

Handbook Index (Sept 8th, 2026)

Topic	Page Number
Attendance	6
Bicycles.....	6
Bussing.....	6-7
Code of Conduct.....	7
Computers	7-8
Discipline.....	8-9
Electronic Devices.....	8-9
Extracurricular Sports.....	9
Evaluation.....	9-10
Field Trips.....	9
Guidance/YSW.....	9
Home and School.....	10
Honour Roll.....	10
Library.....	10
Lockdown.....	10
Lunchroom.....	10
Mission Statement.....	2
Newsletter.....	10
Operation Plan for Concerns.....	4-6
Phone Number.....	2
PowerSchool (marks/attendance/mass emails).....	12
Scents.....	11
School Closure before the start of school day.....	11
School Closure during the school day.....	11
School Day Times.....	2
School Programs (French, Music, PE).....	11
Six Day Cycle.....	12
School Rules	12
Staff Listings (email address)	3
Report IT!.....	10-11
Telephone.....	12
Textbooks.....	12
Visitors (adults) in the school.....	12
Volunteers.....	12
Webpage address.....	2

Parent/Student Handbook

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, students, and community members, a partnership and a communication system that serve the goals of Belfast Consolidated School.

This handbook has been prepared to assist parents and guardians in understanding the operation, policies, and programs offered at Belfast Consolidated School. Please read and keep it as a reference throughout the school year. Our goal is to maintain clear communication between parents and staff. If you have any questions, please contact the school office at 902-659-7200.

The foundation of our school's success is strong cooperation among students, staff, parents, and the broader community. Students at Belfast are encouraged to demonstrate respect, take responsibility for their learning, and take pride in their school. Our dedicated teachers regularly engage in professional development and collaborate to implement innovative instructional practices. Teachers also volunteer their time to lead a variety of extracurricular activities in athletics, drama, technology, environmental initiatives, and music. Parents play a vital role in the Belfast School community, and we are deeply grateful for their ongoing support and volunteer contributions. Our active Home & School Association works closely with staff to support student learning and development. Additionally, we greatly appreciate the continued support of local businesses and community members.

We look forward to working together to maintain a caring, safe, and respectful environment that fosters both 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
2:40	Parental/Guardian pick up

Grades 7-9

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

Staff Listing for 2026-2027:

Our staff appreciates hearing feedback and concerns from parents. To contact a staff member, the best times are before or after school hours. If you call during the school day, the administrative assistant will take a message and the teacher will return your call at their earliest convenience. Please note that teachers may not check email continuously throughout the instructional day.

Name	Email	Courses
Lindsay Morton	lmorton@edu.pe.ca	Kindergarten
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
Katie Robinson	klrobinson@edu.pe.ca	Grade 4/5 Teacher Core French
Meg Edward	mjedward@edu.pe.ca	Grade 6 Math and 7-9 Teacher
Margo Williston	mwilliston@edu.pe.ca	Grade 5/6 Teacher
Aaron Ellis	aaronellis@edu.pe.ca	Grade 7/8 Homeroom and K-6 Music
Jillian Lockhart	jlockhart@edu.pe.ca	Grade 9 Homeroom
Taylor Johnson	ttjohnson@edu.pe.ca	K-9 PE
Angie Taylor	ahrtaylor@edu.pe.ca	Resource and Foundations support
Shelly Hassall	sahassall@edu.pe.ca	School Counsellor
Kelley Carpenter	kjcarpenter@edu.pe.ca	Vice Principal; Core French, Library, Gr 4/5
John Munro	mjmunro@edu.pe.ca	Principal; Phys Ed
Alyssa Thaxter	athaxter@edu.pe.ca	Administrative Assistant
Tammy Davies	tldavies@edu.pe.ca	Youth Service Worker/EA
Barry Shephard	bjshephard@edu.pe.ca	Educational Assistant
Susan Stewart-MacKenzie	sjstewartmackenzie@edu.pe.ca	Educational Assistant
Crystal DeVries	cddevries@edu.pe.ca	Educational Assistant
Kerry MacPhee	kjmacphee@edu.pe.ca	Day Custodian
Nancy Langley	nlangley@edu.pe.ca	Evening Custodian
Dan Roper Sonya Daley Jenna Broomfield		Bus Drivers
Cst Jordan Young Cst Hugh Panelas	Jordan.young@rcmp-grc.gc.ca Hugh.panelas@rcmp-grc.ca	RCMP Liaison Officer RCMP Liaison Officer
Donna McGuigan	dmcguigan@ihis.org	School Wellness Team

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 24/7 902-659-7200 dial 1) or email the homeroom teacher for notification of absence. This will ensure the student will not be credited with an unexplained absence. In the event of an unexplained absence, the parents may be contacted.

Bicycles:

Students who ride bicycles to school do so at their own risk. Bicycles are strictly for transportation to and from school and must not be ridden on school grounds during the day. Bicycles must be stored in the designated bike racks when not in use.

Bussing:

Bus transportation is provided by the Public Schools Branch. Under PSB policy, transportation privileges may be revoked if safety rules are violated. Bus drivers are responsible for vehicle safety and require full student cooperation. Drivers or administrators may assign seating as needed. Students must board and exit in an orderly manner and remain seated while the vehicle is in motion. Standing is permitted only after the bus has come to a complete stop. Students wishing to travel on a different bus must provide a written request for approval due to childcare or emergency circumstances; alternate travel for social events or birthday parties is not permitted. Upon approval, an office pass will be issued to present to the driver. We welcome back our bus drivers for this school year: Jenna Broomfield, Dan Roper, and Sonya Daley.

Student Expectations for Maintaining Safety at Bus Stops:

- Be at your stop **5 minutes before** it is scheduled to arrive
- Wait for bus to come to a **complete stop** and have its **RED** lights flashing
- If you have to cross the road, **establish eye contact** with driver
- **Wait for the driver to beckon you** to cross to road
- **Always look both ways** before entering any roadway
- When safe to do so, **walk at a brisk pace**
- Always cross the road in **FRONT** of the bus
- If you hear the **bus horn**, get off the road immediately
- Absolutely no headphones, cell phones, or other **distractions** during the process
- **Stay focused** until safely seated (or safely off the roadway when disembarking)

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:

Students must follow acceptable use guidelines to maintain access to school Chromebooks. Privileges may be suspended or revoked if technology is misused. Teacher permission is required for students wishing to use Chromebooks before or after school or during lunch breaks.

School Discipline:

School discipline is designed to foster a safe, respectful, and supportive environment for all students. Rules exist to protect individual safety and preserve the integrity of the learning environment. Belfast Consolidated School aligns its procedures with the Public Schools Branch Caring Learning Environments Policy, emphasizing proactive instruction, self-discipline, and progressive intervention. The following principles guide our approach to student conduct:

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 and guardians share a vital partnership with school staff in guiding student conduct. It

is expected that parents:

- are aware of the school's code of conduct.
- work with the school to resolve student behavioural issues.
- co-operate with the school's or branch's recommended course of action for the student.
- model appropriate behavior and language for their children.

6. In cases of violent or abusive behavior, administration will immediately contact parents/guardians and take appropriate disciplinary action, which may include suspension.

Other Considerations:

- Incomplete Homework - If assigned work is not completed, students may be required to finish it during designated times (e.g., lunch or after school). Persistent incomplete work will result in parental notification.
- Refusal of Work / Persistent Disobedience - Parents will be notified. Repeated offenses may lead to in-school or out-of-school suspension.
- Fighting - Physical altercations are strictly prohibited on school property. Involvement in fighting may result in immediate suspension, and parents will be notified.
- Substance Restrictions - Tobacco, vaping products, alcohol, and illegal drugs are strictly prohibited on all school grounds, buses, and school-sponsored trips. Confiscated items will not be returned, parents will be contacted, and suspension will apply.
- Playground Conduct - Misconduct during outdoor breaks may result in loss of playground privileges.
- Bus Misconduct - Drivers will issue a verbal warning for initial infractions. Subsequent infractions will involve administration and written notice to parents. Serious or repeated misconduct may result in suspension of bus privileges.
- Online Safety & Cyberbullying - Misuse of social media or digital communications that impacts the school environment or involves harassment of students or staff will result in disciplinary action.
- 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 - Students are expected to wear appropriate attire suitable for a learning environment. Clothing depicting profane, offensive, or inappropriate imagery or text is prohibited. Administration reserves the right to determine attire suitability. Students wearing inappropriate attire will be required to change or contact a parent/guardian for replacement clothing.

Electronic Devices:

In accordance with Public Schools Branch directives, personal electronic devices (cell phones, cameras, media players, laptops, etc.) must remain powered off and stored out of sight during school hours for K-6 students. Grades 7-9 students must keep devices silent and out of view during instructional time. Exceptions require administrative permission. Devices may be used during lunch breaks in approved areas. For full details, please refer to the official PSB policy:

https://www.princeedwardisland.ca/sites/default/files/publications/md_2024-06_responsible_use_agreement_cit.pdf

Extracurricular Sports:

Belfast offers a variety of extracurricular sports, including cross-country running, soccer, volleyball, basketball, wrestling, track and field, badminton, baseball, flag football, and golf. Student athletes must remain in good academic and behavioral standing to participate. Full attendance at practices and games is expected; please inform coaches or administration promptly of any unavoidable absences. We ask all parents and spectators to model positive sportsmanship.

Evaluation Categories:

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:

To participate in school trips or off-site events, students must maintain up-to-date classroom work and positive behavioral standing. Students who do not meet these criteria may be required to remain at school.

Guidance/Youth Service Worker Support:

Our student services support team works collaboratively with families and teachers to foster personal, social, and academic growth. Guidance counselor Ms. Shelly Hassall is at the school on Days 2, 3, and 4. Youth Service Worker Mrs. Tammy Davies is present daily, dividing her time between YSW duties and educational support.

Home and School:

The Home and School Association meets regularly throughout the school year. Meeting dates and times are shared in monthly newsletters and on the school website. All parents and guardians are welcome to attend. Executive members for this year include: Sylvie DeSousa (President), Heather Rooney (Vice-President), Charley Rooney (Treasurer), and Amanda Myers (Secretary).

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:

Our library offers resources for research and recreational reading. Computers are available for student use under teacher supervision. Ms. Carpenter manages library operations with assistance 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:

School meals are provided through the PEI School Food Program (<https://peischoolfood.ca/>). Ordering and payment are completed online using a pay-what-you-can model up to \$5.75 per meal. Milk is available for purchase (chocolate \$0.80, white \$0.60; ordered on Thursdays). A complimentary breakfast and snack program is also available to all students daily.

Newsletter:

The school newsletter is emailed to families and posted to the school website on the first Tuesday of each month. Community announcements may be submitted to the office for inclusion.

Report IT!:

Students should feel safe and cared for at school. If you experience an incident that negatively impacts you or your school climate, Report It!

An **incident** is defined as a behavior or action that has a negative impact on a person or the school climate. An incident can be: **bullying, discrimination, drugs, harassment, homophobia, invasion of privacy, racism, sexual misconduct, theft, threats, vandalism, verbal abuse, violence, and use of a weapon**. Students can use this website to report an incident. <https://psb.edu.pe.ca/report-it>

Scent Policy:

Belfast Consolidated School is a scent-free facility. Students, staff, parents, and visitors are asked to refrain from wearing scented products.

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

In severe weather, closure decisions are broadcast on local radio stations and posted online by 7:00 a.m. If weather conditions require additional evaluation time, a one-hour delay may be announced by 7:00 a.m., with a final decision following by 8:00 a.m. Belfast Consolidated School belongs to the Montague Family of Schools within the Public Schools Branch.

School Closure During the Day:

There have been occasions where schools have been forced to close during the school day. **Therefore, it is essential each family has made arrangements for their child(ren) 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:

Core French instruction begins in Grade 4 and continues through Grade 9, emphasizing speaking, listening, reading, and writing skills. Core French instruction is led by Ms. Kelley Carpenter and Ms. Katie Robinson.

Music:

Students from kindergarten to grade six 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 a Physical Education program for all students in grades K through 9. The program is taught by Mr. Taylor Johnson and Mr. John Munro. 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. Students without sneakers will be required to sit out.

Six-Day Cycle:

The school operates on a recurring six-day cycle (Days 1 through 6) to schedule specialized classes and resources continuously throughout the academic year.

School Rules:

1. Chewing Gum: Gum chewing is not permitted on school grounds or on school buses.
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 if a student consistently fails to complete homework.
 - Weapons Prohibited: Real or replica weapons are strictly prohibited on school grounds.

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.

Parents also have the ability to update family information and sign consent forms through PowerSchool. The online form is called ECollect.

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 or school staff permission to use the telephone.

Textbooks:

Textbooks are assigned by serial number, and book condition is recorded at distribution. Students are responsible for maintaining assigned books. Excessive damage or loss will result in replacement fees (e.g., Grade 6 sample costs: Math \$22.82, Language Arts \$37.69, Social Studies - \$26.77).

Visitors to the School:

All visitors must report to the main office upon arrival. Visitors are not permitted in hallway areas during school hours without permission. Please use the buzzer located to the right of the main entrance lobby doors upon arrival.

Volunteers:

We welcome parent and community volunteers. Interested volunteers should contact Mr. Munro for details. Volunteers must review Public Schools Branch guidelines and complete an RCMP Vulnerable Sector Check prior to volunteering.

