

PRINCIPAL'S MESSAGE

Welcome to Gulf Shore School. We trust that you had a restful and fun summer and are looking forward to returning to school with renewed energy and enthusiasm.

We make every effort to provide a healthy, safe, and caring learning environment for all. We expect students and staff to be familiar with our Safe and Caring School Policy and use it as a guide for building healthy relationships, developing a good work ethic and approaching life with a positive attitude.

We will continue our goal of maintaining a professional learning community here at Gulf Shore by respecting one another and accepting our responsibilities as Gulf Shore citizens.

Please keep in mind when visiting our school that we are a Scent Free School and to sign in at the office each time you visit the school.

Gulf Shore School
North Rustico,
PEI, C0A 1X0
Phone: 963-7810
Fax: 963-7815
Principal: Mary Jane Ready
Vice Principal: Maria Lavoie
Secretary: Rose Gallant

This handbook is a reference for you. Please refer to it or check out our website.

THE SCHOOL DAY

Arrival of Students:

The school is not responsible for supervision of students until the arrival of the first school bus. *Students are requested not to arrive at school before 8:30 a.m.*

The day at Gulf Shore School begins with home room for all students. An 8:40 a.m. a bell will indicate that it is time to move to home room.

We begin our day with O Canada. At 8:45 a.m. attendance is taken and then morning announcements are read. These announcements contain notices of events and meetings that will take place during the day, as well as other information of importance.

The completion of announcements at approximately 8:50 a.m. signals the beginning of 10 minutes of silent reading.

Students' Schedules:

The school operates on a six-day cycle. In the event of schools in Eastern School District being closed for one or more days, the cycle continues uninterrupted when classes resume. In the event of only Gulf Shore School being closed (e.g. interviews), the day(s) of the cycle are missed.

School Hours:

8:25 - 3:15 p.m.	Instructional Staff Hours
8:30 - 8:40 a.m.	Home Room
	Supervision
8:45 - 8:50 a.m.	O Canada /
	Announcements
8:50 - 9:00 a.m.	Silent Reading
9:00 - 10:20 a.m.	Classes Begin
10:20 - 10:30 a.m.	Intermediate Break
10:20 - 10:40 a.m.	Elementary Break
10:30 - 11:50 a.m.	Classes
11:50 - 12:20 p.m.	Break
12:10 - 12:40 p.m.	Lunch in Class
12:40 - 12:44 p.m.	Prepare for PM classes
12:45 - 2:45 p.m.	Classes
2:45 - 2:55p.m.	Dismissal/Buses
	Depart

POLICIES AND PROCEDURES

Attendance:

Class attendance is mandatory. A student's parents are notified of unauthorized absences from class which have been reported by a teacher. In case of an absence, a parent/guardian must notify the home room teacher by phoning the general office (963-7810) as early in the day as possible. If it is not possible to call, the absence should be explained by a parent's note to the home room teacher upon the student's return. Students are responsible for work missed at this time.

Late:

Students are expected to be in class by 8:45 a.m. when the school day begins. Continued tardiness will be treated as an attendance problem and parents will be advised and asked to help rectify the situation.

Reporting:

Part of our SAFE Schools Procedure is to have everyone coming into the school identified. When you arrive we asked that you report to the office, sign in and receive a "lanyard" to identify you as a visitor/guest, volunteer or a staff member. Please remember to return the lanyard and sign out when you leave the school.

Leaving School Property:

Students are not permitted to leave the school grounds without a written request or a phone call from parents/guardians. Should a student have permission to leave at noon, the parent/guardian or designated adult is requested to pick up the student and return them by 12:35. Requests from parents for permission for a student to leave at noon break or to walk home at the end of the day are to be made to the Principal or Vice Principal.

Picking Up Students During the Day:

Should any student need to leave school for an appointment, sickness or other legitimate reasons, parents should inform the student's home room teacher in writing of plans to pick the student up at the office. Should something come up during the day and you need to pick up your child/children, a phone call to the secretary will suffice. Parents are asked to report to the office when picking someone up during the day.

Sickness and Accidents at School:

If your child is too sick to go outside they should be kept at home until they are well enough to participate in a full school day.

If a student becomes ill during school hours, the home will be contacted to arrange for the student to return home. In the event that no adult is at home, the student will be made as comfortable as possible at the school until the parent/guardian is contacted and is able to pick up the student.

In the event of an accident requiring medical attention, the school reserves the right to provide medical assistance through the use of the out-patients department at the Q.E.H. If necessary, an ambulance may be called. Every attempt will be made to contact the home prior to this action. Each student is asked to provide an emergency number of a relative or neighbor who will be willing to assume responsibility for a student leaving school because of sickness or accident.

The school will take whatever action is deemed necessary in emergencies in which parents or designated adults cannot be contacted.

Caring Places to Learn:

Each school has its own Code of Conduct and/or disciplinary procedures. The Caring Places to Learn Policy is an "umbrella" policy which supports each school's own policies in this area. For more information on Caring Places to Learn Policy

go to the website: www.edu.pe.ca/gulfshore

Rights and Responsibilities of Students:

We expect a calm and orderly learning atmosphere in our school. Learning how to demonstrate responsibility, respect and cooperation is an important part of a student's education.

If at any time a student is consistently disrupting the learning atmosphere, disciplinary action must be taken. In class, teachers first try to solve these problems. Records are being kept on these students and parental contact will be made if this behavior persists. The administration will be used to aid teachers in solving consistent discipline problems.

Parents will be notified of persistent and serious problems in behavior. In this case, parents will be invited to the school for a meeting with teacher(s) and administration. Through this effort, it is hoped that the disruptive behavior is stopped.

If a serious incidence of misbehavior should occur, the school may suspend the student from attending school. The school may request to meet with the parents to ensure that the behavior will not happen again.

Major infractions are ones where the student's actions are deemed to be harmful to themselves, others or property. Fighting, smoking and the use of foul language are also considered to be major infractions. Procedures to deal with such infractions include removing the student from the situation and if warranted, sending or bringing the student to the Principal's or Vice Principal's office. The student may be asked to complete a written report of the incident. Teachers will document such incidents and administration will inform parents. Parents may be asked to sign the report of such incidents and have it returned to school. Home room teacher, supervising teacher and administration will determine appropriate disciplinary measures.

Minor infractions are ones deemed to be less severe in nature both for the student and others (i.e. rudeness to peers, not permitting others to play with them, not taking turns, etc.). Procedures to deal with minor infractions would include speaking privately to the student for the first offense, informing the home room teacher and completing a brief written report (located in the Teacher's Planning Room). For repeated offenses, administration will be advised and parents are to be informed.

Playground and Corridor Behavior:

Part One - Playground:

The basic rule in our school is - No Student Should Hurt Self, Others, or Property. This is best achieved by remembering and following a few instructions:

- 1) Rough play, play fighting or horseplay often lead to injury.
- 2) The throwing of snowballs may result in serious injury and is strictly forbidden.
- 3) "King of the Mountain" games are too rough and often lead to injuries.
- 4) On slides, we sit down to slide.
- 5) No climbing on the outside of the playground equipment (use the equipment as intended and as directed).
- 6) Take care of our environment (no littering).
- 7) Respect others' privacy (no peeking in classroom windows, climbing on window sills, etc.).
- 8) No vulgar language.
- 9) Intermediate Students are asked to enter and exit the building through the student bus door or the Multi-Purpose room exit.

Part Two - Corridor:

- 1) Pushing and shoving or running through the hallways are dangerous and can lead to conflict and injuries.
- 2) Speak respectfully using a pleasant

tone of voice.

3)Walk to and from the buses.

Roller (In-Line) Skating - Bicycles and Skate Boarding:

Roller skating and skate boarding is not permitted on school property during the regular school day. Students are not to ride bicycles on the grounds during the school day and if a student brings his/her bike to school it should be locked to the bike stand.

Property Damage:

Student(s) responsible for willful damage to school property (building, grounds, equipment, lockers, furniture, etc.) will be expected to pay full costs for replacement or repair. This is a serious matter and may also result in suspension from attending school for a period of time.

Smoking, Alcohol and Other Illegal Drugs:

Students attending elementary or intermediate (Gr. 7-8-9) schools are not permitted to smoke on school property. Staff will not smoke on District property during authorized school functions. At Gulf Shore, a first offense for a student smoking will result in an automatic one day suspension. A second offense will result in a three day suspension from school. Students are not to be in possession of cigarette(s) at school and if visible, the student may be requested to give it/them to a staff member and the parent may be notified. This policy pertains to all school functions (dances, field trips, sporting events, etc.).

Possession or use of alcoholic beverages or drugs in school or on school property at any school events is strictly prohibited. Any student(s) disobeying this policy will be suspended from school and/or school events for a period of time and parents will always be informed.

School Nurse:

Anne Marie Carr will be our school nurse this year. She will be at Gulf Shore on a regular basis.

The Public Health school health program will involve vision and hearing screening, communicable disease, health teaching, immunization and family life education.

Parents are encouraged to contact the school health nurse if they have any concerns about their child. She may be contacted either through the school or at the Public Health Nursing office at 368-4530.

Administering Medication:

Students may take medication provided it is under the direction of a physician. A "Permission Form" for administering medication should be completed by parents for those students. These are available from the secretary upon request. The school does not give Aspirins and Tylenol to students.

Dress Code:

Our school wishes to promote an atmosphere of respect. Students and teachers are expected to wear appropriate clothing to school. After much deliberation, 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.

Clothing must be an appropriate length. Skirts, shorts and dresses must be finger tip length or longer when standing comfortable straight.

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

Clothing that will be considered inappropriate includes pyjamas, spaghetti straps, (less than two fingers wide) halter tops, tube tops, muscle shirts and tank tops. Clothing must cover the stomach and

cleavage area no undergarments can be showing.

This dress code pertains to all school activities including field trips, dances, extra-curricular activities etc.

The administration reserves the right to define the term “inappropriate.” Students failing to comply will be required to change into appropriate clothing before entering class.

Hats and caps are to be removed on entering the building. Students must wear footwear for health reasons and in the event of the need for a sudden evacuation of the building. Flip flops are not permitted in the Home Ec Room or Industrial Arts Room.

Personal Electronic Devices:

Students are prohibited from unauthorized use of electronic devices such as: digital voice recorders, I Pods, dictaphones, CD/DVD MP3 players, laptops Blackberry pagers, cell phones, etc. This is an Eastern School District Policy.

Telephone:

Except in emergency situations, students will not be interrupted from their classes to receive phone calls. We do realize, however, that parents and others must sometimes contact students during the school day. In this case we will attempt to get a message to the student or have the student call back at a convenient time.

We have a pay phone at the school which is for student use. The office phone is for emergency calls (sickness or injury). Generally students are to use the pay phone at recess and lunch hour. Its intended use is for necessities like forgotten lunch, clothes, arranging rides, etc. It may also be used for educational purposes (surveys, research, requests, etc.).

SCHOOL PROGRAMS

Mid French Immersion:

Gulf Shore School is the only school on Prince Edward Island that offers French Immersion at the grade four level. We are proud to have such an unique and quality program here at Gulf Shore.

Physical Education:

The Physical Education program is compulsory for students. It provides a variety of physical activities to physically develop and condition the body. The total development of the child physically, mentally, socially and emotionally is the key objective of the program. Students learn how to play sports and games for leisure time activities.

Intermediate students will be expected to change clothing for physical education classes. It is not necessary to have a gym suit; any loose fitting clothing is suitable.

Regular footwear is forbidden in the gym and only clean sneakers are suitable for participants. Food is not permitted in the gym area. All equipment is for the students' use and students are expected to be responsible for the care of equipment.

Students are asked to leave money or other valuables locked in their lockers.

We believe very strongly in the “Healthy Body - Healthy Minds” adage. Intramurals bring together fun, fitness and cooperative participation in a non-competitive atmosphere to foster a better lifestyle for students, now and in the future.

Keeping in mind our perspective on physical activity we will have a walk to school day once a month, weather permitting.

Band:

Our students begin the band program in grade six with three class periods per six-day cycle. Intermediate band students receive three classes per cycle. Band students are expected to attend early morning band practices weekly and to play in all concerts.

The expectation is that students who register for band remain in the program until the end of grade nine. Students may not opt out of the program during any part of the year. Each student is responsible for the care of his/her own instrument.

Textbook Replacements:

The Department of Education has established the following policy: Any student who requires a replacement text for a text provided at the beginning of a school year, for reasons other than normal wear and tear, is to be charged as follows:

A) In the case of expendable items such as workbooks, the full current list price will be charged.

B) In the case of used textbooks, one half the current list price will be charged.

C) In the case of a new textbook, the full current list price will be charged.

School Supplies Fee:

Our elementary students pay a fee to be used by our school to purchase supplies children need for daily work. These supplies are purchased in bulk by teachers to ensure standard quality, sufficient quantities, and better prices. This fee was collected in June.

Lunch Programs:

The Eastern School District has adopted a Healthy Eating Policy. In this are guidelines to types of foods we should prepare for students.

The Home & School has a Food Healthy Eating Committee that plans and organizes a variety of foods.

The committee will communicate through newsletters their food choices and prices throughout the school year.

GENERAL INFORMATION

Student Evaluations and Reports:

Student progress is assessed daily through observation, project work,

assignments, individual and group tests. Progress is viewed with each students' capabilities in mind and is reported to parents and students in both formal and informal methods.

Parent-Teacher Conferences are held twice per year - in late October and early March. Report Cards for intermediate students and Progress Reports for elementary are issued in November, March and June. Our school year is divided into three reporting periods. Conference times are scheduled at appointed times for both elementary and intermediate levels. Gulf Shore provides grade K-9 students with attendance records and 7-9 students access to assignment marks online using Students Achieve (sas.edu.pe.ca) Parents can receive their login information by providing their e-mail address to the school.

Busing:

The privilege of traveling on a bus is granted by the School Board depending upon the conduct and behavior of each student. A bus driver is in charge of the passengers on his/her bus. He/She may assign permanent seats to each student if it is felt to be necessary. He/She reports to the administration any instances of misbehavior on his/her bus. Smoking on buses is strictly prohibited. Anyone experiencing any difficulty regarding bus travel should report to the administration of the school.

Students are to read and obey the safety rules posted in the bus.

If a student misses the afternoon bus, he/she is to contact the main school office immediately. Under no circumstances should a student begin to walk home after missing a bus.

Bus Transfer:

Due to the number of students on each bus we are unable to allow transfers.

From time to time, students request permission to be dropped off at a different

stop which is not their regular designated stop. This requires a note from their parent or guardian to be passed into the office in the morning and is permitted only if it does not require an additional stop..

Instructions for students and drivers are posted in each bus.

Evacuation procedures and bus safety is taught early each school year.

2011 - 2012 SCHOOL CALENDAR:

September

- 1 Orientation for Teachers
- 2 PD Day/School Development
- 5 Labor Day
- 6 First Day for Students
- 13-14 School Photos
- 15 Meet the Teacher
- 19 Magazine Campaign (Band)
- 21 Home & School Meeting 6:30 pm
- 23 Terry Fox Run

October

- 10 Thanksgiving
- 20-21 PEITF Annual Meeting
- 26 Home & School Meeting-6:30 pm
- 27 Parent Teacher Conferences
6:30 - 7:30
- 28 Parent Teacher Conferences
8:45 - 3:00 p.m.
- 27-28 Book Fair

November:

- 9 Remembrance Day Assembly
- 10 Professional Development Day
- 11 Remembrance Day (no school)
- 23 Home & School Meeting -6:30 pm
- 24 1st Term Report Cards
- 25 School Development Day

December

- 7 Band Concert (storm date 8th))
- 14 Christmas Concert (storm date 15th)
- 20 Last School Day in 2011

January

- 3 First School Day in 2011
- 18 Home & School Meeting - 6:30 pm

February:

- 1 Professional Development Day
- 15 Gr 4 French Immersion Information Meeting
- 20 Islander Day (no school)
- 22 Home & School Meeting - 6:30 pm
- 29 Report Cards

March:

- 1 Parent Teacher Conferences
6:30 - 7:30 p.m.
- 2 Parent Teacher Conferences
8:45 am - 3:00 pm.
- 1-2 Book Fair
- 14 Family Literacy Night
- 19-23 March Break

April:

- 3 Information Meeting at Bluefield
for Gr 9 students and parents
- 6 Good Friday
- 9 Easter Monday
- 10 Registration Deadline for Gr. 10
- 11 Home & School Meeting - 6:30 pm
- 12 Heritage Fair
- 13 International Day of Pink
- TBA Band Trip
- 27 School Development Day

May:

- 4 Area Association Professional
Development Day (no classes)
- 21 Victoria Day
- 23 Home & School AGM Meeting
- 26 Spring Concert

June

- 6 Orientation for Kindergarten
- 13 Welcome to Kindergarten
- 18 Grade 9 Exams
- 25 Gr. 9 Closing Ceremonies
- 26 Celebration of Learning
- 26 Last Day for students
Report Cards
- 29 Last Day for Teachers

