



**CHAMPLAIN HEIGHTS SCHOOL**  
Student Handbook  
2022-2023

111 Champlain Drive  
Saint John, NB  
E2J-3E4

Telephone: 658-5335

School's Internet Web Page:  
<http://champlainheights.nbed.nb.ca/>

*This agenda belongs to:*

NAME \_\_\_\_\_

I have reviewed the school rules and expectations with my child. Parent/guardian signature required: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CLASSROOM TEACHER \_\_\_\_\_

‘Inspiring lifelong learning through exploration in a safe place’

## **Champlain Heights School**

### **VISION**

*"Inspiring lifelong learning through exploration in a safe place"*

## **Champlain Heights School**

### **MISSION**

*"Our Champlain Heights School family engages all children in learning and growing academically, physically, socially, and emotionally in a safe and caring environment."*

## **Champlain Heights School**

### **Student friendly MOTTO**

*Chomper says "Challengers*

*S be SAFE*

*N reach NEW heights*

*A ACCEPT Responsibility*

*P PLAY fair*

*To it!"*

**School Colours: Rainbow**

**T-shirt colour: Green**

**Team Name: CHALLENGERS**

**Website:**

[champlain.heights@nbed.nb.ca](mailto:champlain.heights@nbed.nb.ca)

## **GENERAL INFORMATION**

School Phone Number: 658-5335

ASD-S Phone Number: 658-5300

School Closure: 855-535-7669

Mailing Address:

**Champlain Heights School**

**111 Champlain Drive**

**Saint John, NB**

**E2J-3E4**

Kids Help Phone.ca / 1-800-668-6868

## **TEACHING STAFF**

Mrs. K. Young	Principal
Ms. C. Vibert	VP/Grade 5
Mrs. M. McAdam	Kindergarten
Mrs. J. Lincoln	Kindergarten
Mrs. B. McIntyre	Kindergarten
Ms. J. Daley	Grade 1
Mrs. R. Doiron	Grade 1
Mrs. L. Laskey	Grade 1
Ms. L. Wilson	Grade 2
Mr. B. Capstick	Grade 1/2
Mrs. M. McCarthy	Grade 2
Mrs. R. Nolan	Grade 3
Ms. J. Delano	Grade 3
Mrs. W. Hanson	Grade 4
Mrs. E. Estey	Grade 4
Ms. K. Pattison	Grade 4
Mrs. L. Skinner	Grade 5 ICF
Mr. Clark	Physical Educ.
Mr. M. Smith	Music
Mrs. H. Wade	EST-Resource
Mrs. J. Arseneault	EST-Resource
Mrs. R. Giffin	EST-Resource
Mrs. K. Howard	Guidance

## **BELL SCHEDULE**

7:55am	Busses Arriving, students go directly to class
8:10 am	Teachers in class – soft start
8:25 am	Anthem/Announcements
8:30 am	Classes begin
9:45 am	K-2 recess outdoor play
10:00am	K-2 Snack
10:15 am	3-5 Snack
10:30	3-5 recess outdoor play
11:45 am	K-2 Outdoor Play
12:15 pm	Lunch – all students eat
12:45	3-5 Outdoor play
1:50 pm	K-2 Dismissal
2:50 pm	3-5 Dismissal

## PROGRAMS AND ACTIVITIES

### Clubs:

Leadership, Enrichment My Way!

### Sports:

Cross Country, Soccer, Basketball, Newcomb Ball, Badminton, Speed stacking, Track and Field, Community Hockey team.

### Nutrition Programs:

Balanced breakfast M-F, Paid Milk program

### Community/School Wide Events:

Sports Day in Canada, Terry Fox Walk, Jump Rope for Heart, , Christmas concert, Book Fair.

### Co-curricular Initiatives:

D.A.R.E., Field Trips, Reading Buddies, Fire safety, WITS, Fundy Landfill, and Science East.

**Social Skills Initiatives:** Playground /social skills groups, Rainbows, Guidance, Zones of regulation, Growth Mindset, and Mind Up. / self-regulation

### Physical Education Safety Guidelines:

If a student misses a physical education class due to an injury or illness requiring professional medical attention (doctor, chiropractor, physiotherapist), the principal must receive communication from the student's parent/guardian, giving him/her permission to return to physical activity.

### MORE Serious injuries:

Parent/guardians must provide a return to physical activity plan for students returning after injuries/illnesses such as: spinal injuries, fractures, torn ligaments or mononucleosis, etc. The best plans involve the medical professional who is involved with the student's recovery.

### **Injuries at school:**

ALL injuries to the head and injuries that require medical attention that occur here at the school will be communicated to parents/guardians by school staff.

## WITS PROGRAM

Students are encouraged to use their WITS: Walk away, Ignore, Talk it out, and Seek help when encountering conflict OR bullying while at school.



<http://www.witsprogram.ca/>

## CHS SCHOOL CODE OF STUDENT BEHAVIOUR

### Section 1: Academic Success

#### **Expected Behaviour**

To ensure success at school you are expected to complete all class and homework assignments to the best of your ability.

#### **Reasons for Expected Behaviour**

Efforts and determination are keys to success. If you do not do your best quality work, it will not be accepted.

#### Homework Policy

Students are expected to read at **least 20 minutes** each evening, and complete written homework specific to individual learning needs. If your child struggles with academics his/her teacher will send additional individualized work home.

#### Education Act –Province of New

#### Brunswick

#### Section 13 – Roles of Parents

In support of the learning success of his or her child and the learning environment at the school a parent is expected to:

- a) Encourage his or her child to attend to assigned work,
- b) Communicate reasonably with school personnel employed at the school child attends as required in the best interests of the child,

- a) Cause his or her child to attend school as required by this Act,
- b) Ensure the basic needs of his or her child are met, and
- c) Have due care for the conduct of his or her child at school and while on the way to and from school.

The parent of a pupil has a right to reasonable consultation with the pupil's teacher or the principal of the school the pupil attends with respect to the education of the pupil.

It is the responsibility of the parent of a pupil and of school personnel to conduct themselves in a respectful manner and to follow established procedures when involved in communications concerning the pupil.

#### **Section 14 – Duties of Pupils**

It is the duty of the pupil to

- a) Participate in the learning opportunities to his or her potential,
- b) Accept increasing responsibility for his or her learning as he progresses through his or her schooling,
- c) Attend to assigned work,
- d) Attend school regularly and punctually,
- e) Contribute to a safe and positive learning environment,
- f) Be responsible for his or her conduct at school and while on the way to and from school,
- g) Respect the rights of others,
- h) Comply with all school policies.

It is the right of a pupil to be informed of his or her educational progress on a regular basis.

Students are expected to attend school and be punctual. Parents will be informed of absenteeism and tardiness through a formal school letter at 5 days and 10 days. A call to the Department of

Social Development may be made for habitual and unexcused absenteeism. Students are expected to provide their teachers with a note from parents /guardians stating reasons for their absenteeism.

#### **Section 2: Respect for Others**

##### **Expected Behaviour**

You are expected to treat all people with consideration and respect. Your school is not a place for behaviour such as fighting, shoving, rough horseplay, or play fighting.

##### **Reason for Expected Behaviour**

Every person has the right to feel safe, and be treated with respect. Getting along with others is a very important skill in making your way in today's world. In addition, rough behaviour may result in someone being physically injured.

##### **Physical Assault/Rough Physical Play**

The following factors will be taken into account in determining the severity of the assault: nature of the assault, use of weapons, intent to injure, nature and severity of any injury. Upon investigation of the situation surrounding the assault one or more of the following responses will occur depending on the frequency and severity of incident.

- Immediate phone call home
- Immediate removal from school for the remainder of the day
- Restitution – apology letter
- 1<sup>st</sup> suspension warning
- Immediate out of school suspension varying from 1-5 days depending on severity of assault
- Child and Parent will meet with Principal on the morning after following any out of school suspension before returning to class

- Attend Social Skills group
- Individualized Behaviour Plan
- School meeting with Educational Support Services Team.
- Students without expected school behavior will be excluded from out of school events and trips.

#### **Section 4: Personal Appearance**

##### **Expected Behaviour**

When at school, students are expected to dress in a manner that is clean, neat, modest, and appropriate.

\*Clothing with cursing or remarks against human rights are deemed to be inappropriate.

\*All ball caps and hoodies worn on the head are to be **removed upon entering the building.**

\*Flip Flops are unsafe at school

##### **Reasons for Expected Behaviour**

Your appearance reflects good judgment and respect for yourself and others.

##### **Intervention**

Students will be sent home to change and to return school.

#### **Section 5: Care of School Property**

##### **Expected Behaviour**

You are expected to respect all school equipment, facilities, textbooks and supplies with the same care and consideration as you would your own valuable personal possessions.

##### **Reasons for Expected Behaviour**

When you take care of school property, you display pride in your school.

##### **Intervention**

If you damage school property, you will be expected to pay for repair or replacement costs. Students are responsible for the care and safekeeping of books issued to them. If a school book is destroyed or lost, the student or parent will be requested to pay the replacement cost. (Includes Library

books).

#### **Section 6: Extra-Curricular Expected Behaviour**

At extra-curricular activities, on school buses, and on field trips, all relevant school guidelines apply. Students **MUST** strive for Excellence in academics and behavior to be involved in extra-curricular activities.

##### **Intervention:**

Loss of privilege of attending.

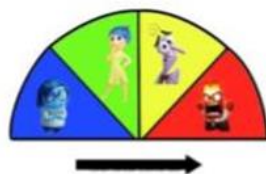
**Chomper says "Challengers....**

**S** be Safe  
**N** reach New heights  
**A** Accept responsibility  
**P** Play Fair  
 to it!"



Champlain Heights School teach and practice Zones of Regulation  
To help students regulate their emotions.

# Zones of Regulation



What are the Zones of regulation? The zones of regulation is a list of categorized feelings/emotions that help people teach themselves or others about different behaviours. With four coloured zones with each with its own category you can now keep track of your own feelings or others feelings. It helps teach people how to independently control their feelings/emotions and help them solve any problems they may have.

ZONES	Blue	Green	Yellow	Red
How do I feel when I am in this zone?	Sad, Tired, Bored, Not Motivated, Not ready to learn.	Happy, ready to learn, joyful energized,	Anxious, worried, frustrated,	Mean, Angry, Mad, Unhappy, Aggressive
How do I act when I am in this zone?	You act very slow and aren't aware of what you may be doing.	You are ready to learn and very energized to come to school.	You are feeling worried and something is bugging you.	Something has happened and you feel very mad and aggressive.
What can I do to support myself in this zone?	You can talk to your friends and maybe they can cheer you up.	You can keep having a positive mindset.	You need to try to worry or go talk to someone about it to get it off your chest.	You might just need to walk around or get a drink.

## The Zones of Regulation

Blue Rest Area	Green Go	Yellow Slow Down	Red Stop
Sad	Happy	Nervous	Angry
Upset	Excited	Surprised	Yelling
Hurt	Calm	Confused	Aggressive
Tired	Proud	Silly	Mad



## **CHS POSITIVE PLAYGROUND GUIDELINES**

- 1). As a rule, students are to go outside at recess and lunch break. During cold or wet weather, students will remain inside. If a child is too ill to go out, it may be best for him/her to remain at home.
- 2). Students will respect others, their property, and personal belongings.
  - a. play-fighting is not permitted
  - b. playing on equipment safely
  - c. using appropriate language
  - d. Sticks to remain in the wooded play area.
  - e. Rocks and snow for building only.
  - f. Try to include others in games
  - g. Use WITS when help is needed.

**Possible consequences to inappropriate playground behaviours.**  
Students will walk with the duty teacher to discuss positive choices. Restitution. Please see School Expected behaviour. Loss of the privilege to play outside or in a certain area of the school yard.

Parents/guardians are not permitted to come in the school yard and remove your child. Please go to the main office and a staff member will bring your child to you.

### **SCHOOL BUS GUIDELINES**

- 1). Be on time and never stand on the street or road while waiting for the bus.
- 2). Speak quietly when the bus is in motion.
- 3). Students shall be picked up and discharged only at the bus stops approved by the district and school.
- 4). Do not cross the road behind the school bus.
- 5). Occupy seats assigned by the driver or principal.

6). Do not throw anything on the floor of the bus. Help the driver keep the bus neat and clean.

7). Eating and drinking are not permitted on the school bus.

8). Be courteous to the driver and fellow passengers. Rough or loud conduct will not be permitted and will result in a bus violation form being submitted to the principal. Any violation to these rules could result in the suspension of bus privileges. Parents/Guardians will be responsible for transporting the child to school if suspension from the bus occurs.

### **CHS Electronic Devices policy**

Student personal electronic devices (EX.) cellphones, gaming devices are not permitted in school unless prearranged with the school for safety purposes or for a specific club.

## GENERAL REMINDERS

**Students arriving after 8:30am are late for school and missing out on important instruction. They must be signed in at the office. Thank you.**

- 1). Every Friday after 5pm a voice message (and/or e-mail) will go to all student homes informing parents/guardians of upcoming events for the following week.
- 2). When dropping off or picking up your child, please do not park in the bus loading zone which is the main driveway in front of the building. Please use the Stop and Drop area which is clearly defined. When using the Stop and Go Zone, pull your vehicle all the way to the end as to not block traffic. If you need to park and bring your child into the building, please park on the street to do so. This is for the safety of all our children.
- 3). When picking up your child for any reason during the instructional day, parents and guardians must check with the office.
- 4). Students who must leave the building during the day require written permission from a parent or guardian. Students will wait in the office to be collected by their parent or guardian.
- 5). If for any reason a student is not traveling home after school as they usually do, they are to bring a written note from the parent/ guardian notifying the teacher of the change. We cannot guarantee that a phone message will get to the classroom teacher in time.
- 6). Parents may request to have their child delivered to an alternate address.  
Ex: Drop off at grandmother's house

every Tuesday and Thursday. **Please complete Alternate Address form on ASD-S transportation section.**

- 6). All students need written excuses for any absences.
  - 7). Parents are requested to notify the school of any changes in address or phone number that may occur during the school year.
  - 8). The school must be notified about a students' allergies or illnesses. Please add this information to the **Student Information Form** which will be sent home the first week of school. A second form regarding the **Administration of Medication** may also be necessary.
  - 9). The school does not conduct lice head checks on a regular basis. Parents are asked to check their own child's head frequently. Students who have live lice are not permitted in school until the live lice are gone. Nits are permitted. If live lice are found parents will be contacted by the main office to come and pick up.
  - 10). All visitors to Champlain Heights must sign in at the office and get a visitor tag.
  - 11). We have a buzzer system at Champlain Heights School. The doors are locked at 8:30am. The buzzer is clearly indicated to the right of the door.
- ## FOSTERING INDEPENDENCE
- We encourage independence in all our students. Parents and guardians need to say their goodbyes to their children in the lobby and not proceed down to the child's classroom with them.