



# John Caldwell School



2016-2017

Student Handbook (K-5)

Crista Sprague - Principal

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130 Victoria Street

PO Box 7292

Grand Falls, NB

E3Z 3B7

Tel : ( 506 ) 473-7374

Fax : ( 506 ) 473-7375

Website: <http://jcs.nbed.nb.ca/>

***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 Vision**

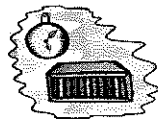
To foster a community that encourages our youth to dream, believe and achieve within a 21<sup>st</sup> century world.

### **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.

### **John Caldwell Mission**

John Caldwell School is a learning community that encourages success for all in a challenging, supportive, and caring environment.



### **Hours of Instruction**

<b>Primary Students</b>	8:25 am-2:00 pm
<b>Elementary Students</b>	8:25 am-3:00 pm
<b>Lunch Hour</b>	11:30 am- 12:30 pm

**Parents may call and leave a message if your child will be absent. (473-7374)**

***JCS is a Scent, Peanut and Peanut Product-Safe Environment!***

***Let's all do our part in keeping JCS safe for everyone!***

*JCS complies with the Nutrition Policy (711). We promote healthy food choices. If you wish to send food treats for a classroom it will be at the teacher's discretion. Please check with your child's teacher. Thank You!*

### **Cancellation Due to Weather**

Announcements 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 calls) any time after 6:00 a.m., by checking the district website at [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca) or following@ASDwest on twitter.

## **Visitors/Volunteer Procedure**

All adults entering the building must use the intercom to the right of the front door and report to the main office. If you are picking up your child between 2:00 and 2:30 please wait in the lobby.

Visitors wishing to stay must obtain a visitor tag that must 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.

## **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.

Please inform the school of any medical condition that your child may have.

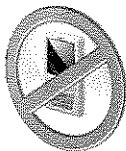
Depending on the severity of the condition you may be required to fill out medical forms as per Policy 704.



## **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.

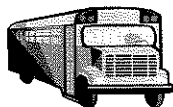
For further information, please contact 473-7063.



### **Please do not send these items to school**

In the interest of protecting the health, safety and educational opportunity of all students, the following items are not allowed at John Caldwell School:

- Trading cards (i.e. Pokémon cards, hockey cards etc.)
- Cigarettes, Cigarette lighters, matches, tobacco products and look a-likes
- Weapons such as look-a-like weapons, guns, knives, screwdrivers, wallet chains, and/or any other dangerous items that can be used as a weapon
- Medications or pills of any kind are prohibited without written permission of parents/ guardians
- Spray cans, perfume, cosmetic products
- Electronic devices such as cell phones, digital cameras, I pods, MP3 players, Game Boys and Nintendo DS's will not be allowed between 8:00 am and 3:00 pm.



### **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.



### **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

### **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.

### **Student Fees**

There is a student fee for all students for the 2016-2017 school year. The student fee will be \$50.00 per student.

This fee covers: 1 agenda, notebooks, duo-tangs, paper, pencils, crayons, erasers, scissors, arts and craft materials, 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, indoor shoes and 2 boxes of Kleenex. 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.



# 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.

## **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**

A high standard of conduct will be expected of all students at John Caldwell School:

- Students are expected to follow the John Caldwell School Knights Code
- Students in FSL classes are expected to speak in French at all times during class. There is zero tolerance for English
- Students are expected to be courteous and considerate at all times
- Foul/ abusive language is unacceptable
- Classrooms will be open for students at 8:05 AM. Students who arrive late must sign in at the office.
- Students who leave during the school day must sign out by a parent or guardian.
- No smoking is permitted on school property.
- Open affection for one another is not acceptable.
- Students will resolve conflicts in a constructive manner.
- Students will treat school property and the property of others with respect.
- Students will respect themselves others and their environment.

## **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

### 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.

