

INTRODUCTION

This handbook has been prepared to help students and parents become more familiar with the general policies and procedures of the school. Suggestions and comments for the improvement of the handbook will be most welcome.

SCHOOL MISSION STATEMENT

The mission of Cardigan Consolidated School is:
“Learning for all in a Safe and Caring Environment”

GENERAL INFORMATION

SCHEDULE

8:35	Buses Arrive and Unload
8:45	Classes Begin
11:45 – 12:05	Recreational Break
12:05 – 12:25	LUNCH
12:25	Afternoon Classes Begin
1:40 – 1:55	RECESS
2:25	Preparation for Dismissal
2:30	Dismissal/Buses Depart

SUPERVISION OF STUDENTS

If any student arrives before 8:20, he/she must remain in the gym of the school. Parents should be aware that the school staff cannot be responsible for student supervision/safety before this time. Similarly, students staying after school for supervised functions should be picked up promptly when the function is finished.

PRINCIPAL’S MESSAGE

Welcome all parents and students to the new school year. I am very excited to be your principal for the second year at Cardigan, and it is my hope that as the year progresses you will get to know the staff, the programs and the policies we offer in Cardigan School.

It is the goal of the staff at Cardigan to work with you to create a rich learning environment for all students. Student success is a shared responsibility between the school staff, students and parents.

To our parents and students, this year is again a year of change. This will be the first time that kindergarten students are part of the public school system. It is a very exciting time. It is my hope that you will meet any challenges with determination and excitement and celebrate all that makes everyone special.

Education is a joint venture between school and home. As we work with our students to help them learn about the world around them through the prescribed curriculum, we very much appreciate the support that parents give their children at home as they strive to reach their learning goals. The foundation of a successful school is the cooperation between the students, staff, parents and community.

Parents are a vital part of the Cardigan School Community. Your contributions are invaluable to the school through volunteer time and support of school activities.

I look forward to working with you and developing a relationship that will assist in the growth of your child/children.

Sincerely,
Noreen Lisi,
Principal

SIX DAY CYCLE

Cardigan School operates on a six-day cycle. This means that each day has a number from 1 to 6. The cycle begins on the first day of school in September. Any holiday, teacher professional day, or day canceled due to storms is not counted. Only days the pupils are in school are included in the cycle.

SECRETARY'S HOURS

Monday to Friday - 8:15 a.m. to 3:00 p.m. You may reach the office by telephone at 583-8575 or by fax at 583-8576.

CONTACTING TEACHERS

Teachers appreciate hearing from parents. If you need to contact a teacher, the best time is before 8:30 a.m. and between 2:30 - 3:30 p.m.

TELEPHONE

The telephone at the school is for school business. Students may use the school telephone for emergency calls (e.g. illness). Forgetting a note or homework is not considered an emergency. Cell phones are not permitted.

SCHOOL CLOSURE DURING THE DAY

There will be occasions when schools have to close during the school day. **Therefore, it is essential that all families make arrangements for their children in the event of an emergency closing. A form will be going home which we will ask you to complete and return to the school as soon as possible. If we do not receive any written information, it will be assumed that your children will follow their regular routine.**

ELECTRONIC POLICY

Students are not permitted to have cell phones, cameras or any electronic devices such as ipods, nintendos, etc. If any devices are brought to the school, they will be confiscated and parents will be called to pick them up.

SCHOOL CANCELLATION DUE TO STORMS

If schools are to be cancelled due to inclement weather, parents will be notified by announcements made on local radio stations before 7:00 a.m. or thereabouts. In the event of a one-hour delay, school buses will operate one hour later than regular time. A further announcement will be made by 8:00 am Cardigan Consolidated School in the Montague family of schools in the Eastern School District. **We would appreciate parents not dropping their children off at school until they are certain that school is in operation that day.**

VISITORS TO SCHOOL

For safety reasons, **ALL** visitors to the school property during the school day must use the front entrance and report to the school office. The other entrances will be locked from the outside. All staff must wear identification, and all parents, visitors and volunteers must stop at the office to sign in and obtain identification if proceeding to the classroom area.

SCHOOL LOCKDOWN

The Eastern School District and Cardigan School have a primary responsibility to ensure the safety of students and staff inside the school building and while on the school property. As a result, every school in the district will be developing and practicing a School Lockdown Procedure. A school lockdown is initiated should a high-risk incident involving weapons, hazardous chemical spill, severe weather warning, student or other intruder, etc. occur in the schools or on school property. Lockdown might also be initiated if there are circumstances in the vicinity of the school that could endanger the safety of the students and staff. We will be practicing the emergency lockdown procedures on a regular basis, as we do fire drills.

SCHOOL CANTEEN

The following foods are for sale:

White milk - 45 ¢, Chocolate milk - 65 ¢,

Sun chips - \$1(available on Mon. & Wed.),

Ice cream - \$1(available on Tues. & Thurs.)

Subs are available on Tuesdays at \$3 each.

Pizza is available on Wednesday at \$1.25 per slice.

On Thursday a bowl of chili is available for \$2.50.

Chicken burgers are available on Friday at \$2.50 each..

There will be no lunch item available on Monday.

Order forms will be sent home on Thursday for parents to

order the items for the following week. Please return the

forms on Friday along with money to cover the order.

Should there be any changes, we will send a notice home.

HOME AND SCHOOL/SCHOOL COUNCIL

Cardigan Consolidated has an active Home and School/ School Council which holds regular meetings throughout the school year. The school council exists to provide advice to the principal and to facilitate and encourage co-operation between parents and educators. We urge all parents to become involved by attending these meetings. Meetings will be held regularly. Please consult the school newsletters for times. All are welcome to attend.

VOLUNTEERS

We are always in need of volunteers at the school. If you are interested, please phone the school. The school is currently involved in the program, "Volunteers for Literacy" (formerly Project LOVE). This program has been very successful and we will continue in this program. **In Addition, all volunteers who are working directly with children must have a Criminal Check done.**

CASUAL/DRESS DOWN DAY

Dress down days are for charity. On Fridays, the staff may wear casual clothing for \$1.00

LABELING BELONGINGS

For the primary students, we recommend that their clothing, shoes, boots and other materials be very clearly marked with their names. We have a "Lost and Found Box" which is usually overflowing. You are invited to come in any time to check for lost items.

RECREATION

Students are to go outside during recreation breaks, weather permitting. Please send in a note to your child's teacher if your child is to remain inside due to illness or injury.

SCHOOL REGULATIONS

ATTENDANCE

Students are expected to attend school regularly. Students who are absent from school will be responsible for completing any work that was missed. In the case of an absence, a note of explanation signed by a parent or guardian should be given to the classroom teacher when the student returns. A phone call would also be acceptable. Chronic absentees will be reported to the School Board.

STUDENTS LEAVING DURING THE SCHOOL DAY

Parents must report to the office where their student(s) will be signed out for safety reasons. If someone other than a parent is meeting a child, please send a note indicating these arrangements. **If you are calling the school to make a change in regard to picking up students at the end of the day, it would be much appreciated if you could call prior to 2:00 p.m. as the end of the day can be a very hectic time in the office.**

LANGUAGE

Students are expected to use acceptable language on school property, on buses, and while participating in extracurricular activities. Inappropriate language will result in behavior support consequences.

CONSENT FORMS

HIGH RISK FORMS

Any time a student is to leave the school in order to participate in a high risk school function, ex. any sports, the student **must** have the Participation, Release and Indemnification form signed by a parent/guardian and the **completed** form **returned** to the school **prior** to the activity.

LOW RISK FORMS

Low risk forms will be sent out the first week of school. These cover all non-athletic events, plays, musicals, etc. These will need to be completed only once.

SPECIAL EVENTS

As you know, we try to provide several special events throughout the school year that require physical activity. These include skating and trips to Brookvale for skiing or to the pool for swimming. A number of curricular outcomes, especially in the areas of physical education and socialization are met through these activities. Since everyone at particular grade levels and sometimes the entire school is involved in these events, it is expected that students will participate. They are not optional activities and students will bring a note from home if they are not participating. Recent illness, for example, might be a reason for not going to Brookvale. If families are having difficulty paying for any of our special events, they simply need to contact Mrs. Lisi at the school and we will use funds from the school district to cover these costs. Our staff look forward to participating in and supervising these events and we really appreciate your support in encouraging your children to be active, healthy learners!

DRESS CODE

Students are to dress appropriately for a school environment. Offensive clothing, offensive slogans on clothing, short shorts, and spaghetti string shirts are considered inappropriate school attire. No caps are to be worn inside the school.

GUM

Gum is prohibited in the school building.

SMOKING/DRUGS

Cigarettes, alcohol and non-prescription drugs are prohibited in or on school property and other premises during school functions. There is a ban on tobacco usage in all Eastern School District property by everyone.

COMMUNICABLE DISEASES

The School Act provides for the exclusion from school of students with certain infectious diseases. Parents are asked to please notify the school if their child has an infectious disease. Diseases to be aware of include: head lice, slap cheek, scabies, chicken pox, measles, impetigo, H1N1, etc.

DAMAGE TO SCHOOL PROPERTY

Students are to refrain from damaging, defacing or destroying school and/or personal property. If damage occurs, it will be the responsibility of the student(s) to repair or replace the damaged object

HOMEWORK

Studies have shown that the regular completion of homework assignments has a positive effect on a student's success. Homework is judged to be an important element of the curriculum that reinforces the skills taught in the classroom. For many reasons, some children do not have the proper study skills and habits that allow them to be successful in completing homework and casework efficiently. The staff is committed to helping children learn the skills necessary to develop positive study habits, thereby making school a more positive and successful experience.

If homework becomes a problem, the teacher will contact the home, making sure parents are aware of the situation. Teachers may have students work with them at recess, noon or after school.

Parents:

Please contact your child's teacher as soon as possible if there are any homework concerns.

STAFF

Principal.....Noreen Lisi (60%)
Vice-PrincipalJanie MacDonald
Grade 1.....Jennifer Stewart
(Dianne Nabuurss assisting Gr. 1 Language Arts)
Grade 2.....Noreen Lisi(a.m.)/Sherri Boutilier (p.m.)
Grade 3.....Madelaine Venart
Grade 4.....Fay Adams
Grade 5A.....Anita MacKinnon
Grade 5B.....Janie MacDonald
Grade 6 Intensive French (until Feb.).....Helen Lockerby
Grade 6 Regular Program (Feb - June)... ..Helen Lockerby
Core French.....Elizabeth Morais
Music.....Leah Brown
Physical Education.....Dianne Nabuurs
Resource.....Pamela MacLeod
School Counselor (Days 2, 4, 6).....Marie Bowness
Librarian.....Sherri Boutilier
Educational Assistants.....Donna Crane, Melanie Creed
.....Janice MacIntyre, Henrietta McAree, Shawna Quinn
.....Pam Harris , Alisha VanInderstine
Bus Drivers.....Maxine MacLennan (414), Paul Morrison (464)
Walter Shaw (470), Heber Ross (454), Lorraine Taylor (438)
Custodians.....Mary Miller
Administrative Assistant.....Joan McDougall

SCHOOL CALENDAR 2010-2011

September

- 1 Orientation Day for Teachers
- 2,3 School Development Day / PLC Kickoff
- 7 First Instructional Day for ESD Students
- 9 First Day for Kindergarten
- 14 School Pictures
- 21 Meet the Staff Night

October

- 1 Province Professional Learning Day (**No Classes**)
- 11 Thanksgiving (**No Classes**)
- 13 Picture Retakes
- 14,15 PEITF Annual Convention (**No Classes**)

November

- 4 Parent-Teacher Interviews (3:00 – 8:30 p.m.)
- 5 PT Interviews (a.m.)/Afternoon PD (**No Classes**)
- 11 Remembrance Day (**No Classes**)

December

- 9 Report Cards
- 15 Christmas concert (storm date December 16)
- 22 Last Day of Classes, 2010

January

- 4 First School Day in 2011

February

- 1 School Development Day
- 21 Islander Day

March

- 9 School Board Meeting (7:00 p.m.)
- 10,11 Parent Teacher Interviews (**No classes Mar. 11th**)
- 21-25 March Break

April

- 12 Spring Pictures
- 22 Good Friday (**No Classes**)
- 25 Easter Monday (**No Classes**)
- 26 Professional Development Day (**No Classes**)

May

- 6 Area Association PD Day (**No Classes**)
- 23 Victoria Day (**No Classes**)
- 24,25,26 Unit Track Meet
- 31 Interviews by Request

June

- 6 Welcome to Kindergarten
- 17 Camp Seggie
- 23 Grade 6 Closing
- 27 Last Day of School for Students
- 30 Last Day for Teachers

SCHOOL/DISTRICT POLICIES

BEHAVIOUR POLICY

Cardigan Consolidated staff are working towards a cooperative discipline philosophy. Cooperative behaviour support is a way to motivate students to manage their behavior while creating a positive classroom climate. It fosters the building of cooperative relationships among students, teachers, administrators and parents.

Most behaviour problems are handled immediately by the staff members involved. In some instances, however, behaviour problems may be referred to the administration. Behavior support is always the focus and is positive in nature, helping students to take responsibility for their actions and assisting them in making better decisions. Some consequences of misbehavior might be a warning, a detention, a conference with parents/guardians, a referral to guidance, a behavior contract, a conflict resolution program, suspension from classes or extracurricular activities, and in extreme situations, a suspension from school for a period of time. (Children who disrupt the learning environment of others will be denied school privileges).

HANDS-OFF POLICY

The school has instituted a “hands-off” policy. “Hands-off” means to refrain from verbal as well as physical abuse and/or threatening behavior. Misconduct in this area will be dealt with under the School Behaviour Support Policy and the Caring Places to Learn/Safe School Environment Policy of the Eastern School District.

CARING PLACES TO LEARN

What is the Caring Places to Learn Policy?

The Eastern School District's Caring Places to Learn policy is a wide-ranging comprehensive policy designed to ensure that schools in the Eastern District provide a healthy, safe, and supportive working and learning environment for every student and staff member.

Thousands of personal interactions occur in Eastern District 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, directing that students and staff demonstrate regard, concern, and respect for the unique differences of every individual.

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

What Are The Expectations For Behavior?

Each school has its own Code of Conduct and/or disciplinary procedures. The Caring Places to Learn is an "umbrella" policy which supports each school's own policies in this area. The Caring Places to Learn policy covers such specific areas as 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 .

The expectation for behavior for all members of the school community are similar: that we will demonstrate regard, concern, and respect for each other in all out interactions both inside and outside the classroom. It is expected that students and staff will demonstrate diligent effort in ensuring safe and caring learning environments.

The policy states that students and staff will know what is expected of them, that they will have help in meeting the expectations, that they will be informed as to how well they are meeting expectations, and that corrective actions be taken when necessary. In short, it is expected that we give, and are given every opportunity to be successful.

What Should Parents Be Aware of?

There are a few areas to which parents , in particular, should pay close attention. One of these areas is the fact that all situations which would negatively affect the school's healthy and supportive environment should be reported. 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's a responsibility of the entire school community.

1. Parents play a vital role in developing student behavior and conduct. It is our expectation that parents:
 - be aware of the school's code of conduct
 - work with the school to resolve student behavior issues when they affect their children.
 - cooperate with the school's or district's recommended course of action for the student.
 - model appropriate behavior 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.

TRANSPORTATION POLICY

A bus driver's job and main concern is to drive safely. Students whose behavior is deemed detrimental to the good order and safety of the other passengers will lose their transportation privileges for a period of time. It then becomes the responsibility of the parent to arrange for transportation of the student to and from school. **Transportation is a privilege, not a right.**

BUS RULES

MISCONDUCT ON THE SCHOOL BUSES

For the first misbehavior on a school bus, the student will receive a warning. The second offence will result in a bus misconduct letter being sent home, as well as a call being made to the parent/guardian. Any subsequent offences could result in loss of his/her right to travel on the bus for a period of time. **Incidents deemed to be of a serious nature can result in an automatic suspension without a warning or letter being sent home previously.**

STUDENTS TRAVELING ON ANOTHER BUS

On occasion a student may need to be dropped off in a place other than their regular stop. The student must have written permission from a parent or guardian. If plans change during the day, a phone call to the school will be sufficient. **Students attending birthday parties or other activities, may not travel on a different bus.**

Due to full buses, please check with the school before assuming your son/daughter may travel on a different bus.

CODE OF CONDUCT

Students and staff at Cardigan School worked cooperatively to develop a set of guiding principles. These principles make up our School Code of Conduct. Classes have discussed appropriate and inappropriate behaviors with the code and staff would appreciate parents reviewing the code with their children.

CARDIGAN CONSOLIDATED CODE OF CONDUCT

- **I WILL BE RESPONSIBLE AND ACCEPT THE CONSEQUENCES OF MY ACTIONS.**
- **I WILL BE PREPARED FOR SCHOOL AND DO MY BEST.**
- **I WILL MAKE OUR SCHOOL SAFE PLACE.**
- **I WILL RESPECT OUR SCHOOL, OTHERS AND THEIR PROPERTY.**

STAFF AND STUDENT AGREEMENTS

- **We will practice Attentive Listening**
- **We will attempt to Participate**
- **We will be mutually Respectful**
- **We will celebrate our achievements and show appreciation for one another.**

REPORTING STUDENTS' PROGRESS

Cardigan School is using the new Eastern School District computerized report card system. Report cards are sent home three times throughout the school year, according to the three terms (autumn, winter, and spring). Parents are requested to read these reports and sign the attached form stating that they have received the report card. On the final report card, recommendations for the next school year are made as follows:

Promoted - The student has met grade level requirements.

Placed - The student has not fully met grade level requirements, but will continue with peers and may follow an adapted/modified program or IEP.

Retained - The student requires an additional year at this grade level.

PROGRAMS FOLLOWED

A regular program follows the prescribed provincial curriculum. An adapted program has changes in format, instructional strategies and/or assessment. (e.g. books on tape, oral tests). In a modified program the curriculum is changed to meet the students needs. An IEP is an individualized education plan.

SCENT FREE POLICY

A number of students and staff suffer from allergies. As a result, we are making the school "scent free". Scent free deodorants, lotions and shampoos can be purchased. As well, avoiding the use of perfumes, scented hair sprays and colognes would be appreciated. Thanks for being sensitive to other's health needs.

FOOD ALLERGIES

The school has an obligation to establish a safe environment for all students. Therefore, we are requesting parents avoid including nut products in lunches or snacks. Our objectives are to establish and maintain school practices which reduce the possibility of exposure to substances which may cause severe reactions or anaphylactic shock. Given that all students share the water fountain and washroom, the whole school will be operating under a nut free policy. Thanks for your assistance in this serious matter.

MEDICATION POLICY

The School Board permits the administration of prescribed and over-the-counter medication only if parents sign the Request for School Assistance in Administering Medication or Medical/Physical Procedures to Students form. If you need a form, please contact the school. If medication is to be taken in school, please ask your child to bring the medication to their home room teacher. **The school is not permitted to give out Aspirin/Tylenol.**

SCHOOL PROGRAMS

SCHOOL COUNSELOR

The Counseling program focuses on a team approach to provide services to the students of Cardigan Consolidated. The Counselor works with students, staff, parents and all district resources to help make school learning a positive experience. Counseling services are usually provided at the school on days 1, 3 and 5 of the school cycle, but can be available at any necessary time. Parents can contact the school counselor at the school with any questions or concerns that could be addressed through the program.

RESOURCE

A resource teacher is a specially trained professional in the area of learning difficulties. The resource teacher's role is to help both teachers and students, so all children can learn more successfully and independently. The resource teacher wishes to include parents in all decision making regarding their children and welcomes a meeting if they have questions or concerns. This year, Pam MacLeod is the Resource Teacher.

STUDENT SERVICES TEAM

Cardigan Consolidated's Student Services Team is an ongoing, problem-solving group of consistent members who meet to discuss individual cases teachers have referred to them. The team also serves an administrative function in making decisions regarding delivery of services for children. The team consists of an administrator, a resource teacher, a school counselor, an educational assistant and one or more classroom teachers.

PEER MEDIATORS/PAL TEAM

The PAL team are Grade 4 students who are trained as Peer Helpers on the playground. They are volunteers who assist other students to have a safe and pleasant time with their peers at recess times. Sometimes they take play equipment outdoors to share with other students and lead in game organization. They also make students aware of safety rules on the equipment and playground. Their help is much appreciated by school staff who are on duty in these areas.

FRENCH

The goal of the Core French program is to have students learn the basic elements of the French language in as authentic a context as possible. This goal is achieved by having Core French students study themes which are relevant to their lives and which actively engage them in numerous classroom activities that lead up to a final project.

Although the Core French program is designed primarily to have students participate in basic conversational French, students also learn to understand, read and write the French language. The Core French program is offered to students in grades 4-5.

The Intensive French Program for grade six students is a continuation of a provincial three-year pilot program provided at our school. It is no longer a pilot program. This program involves students learning primarily in French from September to February. Students who complete this program will have an Enhanced French Program rather than Core French in grades seven and eight.

PHYSICAL EDUCATION

The Physical Education program for the lower grades focuses on such things as gymnastics, movement education and basic skills related to various sports and organized games. The upper elementary and junior high students participate in sport-specific units. Some of these units include soccer, volleyball, basketball, gymnastics, badminton and track and field.

The school also offers an extensive intramural and Physical Education extracurricular program. Intramurals are offered at noon each day. Students are required to have indoor, non-marking sneakers. **No black soled sneakers.** A T-shirt and a pair of shorts or gym pants are highly recommended.

MUSIC

The main objective of the Music program is to instill a love and appreciation of music, and to promote singing. Grades K-6 enjoy singing classes approximately 90 minutes over a six-day cycle. Students have the option of Grade 1-3 choir or Grade 4-6 choir. Traditional music is taught in Grades 5-6. In addition, our choirs enter the Kings County Music Festival. Students enjoy performing in and at school assemblies. Individual singing is encouraged in all classes. As part of the Music program, recorder will be offered to Grades 5 and 6.

SCHOOL LIBRARY

This year our library program will include book exchange, resource based learning and learning stations which will focus on students selecting resources for class projects as well as reading for pleasure. Our Teacher Librarian, Sherri Boutilier, will be here on days 4, 5 and 6 and will be working with students and teachers to help build library and research skills by working on a variety of curriculum linked projects throughout the year. The goal of our library program is to help students develop their literacy skills and to become independent, lifelong learners.

Students will be able to visit the library during designated times throughout the day to select books for pleasure reading and class projects. Students are permitted to borrow three books at a time for a period of two weeks. All books must be checked out in the students' name through the computer database. Students are responsible for books borrowed under their name and if a book is lost or damaged they will be expected to pay a replacement fee. No report card will be issued at the end of June until this has been settled.

EASTERN SCHOOL DISTRICT

The Eastern School District is responsible for providing elementary and secondary public education. The Eastern School District telephone number is 368-6990. The District boundaries include the Bluefield, Charlottetown Rural, Colonel Gray, Montague, Morell and Souris family of schools. Cardigan Consolidated is part of the Montague family of schools.

ADMINISTRATIVE STAFF POSITIONS

Superintendent of Education	Ricky Hood
Director of Corporate Services	Marjorie Steeves
Director of Curriculum Delivery	Walter Wilkins
Director of Student Services:	Adrian Smith
Director of School Development	Bob Andrews
Leader of School Development	Anne Hall
Manager of Human Resources:	Yvette Blanchard
Transportation Services Manager	Catherine MacKinnon
Property Services Manager:	John Miodowski

PARENT/STUDENT HANDBOOK

Student Handbook Contents

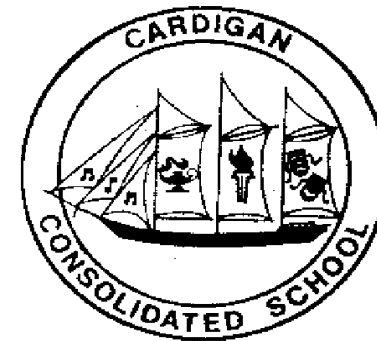
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**CARDIGAN CONSOLIDATED
SCHOOL**

RR6
CARDIGAN, PE, C0A 1G0

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September 2010

**PARENT/STUDENT
HANDBOOK**