

Handbook Index (Sept 7th, 2023)

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Belfast Consolidated School

Parent/Student Handbook
Contact Information
Phone 659-7200 Fax 659-7204
Website: <https://belfast.edu.pe.ca/>

Mission Statement

The staff at Belfast Consolidated School will celebrate, respect, and encourage the individual. Each student will have equal opportunity to grow academically, aesthetically, physically, socially, and emotionally. We will nurture students to become independent learners and producers of quality work. We will develop, with parents, student, and community, a partnership and a communication system that serve the goals of Belfast Consolidated School.

This handbook has been prepared to assist you, the parent/guardian, in understanding the operation, policies, and programs offered at Belfast Consolidated School. Please read it and use it as a reference throughout the year. Our goal is to improve communication between parents and staff. If you have any questions, please do not hesitate to call the school at 659-7200.

The foundation of our school success is the cooperation between students, staff, parents, and community. The students of Belfast are encouraged to be respectful, to take responsibility for their learning, and to have pride in their school. Dedicated teachers take advantage of professional development opportunities and work collaboratively to bring innovative instructional practices to the classroom. Teachers also volunteer their time to bring a variety of extra-curricular activities in athletics, drama, technology, environment, and music. Parents are very much a part of the Belfast School community. We are grateful for their invaluable contributions to our school through volunteer time and support of school activities. We have an active Home & School Association with parents who are involved with their children's education. As with many rural communities, we are grateful for the support we receive from our local businesses and community members.

The future is bright as we face new challenges and enjoy the rewards of working together to create a caring, safe and respectful environment that fosters personal and academic growth.

School Hours (K-6):

8:25-8:40	Busses unload and students go to home rooms O Canada and Announcements
8:40-11:30	Classes
11:30-11:50	Recess for K-6
11:50-12:10	Lunch for K-6 students
12:10-1:10	Classes K-6
1:10-1:25	Recess for Grades K-6
1:25-2:30	Classes for K-6
2:30-2:35	K-5 dismissal and loading busses
2:35-2:40	6-9 dismissal and loading busses
2:40	Bus dismissal

Grades 7-9

8:40-11:30	Classes
11:30-11:50	Lunch
11:50-12:10	Recess
12:10-2:35	Classes

2:40

Parental/Guardian pick up

Staff Listing for 2023-2024:

Our staff appreciates hearing positive comments, or concerns from parents. If you need to contact staff, the best time is before school starts or after school. If you would like to call during the day, the administrative assistant will take your name and number and the teacher will return your call. If you wish to email staff, please be advised staff do not necessarily check their email daily.

Name	Email	Courses
Lindsay Morton	lmorton@edu.pe.ca	Grade Kindergarten (79%)
Tara Stewart	tlstewart@edu.pe.ca	Grade 1 Teacher
Susan Sorrie	slsorrie@edu.pe.ca	Grade 2 Teacher
Jody MacKinnon	jamackinnon@edu.pe.ca	Grade 3 Teacher
Maggie Johnson	mjjohnson@edu.pe.ca	Grade 4 Teacher
Margo Williston	mwilliston@edu.pe.ca	Grade 5/6 Teacher and 21% K
Aaron Ellis	aaronellis@edu.pe.ca	Grade 7/8 Homeroom and K-6 Music
Meg Edward	mjedward@edu.pe.ca	Grade 9 Homeroom
Taylor Johnson	ttjohnson@edu.pe.ca	K-9 PE
Angie Taylor	ahtaylor@edu.pe.ca	Resource and Foundations support
Heather Lea	hslea@edu.pe.ca	Counsellor
Kelley Carpenter	kjcarpenter@edu.pe.ca	Vice Principal; Core French gr 4-9, Library
John Munro	mjmunro@edu.pe.ca	Principal; Gr 6 and 9 Math
Alyssa Thaxter	athaxter@edu.pe.ca	Administrative Assistant
Barry Shephard	bjshephard@edu.pe.ca	Educational Assistant
Crystal DeVries	cddevries@edu.pe.ca	Educational Assistant
Susan Stewart-MacKenzie	sjstewartmackenzie@edu.pe.ca	Educational Assistant
Lana MacNeill	lxmacneill@edu.pe.ca	Day Custodian
Nancy Langley	nlangley@edu.pe.ca	Evening Custodian
Carey Gillis Sonya Daley Jenna Broomfield		Bus Drivers

Public School Branch Operational Procedure

OPERATIONAL PROCEDURE CONCERNS AND RESOLUTIONS

<i>Policy Section</i> General Administration	<i>Procedure Number</i> 102.1
<i>Page</i> 1 of 2	<i>Approved Date</i> March 3, 2015
<i>Reviewed Date</i>	<i>Effective Date</i> March 3, 2015
<i>Supersedes:</i> June 17, 2014	

1.0 PURPOSE

- 1.1 This procedure outlines the process for addressing and responding to external concerns and complaints.

2.0 VOICING CONCERNS

- 2.1 An appointment should be made with the appropriate person, when necessary.
- 2.2 A person voicing a concern may involve a support person/advocate.
- 2.3 A concern must be made at an appropriate time and place in a respectful manner.

3.0 STAFF RESPONSE TO CONCERNS

- 3.1 When a parent, student or member of the community expresses a concern, staff shall receive the concern courteously and if appropriate, redirect the person to the appropriate staff member, in accordance with section 4.0.
- 3.2 Concerns should be addressed in a candid and timely manner.
- 3.3 A record should be kept noting the concern, consultation with others, the resolution, etc.).

4.0 RESOLVING CONCERNS

- 4.1 Concerns will be directed according to the sequence in the following categories:
 - 4.1.1 School Matters
For school matters, instruction, or student discipline that are not addressed in any other policy or procedure, the sequence is:
 - a) Teacher;
 - b) Principal;
 - c) Administrative Support Leader;
 - d) Director, except in an instance where a decision could result in a student appeal; and
 - e) Board of Trustees, concerning a student appeal in accordance with the *School Act* and Student Appeal Policy.

4.1.2 Student Services Matters

For student services matters such as special needs, student placement and resources that are not addressed in any other policy the sequence is:

- a) Teacher;
- b) Principal;
- c) Director of Student Services;
- d) Director, except in an instance where a decision could result in a student appeal; and
- e) Board of Trustees, concerning a student appeal in accordance with the *School Act* and Student Appeal Policy.

Student Transportation Matters

- a) Principal;
- b) Student Transportation Coordinator;
- c) Leader of Corporate Services;
- d) Director of Corporate Services;
- e) Director, except in an instance where a decision could result in a student appeal; and
- f) Board of Trustees, concerning a student appeal in accordance with the *School Act* and Student Appeal Policy.

4.1.3 School and School District Personnel Matters

For school district personnel matters that are not addressed in any other policy or procedure, the sequence is:

- a) Employee;
- b) Employee's supervisor;
- c) Appropriate Administrative Support Leader;
- d) Superintendent, except in an instance where a decision could result in a student appeal; and
- e) Board of Trustees, concerning a student appeal in accordance with the *School Act* and Student Appeal Policy.

5.0 CONFIDENTIALITY

- 5.1 A concern will be handled confidentially.
- 5.2 To resolve the concern, the information, and the identity of the person with the concern may be disclosed to:
 - 5.2.1 the person(s) named in the concern;
 - 5.2.2 a person(s) who needs to be contacted for information about the concern;
 - 5.2.3 a person(s) who needs to know about the concern as part of their duties; and/or
 - 5.2.4 the person(s) who will be responding to the concern.
- 5.3 The school district protects and discloses information in accordance with the *Freedom of Information and Protection of Privacy Act*.

6.0 SUPERVISOR'S ROLE

- 6.1 The supervisor in each school board department will make his/her staff aware of this procedure.
- 6.2 The principal will make all school staff, volunteers and the school parent organization aware of this procedure.

7.0 CROSS REFERENCE

- 7.1 Board Governance Policy – SL2 Treatment of Students and Other Consumers

Attendance:

Students are expected to attend school regularly. Students absent from school will be responsible for completing any missed work. In the case of absence, a written note signed by the parent or guardian should be given to the classroom teacher upon the student's return. Parents/Guardians can also phone the school (we have an answering service available 24/7) or email the homeroom teacher for notification of absence. This will ensure that the student will not be credited with an unexplained absence. In the event of an unexplained absence, the parents may be contacted.

Bicycles:

Students taking bicycles to school do so at their own risk. Bicycles taken to school are for transportation purposes and are not to be driven around the school yard. When not in use, bicycles are to be parked in the bike racks.

Bussing:

Bus transportation to and from school is a service provided by the Public Schools Branch. The Board has outlined in its policy, conditions under which transportation privileges may be removed. The bus driver is in charge of the bus and must have the cooperation of all students during the daily run. The driver and/or administration will assign seats to students where it is deemed necessary. Students traveling on the bus are expected to board and leave the bus in an orderly manner. When the bus is in motion, all students must be seated. Only when the bus stops fully should students be standing and then only those departing. Students whose behavior is deemed detrimental to the safety of the other passengers will lose their transportation privileges in accordance with the Public Schools Branch Policy on transportation. Students will be allowed to travel on a different bus if it is for after-school childcare. Any student wishing to travel on another bus or to be dropped off at another address must have written permission from a parent or guardian in the morning. If plans change during the day, a phone call to the school will be sufficient. A note will be issued to the student to be presented to the bus driver. The office then knows where the student is going, and the bus driver knows that parents and staff have given permission. We are happy to have our drivers back again this year, Jenna Broomfield, Carey Gillis, and Sonya Daley.

Belfast Consolidated School Code of Conduct - All parents/guardians/visitors are reminded they are subject to the school's code of conduct, as are all students and staff.

1. I will respect myself, others, and all property.
2. I will support others by reacting appropriately to bullying.
3. I will arrive at school ready to learn to the best of my ability.
4. I will resolve conflicts in a positive manner.
5. I will be responsible for my behavior and accept any consequences.

Computers:

In June 2017, our school received 50+ Chromebooks and another 50+ Chromebooks in 2022 for our students. Teachers also received laptops. Our school is now wireless for these machines. Any student wishing to use the Chromebooks before or after school, or at lunchtime, must have a teacher's permission. Students must follow the appropriate usage of computer rules and computer room rules to maintain their computer privileges.

COVID-19:

Due to the Global Pandemic of COVID-19, each school has created an operational plan for students, parents, staff, and community members to follow. As of September 1st, 2022, students do not have to wear masks. Students will be supported if they wish to wear a mask. If students are experiencing COVID symptoms that are not typical, they should stay home. We appreciate the support we have received to keep our students, staff, and community as safe as we can during the pandemic.

School discipline:

School discipline should protect and nurture the physical, mental and emotional growth of its students. Regulations are made to protect persons and property and to protect the right to participate in every facet of the educational program. Belfast Consolidated School follows the guidelines of the Public Schools Branch's Caring Learning Environments Policy which reflects an understanding of human maturation. The Policy limits the opportunity of anyone to interrupt their educational growth or that of another student. The aim of the Policy is to teach proper behavior and action. It is recognized that the role of adults (school staff and parents) is to guide young individuals to do what is proper in a learning continuum. In implementing this policy, a student is afforded several chances to correct improper behavior. It is only after many reminders of impropriety that the student is faced with administrative action. The following principles guide school personnel in helping Belfast Consolidated students in their progression toward self-direction- and fulfillment.

1. All students have worth and dignity.
2. Students have the capacity to learn cooperation and respect for others.
3. Students should have the opportunity to understand the policies which affect them.
4. Students with special needs should be referred to those specifically trained to help them.
5. Parents must accept a participating role with that of the school and its staff in preparing children for productive and fulfilling lives. The school will make recommendations and work for the benefit of the student.
6. Parents play a vital role in developing student behavior and conduct. It is our expectation parents:
 - are aware of the school's code of conduct.
 - work with the school to resolve student behaviour issues when they affect their children.
 - co-operate with the school's or branch's recommended course of action for the student.
 - model appropriate behavior and language for their children.
7. When a student's conduct is violent or abusive, the principal will immediately notify parents and take disciplinary action appropriate to the situation. This may include suspension.

Other Considerations:

- Homework Not Completed - If a student does not complete assigned schoolwork, the teacher may require the student to complete the work at another time (ie lunch, after school, etc.). If the student does not comply, a call home will ensue.
- Refusal - To Do Assigned Work and Persistent Disobedience - Parents will be notified. Repeated offences may result in an in-school or out-to-school suspension.
- Fights - Fighting on school property will not be tolerated for any reason, be it as the aggressor or the retaliator. Cases of fighting could result in an in-school or out-of-school suspension. Parents will be notified.
- Smoking/Vaping – Smoking/Vaping is prohibited on all school property (busses and school trips are considered as school property). Students are not to bring cigarettes or vape products to school. Cigarettes/Vapes will be confiscated and parents will be notified. Any student caught smoking or vaping on school grounds will automatically receive a suspension.
- Playground - If a pupil is sent inside for misconduct on the playground, they may lose the right to go outside during break, depending on the misconduct.
- Misconduct on the School buses – If a student misbehaves on the bus, the student will first receive a warning from the bus driver. The second offence will result in the principal talking to the student. A third offence will be met with a letter home. Any subsequent offence(s) could result in loss of his/her right to travel on the bus for a while. Serious misconduct could result in loss of travel rights immediately.
- Breach of School Discipline Policy: Any serious breach of the school's discipline policy will result in the student's immediate removal from school. (As per Section 74 of the PEI School Act).
- Dress Code- The purpose of a School Dress Code is to promote a respect for self and

others and to encourage a positive and professional learning environment which focuses on a proper work attitude in the classroom, reducing distractions and improving performance. An acceptable standard of dress is required of all students. Students shall not wear clothing that is considered inappropriate or revealing. This includes any clothing that portrays a message whether visual and/or written that is profane, demeaning or promotes the use of alcohol, tobacco, drugs, violence, or discrimination in any form. The school administration and staff reserve the right to further define the term "inappropriate" or "revealing" as circumstances require. Students failing to comply with the Dress Code will be required to change into appropriate dress. If suitable attire is not available, parents will be notified and ask to bring more acceptable clothing.

Electronic Devices:

As directed by the Public Schools Branch, electronic devices including cell phones, any camera or video camera, I-POD, CD/DVD players, MP3 players, laptops, etc., should not be seen or turned-on during class time. This regulation excludes authorized use of electronic devices where permission is given by the principal. Discipline around unauthorized use will be handled on an individual basis. Students can use electronic devices at lunchtime or assigned breaks for approved usage.

Extracurricular Sports

Belfast offers a varied afterschool sports program including -crosscountry running, soccer, volleyball, basketball, wrestling, track and field, badminton, baseball, and golf. Open to different age groups, students are expected to be "in good standing" in their classes to participate- on these teams. There is an expectation that students will attend all practices and games unless there are unavoidable circumstances in which they cannot participate. We ask parents/guardians to keep the coaches/school updated regarding any such absences. We ask that parents/guardians support all the players, coaches, referees, and fans participating in sport.

Evaluation for students:

The top corner of the report card allows for the sharing of information relative to each child's program.

Regular program - a student is engaged in learning within the provincial curriculum and can be expected to demonstrate appropriate achievement as described within the Atlantic Canada English Language Arts Curriculum and CAMET Standards for Student Achievement in Reading and Writing.

Regular program with adaptations - a student is engaged in learning as stated above with a documented process that allows the student to participate in the prescribed curriculum with changes in format, instruction strategies and/or assessment procedures that retain the learning outcomes of the curriculum. These accommodations, which allow most students to participate in

the regular curriculum, are considered good teaching practices as teachers recognize and address the diversity of students in their classrooms.

Academic Learning Plans: The student has been identified as requiring adjustment of his/her learning outcomes and is working within a different grade level curriculum. Academic Learning Plans focus on different learning outcomes for the student's grade or course. The decision to change a student's program is made in consultation with parents and school-based student services teams.

Individual Education Plan: The student is working on learning outcomes unique to their individual learning needs identified in an IEP developed in consultation with parents.

Field Trips, School Travel & Extracurricular Activities

For students to take part in a school excursion, field trip, or sports activity, it is expected that pupils will have all work up to -date before the scheduled activity. If work has not been completed or if behavior is questionable, a pupil could be asked to remain at school.

Guidance/Youth Service Worker Support

The main task of guidance is to work with students, teachers, support staff, and parents to assist students with their personal, social, emotional, behavioral, and intellectual development. The primary focus is directed at intervention and prevention. This may include individual counseling, group counseling, or classroom guidance. If you have any concerns about your child's progress at home or at school, please feel free to contact Ms. Heather Lea, our guidance counselor. Our counselor is at our school days 2, 4, and 6. As of September 1st, our Youth Service Worker position is vacant.

Home and School

Home and School meet regularly during the school year. Dates and times will be listed in the school newsletter and the webpage. This is the link between parents and school through consultation on school programs and policies. All parents are invited to attend the meetings. This year Sylvie DeSousa is the president, Debbie Beck Treasurer, and Melanie Harris is the secretary. Currently, the VP position is vacant. We would love to have more parents join our meetings, and/or committees.

Honour Roll

In a further effort to promote academic excellence, an honour roll is displayed in the school lobby listing the names of students from Grades 7-8-9 who have achieved an overall average of 85%, or 80% or above in all subject areas.

Library

The teacher/librarian is responsible for the management and development of the school's library. In partnership with classroom teachers, the teacher-/librarian provides opportunities for students to develop their information gathering skills. Also, the teacher/librarian provides students with an opportunity to acquire an appreciation for reading and learning. The library has computers available to students for information and research. To guard against viruses, students are not to take disks from home to be used on any school computer. Students are encouraged to use the library for recreational reading and projects. Ms. Carpenter looks after the library and receives support from student volunteers.

Lockdown

In the event of a lockdown occurring at Belfast Consolidated School, parents/guardians are asked to go to the Pinette Raceway to await instructions. The address is 3712 TCH South Pinette, PE C0A1R0. The school phone number is 902-659-7200.

Lunchroom Program

This year, our lunchroom program will be delivered through a Provincial Program which can be found at: <https://peischoolfood.ca/> . This program will cost “what people can afford” to \$5.75 at the maximum. The meals will be delivered to the school, and no money will be exchanged at the school; ordering of meals will be done online, as well as the payment. We will still sell chocolate milk is 80 cents and white milk is 50 cents. We will continue to offer a free breakfast program, and potentially, a snack program for a small fee.

Newsletter

A school newsletter is usually sent home once a month (first Tuesday of the month). If you have messages for our students or parents, we can put it in our announcements for you.

Scent Policy

With increased sensitivity to scents, students, parents, staff, and visitors are asked to refrain from wearing products containing scents/perfumes.

School Cancellations Due to Storms Before the Start of the School Day

If schools are to be canceled due to weather, parents should listen for radio announcements made by local radio stations by 7:00 a.m. In some situations where it is difficult to make a decision by 7:00 a.m., a one-hour delay will be announced. If this occurs, all school buses will operate- one hour behind their regular pickup time. A further announcement will be made by 8:00 a.m. Belfast Consolidated School is in the Montague Family of S-schools within the Public Schools Branch. Parents should not drop their children off at school unless they are certain school is in operation.

School Closure During the Day

There have been occasions where schools have been forced to close during the school day to get students home before the weather becomes too severe. **Therefore, it is essential that each family has made arrangements for their children in advance so that the latter will be cared for if the bus drops them off before the end of the school day.** It is often impossible for students to use the phone during an early cancellation because of the number of calls which must be made by the school. Please make sure your children understand the arrangements for your family if school closes early.

School Programs

French

The French program starts at grade four and continues through to grade nine. The four main skills of language acquisition, reading, writing, speaking, and listening are integrated with the strongest emphasis being on speaking and listening, since they are the most natural ways to communicate. The large oral component is also integrated at each level which will help students recognize and appreciate the lifestyles of different ethnic groups. Ms. Kelley Carpenter is our French teacher.

Music

Students from kindergarten to grade seven participate in daily music classes. Classes are taught by Mr. Aaron Ellis. Emphasis is on enjoyment, the development of a life-long leisure activity, and the growth of each child's musical and aesthetic abilities. The curriculum is decided by the P.E.I. Dept. of Education and based on the Kodaly principles of music education.

Physical Education

Belfast Consolidated offers Physical Education program for all students in grades K through 9. The program is taught by our physical education specialist, Mr. Taylor Johnson. Proper gym attire is mandatory at the intermediate level and is recommended at the elementary level. Shorts/gym pants and a T-shirt- are preferable for gym wear. For safety reasons, indoor sneakers (with non--marking soles) with laces/Velcro are required. We also have a new gymnasium floor, so we want to preserve. Students without sneakers will be required to sit out.

Six-Day Cycle

Belfast Consolidated School operates on a six-day- cycle. This means each day is numbered from 1 to 6. The first full day of school in September is Day 1 and this rotation continues throughout the year.

School Rules

1. Gum: Students are not allowed to chew gum from the time they get on the bus in the morning until they get off in the afternoon.
2. Homework: Studies have shown the regular completion of homework assignments has a positive effect on a student's success. With a view to reinforce skills taught in the classroom, homework is judged to be an important element of the curriculum. If parents notice their son or daughter is consistently struggling with homework, they should contact their child's teacher. The following is our policy on work assigned as homework:
 - Homework assigned should arise out of lessons taught and be a meaningful extension of classroom activities.
 - Parents will be notified whenever students frequently fail to do assigned homework.
3. Weapons: Any item resembling a weapon, whether real or imitation, will not be allowed on school property.

PowerSchool

PowerSchool is a website available for students and their parents. This site allows students and parents to access attendance (Gr K-9) and marks (Gr 7-9). Teachers keep the website up to date to communicate student progress. If parents wish to access the marks and attendance online, they need to share an active email address with the school.

We are also able to send out mass emails, and mass text messages to parents. This will only be done where there is important information to share.

Telephones

Telephones at the school are there for school business. Students can use the office telephone when they are sick or in an emergency. Students in grades Kindergarten to 9 must have their teacher's permission to use the telephone at any time.

Textbooks

When textbooks are given out, each student is assigned a numbered set of texts, and their condition is recorded. It is expected that a normal year's wear will take place. If a book is damaged more than this norm, the student will be assessed a charge which will be determined by the cost of the book and its condition upon return. It is the student's responsibility that books are maintained in good condition. Examples of actual costs of texts in the Grades Six level are; Math -\$22.82, Language Arts\$ 37.69, Social -Studies \$-26.77.

Visitors to the School:

We ask all visitors to check into the main office when arriving at the school. Visitors are not allowed to go through the school during school operation hours.