

Charlie Lake  
Elementary School



2012-13

***“We are all Lakers!”***

**School District #60 (Peace River North)  
Adopted School Calendar 2012/13**

School Calendar Information & Non-Instructional Days	Adopted District Dates
Number of Days of Instruction	187
September to December 2012	
Schools Open	Tuesday, September 4
Non-Instructional Day	Friday, September 21
Thanksgiving Day	Monday, October 8
Non-Instructional Day (Provincial)	Friday, October 19
Remembrance Day	Monday, November 12
Early Dismissal Day	Wednesday, November 28
Early Dismissal Day	Thursday, November 29
Non-Instructional Day (Parent-Teacher Interviews)	Friday, November 30
Christmas Vacation	Monday, December 24-Friday, January 4
January to June 2013	
Schools Reopen	Monday, January 7
Non-Instructional Day	Friday, February 1
Family Day (New Provincial Holiday)	Monday, February 18
Non-Instructional Day (Report Writing Day)	Friday, March 1
Early Dismissal Day	Wednesday, March 13
Early Dismissal Day	Thursday, March 14
Spring Vacation	Monday, March 18-Thursday, March 28
Good Friday	Friday, March 29
Easter Monday	Monday, April 1
Schools Reopen	Tuesday, April 2
Non-Instructional Day	Friday, May 10
Victoria Day	Monday, May 20
Last Day for Students	Thursday, June 27
Administrative Day – Schools Close	Friday, June 28

## School Creed

**I have the right to be safe at school.**

This means no one will touch me or throw things at me.

**I have the responsibility to not be a bully.**

**I have the right to be myself, be respected equally by everyone and to be accepted for who I am.**

This means no one will tease me, call me names, laugh at me, hurt my feelings, lie to me, and treat me unfairly or with disrespect.

**I have the responsibility to be respectful and care for others.**

**I have the right to learn in this school.**

This means no one will disturb the class or me.

**I have the responsibility to listen to and respect everyone at school.**

**I have a right to be heard and to hear others.**

This means we need to be good listeners and to take turns speaking.

**I have the responsibility to listen to others' ideas and respect their ideas.**

**I have a right to enjoy the learning I do and be able to share it with others in a meaningful way.**

This means we all have to encourage others, cooperate with peers, and participate with good humour.

**I have the responsibility to pay attention and learn in class.**

**I have a right to be in a healthy, clean school environment.**

This means no one will vandalize the school. We will all do our part to care for our school and to keep it clean.

**I have the responsibility to keep my school clean, respect the school property and not be a litterbug.**

**I have the right to know that my concerns will be addressed.**

This means that individuals who violate the school creed will receive consequences that are meaningful and restorative.

**I have the responsibility to accept my involvement and the consequences for my actions.**

All students are expected to treat others with respect and courtesy.

**This means that there should be no bullying, rude comments or aggressive behavior. Students should be using their 'I statement' when communicating with other students. Every student needs to know how to use the "Stop" message and how to respond to it when told by another to "stop".**

- Be safe, responsible and respectful.
- Be polite: use please and thank you.
- Make sensible choices and respect those made by others.
- Respect is given.
- Keep a problem small.
- Celebrate successes and encourage others to do their best.

## **STUDENT DISCIPLINE**

Students are expected to display respect for both themselves and others. The main emphasis is promoting a safe and respectful environment at Charlie Lake.

The following clauses from the School Act apply at Charlie Lake.

36 (123) Every student shall be subject to the code of conduct established for the school while on the school premises, in going to and returning from school, and at all games and functions whenever and wherever held.

38 (123) Where the behavior of a student is in open opposition to the authority of a principal or teacher, or where it is such that it has a harmful effect on the character or persons of other students, or where the student is willfully disobedient to the principal or teacher, the principal or head teacher shall dismiss the student immediately report such action, and the reason therefore, to the parents or guardians of the student and the Board.

## **EXPECTATIONS of STUDENTS**

### **GENERAL**

At Charlie Lake Elementary School we are committed to creating a safe and happy environment for all students and staff. We care about cooperation and communication; acceptance and achievement; reading and respect; and education and encouragement.

### **MORNINGS**

#### **General**

- Students should be catching the latest possible bus to school.
- Students may not go beyond the top of the hill and must remain inside the fenced area.
- Primary and Intermediate students share the basketball court. Priority is for basketball for Intermediate students during good weather. Other times are for Primary students
- On inside days students will remain in the hallway unless their teacher agrees to supervise them in the classroom.

### **RECESS & LUNCH TIME**

#### **Inside Days**

- Students are to stay in their classroom for recess or lunch, unless at another organized activity.
- Activities should be appropriate to the setting (i.e. no hackey hockey in halls).

#### **Outside Days**

##### **Primary**

- Primary students may use the merry go round from Monday to Wednesday. Intermediate students may use it on Thursday and Friday. The basketball court is useable by intermediate students. Primary students may use the red and blue toy, the small blue toy and swings next to them. Primary students may use the grey volcano toy.

- Primary students may not use any of the toys on the hill.

##### **Intermediate**

- Are not to be in primary areas, but may be anywhere else on school property.

- The large field is to be shared. Baseball and soccer games will share the field safely.
- Intermediate students may use the merry go round on Thursday and Friday.

#### General (LUNCH ONLY)

- Students will stay in their desks in their classrooms to eat lunch until 12:20.
- Students will be out of the classroom at 12:20 unless under teacher supervision.
- Students are never permitted to go to the store.

#### AFTER SCHOOL

- Students **must** go home on the earliest possible bus. Students who walk **must** leave immediately. Any changes to this expectation must be cleared by administration.
- Students may not go beyond the top of the hill and must remain inside the fenced area.
- The basketball court is to be shared by Primary and Intermediate students.

#### **CRITERIA TO BE A SUCCESSFUL LEARNER**

- Eager to learn new things
- Voluntary and sustained engagement in learning process – make an effort
- Asking one's own questions
- Takes responsibility for learning
- Can organize and collect resources
- Able to reflect/modify for next time
- Can assess one's own learning – How well did I do?
- Knowing and celebrating success

#### **Bell Schedule**

8:50 a.m.	Admittance
8:54	Classes Begin
10:30	Recess
10:45	Return to classes
12:00	Lunch
12:40	Return to classes
12:45	Classes Begin
2:45	Classes dismiss

#### **SMOKING**

SMOKING IS NOT PERMITTED AT ANY TIME IN THE BUILDING, ON THE GROUNDS OR DURING ANY SCHOOL SPONSORED ACTIVITIES.

#### **SCHOOL DANCES**

Evening dances for elementary students will not be held. On occasion, sock hops may be held in the gym during the afternoon.

#### **Attendance and Kid Check**

We ask that parents/guardians contact the school if their child is going to be absent or late. There is an answering machine for calls before and after school hours. If we do not receive a call, your home will be contacted by the school's Kid Check volunteers. Students who arrive late must sign in at the office. Regular attendance and being on time are expected. They are important to success at school. It is extremely important that the school have each parent's correct home & work phone numbers and the name and number of an emergency contact person. Please let us know if there are any changes to contact information during the year.

### **Student Dress**

Our dress code adheres to School District #60 policy, which states: "It is the policy of this Board that students' attire be respectable and appropriate according to the judgment of the Principal of the school." Any clothing with reference to drugs or alcohol is unacceptable. Spaghetti straps, short shorts, bare midriffs and beachwear are not appropriate.

### **Homework**

Charlie Lake Elementary School encourages all students to participate in some form of study time. As a collaborative team of parents, teachers and administrators we are working to help children develop the study habits and positive attitudes that will enable them to become effective life-long learners. In the Primary grades students will mostly be involved in a home reading program. In the Intermediate grades students may complete assignments or devote time to needed practice of specific skills.

### **Store Privileges**

Students have in the past been able to go to the store to purchase a lunch at the Charlie Lake Store. The Healthy Schools Initiative developed by the Ministry of Education lays out regulations that are to be followed by schools regarding food. Much of the food the students purchase at the store is poor quality and considered unhealthy. Therefore, students will no longer be permitted to go to the store to purchase food. In addition, there are safety concerns with students going unsupervised. The amount of traffic near and around the store has dramatically increased.

### **School Supplies**

Students will be charged the following:

Kindergarten = \$40.00 – Classroom Supplies\* (\$30) and Cultural Charge (\$10)

Grades 1 – 2 -3 = \$40.00 – School Supplies\* (\$20), Agenda (\$10), and Cultural Charge (\$10)

Grades 4 -5 = \$20.00 – Agenda (\$10) and Cultural Charge (\$10)

Grade 6 = \$30.00 – Agenda (\$10), Cultural Charge (\$10), and Computer Paper\*\* (\$10)

\*Students may obtain a school supply list from the school and purchase their own supplies if desired.

\*\*Students may purchase their own computer paper rather than using the supply provided by the school.

Students participating in the Wireless Writing Program (Grades 5/6 and 6) have the option to pay a \$67 "Take Home Use" charge so the iBooks can be taken home.

### **Outside Days**

Please ensure that children are properly dressed for cold and/or wet conditions. Children are expected to play outside at recess and noon hour (except in severe conditions) so they must be fully prepared. **Indoor shoes are necessary and must only be worn in the school.** For safety reasons, stocking feet are not acceptable. During the wet and muddy seasons, parents are encouraged to send a change of clothes for their child. All clothes and shoes should be labeled. Students are to remain outside until the entry bell at 8:45 a.m. unless in a teacher-supervised activity. Recess and noon are also "out" times. If the weather is extremely severe (i.e.  $-17^{\circ}\text{C}$  with wind chill), or if a student is ill, exceptions will be made. In the case of extended illness, a doctor's note is required.

### **Telephone**

Students have access to a telephone for urgent matters, but they must have approval from **their teacher and office staff.** The use of cell phones by students is limited to before school, recess, lunch and after school and students **must** come to the office to make their call. Students will be expected to turn off their cell phones during class time.

### **Electronic Games and I-Pods**

The use of I-pods (and similar devices) is discouraged. If students bring these items, it is at the owner's risk. Students are not permitted to use these devices during class time without their teacher's permission. Items will be confiscated and returned to parents. Hand held game systems are banned from the school and grounds.

### **I-Books**

Each year I-Books will be distributed to the intermediate students designated to use them in the fall. This program is available only to grade six students.

**Students and parents should realize that the use of these laptop computers is a privilege, and their use is at the discretion of the teacher and the school administration.**

There are certain expectations that govern the use of the I-Books by students. They are as follows:

1. I-Books will be used in the classroom setting for the first three months of school. They will be allowed to go home at the end of November.

2. In December adapters and backpacks will be handed out to allow for the safe transportation of the I-Books.
3. I-Book use is allowed only with direct teacher supervision. Use at lunch, recess, before and after school must be supervised by a teacher. There is no use of the I-Books in the library.
4. Students are responsible for the care of their I-Books. I-Books must not be left unattended at any time. I-Books must also be brought back to school fully charged. Failure to care for your I-Book may result in loss of the privilege to use them.
5. All pictures on the I-Book must be for educational purposes.
6. I-Pod use in connection with the I-Book will not occur during instructional time. Use of I-Tunes to download music will not be allowed. Bluetooth will not be used with the I-Books.
7. It will be useful for students to have a memory stick to ensure the safety of their information and work.
8. All students must have their computers in the base station first thing in the morning and before breaks. They must be in the off position, and they can not be in the sleep position. I-Books should not be left in backpacks or on the desks during the day.
9. Use of the school printers in connection with the I-Books is allowed only for school work.

### **Physical Education**

All students are required to have proper footwear for each P.E. class. Non-marking shoes are needed in the gym and outside shoes are needed on the field. Intermediate students are required to have gym strip (t-shirt, shorts, sweat suits). Primary students are encouraged to dress appropriately for days when they have gym classes. Students who are unable to participate in P.E. class due to injury or illness are required to bring a note from their parents/guardians indicating the reason. A doctor's certificate is required when a lengthy injury or illness is involved. Please ensure this note or letter is given to the teacher. A medical note for any permanent ailment, e.g., asthma, must be presented to the school.

### **Parent Advisory Council**

The Parent Advisory Council (PAC) meets on the second Monday of each month to discuss topics of concern to the school community. Parents are encouraged to participate. Meetings start at 7pm and child-minding service is available.

### **PAC Calendar 2012-13**

Monday, September 10  
Tuesday, October 9  
Tuesday, November 13  
Monday, December 10  
Monday, January 14

Monday, February 11  
Monday, March 11  
Monday, April 8  
Monday, May 13  
Monday, May 27 Annual General Meeting  
Monday, June 10

### **Volunteers**

Volunteers are always welcome at the school. We need parents, grandparents or other community members who are willing to help in the classroom, coach teams, or help in a variety of other capacities. If you are interested in volunteering, let your child's teacher or the office know. All volunteers must have a Criminal Record Search completed every year.

### **Volunteer Drivers**

Parents/Guardians who volunteer to transport students are required to provide a Driver's Abstract form. Anyone interested must also meet with the school principal to discuss being a volunteer driver.

### **Hot Lunches**

The PAC and other parent volunteers supply special lunches once a week throughout the year. A monthly order form will go home with students to select their lunch preferences. Parents are to have completed forms into the school by the indicated date.

### **Library**

Our library has a variety of materials available for use. We encourage students to take advantage of the materials in the library. We would also like to ensure that the library is a place for study and work. We ask that students maintain a quiet, working atmosphere while in the library. Members of the community are welcome and encouraged to make use of the school's library. It is the policy of Charlie Lake School that lost or damaged books be paid for. The usual charge is \$10.00 unless the book is a reference book. In that case the charge is replacement value of the volume.

### **Outreach Strong Start Program**

Strong Start activities for children from birth to age five will be provided at Charlie Lake School one day per week. More information will be provided as details are finalized for the 2012-13 school year.

### **Learning Assistance**

Learning assistance is a school-based service that provides educational support for students. The learning assistance teacher collects assessment information. The classroom teacher and the learning assistance teacher work together with the parent to develop a program of support for individual students. The learning assistance teacher provides both indirect support (providing materials for use in the regular classroom) and direct support (working with a student or group of students on a regular basis).

### **Medications**

For students requiring medication during the school day, parents will need to complete a form and have it signed by their doctor. All medications are kept in the office.

### **R.A.S.C.A.L.S**

#### **About our Services**

R.A.S.C.A.L.S is a non-profit organization concerned with offering affordable, quality before and after-school care services. R.A.S.C.A.L.S is overseen by a volunteer board called the "Rhonda's After School Care And Latchkey Society."

#### **Program Offered**

A nutritious snack is provided for your child when they arrive. The children are also provided with activities that are of a structured or self-directed nature. There are games, arts and crafts, sports, etc. R.A.S.C.A.L.S. is open during the school year Monday to Friday 7:30 to 9:00 a.m. (seasonal) and 3:00 to 6:00 p.m. Call R.A.S.C.A.L.S. for rates. Drop in care is available for pre-registered children with advance notice. **R.A.S.C.A.L.S.** is a licensed "Out of School" Child Care Centre for up to 20 children 5 to 12 years of age. We are always happy to hear from you! Phone R.A.S.C.A.L.S. at 250 - 785 - 9894.