



CHAMPLAIN HEIGHTS SCHOOL

Student Handbook
2020-2021

111 Champlain Drive
Saint John, NB
E2J-3E4

Telephone: 658-5335
Fax: 643-6095

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

GENERAL INFORMATION

School Phone Number: 658-5335

School Fax Number: 658-6095

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/EST-R
Mrs. M. McAdam	Kindergarten
Mrs. J. Lincoln	Kindergarten
Mrs. B. McIntyre	Kindergarten
Mrs. A. Estey	Kindergarten
Mrs. R. Doiron	Grade 1
Mrs. L. Laskey	Grade 1
Ms. Wilson	Grade 1/2
Mr. B. Capstick	Grade 2
Mrs. M. McCarthy	Grade 2
Mrs. J. Daley	Grade 2
Mr. D. Fleming	Grade 2/3
Mrs. G. Wilson	Grade 3
Mrs. R. Nolan	Grade 3
Mrs. W. Hanson	Grade 4
Mrs. E. Estey	Grade 4
Mr. S. Clark	Grade 4
Mrs. J. Arseneault	Grade 5
Mrs. P. Cormier	Grade 5 ICF
Ms. Lynn Skinner	Grade 5 FI
Mrs. H. Wade	Physical Educ.
Mr. M. Smith	Music
Mrs. R. Giffin	EST-Resource
Mrs. L. Andriani	Guidance

BELL SCHEDULE

7:55am	Busses Arriving, students in yard, duty begins
8:10 am	Students go to Class
8:25 am	Anthem/Announcements
8:30 am	Classes begin
10:00am	Snack
10:05 am	Recess
10:20 am	Re-entry
10:25 am	Classes resume
11:55 am	Outdoor Play
12:15 pm	Lunch
12:40 pm	warning bell
12:45 pm	Classes resume
1:50 pm	K-2 Dismissal
2:50 pm	3-5 Dismissal

PROGRAMS AND ACTIVITIES

Clubs:

Leadership, Intramurals, Pedometer club, Dancercise, Rhythm club, Speed stacking, Phocus club, Jump club, and Choir.

Sports:

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

Nutrition Programs:

Fresh fruit M-F, Paid Milk program

Community/School Wide Events:

Sports Day in Canada, Fitness Challenge, Terry Fox Walk, Jump Rope for Heart, At My Best, Christmas concert, Christmas Bazaar, Christmas breakfast with Santa, Book Fair and, Family Literacy events.

Co-curricular Initiatives:

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

Social Skills Initiatives: Choices room, Playground skills, Rainbows, Guidance, Buddy Bench and, 'Chill Out' boxes, Zones of regulation, and MindUp.

NEW 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 and bullying while at school.



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

CHS SCHOOL CODE OF STUDENT BEHAVIOUR

Section 1: Academic Success Expected Behaviour

To ensure success during 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.

Intervention

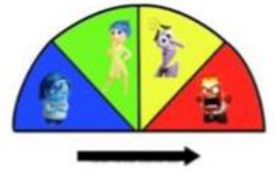
If your effort on work is unacceptable, you will be required to re-do the work as soon as possible. Since compliance is required of all students, students who struggle in this area will receive additional training until successful.

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.

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

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,
- c) Cause his or her child to attend school as required by this Act,
- d) Ensure the basic needs of his or her child are met, and
- e) 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.

Interventions-

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
- 1st 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
- Choices room placement at lunchtime
- 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. The dress code is as follows:

- *Shorts, skirts, and dresses must come to mid-thigh.
- *Shirts must cover stomach. Spaghetti straps alone are not 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.** (Unless Religious reasons)
- *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 in order 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!"



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.

- Ex.
- no play-fighting
 - playing on equipment safely
 - using appropriate language
 - no rock or snowball throwing
 - include others in your games

3). Use **Buddy Bench** Strategies:

Think about what you want to do **BEFORE** you go outside. Use your words **FIRST** before using the bench.

- Look around and decide what to do.
- Go to the person.
- Smile ☺
- Say “Do you want to play?”

BUDDY BENCH STRATEGIES

- If you see a friend you want to invite to play you can get off the bench go up to the person and ask, “Would you like to walk and talk or play today?”
- Wait for a friend to ask you to play, choosing to sit on the bench means you say YES when invited to play.
- Two friends sitting on the bench can ask each other to go play.
- If no one invites you to play...an adult will help you find a buddy.

Possible consequences to

inappropriate playground behaviours.

Students will walk with the duty teacher to discuss positive choices. Repeated incidents may cause your child to attend the Zones room at lunchtime.

In the case of inappropriate behaviour, the student may be given time in the **‘CHOICES’** room at lunch to be served the same or following day. The intent of this is to instruct the student in positive playground behaviours for increased success.

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

- Be on time and never stand on the street or road while waiting for the bus.
- Speak quietly when the bus is in motion.
- Students shall be picked up and discharged only at the bus stops approved by the district and school.
- Do not cross the road behind the school bus.
- Occupy seats assigned by the driver or principal.
- Do not throw anything on the floor of the bus. Help the driver keep the bus neat and clean.
- Eating and drinking are not permitted on the school bus.
- 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, 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 of 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 in the agenda 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 request a Pupil Alternative Transportation Form** from the school office.

- 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 of 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.