distress - is prohibited.</li> <li>- Threats - verbal promise or overt action forewarning trouble, worry or harm - is prohibited.</li> <li>- Assault - an unlawful personal attack (including menacing words or gestures), an attempt to cause injury, unwelcome physical interference with another person - is prohibited.</li> <li>- Vandalism - the deliberate damage or defacement of property, including school grounds, buildings, equipment, books and personal property - is</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences (see below).</li> <li>- Mediation with teacher, supervisor, or Principal.</li> <li>- Withdrawal from school privileges.</li> <li>- Suspension.</li> <li>- Police involvement.</li> </ul>

	<ul style="list-style-type: none"> <li>- prohibited.</li> <li>- Extortion - intimidating or threatening behaviour intended to extract money, services or property- is prohibited.</li> <li>- Bigotry - written or verbal comments which insult others because of their gender, racial origin, ethnicity, religion, or sexual orientation - is prohibited.</li> </ul>	
Leaving Property	<ul style="list-style-type: none"> <li>- The teacher will dismiss the students at the appropriate times.</li> <li>- Students may ONLY leave the property when: 1) picked up by a parent or guardian or by authorized school board transportation or are authorized to walk/bike home or 2) are accompanied by a staff member on a school activity or event.</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- Suspension.</li> </ul>
Inclement Weather Impacting Recess or Lunch	<ul style="list-style-type: none"> <li>- The safety and well-being of students is paramount.</li> <li>- Shortened or indoor recesses are options.</li> <li>- The Principal is responsible for the safety of all students. A decision regarding recess/lunch activities will be made prior to each recess/ break during the school day</li> <li>- The Principal will make an informed judgement on indoor recess when it comes to extreme cold/hot (-25 with wind chill / +35 with humidity) temperatures and/or extremely rainy days (other unforeseen factors).</li> <li>- Parents are expected to send students to school prepared and dressed appropriately for weather that is not extreme (eg. cold temperatures, rainy weather).</li> </ul>	
<ul style="list-style-type: none"> <li>• Teachers will set and post written standards consistent with the school code of conduct for their own classes at the beginning of the school year. These standards must be respected by their students.</li> <li>• Staff members of Chelsea Elementary must address any misbehaviour on school premises or on field-trips.</li> <li>• A student who does not respect the words or actions of a staff member is to be reported immediately to the Principal. Staff members are asked to report any suspicious behaviour, graffiti, theft or vandalism to the Principal.</li> <li>• When a student is asked to relinquish possession of any of the above prohibited articles, staff members are required to bring it to the Principal.</li> </ul>		
<i>Criminal Code</i>	<ul style="list-style-type: none"> <li>- All students, staff, and parents are expected to abide by the Criminal Code of Canada.</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- Police involvement.</li> </ul>
Western Quebec School Board	<ul style="list-style-type: none"> <li>- All parents, students, and staff must follow the policies of the WQSB.</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- School and/or Board sanctions.</li> </ul>

### **Standard School-Related Consequences:**

If a student violates the rules at Chelsea Elementary, certain consequences must follow. The specific consequences will be determined on the basis of the severity and/or frequency of the issues and will take the age of the student into account. Students and parents will be informed of the consequences students receive directly by email, phone conversation and/or meeting. Communication and Dialogue with students and parents is a priority. Preferably, all issues we face at the school level are learning experiences for everyone. The first line of intervention will always be a conversation with the student about the concern and an intervention will be viewed as a learning opportunity. Here is a list and brief description of potential standard school consequences:

1. Detention: Detentions can be assigned at recess or lunch. Students are expected to bring their lunch to the designated room. The sole activity permitted during detention is silent study or assigned work. Failure to complete detentions will result in a suspension.

2. Academic Recovery: To ensure students reach their full potential, we expect students to complete their assignments. Teachers can be asked to communicate the most important assignments (work that needs to be completed for them to make a judgement on their competency level throughout the school year) to the Principal.

3. Loss of Privileges: As students advance from Kindergarten through to Grade 6, students can miss certain privileges - school bus transportation, permission to participate in extra-curricular activities and field-trips, extended lunch periods, after-school activities, free-time during recess and lunch, etc. Students may lose these privileges if they do not comply with school expectations.

4. In-School Suspension: A student may be suspended IN-SCHOOL. IF STUDENTS ARE SUSPENDED IN-SCHOOL, THEY WILL NOT BE ABLE TO ATTEND CLASSES and will BE INVOLVED IN an alternate RECESS and LUNCH TIME. STUDENTS WILL BE SUPERVISED AND WILL BE REQUIRED TO COMPLETE SCHOOLWORK OR ASSIGNED WORK. Students may not be permitted to ATTEND ANY SCHOOL FUNCTION FOR ANY REASON. Refusal to observe school rules and refusal to behave properly and complete all work assigned may result in an extension of the days of suspension (Out-of-School).

5. Out-of-School Suspension: A student may be suspended Out-of-School up to ten days for "gross misconduct and disobedience". IF STUDENTS ARE SUSPENDED FROM SCHOOL, THEY MAY NOT BE ON THE CAMPUS OR ATTEND ANY SCHOOL FUNCTION FOR ANY REASON. Failure to observe this regulation is considered criminal trespassing and may result in police prosecution and an extension of the days of suspension.

6. Referral to the Principal: Students who continue inappropriate behaviour despite efforts to correct it by staff, or if a student commits a serious act that disrupts the school or endangers others, the student will be referred to the Principal. The Principal will initiate a thorough review of the student's behaviour, and will determine the consequences and course of intervention.

7. Police Referral: Acts which are illegal under the *Criminal Code of Canada* should be reported to the police. This referral does not, however, forego the application of school disciplinary action for the same incident.

8. Expulsion and Discipline Committee: In cases of continued or extreme anti-social, disrespectful, disruptive, uncooperative or violent/illegal behaviour, the Principal will recommend to the Western Quebec School Board that expulsion proceedings be initiated by convening a meeting of a Discipline Committee. The Committee has the authority to expel a student from attending any schools in the school board for one full school year or longer, if needed.

### **Anti-Bullying and Violence Prevention**

Chelsea Elementary School has an active Anti-Bullying and Anti Violence committee and an ABVP Plan that aims at reducing bullying. It also helps to make school a safer, more positive place where students can learn.

## All Students Will Follow These Four Anti-Bullying Rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will 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:

<b>Activity</b>	<b>Time</b>	<b>Duration</b>
<b>Entrance Bell</b>	8:03	
<b>Homeroom</b>	8:05 to 8:15	10 minutes
<b>Period 1</b>	8:15 to 9:45	90 minutes
<b>Recess 20 minutes</b> 9:45 to 10:05 With entrance bell at 10:03		
<b>Period 2</b>	10:05 to 11:35	90 minutes
<b>Lunch</b>	11:35 to 11:55: Lunch 11:55-12:25: Recess With entrance bell at 12:23	50 minutes
<b>Period 3</b>	12:25 to 1:25	60 minutes
<b>Recess 20 minutes</b> 1:25 to 1:45 With entrance bell at 1:43		
<b>Period 4</b>	1:45 to 2:45	60 minutes
<b>Dismissal</b>	2:45- 2:55	10 minutes

### 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 the person of your choice: relatives, neighbours or babysitters should an emergency situation arise or when 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 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 trips are a privilege; students who are not respecting the code of conduct may be denied access to field trips or the school may request a parent's presence during the trip.

### After School Program - Fun Club (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 Daycare Office at 819-827-4581.

### 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. 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 After Four Program.

### 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

At the end of the school year, parents will receive by mail a list of suggested school supplies for the following school year. Workbooks are provided by the school and included in the yearly school fees. Parents are asked to come and pay them in August. *Please note that Debit/Mastercard/Visa payment is available. (NO CHEQUES)*

# At Chelsea Elementary School We Agree To...



TRIBES CONNECTIO N:	Attentive Listening	Mutual Respect	Appreciation	Participation/ Safety
<b>We agree...</b>	<b>We will listen with our eyes, ears and heart.</b>	<b>We will treat people the way we want to be treated.</b>	<b>We will think kindly of others and think of other's feelings.</b>	<b>That the more we participate the more we gain. We will always think of safety first.</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>* Look and listen</li> <li>* Focus on the speaker</li> <li>* Show positive body language</li> <li>* Be engaged</li> </ul>	<ul style="list-style-type: none"> <li>* Be kind</li> <li>* Be considerate</li> <li>* Have a positive attitude</li> <li>* Respect everyone's property and material</li> </ul>	<ul style="list-style-type: none"> <li>* Respect others' efforts and contributions</li> <li>* Appreciate each other's differences</li> </ul>	<ul style="list-style-type: none"> <li>* Respect everyone's personal space</li> <li>* Try your best</li> <li>* Take chances</li> <li>* Follow classroom and school rules</li> <li>* Listen to others</li> </ul>
<b>Hallway/ Entrances/Stairs</b>	<ul style="list-style-type: none"> <li>* When you are signaled, stop and listen</li> <li>* Follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>* Use a soft voice at all times</li> <li>* Respect the personal space and property of others</li> <li>* Do your part to keep hallways, stairways and entrances clean and tidy</li> </ul>	<ul style="list-style-type: none"> <li>* Look at art and displays with your eyes and not your hands</li> <li>* Be patient and helpful with others</li> <li>* Greet others in a positive way</li> </ul>	<ul style="list-style-type: none"> <li>* Walk in the hallways, entrances and on stairs</li> <li>* Keep your hands and your feet to yourself</li> <li>* Keep your belongings organized and off the floor</li> <li>* Do it right! Go up and down the stairs on your right</li> </ul>
<b>Playground/ Outdoors</b>	<ul style="list-style-type: none"> <li>* Respond to the bell immediately (stop, look and listen)</li> <li>* Whistle means stop and listen</li> <li>* Line-up and wait for signal to go in</li> </ul>	<ul style="list-style-type: none"> <li>* Be kind to everyone</li> <li>* Be a peacemaker</li> <li>* Be a good sport</li> <li>* Take care of the equipment</li> </ul>	<ul style="list-style-type: none"> <li>* Be positive</li> <li>* Use kind words and kind actions</li> <li>* It's okay not to always win</li> <li>* Give out random acts of kindness</li> </ul>	<ul style="list-style-type: none"> <li>* Share and take turns</li> <li>* Play fairly in the assigned areas</li> <li>* Invite others</li> </ul>
<b>Eating</b>	<ul style="list-style-type: none"> <li>* Listen to the supervisors</li> <li>* When signaled, stop talking, look at the supervisors and listen</li> </ul>	<ul style="list-style-type: none"> <li>* Talk in a quiet voice</li> <li>* When finished eating, raise your hand and ask permission to clean up</li> <li>* Stay in your own seat</li> </ul>	<ul style="list-style-type: none"> <li>* Be friendly with peers and supervisors</li> <li>* Be thankful and use your manners like Please and Thank You</li> </ul>	<ul style="list-style-type: none"> <li>* Wash your hands</li> <li>* Eat your own food</li> <li>* Clean your area</li> <li>* Report any problems</li> <li>* Stay calm and quiet</li> </ul>
<b>Washrooms Change rooms</b>	<ul style="list-style-type: none"> <li>* Answer when called upon by an adult</li> </ul>	<ul style="list-style-type: none"> <li>* Use a quiet voice</li> <li>* Wash your hands</li> <li>* Keep your hands and eyes to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Keep the washrooms clean</li> </ul>	<ul style="list-style-type: none"> <li>* Find an adult if you need help or if you see a problem</li> <li>* Leave the washroom as soon as you are done</li> </ul>

<p style="text-align: center;"><b>Gym</b></p>	<ul style="list-style-type: none"> <li>* Keep your eyes focused on the speaker</li> <li>* Keep your body still</li> <li>* Listen to instructions and rules</li> </ul>	<ul style="list-style-type: none"> <li>* Use the equipment correctly</li> <li>* Follow instructions and rules</li> <li>* Allow others to participate</li> </ul>	<ul style="list-style-type: none"> <li>* Encourage and support others' abilities</li> <li>* Practice good sportsmanship</li> <li>* Use appropriate and positive language</li> </ul>	<ul style="list-style-type: none"> <li>* Try everything</li> <li>* Use the equipment and equipment room only when supervised by an adult</li> <li>* Always do your best</li> </ul>
<p style="text-align: center;"><b>Library</b></p>	<ul style="list-style-type: none"> <li>* Keep your eyes on the speaker</li> <li>* Use quiet voices/silence</li> </ul>	<ul style="list-style-type: none"> <li>* Whisper</li> <li>* Handle books with care</li> <li>* Read quietly</li> <li>* Return books by the due date</li> <li>* Walk</li> </ul>	<ul style="list-style-type: none"> <li>* Be courteous</li> <li>* Be polite</li> </ul>	<ul style="list-style-type: none"> <li>* Read and enjoy</li> <li>* Keep the area tidy</li> <li>* Replace the things you use (books and chairs)</li> </ul>
<p style="text-align: center;"><b>Computer Use</b></p>	<ul style="list-style-type: none"> <li>* Keep your eyes on the speaker</li> <li>* Use quiet voices/silence</li> </ul>	<ul style="list-style-type: none"> <li>* Respect the equipment</li> <li>* Share materials and equipment</li> <li>* Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>* Be courteous</li> <li>* Be polite</li> </ul>	<ul style="list-style-type: none"> <li>* Eat and drink elsewhere</li> <li>* Use appropriate sites</li> <li>* Notify adult of inappropriate content or communication</li> </ul>
<p style="text-align: center;"><b>Assemblies /Visitors/ Guests</b></p>	<ul style="list-style-type: none"> <li>* Listen with our eyes, ears and hearts</li> <li>* Remain silent when you are in the audience</li> </ul>	<ul style="list-style-type: none"> <li>* Respect each other's personal space</li> <li>* Keep your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Clap at the appropriate time</li> <li>* Be polite</li> <li>* Be positive</li> </ul>	<ul style="list-style-type: none"> <li>* Raise your hand to ask questions</li> <li>* Enter and exit in line with your class</li> </ul>