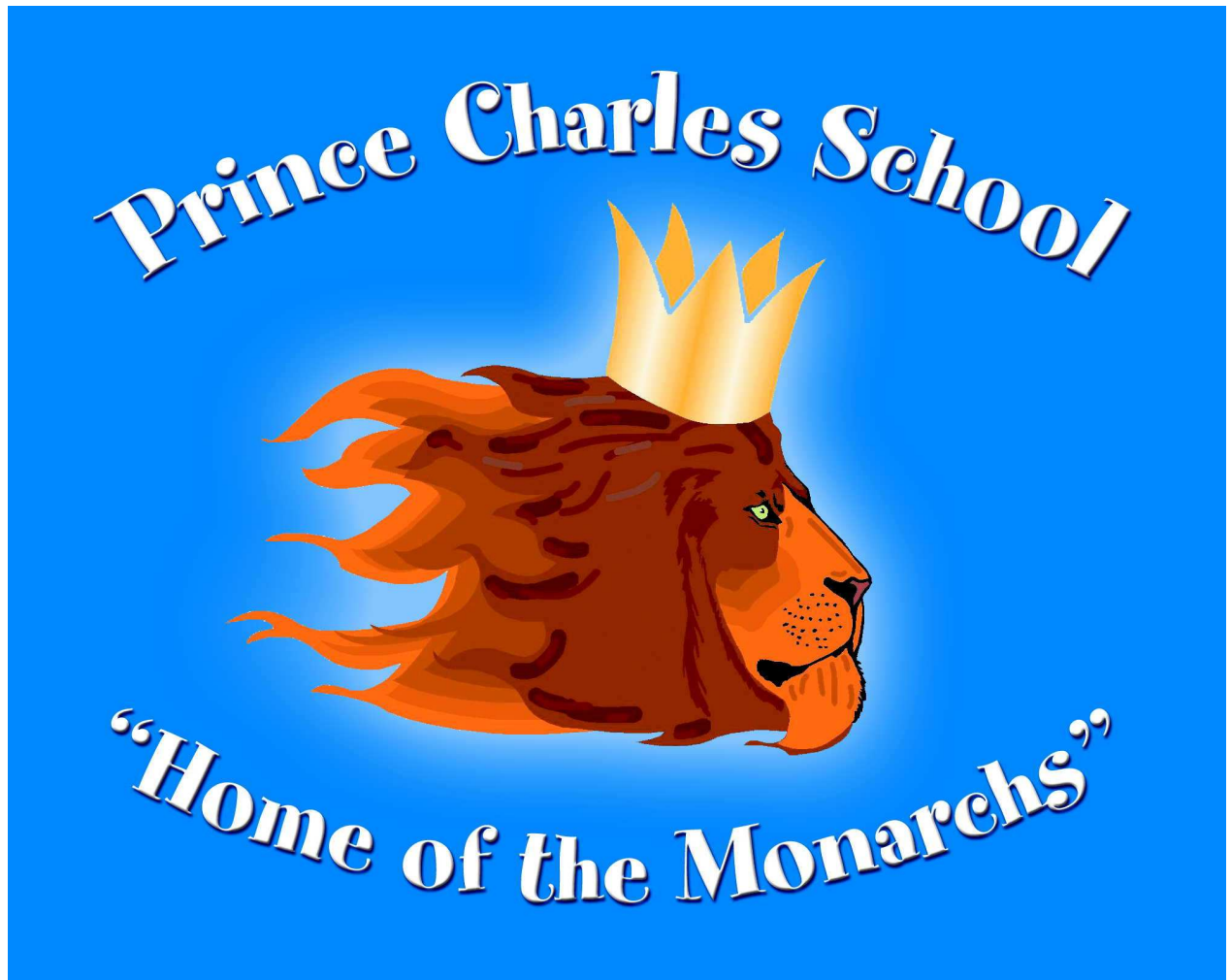


# WELCOME TO



## 2007 - 2008

### *MISSION STATEMENT*

*Our students, staff, parents, community partners and volunteers believe  
Prince Charles School is a welcoming, safe, community-based school.  
The staff will share collaborative responsibility for each child's unique learning abilities.  
Respect and Responsibility are required in our positive learning environment.  
We will all work together to promote the individual academic and social success of each  
student as they grow to be proud, productive citizens.*

## PRINCE CHARLES SCHOOL STAFF

**Acting Principal**  
**Acting Vice-Principal**  
**Secretary**

Mrs. L. Rector  
Mr. A. Loughery  
Mrs. L. Carrier

### **Teachers**

K—Ms. H. Machum  
1—Ms. J. Walsh  
2—Ms. H. Ward-Huskins

3—Ms. D. Noel  
4—Ms. S. Thompson  
5—Ms. K. Hills

6—Ms. A. Foote  
7—Mr. J. Burns  
8—Mr. D. May

### **Literacy Intervention Teachers**

K-4—Ms. M. MacDonald

5-8—Mr. J. Nice

### **Intervention Teacher**

Mr. C. Casey

### **Teacher Assistants**

Ms. T. Cain  
Ms. K. Dempster

Ms. S. Colwell  
Ms. E. James

Mr. L. Cyr  
Ms. J. Knox

### **Pals for Prince Charles**

Ms. D. Fisher

### **RBC After School Program**

Ms. R. Hogenbirk

### **Custodians**

Mr. D. Gallant  
Ms. J. Short

Ms. P. Golding

*Be a partner, ask questions, seek answers, and stay involved.  
Meet the Teacher night will be held in September of 2007.*

## DAILY SCHEDULE

8:20	Students come in from yard
8:30	Classes begin
10:00 - 10:15	K - 2 Recess
10:15 - 10:30	3 - 5 Recess
10:00	Middle School Break of ten minutes
12:00	Dismissal for lunch
12:40	Students come in from yard
12:40-12:55	School Wide Silent Reading
1:45	K - 2 Dismissal
2:45	3 - 8 Dismissal

## CODE OF CONDUCT

**I AM A MONARCH - THEREFORE I AM:**

**RESPONSIBLE**

**RESPECTFUL**

**SAFE**

**PREPARED**

## 1. ATTENDANCE

Supervision of students will begin at 8:00 a.m. Students should not be in the yard prior to this time.

- Students are expected to be on time and attend school daily. For safety reasons, it is requested that parents/guardians notify the school by phone (leave message) early on the day of a student's absence. (658-5355)
- When a student returns to school, a message or note from a parent or guardian should accompany the student explaining the absence.
- Province of New Brunswick letters of concern will be sent home when a student missed 10 days, 15 days, and 20-25 days.

## 2. RESPONSIBILITIES OF STUDENTS AND PARENTS

- All personal belongings are to be labeled to assist in identifying lost items.
- Students are expected to dress appropriately for school. Clothing with offensive language and/or diagrams, halter tops, cut-off T-Shirts, belly shirts, and micro mini-skirts are not appropriate for school.

**As a Monarch I must dress in an appropriate way.**

**Therefore I will always:**

Remove my outdoor wear during instruction  
Wear clothing free of offensive language

**And I will not:**

Allow my undergarments to show  
Wear shirts that show my midriff  
Wear tanktops or shirts with spaghetti straps  
Wear offensive clothing, headgear, or ball caps  
Wear clothing that is distracting to others

- To promote safety in the school, students should avoid running.
- When students are in the playground they are to remain in view of the school staff on duty.

- All medication will be kept in a locked compartment at the school. Parents should obtain forms from the office if they have children who need to have medication administered by staff.
- If there is any change to a student's daily routine parents/guardians must notify the school in advance in writing (lunchroom, dismissal).
- It is compulsory that all students wear some type of shoes at all times, in case of fire drills or emergencies. This is especially true in winter when boots are worn to school and must be removed before entering the classroom.
- If you are assigned a locker, you may only use it **before homeroom, during break, during lunch and after school.**
- **Boys & Girls Club:** Forms for lunch at the Boys and Girls Club will be provided at the school's discretion for Kindergarten and new students after they have been in the school a month.

### 3. RESPECT

- A student's language should show self respect and respect for others. The use of foul language, either spoken, written or gestured is unacceptable.

**As a Monarch I must use appropriate language.**

**Therefore I will always use:**

Polite language

A respectful voice level

A respectful tone

**And I will not use:**

Offensive language

Swearing

Name calling

Inappropriate language

- As a sign of respect and courtesy everyone is to remove their hats when entering the school.
- It is expected that students show respect to each other, teachers, school staff and guests.
- It shall be the responsibility of a student to pay for proper repairs and/or replacement when he/she has damaged or defaced the property of another. It is understood that parents may have a role to play in fulfilling this obligation.

#### **4. POSITIVE LEARNING ENVIRONMENT POLICY**

**The purpose of the Positive Learning Environment Policy is to create a positive learning and working environment in the public education system. This is done by:**

- Establishing a process for fostering positive learning and working environments.
- Identifying best practices for discipline when a positive environment alone is not enough.
- Setting limits for behavior and identifying the responsibilities of all partners in the school system.

**A positive learning and working environment is one in which:**

- Every person is valued and all individuals, including staff, pupils, parents, volunteers and guests are treated with respect and treat others with respect.
- Pupils have the right to be taught and to learn without being disrupted by others and have the responsibility not to disrupt the learning of others.
- Pupils are responsible for their behavior in accordance with their stage of development and to the extent to which their behavior is voluntary. When disruptive behavior is due to exceptional characteristics of pupil and he/she is unable to control this behavior, solutions must take the needs of the pupil and the pupil's classmates into account.
- Adults and pupils in the public school system have the right to work and learn in a safe, orderly, productive, respectful and harassment-free environment.

- Parent, pupils, staff and the community together have defined goals for the learning environment of the school, have agreed on a plan for reaching those goals and are communicating and applying the plan consistently at home, in school and in the community.
- Great value is placed on effective teaching so that pupils have a sense of belonging, feel they are supported by staff in their efforts to succeed and have a positive relationship with at least one adult in the school system.
- Success, appropriate behavior and accomplishments are emphasized and celebrated.
- Parents, staff and the community understand that social skills, self-discipline, compassion and ethics continue to be learned throughout life and each partner plays a role in teaching these things through instruction and by example.
- Administrators at the school, the district and head office support effective teaching and behavior management.

## 5. PARTICIPATION

- It is expected that students will go out at recess and noon on outdoor days unless the teacher on duty determines that weather is unsuitable. At lunch some students may be involved in intramurals.
- For the safety of all in the building no one should be loitering in any area of the school.
- K-5 enter and exit by the back door, even when accompanied by an adult.
- Middle School enters at the back gym door.
- It is not advisable for students to have any type of collector items such as cards, pogs, etc., at school due to the possible loss of these valuables.
- School is not the place for walkmans, Discmans or other electronic devices.
- **Students may enter their classroom when a teacher is present.**
- **The school phone is a business telephone and only has one incoming and outgoing line. Students will not be permitted to make calls except during emergencies. A pay phone is available for students' use by the gym.**

## 6. CO-OPERATION

- Any article which is adverse to public safety (or can be seen as such) such as matches, lighters, weapons of any type (including toys), alcohol, illegal drugs, and cigarettes are not permitted at school.
- Due to the high volume of traffic at the school, bicycles, skateboards and roller blades are not permitted on the school grounds.
- Stand quietly in the halls during announcements so everyone will hear what may affect them during the day.
- To facilitate safety in the school and on the playground, students are expected to conduct themselves in an appropriate manner. Wrestling, shoving, tripping, biting, spitting, play-fighting and fighting of any kind are not appropriate behaviors. Intimidation and harassment will not be tolerated.

There is a supervised room available to students granted lunch privileges. Students should bring their lunch with them in the morning. Please note there is NO microwave or refrigerator provided for students.

## 7. PERSONAL TECHNOLOGICAL DEVICES

To support the Positive Learning Environment policy and to promote the safety of all students and staff, there is a district policy on electronic devices. Electronic devices include iPods, c.d. players/tape players, cell phones (including camera phones), cameras or any device that disrupts the positive learning environment.

- students will not display or use iPods, c.d. players/tape players, cell phones (including camera phones), cameras, recording devices, and game devices during: instructional time, recess, at the Boys and Girls Club, or during all afterschool activities, including for example: dances, field trips, track meets, etc...
- students will not take pictures of staff or record them on audio/visual recording devices without their permission, and will not publish this material on paper or the Internet, or any other medium, without their permission.
- These items, if seen and/or used, will be taken from the student. On the first offence the student may see the teacher at the end of the day subsequent offences will require the parent/guardian to pick up the item at the school office at the end of the instructional day. Repeated offenses will result in further disciplinary action.

## **8. AT PRINCE CHARLES SCHOOL WE AGREE:**

- that the vending machines will not be available until 3 p.m.
- in accordance with the District Scent Free Policy, Prince Charles School is a scent-free school.
- to allow students to drink from water bottles in class during instructional time.
- to use a Hall Pass system. Each student will need to have a hall pass to be used any time a student needs to leave their room.
- that students who dress inappropriately will be asked to change into the clothes provided by the school. If there is a refusal they will be sent home.
- that students who are tardy will be expected to make up the time.
- that parents & guests are asked to sign in at the office when coming into the building.
- that all K-2 children should be dropped off & picked up by an adult.
- that all schools in District 8 have a policy of no smoking on or around school grounds.

## **9. POSSIBLE CONSEQUENCES FOR INAPPROPRIATE BEHAVIOURS**

**Consequences will include one or more of the following:**

- Apology (oral or written)
- Community service (grounds cleanup, chores)
- Contact parent
- Individual contract
- Involve police in cases of violent acts, drugs, alcohol, dangerous objects or stealing.
- Pay for damage/repairs
- Private reprimand
- Record incident on behavior tracking form
- Referral for Intervention/counselling
- Refer to District Discipline Committee
- Report to the Principal or Vice-Principal
- Send home notes, etc., for signature
- Suspension from school as per District Policy
- Suspensions are automatic for serious violence written, verbal, drawn, possession of weapons (real or replicas) or threats (verbal, written or electronic)

- Warning letter(s)
- Time-out removal from class
- After-School Detentions

## 10. CLUBS, ACTIVITIES AND ORGANIZATIONS

Sports	Band	Drama	Leadership
Choir	Piano	Peer Helpers	RBC After-School Program
Chess	Guitar	Enrichment	In-School Mentoring
Intramurals	D.A.R.E.	Work Program	Breakfast Program
Positive Person Party		30+ Club	
Big Brothers/Big Sisters		Boys' & Girls' Club	Pals for Prince Charles

**AFTER REVIEWING THIS INFORMATION PLEASE SIGN THAT  
YOU AND YOUR CHILD HAVE REVIEWED THE CONTENTS:**

**STUDENT:** \_\_\_\_\_ **CLASS:** \_\_\_\_\_

**PARENT:** \_\_\_\_\_ **TEACHER:** \_\_\_\_\_