

PRINCE STREET POWER



Proud Respect Inclusive Never give up Caring Empathy

A Family like No Other

2017-2018 Handbook

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<https://www.facebook.com/princestreetschool>

Prince Street School...

Home of the Prince Street Power!

***Where we strive to
stand for...***

Proud

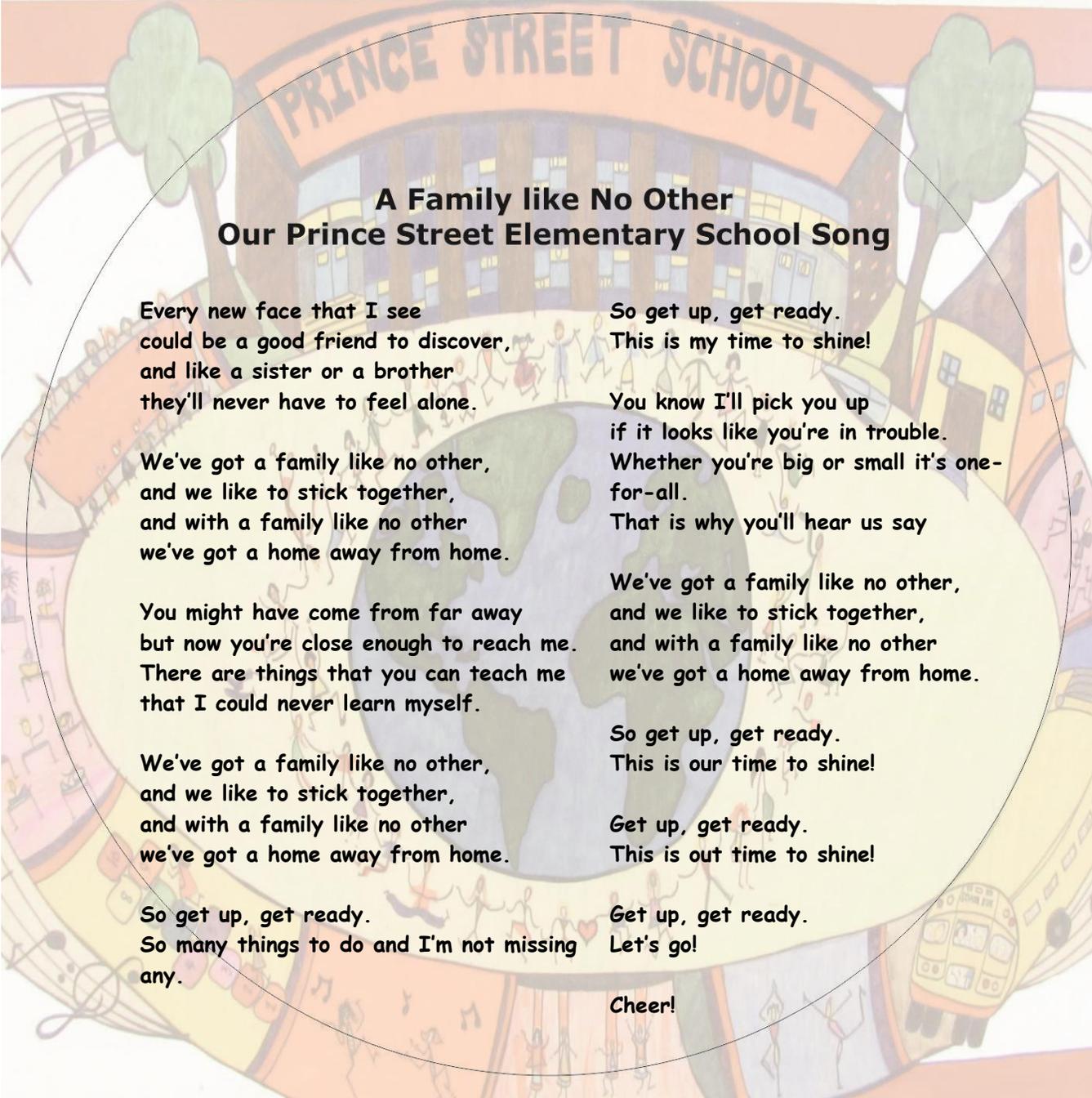
Respect

Inclusive

Never give up

Caring

Empathy



A Family like No Other Our Prince Street Elementary School Song

Every new face that I see
could be a good friend to discover,
and like a sister or a brother
they'll never have to feel alone.

We've got a family like no other,
and we like to stick together,
and with a family like no other
we've got a home away from home.

You might have come from far away
but now you're close enough to reach me.
There are things that you can teach me
that I could never learn myself.

We've got a family like no other,
and we like to stick together,
and with a family like no other
we've got a home away from home.

So get up, get ready.
So many things to do and I'm not missing
any.

So get up, get ready.
This is my time to shine!

You know I'll pick you up
if it looks like you're in trouble.
Whether you're big or small it's one-
for-all.
That is why you'll hear us say

We've got a family like no other,
and we like to stick together,
and with a family like no other
we've got a home away from home.

So get up, get ready.
This is our time to shine!

Get up, get ready.
This is our time to shine!

Get up, get ready.
Let's go!

Cheer!



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Staff Team

Charlene Rogers Bourdon	KA
Alison Ann Heckbert	KB
Denise MacDonald	1A
Shannan Young	1/2Z
Josie Courtney	2A
Sally Dunn	3A
Karla Willdey	3B
Kelly Joudrey	4A
Lesley Benson	4/5Z
TBA/Natasha Bromley	5A/Vice Principal
Jennifer Ghiz	5/6Z
Jo-Anne Parsons	6A
Eileen Higginbotham	Reading Recovery/Resource
Aletha Coady	Resource
Rosemary MacArthur	Resource
Krista Feehan	Behavior Resource
Allison Read	Behavior Resource
Cindy Condon-Duffy	Physical Education/4/5Z Humanities
Sonya Wadden-Hughes	Music/Library/5/6Z
Sherry Lynn MacMillan	School Counsellor
Philip Brown	Core French/4A Humanities/5A Humanities
Anna MacKenzie	Principal
Barb Irvine	Administrative Assistant
Dawna MacDonald	Youth Worker
Paul Buote	Day Custodian
Sandy Harding	Night Custodian
	Educational Assistant
Cindy Crosby	Educational Assistant
Connie MacDonald	Educational Assistant
Shelley Burhoe	Educational Assistant
Mona Yammine	Educational Assistant
Kelly Wakelin	Educational Assistant
Mary Mills	Educational Assistant
April Gallant	Educational Assistant
Juliette Roberts	Educational Assistant
Donna-Marie MacLeod	Educational Assistant
Kathie Stevenson	Educational Assistant
Rick Champion	179 Bus Driver
Leo Shea	192 Bus Driver

Principal's Message

Welcome back to Prince Street School and a special welcome to our new Kindergarten students and their families!

The Prince Street values of **P**roud, **R**espect, **I**nclusive, **N**ever give up, **C**aring, **E**mpathy continue to be important and it is my goal to include them in our daily work together. The people in our school community are so genuine and the school is so well cared for that together, we can expect another great year of learning!

I want to thank you for welcoming me into your school and I pledge to do my very best in my role as principal. Please contact me at 902-368-6950.

All the very best to you,
Anna MacKenzie

**PRINCE
STREET
POWER**



Welcome

Welcome to Prince Street Elementary School, home of the Prince Street Power! We extend a special welcome to children who are beginning school in kindergarten and also to those who are moving in from other schools. We hope that your child has an enjoyable and successful year of learning experiences. We are thrilled to have you and your child in our school family!

School Hours

School hours are **8:20-2:30**. School doors are opened at **8:20** in the morning. Doors are designated for use by different classes to facilitate movement of children in and out of the building. If your child arrives late, and their regular door is locked, the main door is always kept open. In the event of inclement weather, children may be permitted to enter the building early (8:05). Teachers will inform children of the procedure to be followed in this case. **There are teachers on duty at 8:05**. Please do not drop off your child/children before that time if they are to remain on the playground, as they will be unsupervised.

8:20	Doors open & classes begin
8:30-11:00	Instructional Time
11:00-11:15	All students outside recess
11:15-12:15	Instructional Time
12:15-12:35	All students eat lunch
12:35-1:00	All students outside recess
1:00-2:30	Instructional time
2:30	Bus students dismiss
2:34	Walking students dismiss

School Philosophy

We have worked hard to develop our school spirit, sense of belonging, and sense of pride and ownership of our school. Through a school wide process, we have determined what it means to belong to PRINCE Street School.

We strive to stand for...

Proud

Respect

Inclusive

Never give up

Caring

Empathy

We have also worked together to choose a school mascot and write and record a school song and video (check it out on our school webpage). We are proud to be the Prince Street Power and we are a *Family like No Other!* This year, we will continue this process and continue to bring life to these characteristics.

Our school community works hard to create a school atmosphere that promotes positive self-esteem and the qualities shown above. Our goal is to create a safe and stable environment to enhance your child's learning potential. The following outlines our rights and responsibilities, which serve as the basis of expectations for behaviour. Students who demonstrate inappropriate behaviours may be asked to complete a behaviour reflection sheet, which will be discussed with a teacher, administration and/or the parent. We believe that by working together, we can help students learn to make the best choices!

PRINCE Street School

	<i>Rights</i>	<i>Responsibilities</i>
Playground	<ul style="list-style-type: none"> ➤ I have the right to be myself, enjoy myself, and play safely. ➤ I have the right to be respected, have personal space, and be treated with compassion at this school. 	<ul style="list-style-type: none"> ➤ I have the responsibility to respect others as individuals and to treat others with compassion. ➤ I have the responsibility to make safe choices.
Classroom	<ul style="list-style-type: none"> ➤ I have the right to learn in a caring environment, be heard, cared for and respected. ➤ I have the right to have my abilities acknowledged and receive quality education. ➤ I have the right to be treated fairly. 	<ul style="list-style-type: none"> ➤ I have the responsibility to respect others' learning, maintain self-control in a cooperative classroom, respect others' opinions and be accountable for my actions and behaviour.
Outside the classroom	<ul style="list-style-type: none"> ➤ I have the right to move freely and safely in all areas of the school outside the classroom. ➤ I have the right to be treated with compassion and respect. 	<ul style="list-style-type: none"> ➤ I have the responsibility to treat others with respect and compassion when I am in areas of the school outside the classroom. ➤ I have the responsibility to maintain a calm and quiet school and to make the school safe.
To and from School	<ul style="list-style-type: none"> ➤ I have the right to go to and from school feeling safe and secure without threat to my physical, emotional and mental well-being. 	<ul style="list-style-type: none"> ➤ I have the responsibility to treat others with respect with regard to their physical, emotional and mental well-being.

I have the right to expect that all these rights will be mine in all circumstances so long as I am exercising my full responsibilities.

I have the responsibility to protect my rights and the rights of others by exercising my full responsibilities in all circumstances.

Part 2

SCHOOL SAFETY PROGRAM

Prince Street School prides itself on being a safe and inviting school. We do not allow any verbal and physical abuse in our school from any member of the school community. Verbal abuse is defined as swearing, using sexist or racist language, excessive noise or putting one another down. Physical abuse is defined as all forms of physical assault including fighting, play fighting, shoving, pushing or tripping on the school yard or in the school.

Safe School

In an effort to keep all of the students at Prince Street School safe, all parents and visitors **must** check in at the office, sign in, and take an identification badge (visitor) before proceeding through the school. If you are dropping off or picking up a child, this will be coordinated through the office. **Parents and visitors are not allowed to go directly to the classrooms.** If you are walking through the halls without a badge, we will stop to ask if you need any help and ask you to return to the office.

If you are picking your child up early, please sign them out in the office. This helps us keep track of where students are and who they left with. Students will not be released to people unknown to school staff if prior notice has not been given either through a phone call or a note to the child's teacher.

This is policy and we ask everyone to respect and cooperate with these guidelines to keep our children safe.

Caring Places to Learn

The Public Schools Branch Caring Places to Learn policy is a wide-ranging comprehensive policy designed to ensure that schools provide a healthy, safe, and supportive working and learning environment for every student and staff member. The Caring Places to Learn is an "umbrella" policy which supports each school's own policies and practices in this area.

Countless personal interactions occur in schools every day, and these interactions are the focus of this policy. The policy guides the way people in our school communities treat each other, and the expectations for behaviour for all members of the school community are similar: that we will demonstrate regard, concern, and respect for each other in all our interactions - both inside and outside the classroom - and that we respect the unique differences and worth of every individual.

Achieving and maintaining this positive climate is the responsibility of everyone involved in education - students, parents, teachers, support staff, and trustees. There are high expectations for all members of school communities, and these expectations are met and exceeded daily on a regular basis. We continually strive to do better at this, and work hard to make sure that our schools are inclusive, supportive, and healthy for all.

The Caring Places to Learn policy covers such specific areas as abuse, violence, bullying, discrimination, sexual abuse, threats, trespassing and weapons. Within these areas, the policy dictates what steps should be taken when allegations of violations of this policy are made. These allegations may involve student to student incidents, student to staff incidents, staff to student incidents and staff to staff incidents.

Parents in particular are encouraged to inform us immediately about situations which would negatively affect the school's healthy and supportive environment. Sometimes parents are reluctant to contact the school when students may be having a difficult time with a situation, and the situation worsens. We can't guarantee that we can "fix" every situation, but if the school knows about problems early, we can often take steps to prevent the problem from becoming worse. Parents are encouraged to become involved with their school to help maintain its safe and caring atmosphere. It is a responsibility of the entire school community.

Parental Responsibility

1. Parents play a vital role in developing student behaviour and conduct. It is our expectation that parents:

- be aware of the school's code of conduct.
- work with the school to resolve student behaviour issues when they affect their children.
- cooperate with the school or district's recommended course of action for the student.
- model appropriate behaviour and language for their children.

2. All parents/guardians are reminded that they are subject to the school's code of conduct, as are all students and staff.

3. If a child is late or absent for 5, 10, 15 or more days, a phone call or a letter will be sent home requesting a meeting with the school with copies going to the Public Schools Branch and in the case of 15-20 days, a copy of the letter sent to the Director of Child and Family Services.

School Homework Policy

Studies have shown that the regular completion of homework assignments has a positive effect on a student's success. With a view to reinforcing skills taught in the classroom, homework is judged to be an important element of the curriculum. If parents/guardians notice that their child is consistently struggling with homework, please contact your child's teacher as this would be an additional opportunity to monitor your child's progress between parent/teacher interviews. Likewise, if a teacher finds that HW is not being completed, parents will be notified so that a solution can be found. If a student does not complete assigned homework, the teacher may require the student to remain in class at recess or noon break, or after school, and/or complete it at home that evening. Working together we can ensure your child's success with homework!

Part 3

SCHOOL INFORMATION

Safe Arrival Program

Prince Street School has a Safe Arrival Program for our students. Parents/Guardians are asked to call the school voice mail number **(902-368-6944)** if your child will not be attending school that day. You will hear a recording and will be asked to leave a brief message (i.e. your child's name, your name, your child's teacher's name and reason for absence or lateness). The voicemail is in operation twenty-four hours a day. You can leave a message the night before if you wish. If we do not hear from you and your child is not in school, a school representative will be calling to ensure that your child is home.

Attendance Process

In order for us to make a difference in your child's achievement, arriving on time to school and attending every day is **VERY** important. Attendance is taken twice daily – first at 8:20 and then again after lunch. If your child is not in their classroom by 8:30, they will be marked "late".

- If a student is absent for 5 days, home will be contacted informing parents of this.
- If a student is absent for 10 days, a letter will be sent home informing parents of this and inviting parents to contact the school to discuss.
- If a child is absent for 15 days, a second letter will be sent home requesting a meeting with the school with a copy of the letter going to the Public Schools Branch and the Director of Child and Family Services.

*If your child is chronically late for school, we may follow the same process outlined above.

Breakfast Program



Volunteers will be serving breakfast to students at Prince Street School. The Breakfast Program is a joint project of the Healthy Eating Alliance and the Public Schools Branch. This is a universal program and will be offered to all students at no charge.

The breakfast program will operate on school days between 8:00 and 8:20 a.m. When school is delayed or cancelled, or on holidays and professional development days, breakfast will not be served at school. Please note that breakfast will not start until 8:00 a.m.

Volunteers will stop serving breakfast at 8:15, and students will not be permitted to take food out of the Breakfast Program area. Volunteers are needed for this program. Please contact the school at 368-6950 if you are able to volunteer.

Leaving the school

Children are not permitted to leave the school grounds at recess. Children who are picked up by a parent/guardian (please let the teacher know this) must be signed out in the office. If someone other than you is picking your child up, please let us know; otherwise, we will not release your child. If you plan to pick your child up after school, and if he/she usually travels by bus, a note to the teacher, or a call to the school office, would be appreciated. If you are picking your child up at the end of the day, we ask that you please wait outside for your child to be dismissed at approximately 2:34.

Emergency Number

It is very important for us to have a contact other than home in the event that your child has an accident or is sick and there is no one at home. Please provide us with the name and phone number of someone who you feel can accept the responsibility for your child in an emergency.

Nut-Free, Shellfish Free, and Scent-Free Policy



Our school is currently scent, shellfish & nut free. We have a number of people in our building who are allergic to nuts and shellfish so we ask that all lunches are free from all nut and shellfish products. We also have a number of staff and students who are very sensitive to scents, so we ask that students, staff and parents visiting our building do not wear scented perfumes, body washes etc. If students come to school wearing scented products they may be asked to wash or call home for a change of clothing.

Make-up

We ask that students refrain from wearing make-up at school. If students arrive wearing make-up, they will be asked to remove it.

Clothing/Dress Policy

We have a dress/clothing policy. This means that all staff and students are expected to dress accordingly.

1. Shoulder straps must be at least two fingers wide. No spaghetti straps or halter tops.
2. Full length shirts - no low cuts and no belly shirts. Shirts and pants must meet at the waist.
3. Shirts must not have sexual comments or inappropriate logos or graphics.
4. Shorts and skirts need to be at least finger-tip length, when arms are beside the body.

*** If students come to school dressed inappropriately they will be asked to call home for clothes or will be given something else to wear. We appreciate your support in this policy.*

Bus Travel



Children travelling by bus are required to obey all the rules and regulations that apply. These rules are periodically explained to children in school. A copy of these rules is as follows:

- The driver is in full charge of the bus and students.
- His/her instructions are to be obeyed.
- Do not talk to the driver unless necessary.
- Conversation in normal tones is permitted between students.
- Keep any seat that may be assigned to you by the driver or school. Do not stand or move about while the bus is in motion.
- Do not extend hands, arms or head out of the bus windows or throw articles from the bus.
- Assist in keeping the bus safe and clean.
- Damage to seats etc. must be paid for by the offender.
- Learn how to get off the bus quickly in case of an emergency.
- After leaving the bus, cross the road at a point at least ten feet in front of the bus. Walk well

over to the left side of the road when coming to meet the bus or when returning home.

- Never stand or play in the roadway while waiting for the bus.
- The bus cannot wait for late comers. Please be on time.
- Use of tobacco in any form is not permitted on the school bus while pupils are being transported.
- The aisle of the bus must be kept clear at all times.
- No student shall cause a disturbance and needs to follow “hands-off” while entering, leaving or travelling on the school bus.

Violations of any of the above regulations will be reported to the school principal by the bus driver. In some cases, the student may be denied permission to travel on the bus for a period of time.

The buses stop outside school gates on Walthen Drive between 8:05 - 8:20 a.m. and 2:30 - 2:40 p.m. Parents are asked to avoid this area to avoid traffic congestion.

Other Information



- Flammable materials (ex. lighters, matches, caps, firecrackers etc.) are not permitted in the school and school grounds.
- Smoking in the building or on the school premises is strictly forbidden. Prince Street School is designated as a smoke-free space. We appreciate your cooperation in this matter. Smoking by students may be punishable by suspension.
- Electronic devices such as MP3 players, IPod's, cell phones, etc... are permitted on the playground only. They should be turned off and put away when inside the school.
- Lunch cans and kit bags should be labelled with your child's name. It is also a good idea to have names or initials in jackets and boots as many children have identical clothing.
- If your child has to bring a bicycle/scooter/skateboard to school, he/she should have a good lock for security. The school cannot accept responsibility for these items. To ensure safety, bikes/scooters/skateboards should be walked through the school grounds.
- For safety reasons, bikes/skateboards/roller blades are not permitted to be used on school grounds while children are present.
- For health and safety reasons, children must wear shoes in the school building. Children should have a pair of shoes that can be left in school. Students are required to remove outdoor footwear at the door.



Part 4

SCHOOL SERVICES

School Counsellor

The school has a full-time school counsellor on staff who provides individual and small group counselling and consultation with parents and staff. Some classes have regularly scheduled time with the school counsellor.

Library/Resource Centre

The school has an excellent library facility. Please encourage your child to use the library and borrow some of our wonderful books!

Resource

Our Resource program provides support to those students who are having difficulty in some aspect of the regular curriculum or with behaviour. Children are given support in a small group situation or the resource teacher may go in the classroom and work together with the homeroom teacher.

Reading Recovery

Reading Recovery is an effective literacy intervention designed to reduce the number of children with reading and writing difficulties in an education system. Six year old, grade one students who are reading or writing at a lower level than his/her peers are eligible for the Reading Recovery program.

Communication

We have a number of ways we try to provide you with the best, most up-to-date communication. Please feel free to call us (902-368-6950) or email a specific staff person. Also, we have a website and Facebook site that we try to update regularly – these addresses can be found on the front cover of this handbook.

Music

In addition to regular music classes, there is a choir program for interested children. This is conducted outside of regular school hours, at recess times. Children are encouraged to participate and a commitment to the rehearsal times is essential for success.

Youth Worker

The Youth Worker will be providing many services at Prince Street School.

- specific educational behaviour management, social and life skill programs
- crisis intervention
- community outreach services to students with absenteeism problems

- liaising with families through home visits, phone calls and meetings
- observing behaviour and providing input in the development of individual plans
- providing social programs such as: anger management, substance abuse, bullying prevention and parent education

French

Starting in grade four, all children are required to study French as a second language. As part of a new program, students in grade four, five, and six will receive one hour of French every other day.

Physical Education



We encourage children to dress themselves as appropriately as possible for Physical Education class. Gym shoes (sneakers) are extremely desirable. In the event your child does not have gym shoes, he or she will be required to go on bare feet on the gym floor for safety reasons. Gym shoes with dark soles cannot be used in the Prince Street School gym. There is a great intramural program for grades four to six at lunch hour. Children are encouraged to participate.

Hot Lunches



Hot lunches (e.g. Subway subs, spaghetti, and pizza) are made available to children. The cost is kept to a minimum. Parents will be notified of hot lunch arrangements on our monthly calendar.

Many of our classrooms are also equipped with small microwave ovens. During the cold weather months, the children may find bringing lunches that can be heated more appetizing.

School Milk Program

White milk is available for 45¢/250 ml. carton. Chocolate milk is also available for 75¢/250 ml. carton. Milk is available each day for students.

Field Trips

During the school year classes participate in various field trips. Parental permission slips are sent home several days before. Children must have written permission to go on a trip. Those who are without slips, and whose parents cannot be contacted, will not be permitted to go with the class.

Prince Street Home & School Association

We have an active Home and School Association that holds regular meetings throughout the year. We encourage all parents to become members of the association and attend these meetings. Please watch for notices in your child's backpack!

School Assemblies

We celebrate school achievement in all areas including social, academic, behaviour, athletics, and music. We focus on our PRINCE values and what they mean. We also recognize various monthly

accomplishments and celebrate special events such as Halloween, Christmas, Prince Street Diversity Day, etc.

Supervision

There are two staff members on duty at the bus drop-off from 8:05 - 8:20 and from 2:30 until the last bus leaves. Children are supervised during recess and lunch hour. There is no supervision provided after dismissal at 2:30, so please make arrangements for your children after school. We advise children not to arrive too early at school in the morning.

In the event of poor weather, the staff on duty may permit the children to come in before 8:20. When this happens, students are to go directly to their classrooms.

Smart Start

We do have a Smart Start preschool program for ages 22 months to five years run by C.H.A.N.C.E.S. They are located in one classroom on the bottom floor. To inquire about this program, call (902) 367-3043.



The Role of Public Health Nursing in Schools

A public health nurse will be visiting your child's school on a regular basis. Parents are encouraged to contact the public health nurse if you have any concerns related to the School Health Program offered by Public Health Nursing.

The public health nurse accepts referrals from students, parents and teachers. The School Health Program covers routine screening in specific grades for vision and hearing. The Public Health Nurse provides education and follow-up with those students who have a specific health concern, an extreme allergy problem and/or a communicable disease.

Immunizations are given in the schools with parental consent and according to the provincial immunization schedule as directed by the chief health officer. Consent forms are sent home in advance of all immunization clinics scheduled in the school.

The public health nurse may also assist teachers in carrying out the Family Life Program as agreed upon by the Departments of Health and Education.

For children new to the province, the public health nurse requests a copy of your child's immunization record. A copy of this record may be dropped off or faxed to your local public health office.

If you have any questions about the role of the Public Health Nurse in your child's school, please do not hesitate to contact one of the public health office as listed below.

<u>Location</u>	<u>Telephone</u>	<u>Fax</u>	<u>Address</u>
Charlottetown	(902) 368-4530	(902) 368-4497	Sherwood Business Centre 161 St. Peters Rd, Charlottetown, PE

PART 5

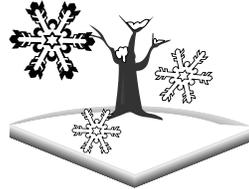
Calendar



Prince Street Elementary School Calendar for 2017/2018

September 1	Orientation Day for teachers (no classes)
September 4	Labour Day (no school)
September 5	Professional Learning Day for teachers (no classes)
September 6	Professional Learning Day for teachers (no classes)
September 7	First Instructional Day for students
September 21	Meet the Teacher Night
September 21	Orange Shirt Day
September 29	Terry Fox School Ru
October 6	Professional Development School Goals Day (no classes)
October 9	Thanksgiving (no school)
October 19-20	PEITF Annual Convention/CUPE Annual Convention (no classes)
October 26	Picture Day
November 3	Joint Staff Development Day (no classes)
November 10	Prince Street Remembrance Day Assembly
November 13	Remembrance Day Statutory Holiday (no school)
November 14	Report Cards Issued
November 17	Parent Teacher Interviews (no classes)
December 22	Last Instructional Day for 2017
January 3	First Instructional Day for 2018
January 31	Professional Development School Goals Day (no classes)
February 16	Joint Staff Development Day (no classes)
February 19	Islander Day (no classes)
February 27	Report Cards Issued
March 2	Parent Teacher Interviews (no classes)
March 6	Learning Day (no classes)
March 26-29	March Break (no school)
March 30	Good Friday (no school)
April 2	Easter Monday (no school)
April 3	March Break Final Day (no school)
April 13	Professional Development School Goals Day (no classes)
May 4	PEITF Area Association Day/CUPE 3260 Annual Convention (no classes)
May 21	Victoria Day (no school)
June 4-8	Volunteer Recognition Week
June 26	Grade Six Closing
June 27	Last Instructional day/Report Cards Issued
June 29	Last school day for teachers/10 month non-instructional staff

SCHOOL CANCELLATIONS DUE TO STORMS



If schools are to be cancelled due to weather, parents should listen for radio announcements made by local radio stations by 7:00 am. In some situations where it is difficult to make a decision by 7:00 am, a one hour delay will be announced. If this occurs, all school buses will operate one hour behind their regular pick-up time. A further announcement will be made by 8:00 am. Prince Street School is part of the Charlottetown family of schools, in the Public Schools Branch. **Parents should not drop children off at school unless you are certain that school is in operation that day.**

SCHOOL CLOSURE DURING THE DAY

There have been occasions where schools have been forced to close during the school day in order 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 their children will be cared for if the bus drops them off before the end of the school day.** It is often impossible to use the phone during an early cancellation because of the number of calls that must be made. Please make sure your children understand the arrangements for your family in the event of school closing early.



Student Name: _____

Parent/Guardian Name: _____

I have read the Prince Street School handbook and have discussed it with my child. (Please check box)

**Please return this ballot to Ms. MacKenzie for a chance to win a prize!*