

Summerside Intermediate School

“Working together towards successful learning”

School Policies

COMMUNITIES FOR LEARNING

Our school community includes students, teachers, parents/ guardians, administrators, support staff and school trustees united in working toward a common goal.

That goal, the development of the whole person, can only take place in a safe and secure environment. In such an environment, people may learn, work and flourish in an atmosphere of respect, trust and acceptance.

The P.E.I. Public School Branch in the Communities for Learning Policy Manual outlines our commitment to creating a positive school climate. The policies support our school code of behavior, as well as, establish the rights and responsibilities of each member of our school community. Preventative procedures and provisions for dealing with and reporting of incidents are clearly stated through board policy.

School policies and procedures are in effect any time students are under the authority of the school i.e.

- (a) During school hours
- (b) At school-sponsored events - field trips, sports events, concerts, etc.
- (c) On school property or in school buses

The following school policies are coded with CL #. These refer to policies of the Public School Branch for which there are specific interventions and consequences to be used by schools. In applying all policy, the dignity and rights of all are to be preserved and respected.

DISCIPLINE (CL#1)

Student responsibility, accountability and consequences for decisions and choices are the cornerstones for discipline in an effective school. Our school code of conduct emphasizes the positive behaviors expected of students and are posted as reminders throughout the school.

Teachers, students, parents, and administration must cooperate, communicate and support each other to promote responsible behaviors in order that the primary objective of the school, student learning, can take place.

Our **BLUE CARD SYSTEM** reflects the emphasis placed on parent-teacher-student communication. For example, if a student is asked to leave a classroom, a **blue card** is sent to the office and a member of the administration accompanies the "blue carded" student to the office for a "time out". It is then the responsibility of the student to meet with the teacher to discuss and solve the problem before he/she may re-enter the teacher's class. The **teacher must then communicate the incident and resolutions to the parents.**

Problems which cannot be solved between the student-teacher-parent may need the intervention from time-to-time by a member of the administration.

Discipline procedures reflect the ultimate goal of developing positive, responsible, and safe behavior and, as such, must suit the situation and the student on an individual basis.

ATTENDANCE AND PUNCTUALITY (CL#13)

Educational research shows that attendance and punctuality are significant factors contributing to academic success. The staff of Summerside Intermediate School supports this concept, and follows these procedures:

a) Attendance

If a student will be absent at any time during the school day, the parent/guardian should call the school (902-888-8470) and leave a message on line "2" or send a note prior to the absence. Students are permitted to leave school during the day only with permission of a parent/guardian or teacher. The student must check **out at the office** before leaving the building. A note or phone call to the school from a parent or guardian should follow any unexplained absence. Home contact will be made by the school to account for any unexplained student absence.

b) Punctuality

Students arriving after 8:45 a.m. and 1:25 p.m. are considered **late**. The guiding principle for lateness is **"time missed is time made up"**. "Sleeping in" is not a valid reason for late arrival to school.

Students should go promptly to classes at the bells to avoid gathering late slips as these are monitored at the office. Students are held accountable if they are frequently or habitually late by serving lunch hour school detentions. If this does not correct the problem, further disciplinary action will be taken.

c) Prolonged Absenteeism

School attendance is mandatory for young people under the age of 16. Absenteeism for longer than five (5) school days requires medical documentation and/or communication/case conference with the school to ensure a student's academic success will not be jeopardized.

The school will refer cases of prolonged absenteeism and unexcused absenteeism to officials of the P.E.I. Public School Branch for investigation.

ZERO-TOLERANCE POLICIES

"Zero-Tolerance" means that the act is deemed unacceptable and will not be ignored by the teaching and school administrators. There could be a range of disciplinary consequences from counseling, detention, parental involvement, withdrawal from class, suspension from school, and/or police involvement. The following will have consequences which could lead to or automatically result in suspension from school. These policies apply to all members of our school community.

(a) BULLYING (CL#2)

What is it?

-direct or indirect verbal or physical aggression by one or more individuals who appear to be physically or psychologically stronger. It is used to dominate, exclude or inflict injury or discomfort on another person. Such acts as name-calling, threats, unwanted jokes, spreading rumors, physical retaliation, unwanted following or getting others to act as bullies are examples of behaviors which are not tolerated.

(b) DISCRIMINATION/HARASSMENT (CL#2)

What is it?

-any form of physical or psychological abuse based on race, ethnicity, culture, religion, gender, sexual orientation or disability. It can take the form of insults or unwanted jokes, offensive, demeaning remarks, offensive pictures, graffiti, slurs, physical acts, gestures, unequal treatment or any conduct which interferes with another's access to opportunity or learning.

(c) ASSAULT (CL#3)

What is it?

-any attempted or threatened use of force i.e. verbal, written or physical activity which suggests bodily harm or death to any person or member of a family; burning, destruction or damage to personal property; on-going interference with another person's ability to physically, psychologically or intellectually function.

All incidents of a significantly violent nature are reported to the police.

(d) THEFT, EXTORTION, VANDALISM (CL#4)

(a) **Theft** - taking possessions, goods, or property without expressed consent.

(b) **Extortion** - using threats or intimidation to get money or something valuable from another person.

(c) **Vandalism** - deliberate damage or defacement of school buildings, grounds, equipment, books or personal property of others while on school property.

For acts of this nature parents/police will be informed, items are to be returned to owners or full compensation paid, costs to restore or replace vandalized property must be paid by the student or parent/guardian.

(e) FIRE ALARMS, ARSON, BOMB THREATS (CL#5)

Automatic suspensions will be given to students who pull fire alarms, commit acts of arson or who make bomb threats.

(f) HARMFUL AND/OR UNLAWFUL SUBSTANCE USE (CL#11)

The term refers to the inappropriate use of alcohol, tobacco, illicit drugs, inhalants, hallucinogens, prescription and non-prescription drugs on school property or at any school function.

Using, possessing, being under the influence and trafficking (includes tobacco) of harmful or unlawful substances will be dealt with severely and automatically. Parents will be informed, school suspensions and police involvement will occur where warranted, in a progression which could lead to expulsion from school.

(g) WEAPONS (CL#9)

A weapon is anything used or intended for use in causing injury or death to persons, or to threaten or intimidate anyone. These include but are not limited to firearms, knives, brass knuckles, spiked wristbands, etc.

The possession of any weapon/replica by unauthorized persons is not tolerated and the use or threat of use condemned.

Automatic suspension occurs for any violation of this policy.

BUS

The school bus is an extension of the classroom. **School rules apply while students are travelling on the bus.** Misbehavior by a student while travelling on the bus is reported to parents/guardians and, if necessary, to the school principal, who will deal with the student according to the Board policy. Repeated misbehavior may cause a student to lose the privilege of travelling on the bus.

*A note from a parent/guardian is required if a student requires a **bus pass** for a day in order to travel on another bus. These are obtained at the school office.

***If a student is suspended from school, bus privileges are also suspended.**

SCHOOL CLOSURES

If schools are to be cancelled, parents will be notified by radio announcements on most local stations. The first notice will be broadcast by 7:00 am. In cases where a decision cannot be made by 7:00 am, a one hour delay will be announced. Summerside Intermediate School is part of the **"Three Oaks Family of Schools"** within the P.E.I. Public School Branch.

EVALUATION AND REPORTING

The school year is divided into three terms, with a report card reflecting individual student progress prepared at the completion of each term. Parents are invited to schedule personal interviews with teachers at this time.

Teachers may contact homes periodically throughout the term. Parent contact with the school is welcomed at all times and is especially encouraged if there are questions or concerns. There is no formal examination period scheduled at Summerside Intermediate School. Students are evaluated on a continuous basis.

SAS ... Students Achieve Tracking System

Parents have the opportunity to track their son or daughter's progress daily through the computer system of SAS. It will give updated information on students' marks, assignments and daily attendance as well. SAS is also used as a communication tool where we, as a school, will send out mass emails with important information for parents.

If you do not already have a SAS password...please check with our main office and we will set you up with one.

PROMOTION

For promotion, students must achieve a minimum mark for the year of 60% in English and Mathematics. All other subjects, a pass for promotion will be 50%.

REGISTRATION FOR THREE OAKS:

Grade 9 students are recommended to have an average of 70% in Math and Language Arts programs to enter the Grade 10 Academic Program at Three Oaks with a reasonable expectation of success in the program.

THE ROLE OF PUBLIC HEALTH NURSING IN SCHOOLS

The Public Health Nurse will be visiting our 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 Department 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 the Summerside Public Health Office, 205 Linden Avenue, Summerside, PE (Phone 902-888-8160; Fax 902-888-8153).

SMOKING

Summerside Intermediate School is a declared smoke-free environment. Smoking is prohibited on school grounds and anywhere during the school day. Smoking is a serious health issue for our youth. We request and appreciate parental support in promoting a non-smoking lifestyle choice. However, in response to students who violate the smoking policy, the following procedure will be in place:

- . First Violation - a one day suspension with a telephone call and a letter to the parents.

- . Second Violation - a three day suspension with a telephone call and letter to parents indicating the specifics of the suspension including education and research components and that a further violation will result in a more lengthy suspension.

- . Third Violation - a five day suspension with a letter to parents and a meeting with the students and parents to discuss the specifics of the suspension and the problem. The student will also be given a preventative or rehabilitative consequence so they will better understand the long term effects of smoking.

- . Fourth Violation - a five day suspension with parents notified that they must contact the Director of the school to arrange a meeting before the student will be reinstated. The reinstatement process will include a meeting with the parents to outline the terms under which the student will be permitted to return to school.

PROCEDURES FOR STUDENTS

RESPECT & SAFETY are the guiding principles of our school. Students are expected to show respect for themselves, other students, staff members, substitute teachers, guests to the school, and school facilities and property. They are also to conduct themselves in such a way that they are neither a physical or psychological threat to themselves or other people.

CAFETERIA

Students are expected to eat in the cafeteria only. Open food containers are not permitted elsewhere in the school.

VENDING MACHINES - Our vending machine has chocolate milk and water for sale. It is located outside of our cafeteria. In the mornings and at lunch all chocolate milk is to be consumed in the area of the cafeteria. At recess, because of time, students may take their purchase into the hallways.

Leaving School Property

Grade 7 Students are **not permitted** to leave the school property during the regular school day. Students will remain on property during class and during recess and lunch breaks. It is important to us to have new students in our building under close supervision during those times.

Grade 8 and 9 Students are permitted to leave school property at lunch time for the purpose of walking home for lunch. Students need to be on time for afternoon classes and be a respectful community member. All school rules apply and privileges can be revoked if not followed.

ATTENDANCE

Students are expected to be regular and punctual in their school attendance. (See the daily schedule)
CL#13

CONDUCT

Students are expected to behave in a courteous, honest, and safe manner at all times. (Refer to the Communities for Learning Policies)

DANCES

Students have the opportunity to enjoy school dances frequently throughout the school year. These dances are limited to SIS students only. School dress code is in effect at all dances.

DETENTION

A detention may be assigned by a member of the administrative team or a teacher as an aid to reinforcing school policies. Students are given as much notice as possible prior to a detention having to be served.

DRESS CODE

Our school wishes to promote an atmosphere of respect, with a focus on learning. Taking into account changing fashion trends and safety considerations, the following regulations will be in effect at this school. This dress code pertains to all school activities including field trips, dances, and extra-curricular activities.

Students' clothing cannot depict messages, whether written or picture form, which are profane, demeaning, promote illegal or inappropriate activity, or promote the use of alcohol or drugs.

Students must wear footwear for health reasons and in the event of the need for a sudden evacuation of the building.

Shorts and skirts must extend to cover the upper leg and be approximately finger-tip in length.

Clothing must completely cover the stomach through to the upper chest areas. Strapless tops are not permitted.

Students may not wear clothing that reveals undergarments.

Pants must be worn at waist height.

It is recommended that a student's clothing and materials be very clearly marked with the student's name and other identification.

All staff members reserve the right to interpret the terms of the dress code. Students who are not in compliance will be asked to change into clothing which meets the dress code standard before entering class.

Hats

Hats are not permitted in classrooms or office areas. They are allowed to be worn in the morning, at recess, and at lunch but not to enter classrooms.

Hoods

Hoods will not be allowed to be worn in our building at any time.

GYMNASIUM

Students are required to wear proper gym wear for physical education classes. Valuables or money should not, under any circumstance, be taken to the gym or left in the change rooms. Items such as watches may be left in the physical education office during class time.

HOME AND CLASS WORK

Students are expected to meet the work schedule and deadlines set by their teachers, and to come to class prepared with the necessary supplies.

ILLNESS AND INJURY

Any student who is injured or who becomes ill during school hours is expected to report to a teacher or the office. **No student may go directly to the hospital or leave the building without first making suitable arrangements and confirmed home contact at the office.**

KIT BAGS/BACK PACKS

Kit bags/back packs are not permitted in the hallways and classrooms during the school day. Students should carry only the supplies needed for the class in session.

Lates Refer to "Punctuality" page 2.

LIBRARY

Students using the Resource Centre at noon hour are expected to work quietly and individually. Students are expected to return borrowed material promptly and are financially responsible for the loss or damage of any borrowed material.

LOCKERS

Students are responsible for proper use and care of the locker and lock issued to them. Students are expected not to share their lock combination with anyone. Locks which are damaged or lost must be replaced at the student's expense. Lockers are considered school property and may be searched if necessary. (CL#8)

The school is not responsible for articles lost or stolen from lockers.

QUEEN ELIZABETH PARK

SIS shares the use of Queen Elizabeth Park with Parkside Elementary during the school day. All school rules apply there.

SCENT FREE ZONE

Due to the growing numbers of students and teachers with "environmental sensitivity", SIS is a scent-free zone meaning students and staff are not to wear perfumes, colognes, after shaves, etc. Also use of spray deodorants and hair sprays are prohibited.

PEANUT SENSITIVE SCHOOL

Due to growing numbers of students with "peanut allergies", SIS became a peanut sensitive zone as of September 2007. All foods with nuts are not permitted to be taken into the school.

SCHOOL FEES

A \$10.00 school fee is payable in September to cover the cost of locks, lab materials, etc.

SKATEBOARDS

Skateboards are not allowed on school property.

ROLLER BLADES & BICYCLES may be used for transportation to and from school only ... if they become a safety issue for other pedestrian students, crossing guards, or the general public in our school zone, the privilege of bringing them to school will be lost.

If a student brings a bike to school, it must remain in the bike rack until the end of the day.

SMOKING, ALCOHOL, AND DRUGS

Smoking and the use of alcohol or drugs are prohibited during the school day as well as at all school sponsored events. The Communities for Learning Policies define significant consequences for these behaviors.

TELEPHONE

The office phone is available to students. The telephone is to be used at break times only.

TEXTBOOKS

Students are expected to care for and return texts in the same condition that they were issued. Students are financially responsible for the loss or damage of textbooks.

TRANSPORTATION

Parents picking up or dropping students off at S.I.S. should do so in the parking lot south of the main building, on Oak, Willow or Poplar Avenues. A crossing guard is on duty for Willow Avenue before school in the morning and at afternoon dismissal. Do not stop in the south bound lane of Central Street please.

Stopping on the north bound side of Central Street is safest ... but parking there is not permitted. Visitors parking is recommended in the south parking lot or on a side street.

VISITORS

Visitors must report to the office upon arriving in the school. Students are reminded that friends from other schools are not permitted to visit on school property during school hours.

CELL PHONES & ELECTRONIC DEVICES

We are in the technological age and understand the importance of communication and easy access to information ... therefore, we do allow students to carry and use cellphones at S.I.S. However, we cannot have them interrupting the learning of themselves or others, so cellphones should be powered off and put away during class times, assemblies, etc. UNLESS the classroom teacher has given permission for a specific activity.

Students also need to use the device in an appropriate manner ... no pictures, posting of pictures or negative comments towards others at any time. Staff reserve the right to confiscate a phone if used inappropriately. Depending on severity of offence ... the following will apply:

1st offence – Phone taken away and given back at end of day.

2nd offence – Phone taken away, stored in office for parent to pick up.

3rd offence – Phone taken away and parent meeting held to determine length of time confiscated.