



John Caldwell School



2016-2017

Student Handbook (6-8)

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This agenda belongs to

Name: _____

Address _____

_____ Postal Code: _____

Phone: _____

In Case of Emergency

Parent / Guardian: _____

Phone number (s): _____

(Home) _____

(Work) _____

(Cell) _____

MOTTO

“To Be Rather Than To Seem”

John Caldwell School Vision

To foster a community that encourages our youth to dream, believe and achieve within a 21st century world.

John Caldwell School Beliefs

- We believe education is the shared responsibility of students, parents, school staff, and community members.
- We believe that teaching is a shared process in which educators must possess the desire to grow professionally to meet the student's needs.
- We believe in enhancing student learning by providing opportunities for exploration through the arts, literacy, numeracy, and technology as well as extra – curricular activities.
- We believe in preparing our students to contribute positively to society.
- We believe in providing a positive learning environment where all students can experience success.
- We believe in the value of two official languages and community diversity.
- We believe in providing a safe, respectful and supportive environment in which all will be valued citizens.

Standard of Conduct for Students

All students have a right to learn in a productive environment, and have a right to come to school and feel safe. Students are expected to conduct themselves properly at all times at school, on the bus, and during school activities away from school, as outlined in:

- **Policy 703 (Positive Learning Environment and in the New Brunswick Education Act)**
- **The John Caldwell School Knights Code**

As a student, I am responsible for my own behavior to the best of my abilities. I will be responsible for my own personal choices.

I will respect others' differences, ideas and opinions and treat everyone fairly.

I will not tolerate bullying of any kind and I will report bullying when I have knowledge of it. I will do whatever I can to help those around me who may be struggling.

I will respect the school's rules.

I will attend my classes, do my homework, and be prepared and on time.

I will behave in a way that is empathetic, responsible and civil to those around me.

I will resolve my conflicts in a constructive manner.

I will treat school property and the property of others with respect.

I will respect myself. I will respect others. I will respect my environment.

I will speak French in my FSL classes. There is zero tolerance for English.

I will follow the Knights Code



The Knights Code



Golden Knights are kind, noble and inspire others to succeed. Golden Knights are generous, honest and work together as a team to be supportive of our collective and individual efforts to reach our full potential.

KIND

Being kind at John Caldwell School involves showing a gentle nature towards each other and our environment. It means that Golden Knights are considerate, compassionate and purposefully bringing happiness into the school community. Kind Knights go out of their way to show kindness by being thoughtful, respectful and polite. We do this by doing simple acts to improve each other's day.

NOBLE

Being noble at John Caldwell School involves preserving the integrity of the school community and choosing to do the right thing even when no one is watching. Students who are noble show this through charity, courage and loyalty. As noble Knights we set high expectations for ourselves, take responsibility for our own actions and are role models for others.

INSPIRING

Being inspiring at John Caldwell School means that we are committed to being our best self regardless of what difficulties we face. We consistently choose to do our best work and live by the Knights Code. We celebrate each other's strengths and successes. Golden Knights are optimistic and encourage others to be the best they can be.

GENEROUS

Being generous at John Caldwell School is sharing your time, being helpful and always including others in work and play. Generous Knights go above what is expected because it is the right thing to do, not for reward. Generosity happens inside the school, at home and in the community.

HONEST

Being honest at John Caldwell School means that we tell the truth at all times. We are trustworthy and responsible for our actions, words and ideas. Golden Knights respect others, their feelings and their property.

TEAM

Being part of the John Caldwell School team is like being part of a big family. As a team each person has an important role to play. Golden Knights work together towards common goals, encouraging and supporting each other in order to reach our full potential.

SUPPORTIVE

Being supportive at John Caldwell School means that we accept everyone. We can show that we are supportive by trying to understand the needs of others through listening, caring, sharing, helping and respecting differences. Supportive Knights encourage others to dream, to achieve and to believe.

Causes for Disciplinary Action

These areas of conduct will lead to disciplinary action:

- Cheating/Stealing
- Causing damage to or destroying school property
- Causing, or attempting to cause, physical injury or harm to any pupil, teacher or other school employee, or visitor on school grounds or during a function on or off school grounds sponsored by the school.
- Threatening or intimidating any pupil, teacher, or other school employee or visitor.
- Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
- Possessing, using, or transmitting any object that can be considered a weapon.
- Possessing, using, selling, buying any of the following: materials or clothing, of which the contents appeal to base sexual interests, are offensive to prevailing standards in the school community or contain vulgarity or profanity; materials or items, of which the contents, in whole or part, are slanderous to any person or institution, or which is intended to hold any pupil, teacher, or other employee, race, ethnic group, or religion as such, up to scorn, ridicule, or contempt; materials or items, of which the content, in whole or in part, poses a clear and present danger to the health or safety of other pupils, teacher, or other employees or visitors.
- Willful failure to comply with the directions of teachers, student-teachers, teacher assistants, bus drivers, administrators, or other authorized personnel.
- Violation of any rules or regulations governing pupil conduct.
- Participation in any activity which substantially disrupts or materially interferes with, or is likely to disrupt or interfere with any school function, activity or purpose.

Positive Behavior Interventions Supports

In an effort to provide a consistent and effective procedure and to ensure an atmosphere conducive to learning at John Caldwell School, the staff and administration have agreed to use a multi-level approach as described in the John Caldwell Pyramid of Behavior Intervention.

- Teacher interventions such as: Review of Knights' code, Parent contact, appropriate consequence, etc.
- Administration interventions
- Educational Support Services Team interventions
- Administration intervention in the form of:
 - (a) In-School Suspension (b) Out-of-School Suspension – Limited or (c) Extended



Bus Safety Guidelines

Safe transportation to school is considered an integral part of the total education program. **Riding a school bus is a privilege (not a right) contingent upon proper and courteous conduct.**

Students must get on and off the bus at their assigned stop; either at their home address or at an approved child care destination. According to Policy 550-1 Children will not be permitted to board a bus for personal reasons such as birthday parties, sleepovers, etc. It is the parent's responsibility to arrange for transportation.

Students shall be picked up and discharged only at bus stops approved by the district.

Students are expected to adhere to the following bus safety guidelines:

Stay in their seats at all times; speak in low voices; refrain from inappropriate offensive language and gestures; refrain from throwing objects; keep hands, feet and other objects inside the bus; co-operate with the bus driver; and act in a respectful and considerate manner towards the bus driver and fellow students.

Students who violate the bus safety guidelines will be subject to disciplinary procedures.

Electronic Devices

Personal Music Players, cell phones, digital cameras and video recording devices are not to be used during instructional time. Any student using an electronic device (cell phone, Ipods or MP3 player), the device will be confiscated and held in the office until the end of the day.

For security purposes the cell phone/electronic device will be locked in a secure part of the main office.

If the student refuses to give up the device he or she may be immediately suspended for one day.

The school will not be responsible for lost or damaged electronic devices.

School Computer Usage Policy – Applies to all staff and students

Students are expected to use school computers in a very responsible manner. No student is allowed to tamper with any of the hardware or software, or with the school network. Should any student abuse the privilege of using a computer at school, the privilege will be revoked.

Unauthorized use of the school network to transfer or download is strictly forbidden. Every student and his / her parent / guardian must sign a student usage agreement in order to enjoy computer privilege at JCS.

Networked computers require that you use your ID and password. Users may use their own ID and password ONLY. IDs are used to track users. Students logging on using someone else's ID will automatically lose their computer privileges.

Any violation of the policy may result in the following consequences (depending on the nature of the offense):

- First Offense Verbal warning given to student, call to parents.
- Second Offense Loss of computer privileges for a week, the semester or school year.

Internet use is restricted by regulations set by the Department of Education. This policy is available at the Department of education's website – www.gov.nb.ca/education/index.htm



Cafeteria

All students are expected to use good manners while they eat in the cafeteria. Students are expected to clean up after themselves, leaving the area ready for use by the next group of students. Meal trays are to be returned to the disposal area. For further information, please contact 473-7063.



Dress Code

The following guidelines are designed to encourage self-respect, respect for others, responsibility, and consideration and safety in our school. Appropriateness of individual attire will be determined by staff according to the following guidelines.

- Articles with inappropriate slogans or graphics
- Undergarments are to remain covered by outer clothing
- Shorts and skirts must be of appropriate length; they should reach within three inches of the knee. Shorts and skirts that do not meet these requirements must be worn with leggings
- Shirts/tops must meet the top of the pants or skirts (i.e. midriff covered); Shirt straps must be a minimum of 2 inches wide (lasagna noodle size). No spaghetti straps
- Hats/caps/hoods are not to be worn inside the school; outside only
- Footwear must be worn at all times for safety reasons

School Grounds

- Skateboards, roller blades and bicycles are not to be used on the school grounds.
- Students who are in grade 6 to 8 **are not allowed to leave school property unless signed out at the office and accompanied by a parent or guardian.**
- Students are not to be in the building after 3:00 p.m. unless under the supervision of a teacher or coach. Students staying for after school activities must have a ride when the activity finishes.

Cancellation Due To Weather

Announcement will be made on local radio stations, through a recorded message that can be heard by dialing the district public information line at **1-888-388-4455** (toll free) or 453-5454 (local call) any time after 6:00 a.m., by checking the district website at www.asd-w.nbed.nb.ca or following @ASDwest on twitter.

Extra/Co-Curricular Activities

John Caldwell School participates in both academic and a variety of extra-curricular activities, and sends students on educational trips. Students who are involved in such activities are ambassadors for their school. The reputation of the school is influenced by the behavior of its students; therefore students are expected to be on their best behavior while representing our school. Events such as dances, variety shows etc. are a privilege to attend. If students' behavior at school is deemed unacceptable by staff, students may be asked not to attend these events.

In order to be eligible to participate in extra-curricular events, students must be in attendance at school the entire day of the event unless special circumstances exist.

If a student is absent from school due to sickness, he/she will not be able to participate in extra-curricular activities that day. When school is closed or closes early due to inclement weather or other emergencies, scheduled contests and practices on that day will be cancelled.

Students who travel with school teams are to return home with the team unless a parent picks them up or a parent gives permission in writing or by phone for another adult to be responsible for the student.

Fundraising

All school-sponsored activities will go through the school accounting system. Fundraising activities **MUST** be authorized by the fundraising committee in collaboration with school administration. Fundraising helps support guest speaker visits, TNB presentations, Science East or any outside performances. Also it may be used to purchase resources that can be used by all students. All extra-curricular activity groups or teams will be responsible for raising funds required by their team or group.

Student Fees

There is a student fee for all Grade 6 to 8 students for the 2016-2017 school year. The student fee will be \$50.00 per student. This fee covers: 1 agenda, lock rental, general school supplies such as binders, paper, pens, pencils, glue sticks, calculators, etc. This fee also subsidizes co-curricular activities such as skating, field trips and school performances, snacks, decorations, technology and student resources.

Items not included in this fee are: book bag, lunch box, gym clothes and sneakers for Phys-Ed. Please send these items with your child on the first day of school.

The student fee is due September 30, 2016. If paying by cheque, please make your cheque payable to John Caldwell School. If you are unable to pay this fee in full by the due date; please contact the office to arrange a payment plan. Students will be required to pay a \$5.00 fee for any lost locks during the school year. Locks are returned to their teacher at the end of the year.

Students are not to give out their locker combinations or share a locker. Students may not use their own locks.

Lockers are the property of the school and can be searched by administrators at any time.

Textbooks

All textbooks are the property of the school district. Students will sign textbooks out at the library and must be kept in good condition. If, at the end of the year, a student has damaged or lost textbooks, that student is responsible for the replacement cost.

Period	Time	2016-2017
Morning Fit	8:25- 9:00	Morning Fit
Homeroom	9:00-9:10	
Period 1	9:10-10:00	
Period 2	10:00-10:50	
Break	10:50-11:05	
Period 3	11:05-11:55	
Period 4	11:55-12:45	
Lunch	12:45- 1:20	LUNCH
Period 5	1:20-2:10	
Period 6	2:10- 3:00	Exploratory

Middle Level Schedule

Starting in the 2016/17 school year middle school students will enjoy two types of activity periods that are a mix of extra and co- curricular experiences designed with the middle- school brain in mind!

Morning Fit and Exploratory begin and end the day. Connect with your student council rep and/ or Principal's Round Table reps to share your ideas for activities and fun!

Attendance Policy

There is a direct link between regular attendance and success in school. We respectfully submit that you plan for your child to be in school at all times, unless they are ill. If your child is ill, we request that you inform the school by calling 473-7374. We have a safe arrival procedure and will call home unless there is a message from you on the phone telling us your child is ill or has a medical or family appointment.

Homeroom teachers will phone home (or write a note in the agenda, if there is no phone), when the child has missed 5 days.

Should a child miss 10 days, they will be referred to the Educational Support Team who will also monitor the attendance.

Ongoing communication with the family about non-attendance will continue.

Illness

In case your child is ill please call the school to inform us.

Also inform the school of any on -going medical condition that your child may have depending on the severity of the condition you may be required to fill out medical forms as per Policy 704.

- **Teachers WILL NOT dispense non-prescribed medication.** Under Policy 704, parents of children requiring prescribed medication must complete a release form and all medication(s) are stored and dispensed at the main office.

Visitors/Volunteer Procedure

Visitors to the building must obtain a visitor tag that needs to be worn throughout their stay and returned upon exiting the building. The purpose of this procedure is to ensure the safety and security of our students and staff. It allows us to locate visitors if necessary. Classroom visitors are welcome into our school, however, approval must be granted from the administration and teacher prior to the day of the visit.

If you are interested in volunteering at John Caldwell School, please contact your child's classroom teacher or an administrator. New Brunswick law requires anyone who wishes to volunteer (in any capacity) in a school to take policy 701 training and undertake a criminal background check. Policy 701 training can be done at the following web address:

<http://701.nbed.nb.ca> .For further details please contact the office at 473-7374.

