

**Queen Charlotte Intermediate School  
Student Handbook 2020-2021**



**150 North River Road  
Charlottetown, PE  
C1A 3L3**

**PH 368-6970**

**Fax 368-6983**

**Office Hours: 8:15 am - 4:00 pm**

**Principal: Mr. K.J. White**

**Vice Principal: Mr. Trevor MacNeill**

**Vice Principal: Mrs. Maureen Duffy**

Information in this handbook is subject to change at any time.

Please visit our website for an up-to-date version:

**[queencharlotteintermediate.wordpress.com](http://queencharlotteintermediate.wordpress.com)**

Follow us on twitter

**@qccoyotes**

|                                  |    |
|----------------------------------|----|
| Administration Team Message..... | 4  |
| School History.....              | 5  |
| School Philosophy.....           | 6  |
| School Operations .....          | 7  |
| Busing .....                     | 7  |
| Attendance .....                 | 7  |
| Assigned Doors.....              | 8  |
| Cafeteria.....                   | 8  |
| Fees.....                        | 8  |
| Bicycles.....                    | 10 |
| Food and Beverages.....          | 11 |
| Peanut-Free Zone.....            | 11 |
| Energy Drinks.....               | 11 |
| Breakfast Program.....           | 11 |
| Fire Drill.....                  | 12 |
| Lockdown Policy.....             | 12 |
| Landlines for Student use.....   | 12 |
| Cell Phones/Electronics.....     | 13 |
| Skate Boards.....                | 13 |
| 6 Day Cycle.....                 | 13 |
| Daily Routine.....               | 14 |
| Noon Hour Policy.....            | 14 |
| Intramurals.....                 | 14 |
| Games Room.....                  | 15 |
| Late Arrival.....                | 15 |
| Lockers.....                     | 15 |
| Scent Free Policy.....           | 15 |
| Dress Expectations.....          | 15 |
| Cancellation of School .....     | 16 |
| Lost and Found.....              | 17 |
| Text Books.....                  | 17 |
| Visitors to School.....          | 17 |
| Public Health.....               | 17 |
| Extracurricular.....             | 18 |
| Computer access .....            | 18 |
| School Newsletter.....           | 19 |
| Promotion/Placement.....         | 19 |

|  |    |
|--|----|
| Daily Announcements.....               | 19 |
| Grade 9 Exam Schedule.....             | 19 |
| High School Entrance.....              | 20 |
| Conduct.....                           | 20 |
| Care of Building.....                  | 20 |
| Damage of Property.....                | 20 |
| Alcohol and Drugs.....                 | 20 |
| Offensive Language.....                | 21 |
| Physical/Verbal Abuse.....             | 21 |
| Dangerous Objects.....                 | 21 |
| Smoking.....                           | 21 |
| Discipline Procedures.....             | 21 |
| Programs.....                          | 23 |
| French.....                            | 23 |
| Guidance.....                          | 23 |
| Language Arts.....                     | 24 |
| Mathematics.....                       | 24 |
| Band.....                              | 24 |
| Physical Education.....                | 25 |
| Library Resource Centre.....           | 26 |
| Science.....                           | 26 |
| Social Studies.....                    | 26 |
| Information Technology.....            | 27 |
| Hockey Skills Academy.....             | 27 |
| Foods & Nutrition.....                 | 28 |
| Industrial Technology.....             | 28 |
| The Caring Places to Learn Policy..... | 29 |
| Code of Conduct.....                   | 31 |

## **Queen Charlotte Intermediate School Administration Team Message**

On behalf of Queen Charlotte Intermediate School, we would like to welcome all new grade seven, eight, and nine students, parents, and families to our QC learning community. Welcome back to all our returning students, parents, and families. On behalf of our QC staff, we want to express how much we are looking forward to a successful and memorable 2020-2021 school year together.

Hopefully this handbook and our website will be valuable sources of information to everyone in our school community. It is important to take the time to become familiar with the school and how it operates.

Queen Charlotte Intermediate has a positive learning atmosphere where academic success is stressed, supported and celebrated. To complement our academic learning we offer many programs outside the classroom and we encourage students to become involved. We feel there is something here for everyone. Our staff willingly share their time and talent to ensure all students have a well-rounded and positive experience.

One of our goals is to provide students with a respectful, safe and healthy educational environment for learning. Students are encouraged to respect themselves, peers, teachers, school, and their community. Students who make solid efforts, who are cooperative, and who work well with their classmates and teachers, enjoy school and find it to be an exciting and valuable experience.

Communication between school and home is essential for student success. We urge parents/families to go online and use Students Achieve, a web-based software which allows you access to information about your child's performance, as part of that communication. We will contact homes as often as necessary and we encourage parents/families to call and/or e-mail the school if you have any concerns, comments or compliments. By working together, in partnership and as a community, teachers and parents/families can positively impact each student's experience at Queen Charlotte Intermediate School.

## **History of Queen Charlotte Intermediate School**

In 1775 the city of Charlottetown was founded by the famous surveyor Samuel Holland. The city was named in honour of Queen Charlotte, the wife of George III of England. Queen Charlotte was a German Princess who married George III at the age of seventeen.

Classes in grades seven to ten began in the new school following the official opening on December 6, 1954.

Lt. Col. L.T. Lowther was the first principal. L.T. Lowther was succeeded by Mr. J.A.S. Williams, Mr. W.H. Horton, Mr. L.E. Redmond, Mr. Glen Leeco, Mr. Eugene Murphy, Mr. Glen Hughes, Mr. Lee Forbes, Mr. Philip Connolly, Mr. Jean Boudreau, Mr. Parker Grimmer, and Mr. K.J. White, present principal.

When Colonel Gray Senior High School opened in September 1966, grade ten left Queen Charlotte which then became a junior high school.

The creation of the Unit Three School Board in 1972 marked the end of the Charlottetown School Board, and Queen Charlotte became a regional school with both urban and rural students. Over the last number of years, the board has transformed to the Eastern School District (2012), English Language School Board (2015) and now called the Public Schools Branch (PSB)

In 1990 a major renovation project was initiated at Queen Charlotte and an additional 15,000 square feet was added. The official opening of the extension/newly renovated Queen Charlotte Intermediate School was held on February 26, 1992.

## School Philosophy

Queen Charlotte Intermediate School provides a framework for educational pursuit and personal growth. An important part of our school life is devoted to the maturing of our adolescent students into responsible adults and citizens. We feel this can only be achieved by working in a partnership of students, families, staff, and school.

Our school philosophy is built on the foundation of respect and responsibility:

|  |   |
|--|---|
| SELF-RESPECT:                          | For one's person and education.   |
| RESPECT FOR OTHERS:                    | For other persons and their education.  |
| RESPECT FOR OUR<br>EDUCATIONAL SYSTEM: | For teachers, staff and other responsible adults, as well as for school facilities. |

Individuals must take responsibility for their actions or lack of action. To this end, each student becomes responsible for her or his own growth and development.

At Queen Charlotte Intermediate, we believe that a positive learning environment is the RIGHT of every student. Interfering with another's right to learn will not be tolerated, and disciplinary action will result. The rules and procedures outlined in this handbook are designed to promote our school philosophy and to foster maturity and self-discipline in our students.

Parents/families are the primary educators of their children; our goal at Queen Charlotte Intermediate is to work with families to achieve the best possible results for your children, our students, as they prepare for life's challenges and opportunities.

## **School Operations**

### **Busing**

Queen Charlotte Intermediate School is part of the Department of Education and Early Learning's Public Schools Branch transportation system. Use of school buses is limited to students who live within an area determined by the transportation manager. Misconduct or behavior which is a threat to safety can result in the temporary suspension or loss of school bus privileges. Travel on school buses by unassigned students requires a note from home and a bus pass issued from the school office.

### **Attendance**

All families are reminded that attendance is an essential part of academic success. To ensure that any absence is warranted, we ask that parents/families communicate the details of their student's absence with the school by a written note, email to the main office or homeroom teacher, or a phone call to the main office. Students who are absent for any reason are responsible to get class notes or other work, including homework assignments, they may have missed when absent.

Families are reminded that extending holidays at Christmas, March Break or Easter can have a detrimental effect on student achievement. If such absences occurs, teachers are not responsible to make up work or tests that students have missed. A home study program, authorized by School Administration, can be set up where prolonged absence exists.

Student Achieve (SAS) is the software program our school utilizes as an online system to update attendance on a daily basis and marks on a weekly and bi-weekly basis during the school year. Families can track student attendance, marks, assignments, and school-related events at any time. SAS updates may vary amongst different grade levels and subject areas. It is important to ensure that your child's homeroom teacher has an updated parent/guardian e-mail address so communication through SAS and e-mail can occur during the school year.

## **Assigned Doors**

Students will enter the school 8:25 - 8:35 am. Teachers are in their classes at this time preparing for their teaching day. Please contact the administration to discuss any support needed before the morning bell.

At the beginning of the school year, students in each grade are assigned a specific door to enter and leave the building. In order to better control movement in the hallways and stairs, students are reminded to use their assigned doors. The exceptions to this are when a student arrives late or leaves school during the day. In both situations, students will check in at the main office, sign in or sign out and then enter or exit through the main doors.

## **Cafeteria**

Queen Charlotte Intermediate students are encouraged to use our school cafeteria for lunch. The school cafeteria prices are determined by the school board and the caterer.

## **Fees**

### **Queen Charlotte Intermediate School Fees**

#### **1] Student fee structure for 2020-2021: \$30 per student**

**Student Fees** cover some of the costs associated with providing special events, program enhancement, and education equity for each school year. Our QC staff and leadership team, along with our Home & School association, and the vast majority of parents feel the many extras covered by student fees greatly enhance the education that all students receive here at Queen Charlotte Intermediate School. With the support of these fees we are able to offer every family many opportunities to be involved in co-curricular and extra-curricular activities. This allows a closer connection for students to Queen Charlotte Intermediate and contributes to increased academic success.

**A) Special events:**

Welcome to Queen Charlotte - treats and school supplies for new and returning students

Terry Fox Run - Promotional supplies, special fundraising activities

Winter Carnival - promotional supplies, prizes

Remembrance Day - assembly supplies

Meet the Staff - refreshments for parents / guardians

Parent Teacher Interviews - refreshments for parents / guardians

Special "Weeks" (Anti-bullying, French, etc.) - promotional supplies

Special Guests - tokens of appreciation for guest speakers (Easter Seals Ambassador, etc.)

Student Recognition Assembly - supplement cost of awards

Grade Nine Closing - supplement for prizes, plaques, and awards

**B) Program enhancement:**

Band - reducing travel cost for some students, supplementing instrument purchase and repair, replacement of vests and music

Athletics - supplement some travel costs, supplement tournament hosting expenses, and supplement uniform replacement

Duke of Edinburgh - supplement expenses

Student Council - supplies, promotions, project support, meetings

School Clubs - (Math, Science, Homework, Technology, Coding, Ski, Drama, Chess, Games Room, Astronomy, etc.) - supplies

Yearbook - cost reduction

Drama - production costs, scripts,

**C) Education equity:**

Breakfast Program - supplement expenses, tokens for volunteers

Students with Disabilities - some additional supports and supplies

School supplies - for students in need

School lunches - for students in need

## **2] Athletic Fee structure for 2020-2021:**

### **Queen Charlotte Intermediate - Athletic Fees Structure**

Athletic fees are required to cover the following costs: officials, transportation, equipment, uniforms, PEISAA fees, Island tournament fees, provincials, hosting events, other.

|                      |                        |                      |
|----------------------|------------------------|----------------------|
| Basketball - \$30    | Soccer - \$30          | Volleyball - \$30    |
| Field Hockey - \$30  | Softball - \$30        | Baseball - \$30      |
| Flag Football - \$30 | Track and Field - \$15 | Cross Country - \$15 |
| Golf - \$15          | Badminton - \$15       |                      |

Please note, if a student plays more than 2 sports during the school year, the maximum fee for that student is \$60 in total for athletic fees.

## **3] Band Fee structure for 2020-2021: \$10/year for Band Vest rental**

The Band Vest is provided by the school. The \$10 charge covers some of the costs associated with dry-cleaning, repairs, and replacement.

## **4] Other expenses:**

Students and their families are expected to contribute to the costs associated with any other events in which they choose to participate. These will vary from year to year and often include, but are not limited to:

Grade Nine trip to Ottawa and Quebec, Ski nights at Brookvale, School photo program, grade nine grad photos, team clothing purchases, performances at the Confederation Centre of the Arts, Band trips, end of year class trips.

*Note: If this fees causes unnecessary hardship for a family please contact a school administrator.*

## **Bicycles**

Bicycles must be locked and placed in a designated bike rack area at the school. Bicycle riding is not permitted on school property. The school is not responsible for any damage or theft of a bicycle. Any damage or theft should be reported to the police.

## **Food & Beverage**

In order to maintain a healthy and clean school environment, the following policies are in place at our school:

Food and beverages are permitted only in the cafeteria with the exception of snacks during the morning break. Prepared lunches from home will be kept in student lockers until the designated lunch period.

## **Peanut-Free Zone**

We ask parents/families and students to please be aware that some students at Queen Charlotte Intermediate have severe life-threatening allergies to peanut and peanut products. We appreciate your help in eliminating the use of these products in lunches you prepare. To view updates of any new food products added to the list that may cause allergic reactions, please visit our school website.

## **Energy Drinks**

The Public Schools Branch, along with Queen Charlotte Intermediate School prohibit energy drinks of any kind on school property.

## **Breakfast Program**

The Breakfast Program operates for our students in the cafeteria from September to June each school day from 8:00 AM to 8:30 AM. Breakfast is free and consists of: bagels, cereal, juice, and fruit. Parent and student volunteers are always welcome. If you would like more information, or to volunteer, please contact the main office (902) 368-6970.

### **Fire Drills**

Since the school is constructed largely of fireproof material and is equipped with an automatic sprinkler and fire alarm system, there is minimal risk of fire hazard. However, we feel that students should be prepared for an emergency and, as a result, fire drills are conducted during the year. Early in the school year students receive detailed instructions from the office and their teachers as to the exact procedures and expectations should such an emergency occur.

### **Lockdown Policy**

School Action for Emergencies (SAFE) LOCKDOWN PLAN is a national program. PSB schools are participating in this program developed by the RCMP in 2007. The program aims to assure communities that proactive measures are put in place to respond to potentially tragic situations like those that occurred in Columbine, Taber and Dawson College. The goal of the School Action for Emergencies (SAFE) plan is to keep children and school personnel safe. The RCMP and Charlottetown Police Services have worked with schools to develop individual school SAFE plans. Through the SAFE plan, police officers have access to blue prints, aerial photos, and safety information contained in a computer database. These tools support law enforcement and other agencies when responding to emergency situations. Public Schools Branch schools have joined others across the country in completing lockdown procedures to complement their SAFE plans. Queen Charlotte Intermediate will routinely practice our SAFE plan and lockdown procedures, so students and staff become very familiar with lockdown drills.

### **Landlines for Students' Use at School**

A Student phone is located inside the main office. The student phone in the main office is to be used by students at the discretion of the school administration and the support staff. Students require permission from their teacher to use this phone during class time.

## **Cell Phones and Electronic Devices**

The use of cell phones and other electronic devices in school is governed by respect and responsibility. Students and staff must be respectful of the rules teachers and administrators have put in place to ensure these devices are used appropriately.

Students must take responsibility to know the expectations for the use of using a device for learning in their classrooms. Teachers often involve students in setting these expectations so students must play their part in ensuring these devices are used properly. It is understood that these devices can and often do play a role in learning at school. These opportunities will be governed by the classroom teacher. However, these devices must not compromise the comfort, safety, or security of students or staff.

Parents/families are asked to be aware and respectful of the electronic device rules in their children's classes. They are encouraged to take advantage of the communications strategies available through the main office to communicate with their children during the school day. The student monitor program, school administrators and the administrative assistants are available to support this process.

## **Skate Boards**

Skate boards, scooters and similar items are to be carried to lockers upon arrival at school each day.

## **Six Day Cycle**

We have a six day cycle at Queen Charlotte Intermediate. Each day contains five - 60 minute classes, morning and afternoon Homeroom time, a 15 minute morning break and 45 minute lunch break.

## Queen Charlotte Intermediate Daily Schedule

Our School bells operate on the following schedule:

|       |                          |               |                                |
|-------|--------------------------|---------------|--------------------------------|
| 8:35  | 1st Bell to start day    | 12:05 - 12:50 | Lunch Break                    |
| 8:40  | Students in HR           | 12:50         | Bell - doors open              |
| 8:45  | O Canada - Announcements | 12:55         | Students in HR                 |
| 8:50  | 1 <sup>st</sup> period   | 1:00          | 4 <sup>th</sup> period         |
| 9:50  | 2 <sup>nd</sup> period   | 2:00          | 5 <sup>th</sup> period         |
| 10:50 | Break                    | 3:00          | Final Bell - End of School Day |
| 11:05 | 3 <sup>rd</sup> period   |               |                                |

### Noon Hour Policy

Queen Charlotte Intermediate is equipped with a school cafeteria to accommodate 400 students at a sitting. Daily food specials are available. A menu will be included throughout the school year.

This food service is provided to meet the needs of bus students and compliment noon hour activities. Students are expected to go outdoors after lunch or to attend a noon hour activity. In the case of inclement weather students are permitted to use designated areas in the building.

Grade eight and nine students are able to leave the school property at noontime as long as they return to school on time for afternoon classes. Grade seven students are to stay on school property at lunch time.

### Intramurals

Our intramural program runs daily during lunch break. Intramurals are a great way to stay active and be involved with different sports in our school.

### Games Room

Our games room operates at lunch time on a rotational basis among the grades. Each grade level will have access on an assigned school day. Games Room is open when weather is inclement to go outside.

### **Late Arrival**

Students who are not in their classrooms at 8:40 AM and 12:55 PM will be considered late and will be required to report to the office. Students who arrive late to school are requested to use the main entrance and to sign in at the office. Parents/families are requested to send an explanatory note to the homeroom teacher if a student is late.

### **Lockers**

Lockers are for the storage of coats, boots, kit bags, etc. For safety reasons, all kitbags & backpacks are to be left in your locker during the school day. Phys. Ed clothing/footwear can be taken to and from Phys. Ed. in a small drawstring bag if desired. Lost locks are to be reported and replacement locks must be purchased. Only school locks are to be used. Lockers are to be locked at all times except to access necessary contents. Students must clean out their lockers and leave them open during scheduled locker clean-outs. Failure to use lockers properly, or failure to comply with school policy, will cause the student to forfeit the use of their locker.

### **Scent Free Policy**

There are a significant number of students and staff that are very sensitive to fragrances and other scented products. Students are reminded of the Public Schools Branch Scent Free Policy which prohibits scented products from being worn at our school. Thank you for respecting this policy by not wearing any scented products while here at Queen Charlotte Intermediate.

### **Dress Expectations**

The Queen Charlotte Dress Expectations were developed through co-constructive discussions with students, parents/guardians, staff, and other members of our school community. There was clear consensus that our school dress expectations need to be respectful to one self and others, are fair and appropriate in an environment of learning, and need to be followed, adhered to, and enforced in a consistent and equally respectful manner. Our school wishes to foster an atmosphere of respect and maintain school climate through proper dress. Students, staff and other members of our school community are expected to wear appropriate clothing to school.

Taking into account the changing fashion trends and what is appropriate in a school setting, the following regulations will be in effect at this school:

Hats are not to be worn in school during school hours except when authorized by the administration. Hats are not to be worn in the cafeteria. Coats/jackets and hats are to be left in the student's locker as soon as possible after entering the building.

Students must wear proper footwear in school each day and in the event of the need for a sudden evacuation of the building.

Clothing that will be considered inappropriate include items that are too low cut or too revealing, and any clothing which contains a message whether written or in picture form that is profane, demeaning, or in poor taste. Clothing needs to cover the stomach area and no undergarments showing.

The administration has the right to determine the appropriateness of clothing. Members of the school community who do not follow dress expectations will be required to change into other clothing that meets expectations before attendance will be permitted. The school is prepared to provide appropriate clothing if necessary.

Students are required to wear proper gym wear for Phys. Ed classes.

These dress expectations pertain to all school related activities including field trips, extra-curricular activities, etc.

### **Cancellation of School**

If inclement weather makes it necessary to cancel school, an announcement will be made over local radio stations as early as possible. The announcement will indicate that the Public Schools Branch or the Charlottetown Family of Schools is cancelled or delayed for the day.

In the event of early school closure, parents/guardians are requested to inform their children of the procedures they are to follow.

### **Lost and Found**

Queen Charlotte Intermediate staff is not responsible for money or other items of value that a student may bring to school. During physical education classes, all valuables are to be left with the physical education teacher. The general office maintains a lost and found area where students can check for the recovery of lost items.

### **Text Books**

Students are expected to treat their text books with care. Any student, who requires a replacement text for reasons other than normal wear and tear, will be charged the price as set by the Public Schools Branch. At the end of the school year all books must be accounted for and students will be required to pay for any missing books or books which indicate misuse on the part of the student. Periodic book checks are made during the year in order to verify the inventory and condition of all student texts.

### **Visitors to School**

When dropping off items or picking up your child, please check in at the main office when entering the school. All visitors to Public Schools Branch schools are required to wear lanyards when in school, and the administrative support personnel will provide you with one at the office.

### **Public Health**

A public health nurse will be visiting your child's school on a regular basis. Parents/guardians are encouraged to contact the public health nurse if you have any concerns related to the school health programs offered by Public Health Nursing. The public health nurse accepts referrals from students, parents/guardians 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 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 immunizations scheduled in the school. Public Health may assist teachers in carrying out Family Life Program as agreed upon by the Public Schools Branch.

## **Extracurricular Clubs and Activities**

Queen Charlotte Intermediate teachers and staff volunteer their time for a large number of clubs and activities which operate at the school during lunch hour, before, and after school hours. The following are some of the activities that are available if enough interest is shown:

|                   |                   |                 |
|-------------------|-------------------|-----------------|
| Badminton         | Golf              | Student Council |
| Baseball          | Hockey Skills     | Track and Field |
| Basketball        | Intramurals       | Volleyball      |
| Chess             | Jazz Band Library | Yearbook        |
| Coding Club       | Monitors          |                 |
| Cross Country     | Peer Helpers      |                 |
| Drama Club        | Skating           |                 |
| Duke of Edinburgh | Soccer            |                 |
| Field Hockey      | Softball          |                 |

## **Computer Access**

Students at Queen Charlotte Intermediate School have access to the Internet and their own personal e-mail address. Because of the nature of this resource, students and parents/families are required to sign and follow an acceptable-use contract in order to utilize this service. Failure to comply with this contract will result in the loss of computer privileges and possibly other disciplinary action.

## **Queen Charlotte Intermediate School Newsletter**

<http://queencharlotteintermediate.wordpress.com/newsletters/>

The newsletter is posted on our school website at the beginning of each month. The newsletter address is outlined above. To ensure that you receive an electronic copy of the newsletter each month, please make sure that your child's homeroom teacher has your e-mail address. Students and parents/guardians are encouraged to look for these newsletters as they contain important information. Paper copies of the newsletter are available to those who do not have access to a computer or the Internet.

### **Daily Announcements**

Daily announcements are read over our PA system each school day and are accessible on our school website. They are posted after 10:00 AM each day.

### **Promotion and Placement Policy**

To successfully complete and meet the curriculum outcomes for each academic year, students must attain a minimum cumulative mark of 50 percent in each subject, with an overall cumulative mark of 60 percent to be promoted to the next grade level. Promotion with honours applies to students who attain an overall cumulative mark in all subject areas of 85 percent or higher. (The promotion and placement policy follows the guidelines in accordance with the Public Schools Branch policies).

### **Grade Nine Assessments Schedule**

The Grade Nine Provincial Intermediate Math Assessment (IMA) will not take place during the 2020-2021 school year.

### **High School Entrance Requirements**

Academic Program: In order to register in academic core courses in grade ten, a student must attain an overall cumulative mark of 60 percent in that specific course during their grade nine school year.

### **Conduct**

Students are expected to act with respect toward all people and to take responsibility for school work and school materials. Improper conduct will be dealt with using the "School Discipline Procedure".

### **Care of the School**

At Queen Charlotte Intermediate, students are expected to respect all school property. Deliberate vandalism will result in restitution by parents/families and may see either disciplinary action taken by the school administration and/or police involvement.

### **Damage to School Property**

Students are expected to cooperate with the custodial staff in keeping our school clean. Any students who willfully damage school property will be disciplined and required to pay the replacement costs. Parents/families will be requested to meet with a school administrator to work out payment.

### **Alcohol and Drugs**

Possession or use of alcoholic beverages or drugs in, on, or around school property or at any school function is prohibited. Students disobeying this policy will be suspended from school and the police may be contacted.

### **Offensive Language**

Offensive language is prohibited in all school related activities. Failure to comply with this regulation will result in immediate disciplinary action which may include a suspension.

### **Physical/Verbal Assault**

Queen Charlotte Intermediate will operate under a policy of zero tolerance for any type of assault, threat, harassment or intimidation. This policy has been adopted to ensure the safety and comfort of our student and staff population. Immediate disciplinary action will be taken which may include suspension and/or police involvement.

### **Dangerous Objects**

Inappropriate objects and all objects endangering another student's safety will be confiscated and disciplinary action will result. For safety reasons, students are not permitted to throw rocks or snowballs.

## **Smoking/Vaping**

Queen Charlotte Intermediate is designated a Smoke Free Space. Smoking/Vaping is prohibited in the school, and on or around the school grounds, at school functions, and on the buses. Students caught with a lighted cigarette or vaping apparatus will be regarded as smoking and suspended immediately. Suspensions for smoking/vaping will be determined by school administration. Students are not to carry cigarettes, vaping apparatus, chewing tobacco, matches, or lighters while at school. Such materials will be confiscated. Breaches of this policy will result in disciplinary action.

## **DISCIPLINE PROCEDURES**

The primary contact for parents/guardians at the school is your child's homeroom teacher. Most matters pertaining to your child's education and behaviour will be reported through the HR teacher.

Notwithstanding the above, subject teachers will request interviews with students for delinquent work habits and/or unacceptable behavior.

Section 49 of the Education Act states that:

A student enrolled in a school has the following responsibilities:

- (a) to attend school regularly and punctually;
- (b) to be ready to learn and actively engage in and diligently pursue the student's education;
- (c) to ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment;
- (d) to respect the rights of others in the school;
- (e) to refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs on the school premises, during the instructional day or by electronic means;
- (f) to comply with the rules of the school and the policies of the education authority;
- (g) to co-operate with everyone authorized by the education authority to provide education programs and other services;
- (h) to be accountable to the student's teachers and other school staff for the student's conduct;
- (i) to contribute positively to the student's school community.

Within the context of the expectations outlined by the Education Act, the following school procedures will apply in cases where these responsibilities are disregarded:

- Phase 1**           Teacher meets with the student to discuss the problem and possible solutions.
- Phase 2**           Teacher contacts the home to discuss areas of concern and implements corrective measures.
- Phase 3**           Parents/guardians are required to meet with their child and teacher(s) to establish a more formal course of action. This phase may include the introduction of a student contract.

Recurring problems will result in a student being referred to the administration team for appropriate disciplinary action.

**It should be noted that any suspension will also cause the student to forfeit their privileges of participating in school events for a period of time to be determined by the school administration.**

## **Programs**

### **FRENCH**

The Core French program can be characterized as a multidimensional curriculum which focuses on a broad spectrum of experiences, taking into account the levels of the learners, the environment in which learning takes place and the interests of both learners and teachers. The goals of this program are to develop the desire and the ability to function effectively in French and to promote positive attitudes towards the learning of French, Francophone peoples, and the French language.

The Continuing Immersion program offers language arts, science, family life and social studies curricula. The language arts program emphasizes the communicative approach based on themes for the different grade levels, while the science program uses the experimental approach. The social studies program in grades seven and eight places emphasis on the integration of historical knowledge, skills, and its relationship to the geography of a region. In grade nine, the curriculum encompasses history, geography, economics, politics and sociology for the Maritime Provinces and how they relate to today's changing world.

The Late Immersion program is offered at the grade seven, eight, and nine levels. In grades seven and eight, students receive French instruction in science, French, language arts, mathematics, social studies and family life. In grade nine, students receive French instruction in science, French language arts, and social studies.

Due to the nature of the French Immersion program, students should achieve a minimum of 60 percent in French Immersion subjects in order to enroll in the following level of Immersion.

### **GUIDANCE**

There is a full time and a part time counselor available to students, parents/guardians, and staff of Queen Charlotte. Students may contact the counselor directly. Parents/guardians or teachers may make referrals. Parents/guardians are encouraged to contact the counselor with requests for assistance with their children. Our objective is to work together to create

the best possible learning environment; emotionally, socially, and academically for students.

## **LANGUAGE ARTS**

Language competence grows out of a balanced program of language experiences. Our English program is an integrated approach to language arts with emphasis on reading, writing, listening, speaking, viewing and representing.

The program is multisource. Multisource offers literature, language, and media organized around thematic units. Resources include a magazine, an anthology, novels, videos, audio selections, and transparencies. The program offers choice and allows teachers to tailor a contemporary language arts program to their students' interests, abilities, and learning styles.

Students are encouraged to maintain regular individual reading at home as well as during the daily sustained silent reading period provided in school.

## **MATHEMATICS**

The math program encompasses the areas of arithmetic, geometry and algebra at all three grade levels with a concentration on problem solving, mental math, and communication skills in each area. The math program utilizes MathLinks as the main textbook and teacher guide.

Mathlinks, along with provincial guidelines, curriculum guides, and many supplemental resources, including on-line support is part of the Intermediate program which focuses on cooperative learning, differentiated instruction, and student assessment.

## **BAND**

Instrumental music: This course is taught as a three year course beginning at the grade seven level and continuing through grade eight and nine. There is a limited enrollment for this music option due to availability of instruments and timetabling constraints. Students from our feeder schools expressing an

interest in the program are therefore screened at the end of grade six for entry into the program in grade seven.

The program is designed to provide students with an opportunity to learn to play an instrument (wind or percussion) and to read music in a large ensemble setting. Students are expected to do a minimum of twenty minutes home practice per night and are required to attend a two hour extracurricular rehearsal every week. Instruments are provided through the school, from the Public Schools Branch. Evaluation for instrumental music consists of periodic performance and written (theory) tests throughout the year.

A signed parental permission slip is required for official registration in the grade seven instrumental program and any withdrawal from the program in grades seven, eight, or nine must have administrative approval.

## **PHYSICAL EDUCATION**

Physical education aims to develop physically, cognitively, and emotionally fit individuals through the medium of physical activities which have been selected to achieve these outcomes. Being accepted as an integral part of general education, it is a compulsory subject in grade seven to nine at Queen Charlotte Intermediate School.

The following clothing must be worn for all physical education classes:

- shorts or sweat pants light-soled
- sneakers (no street wear)
- shirt (other than that worn in other classes)

If students cannot participate for some reason, they must have a note signed by their parents/guardians; otherwise, participation marks will be deducted.

Evaluation: Total evaluation consists of a combination of the following aspects (not in order of importance):

- a) attitude
- b) participation\*
- c) knowledge
- d) fitness improvement
- e) skill

\*If a student is unable to participate for medical reasons, a letter is required from a doctor.

## **LIBRARY RESOURCE CENTRE**

The library is an integral part of our school. Besides providing fiction and recreational reading, the library offers support to all areas of the curriculum. Students are encouraged to use the library for their research needs. The teacher-librarian's role includes helping students as well as participating in class activities in partnership with subject teachers.

Our library offers a wide selection of materials to support the curriculum and students' interests - from books to media equipment to computers. It is open most noon hours and before and after school for student use.

## **SCIENCE**

Intermediate school represents the first intensive exposure to science in the school setting. An effort is made to present fundamental scientific knowledge in an atmosphere which is enjoyable to the student while developing a knowledge base. This will enable the student to understand the science that he/she will encounter in high school.

Many of today's students show a marked interest in science, and it is hoped that this interest will be increased and their understanding of scientific theory improved. Many of our students have participated and won awards at the local and provincial science fairs.

## **SOCIAL STUDIES**

The social studies program has two objectives: content and skills. Content means acquiring knowledge so that the student knows how interaction between people and their environment have made our world what it is today. Skills means being able to acquire and analyze new knowledge so that, as today's student and tomorrow's adult, you can make decisions that will continue to improve human civilization.

### **Course Content**

#### **Grade seven:**

Geography - World Physical Geography

History - Canada From First Inhabitants to 1800

#### **Grade eight:**

Geography - World Human Geography  
History - Canada from 1800 to 1900

**Grade nine:**

Geography - Atlantic Canada in a Global Community  
History - Canada 1900 To The Present

## **INFORMATION TECHNOLOGY MODULES**

Students will have the opportunity to explore a variety of different software applications. Each student will work with a partner to complete several practice exercises within each of the following topic areas or "MODULES". Each module has step by step instructions for students to follow, including practice exercises and a final project to demonstrate the skills they have developed.

- Animating with Flash
- Programming with Alice
- Digital Photography
- Digital Audio
- Desktop Publishing
- Video Editing
- Webpage Design

## **HOCKEY SKILLS ACADEMY**

The Queen Charlotte Hockey Canada Skills Academy is a program initiated at our school in the fall of 2009. The QCHCSA program will be offered to a maximum of 30 skaters and four goaltenders and will take place one lunch hour and afternoon ice time per week beginning in October and ending in March, for a total of 24 weeks. The Hockey Canada Skills Academy program is open to all students, females, males, as well as beginning players and advanced players. The program is intended for student-athletes who want to improve their fitness levels and playing abilities through skills specific training. Research has shown that this type of program is a successful environment to engage youth at risk. Our students will be exposed to important developmental skills of the game, along with gaining valuable experiences in the areas of leadership, goal-setting, self-esteem, character development, nutrition, and fitness.

## **FOODS & NUTRITION**

Foods and Nutrition provides students with knowledge about practical food preparation skills and a background in the fundamentals of daily nutrition. Practical experience in preparing a variety of food products is outlined at the introductory level. The program provides each student with essential life skills and supports their development to apply critical thinking skills, work cooperatively, manage time effectively, communicate ideas and evaluate situations. Upon completion of the seven, eight, and nine program, students meet the requirements outlined by the provincial curriculum standards. Students have the opportunity to demonstrate correct lab procedures needed to safely prepare food products, identify basic nutrients, analyze food labels, and plan meals with consideration of Canada's Food Guide. Students will be graded on daily work, knowledge and practical tests, projects and laboratory experiences. Marks in food labs are based on student effort, organization and application of skill, therefore attendance is required for success in the program.

## **INDUSTRIAL TECHNOLOGY**

The Industrial Technology program is designed to introduce students to the world of design, problem solving, creative thinking, manufacturing, and materials processes. Safety is a topic which is reinforced throughout the duration of the student's time in Industrial Technology. Students demonstrating unsafe work habits will be provided an alternate program of study.

In grade seven, students are introduced to the use of hand and power tools, measurement skills, safety, and various types of materials. In grade eight, students expand on their use of hand and power tools, and begin to use problem solving to design and create various projects. Students are introduced to the different types of materials available, and how to work with each. Design processes factor greatly in grade eight. In grade nine, students do a study of aerodynamics which involves the design and construction of a CO<sub>2</sub> dragster. This project covers a wide variety of subject areas such as math, science, and others as students learn about propulsion, aerodynamics, design, and advanced tool use.

Students are expected to complete all assignments (both in class and home assignments), keep a notebook up to date, follow all safety rules and show respect for the facilities, themselves and others at all times. Students are

marked on a daily basis, and their mark is comprised of attitude, safety, in class projects, and take home assignments. At all three grade levels, there is a home based assignment which reinforces the information presented in class.

### **The Caring Places to Learn Policy**

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

Countless personal interactions occur in our 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 ensure that the expectations for behaviors 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 will respect the unique differences and worth of every individual.

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

The Caring Places to Learn policy covers such specific areas of verbal 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/guardians in particular are encouraged to inform us immediately about situations which would negatively affect the school's healthy and supportive environment. Sometimes parents/guardians 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/guardians are encouraged to become involved with their school to help maintain its safe and caring atmosphere. It's a responsibility of the entire school community.

# QUEEN CHARLOTTE INTERMEDIATE SCHOOL

## CODE OF CONDUCT



We will treat everyone with courtesy and respect

We will treat personal property and school property with respect

We will create and maintain a positive and safe environment

We will come to school prepared for learning and respect others'  
right to learn

We will act responsibly and accept responsibility for our actions

We will help everyone in this school to feel they are capable,  
connected, and contributing