

# CHAMPLAIN HEIGHTS SCHOOL

School District 8

111 Champlain Drive

Saint John, NB, E2J 3E4

[www.champlainheights.nbed.nb.ca](http://www.champlainheights.nbed.nb.ca)

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Mr. R. Bonner, Principal

Ms. E. Murphy, Vice-Principal

Mrs. C. Wambolt, Admin. Asst.



Champlain  
Heights  
School

**Year 2011 - 2012**

This agenda book belongs to:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

GRADE: \_\_\_\_\_ TEACHER'S NAME: \_\_\_\_\_

*Please keep this handbook handy for future reference.*

## **WELCOME**

*The staff of Champlain Heights School welcomes students and parents to the 2011-12 school year. We look forward to the opportunity and challenge of teaching and learning. All students in our school, belong to a community of students, teachers, educational assistants, custodians, volunteers and an administrative assistant. All members of this community, will be valued and respected, and in return, we expect you to value the rights of others.*

*This is the tenth year for our Agenda at Champlain Heights School. We hope the information contained will help you become more familiar with the school and its procedures.*

*We want your experiences at this school to be positive. Do not be afraid to ask questions or seek help. If you are having trouble with your schoolwork or need advice, please speak to the teacher or the administration. We are willing to help you as much as possible. HAVE A GREAT YEAR!*

*R. Bonner  
Principal*

## **MISSION STATEMENT**

"To have all students grow academically, physically, socially and emotionally in a safe and caring environment, creating lifelong learners."

## **VISION STATEMENT**

To prepare students to be productive, global citizens for the 21<sup>st</sup> Century.

## **SCHOOL PROFILE**

Our school serves 380 children from kindergarten to grade five. The school employs 28 teachers which include a principal, a vice-principal, two resource room teachers, one literacy specialist, one physical education teacher and a music teacher. Support personnel include a full-time administrative assistant, eight educational assistants and three custodians. Support from guidance, occupational therapy, speech therapy is available upon request from the district.

The original building was constructed in the late fifties with additions made over time. The latest addition was opened in April of 2001. The new wing consists of two classrooms and a media centre with "Cable-in-the classroom" capability. The school has a full-size gym, art room, music room and kitchen facilities to support the curriculum. A baseball diamond, soccer field and modern playground are located behind the school. The school is also wheelchair accessible.

The school is located in East Saint John in the heart of Champlain Heights sub-division and is accessible by using Grandview Avenue or Champlain Drive. The school serves students from a wide geographical area from Red Head, Grandview Avenue to Bon Accord subdivision. Approximately, 80% of our student population is bused to school and home each day.

Programs offered at the school include the D.A.R.E. program, CHESS, intramurals, Rainbows, basketball, track and field, and school hockey. Our school continues to excel in Musical Performances, (choir), Cross-Country and Track and Field.

## **TECHNOLOGY**

We are fortunate to have a Smartboard in each classroom. We have the capability of taping, editing and broadcasting live on CHI-TV, (Champlain Heights Internal Television). Each teacher has their own laptop computer for communication and instruction.

## **LIBRARY**

Our library contains over 10,000 books and requires constant attention by staff, students, and volunteers. Recent renovations will soon be completed.

## **CURRICULUM GRADES K – 2**

The kindergarten program is mandatory for all children who will be 5 years old by December 31<sup>st</sup>. The program is aimed at learning skills, both academically and social, through a wide variety of activities. The classroom teacher is responsible for all programming except Music and Physical Education. Music and Physical Education is provided by a specialist. The majority of the K-2 teachers are using a Literacy Resource endorsed by the District and the Province. The focus of the resource is primary writing – where the "teacher teaches the writer, not the writing". The children are encouraged to write independently about their own "small moments", "stretching out" words they don't know, and sharing their writing with partners and peers through discussion and publication. Feel free to contact your child's classroom teacher for more information.

## **CURRICULUM GRADES 3, 4, AND 5**

Grades 3, 4, and 5 build on the reading, writing and math skills introduced during the primary years. During these three years, the student's school day is lengthened by 60 minutes. This extra time is spent on Social Studies, Science and Health. As the program progresses from Grade 3 to Grade 5, more emphasis is placed on content in the various subject areas. Physical Education and Music instruction are provided by specialist teachers. All subjects are evaluated on provincial outcomes for student learning. Literacy Support is available to identified Grade 3 students. All students in grade five spend half their year in Intensive French.

## **CENTURY 21 SKILLS**

All subjects, but especially literacy, math and science will contain 21<sup>st</sup> Century learning competencies intergraded with the curriculum. These competencies are outlined in the Department of Education Consultation Document of May 2010.

## **BEHAVIOURAL EXPECTATIONS**

Just like other schools in District 8, Champlain Heights School supports and promotes a Positive Learning Environment. Teachers reward students on a daily basis for appropriate behaviour in the classroom and on the playground. The "Student of the Month" rewards students for good behaviour and cooperation. Appropriate behaviour will also be recognized by recognition at assemblies, certificates and awards, leadership opportunities, parental communications, morning announcements.

Champlain Heights School students "have a reputation" of good behaviour. The words RESPECT and CHOICES are constantly and consistently discussed with all students. Showing RESPECT for self, RESPECT for others and being RESPONSIBLE for the choices we make are necessary in providing a safe and orderly learning environment. We attempt to teach students that they are responsible for their own behaviour.

Students are expected to play in a safe manner. Hitting others, fighting, (including play fighting), throwing rocks, sand, snow, sticks, etc, biting or spitting will not be tolerated. Swearing, foul language, bullying, or showing disrespect to any staff members will not be overlooked. The staff of Champlain Heights School considers the breach of these basic rules to be serious. The students will be immediately segregated from other students, (on the playground), and will be disciplined in due time according to the severity of the offence.

In class, students are expected to pay attention, work to the best of their ability, and complete class and home assignments. Again, students are expected to show respect and consideration for other students, staff and volunteers at all times.

## Possible Consequences

We know from time to time that some students will have difficulty with their behaviour. The following is a list of possible consequences that students may receive as a result of inappropriate behaviour.

- Verbal reprimands
- Apology (written or oral)
- Community Service (yard cleanup)
- Contact parent/guardian (written or by phone)
- Pay for damage/repairs
- Time out or cooling off period
- Report to principal or vice-principal
- Warning (oral/written)
- Analyze their behaviour
- Write alternatives to their behaviour (choices)
- Suspension from school
- In extreme situations parents will be requested to come to school and remove their child.

## **CHOICES ROOM**

The most common and immediate consequence for inappropriate behaviour is an assigned detention at recess or noontime. Students must report to the library where the "CHOICES ROOM" is supervised by a teacher. The following policy results from input from teachers, (team meetings), and parents, (PSSC).

Goal: To decrease inappropriate behaviour and support a positive learning environment for all our students and staff. The CHOICES room will start in October allowing the chance for staff to review school rules and routines.

### **STEP 1:**

The student's name is entered in the Log Book with a brief description of the inappropriate behaviour which is directly tied to school rules. There is only one assigned detention per incident, per student. ONLY teachers can assign detention in consultation with support staff.

### **STEP 2:**

Student serves their detention in the CHOICES ROOM, (library). Each student is supplied with a CHOICES ACTIVITY SHEET to complete. No other activity is allowed during their detention.

### **STEP 3:**

Completed sheets are taken to homeroom teacher by the student at the end of the detention time.

#### **STEP 4:**

The **CHOICES SHEET** is sent home the same day the detention was served for the parent/guardian to sign.

#### **STEP 5:**

The signed CHOICES SHEET is returned to the homeroom teacher the next day and is stored by the homeroom teacher for future reference.

#### **RESPONSIBILITIES:**

- Homeroom teacher phones home to discuss student's inappropriate behaviour at five detentions.
- Administration will suspend students out of school as follows:
- 10 detentions = one day out of school suspension
- 20 detentions = two days out of school suspension
- 30 or more detentions = 3 days out of school suspension or alternate setting.
- Parent/Guardian must meet an administrator before the child returns to class following each suspension from school.
- A meeting with the homeroom teacher, parents, school and district staff and administration may be scheduled at anytime to help improve a student's behaviour.
- In-service for all students, parents, and staff will take place early in September. ( i.e. school assemblies, open house.)
- Additional parent nights may be scheduled if necessary.

#### **HOME REPORTS**

Home reports will be sent home in November, March and June. Parent/Teacher conferences will be scheduled following the November and March reports. In elementary school, evaluation of student progress is (on going). Written and oral tests, observation, journals, inventions, homework, reports, speeches and portfolios are used on a daily basis in the reporting of a student's achievement. Assessment "for" Learning rather than Assessment of Learning is the norm.

Promotion from one grade to the next normally depends on successful completion of all subjects. A case conference will be held as soon as possible if promotion to the next year is a concern.

#### **HOMEWORK**

Students usually have homework assigned on a daily basis, (a general guide is 10-15 minutes per grade).

If your child is struggling with homework, please contact the homeroom or subject teacher. A meeting may be necessary to discuss the concern(s).

#### **BUS STUDENTS**

Since the majority of our students travel by bus to and from school each day, it is imperative that the following bus procedures be strictly adhered to. Teachers and drivers will also review procedures and rules with the students. The S.E.C.U.R.E., (School Bus Safety Program Evaluation Program), will be offered to all grades early in the fall. Written material will be sent home explaining, in detail, what is expected of parents and students regarding bus safety. Until then, all school bus rules can be simply stated as follows:

1. Respect each other
2. Stay in your seat
3. Keep your hands and feet to yourself
4. Keep voices down
5. Follow the bus driver's directions.

Based on the severity of the bus offence, students will be disciplined by:

- First Offence: Written warning
- Second Offence: Written warning or (1-2 day suspension)
- Third Offence: 1-5 day suspension

Further consequences will result in extended loss of bus privileges. Again, these rules are necessary for the safety of all bus students.

#### **SPECIAL NEEDS**

Programs exist to address difficulties that students may be experiencing. Guidance referrals are available for counselling, assessment, program consultation and class presentations. Two resource teachers and eight educational assistants deliver direct and indirect support to students who have a variety of needs.

## **EMERGENCY MEASURES PLAN**

In the event of an emergency, we have two options: The first would be to stay inside the building, (severe air pollution). The second would be to evacuate our students temporarily to Simonds High School or New Brunswick Community College. We will evacuate all students safely, and once we arrive at our new location, we will contact parents/guardians.

We also have a plan of action in the event of a dangerous person within the school building.

First aid supplies and our Emergency Measures Plan are available throughout the school and in the school office.

Fire drills take place regularly throughout the school year.

## **HEALTH ISSUES**

We ask all parents to do a weekly head check as a precaution to prevent the spread of head lice. If necessary, staff will also check heads for the same reason. A brochure is available in the office for further information about this problem and/or at any local pharmacy. Also Mr. Bonner has the district policy on head lice and a copy may be obtained from him.

Some individuals experience allergic reactions due to the presence of chemical or residual scents in the air. These may include personal care products, such as perfume, bath oils, shampoo, hairspray, deodorant, body lotion, etc.

The degree of health risk to individuals varies with their sensitivity to the products in use. Therefore, we ask, whenever possible for staff, parents, and students to use unscented products.

If a child becomes ill during the day, parents will be contacted. For this reason we need updated phone contacts: home number, work numbers, babysitter, grandparents, cellular numbers, etc. Please make certain there are always phone numbers available to staff. If your child contracts a contagious disease, such as whooping cough, scarlet fever, or head lice, the parents should notify the school, and the student should be kept home.

## **PEANUT – LATEX FREE ALLERGY A LIFE AND DEATH MATTER**

Champlain Heights School has approximately ten students who have been diagnosed with a severe life-threatening allergy to peanuts and/or nuts and peanut/nut products. Exposure to even a very tiny

amount of this allergen can cause anaphylactic shock which could result in throat tightness or closing, loss of consciousness and possible, death. Latex allergies could have similar results.

Our responsibility as a school system and as a caring community is to implement, to the greatest extent possible, school practices that reduce the possibility of exposure to any substance which may cause an anaphylactic reaction. Our staff has been instructed in the correct procedures in response to anaphylactic shock.

But prevention is, of course, the best approach and, therefore, we are asking for parental cooperation in our efforts to reduce the risk of exposure to peanut-nut products by observing the following guidelines:

1. Please make sure that your child's hands are washed free of any traces of peanuts, peanut butter, etc. before heading off to school.
2. Please instruct your child about the danger that these products are to some students.
3. Please avoid sending any peanuts, peanut butter or other products containing peanuts/nuts to school.
4. Latex-free school supplies may be requested by some teachers.

It is both moral and a legal obligation of all who have been informed of the risk to life that exposure to peanut/nut products represents to some children to avoid any behavior or practice that will endanger their lives. Thank you for helping us create a safe environment for all children who attend Champlain Heights School.

## **WATCH THE WEATHER**

Students always learn better when they have fresh air and exercise on a daily basis. Students have their recess and noon breaks outdoors whenever possible, even in moderately inclement weather. Appropriate clothing is essential for the students' safety and enjoyment outside. (i.e.: rain gear, snowsuits.) Outdoor breaks will be reduced or eliminated when it is too cold or wet.

Once the winter weather begins, please listen to local radio stations for school cancellations, late busses or a one-hour bus delay. In the event that the weather is questionable and schools remain open, the final decision remains with the parents whether or not to send their child to school.

**The District storm telephone line is 643-7669 (SNOW)**. Please call this number for information rather than calling the school. Our phone lines need to be free for emergency and/or district office communication.

### **SCHOOL FEE \$20.00**

The Department of Education's Policy statement states that while public schooling is "free", the school system "relies on the contributions of parents and the community in order to provide those extra activities and resources which enrich and add enjoyment to the schooling experience". That is exactly what our school fee is intended to do. It is to supplement additional learning for our students. The school asks for this one time payment in order to offset numerous collections of \$1.25 here and \$2.25 there every time there is a class trip scheduled or additional resources are requested. The fee also provides for consumable resources to supplement the prescribed curriculum as well as this Agenda and K-2 Handbook.

The school fee will be \$20, (maximum \$40 per family), and will be collected during the month of September.

### **SCHOOL PHOTOS**

School photos will be scheduled early in the fall.

### **SIGN IN/OUT BOOK**

All visitors to our school are requested to sign in and out in our Visitor Book located in the main office. This policy is for the safety of all students and staff.

### **VALUABLES IN SCHOOL**

We are not responsible for valuables that are brought to school that end up being lost, stolen, or broken. These may include card collections, MP 3 players, IPODS, gameboys, etc. Further, these items may be prohibited by the homeroom teacher if they are not required for instructional purposes.

### **\*CELL PHONES ARE NOT ALLOWED!**

All personal items should be labelled with child's first and last name. A **Lost and Found** box is located in the front lobby, and students should check it frequently. It will be emptied at the end of every month.

Skateboards or roller blades are not permitted on the school property until after 5:00 p.m., and must not use the concrete in front of the school building.

### **BICYCLES**

A bicycle rack is located at the front of the school. Children are required to have a lock to secure his/her bicycle to the rack. The school is not responsible for lost or stolen bicycles or equipment. The bicycle is not to be ridden during school hours.

### **"STOP AND GO ROAD"**

Staff, volunteers, and visitors are requested to use the parking lot at the side of the school. No vehicles are to use the school driveway between the hours of 8:00 a.m. and 4:00 p.m. **Parents, who drop off and/or pick up their child, should use the Stop Drop and Go Road in front of the school. This is for the protection of all our students. Thank you.**

### **OFFICE AND PHONES**

Our administrative assistant, Mrs. Christine Wambolt, works daily from 7:45am.- 3:30 p.m. and, she, or a staff member, or a student, should be available to answer your call during these times. However, if the phone is busy, or you are calling before 7:45 a.m., or after 3:30 p.m., please leave a voice mail and we will return your call. The school number is 658-5335.

### **VOLUNTEERS**

A special group of dedicated individuals are our volunteers. They help with the hot lunch, transportation, library and in the classroom. If you are interested in offering some spare time, we could always use your help.

### **PARENT SCHOOL SUPPORT COMMITTEE (PSSC)**

Parent volunteers can be part of this school committee. Its purpose is to advise administration on policy and procedure at the school level. Please call Mr. Bonner if you are interested.

### **HOME AND SCHOOL ASSOCIATION**

We have a very active Home and School Association who are always welcoming new members. The first meeting will be widely advertised in September.

## FUNDRAISING

Usually, we have one major fundraising campaign each year. The intent is to raise funds for a specific item or activity. At this time, nothing is planned, but details will follow once the staff discusses school priorities.

### **The Department of Education prohibits elementary school children from selling door to door.**

Ongoing activities to raise small sums of money include:

1. Bake sales
2. Penny drives
3. Campbell soup labels
4. Frozen treat sales
5. Canadian Tire money

The staff and students thank you in advance for your contributions and support.

## INAPPROPRIATE CLOTHING

Good taste and judgement are among the social and educational goals we have for all our students. Therefore, we ask that certain clothing styles (that distract or are offensive to others) not be worn at school. **Also, please label all clothing and foot wear.**

If you have any further questions, or concerns, please do not hesitate to call the school at 658-5335.

## PROFESSIONAL LEARNING COMMUNITY

Our District has adopted the vision and elements of moving toward a true Professional Learning Community. The grass roots of the development of a PLCrests with the grade level teams who meet on a weekly basis to discuss and plan teaching and assessment. District and school professional development will further advance this initiative.

### **C.H.E.E.R. Champlain Heights Educational Enhancement Relationship**

In February 2008, Champlain Heights School was fortunate to enter a partnership with the Irving Oil Refinery. The goal of this partnership is to enhance the education of the students at Champlain Heights School through tutoring programs, book clubs, funding class trips, onsite refinery education programs and the funding of assistive technology (SMARTBOARDS).

## MEDIA RELEASE

From time to time during the school year, students may be asked to take part in events of public and/or community interest. In these cases the school may wish to have media representation to showcase the work of our students. In keeping with the Student Protection Policy (701) only the first name of students will be published.

I hereby give my permission for my son or daughter's name and photograph to be published in the local newspaper.

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Signature of Parent/Guardian

### **PLEASE SIGN:**

I have read the AGENDA with my son/daughter.

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Parent/Guardian Signature

## COMMUNITY WATCH

Please help us protect our community school. If you see vandalism or misuse of our facilities, call the police at 648-3333 and report it.

## O CANADA

O Canada  
Our home and native land!  
True patriot love  
In all thy sons command.  
With glowing hearts  
we see thee rise,  
The True North  
strong and free!  
From far and wide,  
O Canada,  
we stand on guard for thee.  
God keep our land  
Glorious and free!  
O Canada,  
We stand on guard for thee.  
O Canada,  
We stand on guard for thee.

**STAFF LIST**

• **Administration**

Principal: Mr. R. Bonner  
 V-Principal: Ms. E. Murphy  
 Admin Asst: Mrs. C. Wambolt

• **Teachers**

Kindergarten: Mrs. M. McAdam  
 Mr. H. Whalen  
 Mrs. B. MacKnight

K/1L Mrs. J. Lincoln

Grade One: Ms. B. Garnett  
 Mrs. L. Laskey  
 Mrs. K. McAdam

Grade Two: Mrs. F. Baxter  
 Mrs. L. Savoie/Ms. E. Murphy  
 Mrs. M. McCarthy

Grade Three Mrs. R. Doiron  
 Ms. G. Wilson

Grade 3/ 4 Mrs. E. Estey

Grade Four: Mrs. W. Hanson  
 Mr. B. Capstick

Grade Five: Miss K. Johnston  
 Mrs. J. Daley 5IF  
 Mrs. J. G-Casey 5IF

• **Specialists**

Music: Mrs. K. Springthorpe, Mr. K. Peters

Physical Education: Mrs. Feicht-Wade,  
 Mr. D. Fleming, Mr. D. May

Resource: Mrs. R. Wallace-Nolan  
 Ms. E. Murphy

Literacy: Lead Ms. J. Urquhart

• **Teacher Assistants**

Mrs. D. Clarke  
 Mrs. L. Coleman  
 Mrs. K. Moore  
 Mrs. D. Pitre  
 Mrs. A. Struthers  
 Mrs. B. Tims  
 Mrs. K. Fudge  
 Mrs. B. Vienneau  
 Mrs. S. Northrup (Mar 2012)

• **Custodian(s)**

Mrs. C. Sherwood (Daytime)  
 Mrs. M. Bennett (Evening)  
 Mr. L. Porter (Evening)

**BELL SCHEDULE**

TIME	SCHEDULE
7:55 - 8:10	Supervision begins. Buses start to arrive.
8:10	Students and Teachers move to homerooms.
8:25	O CANADA and Announcements
8:30	Classes begin
10:05 – 10:20	Recess
11:55 – 12:45	Lunch
1:50	Dismissal for primary grades K-2
2:50	Dismissal for grades 3-5

**New Brunswick School Calendar 2011/2012**

<u>Month</u>	<u>Dates</u>	<u>Events</u>
September	6	First Day for Students
October	7	District PD/School PD
	10	Thanksgiving Day
	21	Curriculum Day
November	11	Remembrance Day
	25	District PD/Parent Teacher
December	23	Last Day for Students
January	10	First Day for Students
February --		
March	5-9	March Break
	23	Dist. PD/ Parent Teacher
April	6	Good Friday
	9	Easter Monday
	13	District PD/School PD
	20	Curriculum Day
May	3	N.B. T.A. Branch Meetings
	4	Council Day
	21	Victoria Day
June	22	Last Day for Students