



*CENTREVILLE COMMUNITY SCHOOL*

*PARENT HANDBOOK*

751 Central Street

Centreville, New Brunswick E7K 2M6

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## **SCHOOL-WIDE CODE OF CONDUCT**

### **3R's: RESPECT, RESPONSIBILITY, RIGHT CHOICES**

1. I will **RESPECT** myself and others.
2. I will be **RESPONSIBLE** for my actions.
3. I will make **RIGHT CHOICES**.

# RESPECT, RESPONSIBILITY AND RIGHT CHOICES

## ANGLOPHONE WEST SCHOOL DISTRICT SCHOOL CALENDAR 2017– 2018

MONTH	DATES
September	5 – First Day for Students 26 – Professional Learning ½ day ( <b>Early Dismissal at Noon</b> )
October	9 – Thanksgiving Day 10 - 13 – Registration for Students Entering Kindergarten in 2018 – 2019 24 – Professional Learning - ½ day ( <b>Early Dismissal at Noon</b> )
November	10 –Professional Learning – Full Day ( <b>No Classes for Students</b> ) 13 – Remembrance Day (Day in Lieu of November 11 <sup>th</sup> ) ( <b>No Classes for Students</b> ) 24 – Parent/Teacher Interviews/Half-Day Professional Learning ( <b>No Classes for Students</b> )
December	22 – Last Day of Classes
January	8 – First Day for Students
February	19 – Family Day 27– Professional Learning - ½ day ( <b>Early Dismissal at Noon</b> )
March	5– 9 – March Break 27 – Professional Learning - Full Day ( <b>No Classes for Students</b> ) 30 – Good Friday
April	2– Easter Monday 13 – Parent/Teacher Interviews/Half-Day Professional Learning ( <b>No Classes for Students</b> ) 24 – Professional Learning - ½ day ( <b>Early Dismissal at Noon</b> )
May	4 – Provincial NBTA Council Day ( <b>No Classes for Students</b> ) 14 – NBTA Branch Meeting Day ( <b>No Classes for Students</b> ) 21 – Victoria Day 29 – Professional Learning - ½ day ( <b>Early Dismissal at Noon</b> )
June	22 – Last Day for Students

## RESPECT, RESPONSIBILITY AND RIGHT CHOICES

### CENTREVILLE COMMUNITY SCHOOL HOURS OF OPERATION 2017 – 2018

7:50	Students arrive, prepare for day and beginning walking. (Grades K – 5 students will have option of going to breakfast.)
8:05	Students to homerooms.
8:07	Playing of <i>O Canada</i> . (In classrooms; followed by recitation of School Code of Conduct and Mission Statement)
8:10	Period One begins.
8:40	Period Two begins.
9:10	Period Three begins.
9:40	Period Four begins.
10:10	Break
10:25	Warning Bell
10:30	Period Five begins.
11:00	Period Six begins.
11:30	Lunch and Recess begins.
12:25	Students in homeroom in preparation for afternoon classes.
12:30	Period Seven begins.
1:00	Period Eight begins.
1:30	Period Nine begins.
1:30	Dismissal for K-2 students (Students prepare to go outside at this time).
2:00	Period Ten begins.
2:30	Period Ten ends.
2:30	Students return to homeroom and prepare for departure.
2:38	Bus Dismissal - All Grades. (Buses will leave at this time.)

## RESPECT, RESPONSIBILITY AND RIGHT CHOICES

### MISSION STATEMENT

The Mission of Centreville Community School is to develop COUGARS:

**C** – courageous, caring and compassionate

**O** – open-minded

**U** – understanding

**G** – generous

**A** – attentive, achieving

**R** – responsible, respectful

**S** – students and staff!

### VISION STATEMENT

Centreville Community School partners with families and community to provide quality education so all students are able to reach their full potential.



### **MESSAGE FROM ADMINISTRATION**

As administrators, our main focus is to provide your child/children with a safe learning environment. We recognize that without your assistance and support, it is much more difficult for your child to be successful at school. We appreciate feedback and ideas of how to improve our school. Our goal is to make Centreville Community School a place where students are able to learn to the best of their ability.

*Mrs. Sharkey & Mr. Sparrow*

## RESPECT, RESPONSIBILITY AND RIGHT CHOICES

### BEGINNING OF THE DAY INFORMATION

- ✓ School doors open at 7:30.
- ✓ Students who arrive at school between 7:30 and 7:50 are asked to go to the library until teachers are present in classrooms.
- ✓ Morning routines for students begin at 7:50. These include walking, breakfast and homeroom activities.
- ✓ All classes begin at 8:10 am.
- ✓ Students arriving after 8:10 are marked tardy. Most students in grades Kindergarten to Five have Language Arts first thing in the morning. It is important to ensure that students are present for this important class.
- ✓ If students are going to be absent from school, parents/guardians are asked to call the school to let the school know or write a note in the student's agenda stating the reason for the absence.
- ✓ When dropping off their child; parents/guardians are asked to allow their child to walk to his/her classroom on their own.

### END OF THE DAY INFORMATION

- ✓ Students in Kindergarten, Grade One and Grade Two are finished classes for the day at 1:30 pm.
- ✓ Pick up times for students in Kindergarten, Grade One and Grade Two are 1:30 pm or 2:30 pm. Parents/Guardians are asked to pick up students in these grade levels at one of these times only.
- ✓ When picking up their child; parents/guardians are asked to wait at the office until their child comes from his/her classroom.
- ✓ Classes for students in Grades Three through Eight end at 2:30 pm.
- ✓ Parents/Guardians are asked to pick up students in Grades Three through Eight at 2:30 pm.
- ✓ Students who walk are asked to stay in their homeroom until buses have left.
- ✓ Buses are dismissed between 2:30 pm and 2:38 pm.

### ATTENDANCE

The Education Act refers to regular attendance as both a ***duty of a pupil*** and an ***expectation on the part of the parents to ensure that attendance takes place. If your child is absent or tardy, either a call to the office or a written excuse is required.***

Teachers will monitor student attendance and inform the Education Support Services Team (ESST) when a student's attendance has become an issue. A member of the ESST will contact parents/guardians when dealing with cases of chronic absenteeism. Letters will be issued after 5 absences and regular phone calls to the home will be made by a member of the ESST during these absences. District Office officials and Child Protection Services may also need to be contacted in chronic cases.

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest, recover and receive the extra tender love and care he or she needs. Please remember that we do not have a sick room: fresh air, exercise and opportunities to socialize are all very important to healthy growth, therefore all children who are present at school are encouraged to go outside during scheduled breaks.

## RESPECT, RESPONSIBILITY AND RIGHT CHOICES

### LICE:

In order to contain the spread of lice at school, students whose hair has lice will have their parent or guardian called to come and take the student home for treatment. In some instances a child may present with nits but no live lice. In this situation, home will still be contacted. We recognize that having lice is not a sign of uncleanness and we act in a gentle manner always keeping the child's feelings in mind. We regret having to take this action, but lice is highly communicable as well as costly and time consuming to get rid of. It is necessary to continue to pick nits (or eggs) as not all nits are killed by the lice shampoo treatment.

In the best interest of the student body, all parents are asked to respect the following Department of Health guidelines regarding communicable diseases.

### EXCLUSION CHART: Infection/Disease

Pertussis (whooping cough)

### Minimum Exclusion Period From School

If high risk individuals are present, exclude until 5 days from the start of treatment OR, if no treatment was given, until 3 weeks elapsed since the onset of characteristic cough or until the end of cough, whichever occurs first.

Measles

Exclude until 4 days from the onset of rash.

Mumps

Exclude until 5 days from the onset of gland swelling, if non-immunized contacts are present.

Rubella

Exclude until 7 days from the onset of rash.

Chicken Pox

Exclude until child feels well enough to return to school.

Shingles

Usually not required (unless skin lesions (spots) cannot be covered)

Hepatitis A

Exclude until 1 week from the onset of illness/jaundice.

Pink Eye

If there is a thick white or yellow discharge (with eyelids stuck together or crusted eyelashes), fever, eye pain or eyelid swelling or significant watery discharge exclude until seen by a doctor (at least 24 hours of treatment may be required before returning to school). Children with pink eyes who have no or minimal clear or watery discharge without fever, eye pain, or eyelid redness do not need to be excluded.

Scabies

Exclude until 24 hours after treatment.

Ringworm

Exclude until treatment started.

## RESPECT, RESPONSIBILITY AND RIGHT CHOICES

### BUS POLICY

It is the mandate of our school district to ensure the busses are safe for all children. It is essential that students, bus drivers, parents and school officials work together to ensure this safety and reduce the numbers of distractions for the bus driver. All students are to know the bus rules. The school district has prepared a brochure regarding bus rules, procedures and consequences.

### BUS ZONE

Parents/guardians driving their children to school in the morning or picking up their children at dismissal time are asked to park their vehicles outside the bus loading zone. **There is to be no vehicular traffic in the bus loading zone during school hours (7:30 am – 5:30 pm).** All vehicles are asked to enter through the upper driveway off Central Street (across from the Baptist Church) and to exit from the lower driveway (just below Gregg Settlement Road).

### BREAKFAST PROGRAM

Centreville Community School with the assistance of Breakfast for Learners, The Valley Family Resource Centre Food Bank and many local donors is able to offer breakfast to students. This breakfast is available to all students. Please be aware that it is made available through the very generous donations of the organizations listed above as well as a number of local organizations and individuals.

Students choose on their own whether or not they would like to go to breakfast. If you do not want your child to participate in this program, please let your child's teacher know.

Donations (of time, food items or money) are greatly appreciated for this program.

### CAFETERIA SERVICES

Cafeteria services are currently provided by the Centreville Community School Home and School Association. These services are provided on Tuesdays, Wednesdays, Thursdays and Fridays. Milk can be purchased every day. If you have questions or concerns about the cafeteria services, please contact the school's administration.

### CLOSED CAMPUS

A "closed-campus" policy is in effect at Centreville Community School. Students who do not walk to school are not permitted to leave school grounds unless they are signed out by a parent, guardian or an adult sent by the parent or guardian. Students are not allowed to sign themselves out of the building.

Disciplinary action will result if students leave the school grounds without permission. Due to concerns with safety, students who are being picked up by someone other than a parent/guardian will require a note from the parent/guardian indicating who will be picking up their child.

### CLOTHING

Students are to be responsible for their own clothing. Common items (ie. sneakers, jackets, winter boots, etc.) should have the child's name on them. There is a Lost and Found in the school, this is located just outside of the gym with a second Lost and Found in the K – 2 wing. We will have a table out during parent/guardian/ teacher interviews for parents/guardian to re-claim lost or misplaced clothing items. Students need to dress appropriately for the weather.

**Most clean, neat casual clothing (including jeans) meets our school's standards. Students are not to come to school in their pajamas except on designated Fun Days.**

## RESPECT, RESPONSIBILITY AND RIGHT CHOICES

The following guidelines, however, need to be observed:

1. Clothing which displays inappropriate slogans, advertising tobacco, alcoholic beverages, or any obscene, immoral, or sexual implication is not acceptable.
2. Clothing must cover the abdomen, back, and undergarments. Undergarments are not to be visible whether students are walking, standing, sitting, kneeling or crouching.
3. Clothing must be appropriate for a work environment. (i.e. If a parent would not wear an article of clothing to work; a student should not wear it to school.)
4. **Inside footwear must be worn by all students in the building.** Students need to wear footwear at all times in the building for health reasons and in case of fire drills. **For safety reason, indoor footwear must also be suitable for Physical Education classes. "Flip-flops" are not considered appropriate footwear for school.**
5. Headgear is not to be worn inside the building.

### CONTACTING SCHOOL STAFF

If parents have concerns about their child and/or the school, the following procedure should be followed:

1. Contact the classroom teacher involved.
2. If the teacher is unavailable, or the problem is unresolved, then contact administration.

Concerns about the school in general, should be directed to the administration or a member of the Parent School Support Committee. Concerns about the school system in general (not specific to Centreville Community School) may be directed to the local representative of the District Education Council or the Superintendent of Schools. Every attempt will be made to address your concerns.

- ✓ If you wish to speak to the Educational Support Teacher - Resource, Mrs. Springer, please call the school to schedule a meeting.
- ✓ If you wish to speak to the Educational Support Teacher - Guidance, Mr. Mahar, please call the school to schedule a meeting.
- ✓ Both the principal, Mrs. Sharkey and the vice-principal, Mr. Sparrow have supervision during noon hour and both have teaching loads. If you wish to speak to either Mrs. Sharkey or Mr. Sparrow, please call the school to schedule an appointment.

### CUSTODIAL ARRANGEMENTS

The school administration and classroom teacher need to be aware of any custody arrangements and, in particular, if there are court orders prohibiting a parent from having contact with the child. A copy of the specific court order must be in the child's school record. In some cases parents who have children under joint custody request that both parents receive copies of the school report card and other documents. Please inform the school if this is your preferred arrangement.

### CYBERBULLYING & HARASSMENT

Harassment is considered to be any mean word, act or gesture used continually with the intent of hurting a person's feelings, body or possessions. Pupils and staff have an absolute right to be and feel emotionally and physically safe at school, on buses or at school functions.

Cyberbullying - Bill Belsey provides the following definition of cyberbullying (Teachers and the Law, Second Edition; A. Wayne MacKay & Lyle Sutherland):



## RESPECT, RESPONSIBILITY AND RIGHT CHOICES

***“Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.”***

Cyberbullying has a direct impact on the climate, culture and learning in the classroom. Students who participate in cyberbullying would be subject to disciplinary action in accordance with Centreville Community School’s Code of Conduct.

### **ELECTRONIC DEVICES AND TOYS**

#### **Cell Phones, Cameras, I-Pods, MP3 Players, Toys, Cards, etc...**

Students in grades Kindergarten to Grade Five are asked to leave electronic devices and toys/cards/etc. at home to prevent these items from being accidentally broken or lost. Students in Grade Six to Grade Eight are to use electronic devices appropriately. Students who are unable to use electronic devices appropriately while at school, will lose the privilege of having access to such devices during the school day. All digital recording device and/or camera use must be permitted by the teacher. There are to be no cameras in the change rooms.

### **EXTRA-CURRICULAR ACTIVITY POLICY**

1. Each student represents our school and should act and dress appropriately.
2. Each student participating in an activity must maintain satisfactory scholastic achievement and behavior. In determining eligibility, the student’s ability and effort will be considered.
3. Any student involved in the use of drugs or alcohol will be suspended from participating in extra-curricular activities.
4. In order to participate in an activity or game, the student must be present at school (all classes) on the day of the activity unless the student has a medical appointment. If the team is required to leave early because of the game time a departure time will be determine by the coach.
5. Students staying after school for games or practices will be assigned a designated area by the supervisor.
6. **If games or practices are after 3:30 p.m. students are expected to go home and return for the event.**
7. All school rules and regulations are in effect during school sponsored events while at CCS or participating at other schools. This applies to players and spectators.
8. Parents/Guardians and students must adhere to school, district and the Department of Education policies 512 and 513 when travelling to and from extra-curricular events.
9. All parents/guardians and participants must sign and agree to the guidelines and regulations of the CCS Extracurricular Policy prior to participation.
10. Where warranted an athletic fee may be applied to the extra-curricular activity to off-set the cost.

### **FIRE DRILLS**

As part of the school evacuation preparedness, fire drills will be held periodically. Directions are posted in each teaching area.

Students are expected to remain quiet and walk quickly (no running). Once outside the building, students will remain with their teacher, until the all clear signal and students return back into the school.

#### **EMERGENCY EVACUATION:**

In order to make certain that we can evacuate the building as quickly as possible, a number of drills will be held each year. **WHEN THE ALARM IS SOUNDED, EVERYONE SHOULD REACT AS IF IT WERE A SIGNAL FOR AN EMERGENCY.** If the posted route is blocked for any reason, the line is to be re-routed to the nearest exit.

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Students on noon hour will exit the building and remain at the designated area. Their homeroom teacher will locate them, based on the school's plan for noon hour evacuations. Students must be 30 feet away from the building. No parking is allowed around the building to ensure a fire lane is open at all times. If needed the school has two designated evacuation sites. These sites are the United Baptist Church (primary location) or the Elks Club (secondary location).

***IT IS A CRIMINAL OFFENCE TO PULL A FIRE ALARM OR CALL 911 AS A PRANK. ANYONE FOUND GUILTY MAY BE PROSECUTED IN A COURT OF LAW.***

### **HOMWORK AGENDAS**

Homework agendas are provided to students. They are expected to take them with them to each class. We provide them to be used as an organizational tool. We encourage parents to regularly check their child's agenda to determine what is happening in school. Parents can also use the agenda to personally communicate with the teacher.

### **HOMWORK**

Homework might be identified as any activity where learning is extended after school; it is not necessarily work done at home, it may take place in the car, at the grocery store or while participating in a club or team. This extended learning can contribute to the formation of work and study habits that will have beneficial effects over the long term. In modern society, continuing education is no longer a matter of choice. Homework is designed to support learning that begins at school.

Homework can present an opportunity to strengthen ties between school and family and among family members. For this to happen the student, family, and teacher(s) have to work together to fulfill their responsibilities. These responsibilities are outlined in the Province of New Brunswick Education Act. Section 14:1(c) indicates that all students are to "attend to assigned homework", while section 13:1 (a) insists that parents are to "encourage their children to attend to assigned homework".

All homework must be completed by the date assigned. Students are responsible for completing work if absent from school. It is the students' responsibility to have this work completed as soon as possible. Students are encouraged to record their homework and long term assignments in their agenda. Incomplete homework will be followed by an appropriate consequence.

### **IF YOUR CHILD IS GOING TO A LOCATION OTHER THAN REGULAR END OF DAY LOCATION**

The District policy on bussing, requires that students go to either their primary or secondary drop. The addresses of these are provided by parents/guardians at the beginning of the school year. If either of these addresses need to be changed, this needs to be done in writing and provided to the homeroom teacher.

If a child is going to the secondary drop, the following information is required:

- Name of the home owner
- Civic address of location
- Bus number and name of driver that student will take
- Date for which the bus note is being given

If your child is going to a home to which he/she can walk; the same information is required as for bus notes.

**Please note**, the District bussing policy does not permit students to go to addresses that are not the primary or secondary drop location.

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### **IF YOUR CHILD IS STAYING AFTERSCHOOL FOR A PRACTICE/GAME/OTHER EVENT**

Whenever possible, if students have a practice/game/other event that does not begin before 3:30 they are asked to go home prior to the event. If students must stay for a practice/game/other event; students must have permission from school administration and remain on school property. In most cases students will be asked to remain in a single area/room of the school.

### **INDIVIDUAL NEEDS**

Public education in New Brunswick is a privilege enjoyed by all children. To address the needs of students Personal Learning Plans (PLPs) are sometimes created in conjunction with the Homeroom Teacher, the Education Support Teacher – Resource, and the parent/guardian. These plans enable CCS teachers to provide appropriate educational goals for all students. While some students' learning needs are addressed through educational plans, other students require different forms of assistance. One such type of assistance is the Individualized Behaviour Plan (IBP). Just as a PLP addresses specific learning goals for individual students, an IBP addresses specific behavioural goals. It is important for all of us to be aware that all children need to have public education available to them and can be successful.

### **LOCKS AND LOCKERS**

Students will be assigned a locker by their homeroom teacher. Students are to keep their books and valuables in these areas. Middle students are to use locks provided by the school and are to keep their lockers locked when they are not using them. If they lose a lock they must purchase another one from the main office. Students are **not** permitted to bring locks from home. Students are only to be at their lockers and in the locker area at the beginning of school, during nutrition break, at noon hour and during dismissal. Students are **not** to be at their lockers between classes unless sent directly by a teacher.

### **LUNCH PROGRAM**

On occasion, students will not have a lunch with them when they arrive at school. If a student needs lunch, he/she will tell his/her homeroom teacher. The student will receive a lunch ticket from the teacher. The student will fill out what type of sandwich he/she would like. The sandwich choices are: WOW butter/peanut butter; jam; WOW butter/peanut butter and jam; cheese slice or tuna with mayonnaise. The student will also receive a glass of milk; and healthy snacks.

### **MEDICATION**

As outlined in Policy 704, a form must be filled out by parents/guardians if medication is to be administered at school. Staff is not permitted to administer any medication (i.e. Tylenol, Advil, etc.) without speaking with the parent or having received written consent from parent/guardian.

Epipen Policy - outlined in Policy 704, students who require Epipens should have at least one and preferably two in an appropriate location in the school at all times. In addition, it is crucial that homeroom teachers and administration are notified as well of the possible need for an Epipen.

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### **MESSAGES FROM THE SCHOOL**

School Connects is used to deliver voice messages to parents/guardians. This system will work on any network or phone carrier. Please note, unless these messages are recorded on an answering system, the message is only received once. The system can also send e-mail notices. If you would like to receive these messages by e-mail, please contact the administrative assistant, Mrs. McIntosh. School announcements, newsletters and other information are available on the school website, <http://web1.nbed.nb.ca/sites/ASD-W/ccs/Pages/default.aspx>. In case of school closures due to inclement weather, please listen to local radio stations and/or CBC Radio.

### **OUTSIDE**

Bicycles must be parked out in front of the school. New Brunswick law requires helmets be worn. Bicycles are not to be driven on school grounds during school hours. Motorized scooters, dirt bikes, ATV's and snowmobiles **are not** permitted on school property without permission from the building administration.

### **PHOTOGRAPHS AND SOCIAL MEDIA**

With an increase in recognition for the rights of students and their parents/guardians to privacy, ASD-W has provided a great deal of information to schools on the "Right to Information and Protection of Privacy Act". In order to protect the privacy of our students and their parent/guardians we appreciate your cooperation when taking photos of your child at school events. As much as possible, please ensure that other students are not visible in the photos. Should you wish to post photographs taken to any form of social media, please ensure that the photos contain only your child/children or you have received the permission of the parents/guardians of the other students prior to posting the photographs on social media.

Students at Centreville Community School are permitted to take photos only with the permission of their teacher(s). These photos are not to be posted to any type of social media.

### **PSSC**

The PSSC is the committee that looks at school improvement. Names of members of the PSSC can be found on the school website. Please contact a member of the PSSC if you have questions or concerns.

### **READING**

It is important for students to read after the school day ends. Please work with your child to ensure that he/she reads for twenty to thirty minutes after the school day. It may not always be possible for your child to read for this length of time uninterrupted. Please work with your child to help him/her find time to read. This could be done while waiting for a dentist/medical appointment, waiting for a sibling or while driving in a vehicle or at other times when your child is waiting for something.

### **REPORT CARDS AND PARENT/GUARDIAN TEACHER INTERVIEWS**

A report card will be sent home three times a year (November, April and June). Parent Teacher Interviews will occur twice a year (November and April). These interviews may be student led or parents/guardians may sign up for teacher interviews. It is important to note that parents/guardians may contact the school at any time throughout the school year to meet with teachers on the progress of their child.

## RESPECT, RESPONSIBILITY AND RIGHT CHOICES

### SCENT REDUCED ENVIRONMENT

Centreville Community School has been designated as a **Scent Reduced Environment**. All staff, students, parents, guardians, and volunteers are asked not to wear perfume, cologne, or strongly scented personal products. (ie. AXE deodorant) in the school so that air-borne irritants can be kept to a minimum. To support this policy, our school will also use unscented, environmentally-friendly cleaning products.

### SCHOOL CLOSURES

To ensure clarification – all school closure notices will come from the ASD-W Office of the Superintendent. They will communicate school closures via:

- ✓ The local radio station
- ✓ Through the ASD-W website
- ✓ You can call the ASD-W phone line and listen for the directions.

Announcements will be made, through a recorded message that can be heard by dialing the district public information line at 1-888-388-4455 (toll free). You may also call 1-506-453-5454 any time after 6:00 a.m. or check the district website at [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca). We are Zone 3.

### SCHOOL PROPERTY

Students are responsible for the proper care of all school texts/books, library books, supplies, furniture, computers and equipment and will be required to pay replacement of these items if they are damaged.

### SCHOOL SUPPLIES

School supply lists are provided with report cards in June. They are also posted on our school website under the tab “Quick Links” and titled “Class Supply Lists”.

### SCHOOL TWITTER ACCOUNT

The school now has a twitter account. You can follow it @CentrevilleSch

### SCHOOL WEBSITE

The school website can be found at <http://ccs.nbed.nb.ca>

### SMOKING POLICY

This policy is in unison with the district and provincial Smoke Free Places Act. According to this Act smoking is not permitted inside the school or on school property. This includes school grounds, walkways, driveways and any vehicle that may be located in these areas. Visitors to the school for school business or extra-curricular activities are to follow these guidelines as well.

### STUDENT VALUABLES

Students are responsible for their personal property and are to use their lockers to keep it safe. The school is **not responsible** for the loss of money or valuables. Students who have valuables in the change room area during Physical Education classes are to give them to their Phys. Ed. teacher. Students are encouraged to leave toys and any items that they value at home.

## RESPECT, RESPONSIBILITY AND RIGHT CHOICES

### SPECIAL CLASS REQUESTS

From time to time, parents may make special requests for the placement of their child. If such a request is made it is important that the request is submitted to the administration by May 15 as it difficult to accommodate requests after class lists have been set. Please note: All requests are considered, but it is not always possible for all requests to be provided for.

### STUDENT BEHAVIOUR EXPECTATIONS AND DISCIPLINE PROTOCOL

All students at Centreville Community School are expected to behave in a respectful and courteous manner to all members of the Centreville school community. This behaviour yields a positive learning environment.

Sometimes students need extra support to develop respectful habits.

At CCS we will use the following strategies as needed.

- ✓ Speak to student about the need to change
- ✓ Assist the student with developing strategies to help the student become successful
- ✓ Assign noon detentions to reflect on the need to change or complete assigned work
- ✓ Write a note in the students agenda; **parents/guardians would be required to sign the note** to be returned the next school day
- ✓ Call the parent/guardian to discuss a plan for improvement of the student's behaviour
- ✓ Inform the principal or vice-principal who will meet with the student to reflect on the issue and create a plan for success
- ✓ Refer the student to the school based Education Support Services Team
- ✓ Involve the staff in a 30 minute problem solve
- ✓ Conduct a meeting with the parent/guardian, teacher and student (if needed)
- ✓ Refer the student to the District Education Support Services Team

Disrespectful students or students with chronic misbehaviors will be referred to the principal or vice-principal who may suspend the student either in-school or out of school.

**Suspensions may result depending upon intent, frequency or chronic nature for:**

- Continued defiance
- Disrespectful behaviour to staff (swearing at staff)
- Vandalism or Theft
- Bullying, harassment, physical aggression, fighting , spitting
- Inappropriate Language

All infractions under this category will be dealt with by the school administration in consultation with school staff and parents/guardians. Consequences and length of suspensions will depend upon the severity of the act, intent and the frequency of occurrence. Some cases may need to be referred to the RCMP.

**Suspensions will result for:**

- Possession of drugs and alcohol
- Weapons (knives, guns, including the inappropriate use of laser devises)
- Sharing/Selling of prescription drugs (considered trafficking)
- Inappropriate touching of a sexual nature

All infractions under this category will be dealt with by the school administration in consultation with school staff and parents/guardians. Consequences and length of suspensions will depend upon the severity of the act, intent and the frequency of occurrence. Such cases will need to be referred to the RCMP.

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### TELEPHONE

There is a pay phone located by the Main Entrance of the school. This phone is intended for student use during non-instructional time with a teacher's permission. Students are advised to keep 50¢ in their locker to avoid the extra expense of a collect call. **Use of the telephone in the office by students is intended ONLY in emergency situations.**

### VISITORS

Parents/guardians are encouraged to visit the school at any time. Please note, if you wish to speak to a teacher or an administrator, please call in advance to ensure that the individual to whom you wish to speak will be available. To ensure the safety of students, however, and to protect the learning environment of classrooms, **all visitors** to the school or school property **must identify themselves at the office upon entering the building.** Parents/guardians are requested to not go to classrooms during class time unless they are volunteering in a class. **Visitors will be issued a visitor card to wear. Parents/guardians who are picking up students are asked to remain at the office until their child reports to the office.** Parents/ guardians should note that for security reasons, all doors to the school will be locked during the day. Please use the bell posted to be used during the school day to notify the office staff that you have arrived.

### NOTE TO PARENTS/GUARDIANS

Understanding the policies and procedures that are outlined in this handbook is crucial for open communication and positive learning. Thank you in advance for reviewing these policies and procedures with your child.