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L.M. Montgomery School Staff List 2011- 2012

INSTRUCTIONAL STAFF:

Heather Cudmore	- Principal/Grade 2 Math
Patti Davidson	- Vice-Principals, Grade 6
Denine MacCormack	- Grade K
Danny Dowling	- Grade K
Heather Carr	- Grade K
Julie Murchison	- Grade 1
Nancy Ritchie	- Grade 1
Lori-Ann Lingley	- Grade 1
Shelly King-Compton	- Grade 2
Cheryl Walsh	- Grade 2
Nancy MacKinnon	- Grade 2
Kathy Lanigan-Campbell	- Grade 3
Maureen Hennessey	- Grade 3
Emily Tumpbin/Mrs. MacBeath	- Grade 3
Kevin Curran	- Grade 4
Alison Kelly-Doyle	- Grade 4
Lore-Lei Brothers	- Grade 5
Cyndi Proude	- Grade 5
David O'Hanley	- Grade 6
Lynn Macmillan	- Music (Gr. K - 5)
Wendy Evers	- Music (Gr. 6) Strings (Gr. 5 & 6)
Jody Kinney	- Physical Education (Kindergarten)
Leisa Nogler	- Physical Education (Gr. 1 - 6)
Karen Jollimore	- Teacher Librarian (Gr. 1 - 6)
Sally Conohan	- French - Gr. 6 Math
Valerie Herring-MacBeath	- Reading Recovery/Resource
Carrie Ellsworth	- Resource
Martha Murnaghan	- Resource
Susan Doiron	- School Counsellor

Educational Assistants

Joanne Brown	Wilma Smith	Cindy Fraser Yazdani	Gina Beaton
Yvonne Cummiskey	Theresa Lambe	Margaret MacKay	

SUPPORT STAFF

Donna MacNeill	Secretary
Clifford MacIntyre	Day Custodian
James MacDonald	Night Custodian
Pam MacKenzie	Cleaner
Patty Sanderson	Public Health Nurse (Tuesdays)
Faye Hendricken	Speech Language Pathologist

Bus Drivers

Chad Lewis	Bus # 100
Judy MacKay	Bus # 144
Barry MacMillan	Bus # 104
Lisa Houston	Bus # 185
Dale Wilson	Bus # 103
Doug Rix	Bus # 105

L.M. Montgomery School:

The official name of the school is L.M. Montgomery. The author preferred this form of address rather than Lucy Maud. The School opened in September, 1983 to serve students from the schools of East Royalty, Dunstaffnage, Marshfield, Grand Tracadie, and Stanhope. We presently serve seventeen communities.

Administration's Message

Welcome back! We hope everyone had a relaxing and happy summer. A special welcome is extended to students and parents who are joining the L.M. Montgomery school community for the first time.

We believe in a cooperative partnership between home and school to ensure success. As is evidenced by our mission statement below, our staff is committed to providing an environment that is both safe and caring. This environment is necessary to promote the academic and social growth of all our students.

We hope you enjoy your experience with us at L.M. Montgomery. Please take a few minutes to read through our handbook and familiarize yourself with our school's programs and policies, so we can work together to make this a great year for everyone.

Mission Statement:

The mission of L.M. Montgomery School is to provide a safe and positive learning environment so all students have the opportunity to develop to their potential.

L.M. Montgomery will provide students and staff with the skills and resources to become lifelong learners, through a healthy and respectful relationship within the school and home community.

Communication:

Good communication between home and school is essential. You are encouraged to call if you have any questions or concerns about your child. The best time to contact the teacher is after school. However, you may wish to call throughout the day, and the office will take a message and relay it to the teacher. If you have an urgent concern that you wish to discuss, please send a note with your child to the teacher for them to contact you.

Several forms of communication are structured and planned. They include Home and School/Advisory Council Meetings, Parent-Teacher Conferences, Meet the Staff Night and the "School Newsletter" and the school web site <<http://www.edu.pe.ca/lmmontgomery>>

School Visitors

All visitors, including parents, are required to report to the office when entering the school, unless they are proceeding to the gym for a function, or to a classroom for a previously scheduled meeting with the teacher.

If you are picking up your child, please wait outside, or in the front lobby to alleviate congestion and confusion in the hallways. It is very distracting for your child and other students to have people waiting in the hallway while they are engaged in classroom activities. If you are picking up your child for an appointment, and they are not ready, please go to the office, and we will page them to join you.

If you are dropping off forgotten items, such as lunch or homework, please leave these in the office, so as not to disturb classes.

Thank you for your cooperation.

School Cancellation or Closure Due to Storms

If schools are to be cancelled, parents will be notified by radio announcements on all radio stations. The first notice will be broadcast by 7:00 am.

One hour delay - In cases where a decision can not be made by 7:00 am , a one hour delay will be announced. This means that all schools and buses will operate one hour later than the usual time. A further announcement regarding delays will take place by 8:00 am.

If school closures take place by family of schools, L.M. Montgomery is a member of the Charlottetown Rural Family of schools.

In some instances, it may be necessary to close individual schools during the day because of local weather conditions, or other reasons. In such cases, announcements will be made on all radio stations. Parents who will not be home when children arrive should make alternate arrangements for the care of their children on such days.

Please ensure your child knows where he/she is to go in the event of an unexpected school closure.

Parent Teacher Conferences:

Two sets of scheduled parent teacher conferences will be held during the year. Conferences in June at the time of final reports will be optional. The dates are as follows.

October 27	Evening (5:00 pm - 9:00 pm)
October 28	Full Day (9:00 am - 3:00 pm)
November 30	Report Cards Issued
March 6	Report Cards Issued
March 8	Evening (5:00 pm - 9:00 pm)
March 9	Full Day (9:00 am - 3:00 pm)

L.M Montgomery is a Peanut/Peanut Product Free School

As many as one percent of Canadians suffer from an extreme life-threatening allergy (Anaphylaxis) to certain foods, medications, or insect stings. Anaphylaxis is a severe allergic reaction which, if left untreated, may be fatal. The school has an obligation to establish a safe environment for all students. Therefore, our school is a Peanut/nut free zone. We ask parents to be aware of this when sending lunches in for their children. Any items that contain traces of peanut/nut products will not be permitted in the school.

School Newsletter:

A monthly newsletter will be issued on the first **Monday** of each month. A calendar of the month's events will be sent home on or proceeding the 1st day of each month. The youngest student in each family will receive the notice. If needed, memos will be sent home in between newsletters to keep you well informed.

The Caring Places to Learn Policy

The Eastern School District's *Caring Places to Learn* policy is a comprehensive policy designed to ensure that schools in the Eastern School District 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. Please check the Eastern School District's web site for the complete policy.

Code of Conduct

1. I will respect myself, others and property.
2. I will take responsibility for myself, my actions and my learning.
3. I will use respectful language.
4. I will act in a safe manner.

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

ESD Code of Bus Conduct:

1. Please respect the rights and property of others.
2. Bullying or acts of physical or verbal abuse will not be tolerated.
3. Students are expected to:
 - ~ arrive at bus stop on time
 - ~ Remain in seats
 - ~ Help keep school bus clean
4. Students are not permitted to:
 - ~ smoke on school bus
 - ~ throw objects
 - ~ use obscene language
 - ~ eat or drink on school bus
5. Students who commit acts of vandalism will be responsible for cost incurred
6. The driver enforces bus rules and is authorized to assign seats
7. The third offence will result in a suspension as determined by the school administration.

Electronic Devices

As the world continues to become more technologically advanced, our students have many electronic devices available to them. As a school community, we must work together to set clear guidelines around the use of electronic devices in the school, on our buses, and on the playground.

Devices such as cell phones, digital cameras, MP3's, iPods, DS's, etc. are owned by many of our students, however, school many not be the best time/place for their use. **When not authorized for use, all electronic devices must be turned off and kept in backpacks while on the school premises.** Electronic listening devices may be used on buses, with the permission of the bus driver. There is a student phone in the main lobby and also in the office area for times when students need to make calls home during the school day.

Electronic devices are very expensive and fear of loss, damage, or theft is the main reason we would discourage students from carrying these items from home to school as **we do not assume responsibility for the loss or damage of these items.** The privacy of students is also **extremely important** to us and we want to ensure that any cameras and/or recording devices are kept out of change rooms, classrooms, and our playground

School Hours/Supervision of Students:

The Student Entrance will be opened at **8:20 a.m.** Scheduled supervision is provided by teachers after 8:20 a.m.. Scheduled supervision also takes place during recess 10:15-10:30 a.m., in the classroom for lunch

from 12:20-12:40 p.m, on the playground at noon 11:50-12:15 p.m. and during dismissal time 2:40-2:50 p.m.. Students are expected to play outdoors during supervised recess and noon breaks. Students are expected to dress for the weather conditions.

Morning Classes	8:43 a.m.	11:50 a.m.
Recess	10:15 a.m.	10:30 a.m.
Supervised Noon break	11:50 noon	12:15 p.m.
Supervised Lunch	12:20 p.m.	12:40 p.m.
Afternoon Classes	12:40 p.m.	2:40 p.m.
All Busses Depart	2:47 p.m.	

Note:

Students who walk or cycle will be dismissed after the busses depart at 2:47 p.m.. A parental permission note must be provided for walking, cycling, and for transportation with people other than parents. Parents or designate can pick up their child at 2:40 p.m. if they meet the child in the front lobby, or in the parking lot once busses depart. If you are making arrangements for your child during the day, please call the school office prior to **2:00 p.m.** to ensure time for messages to be delivered.

Student Absences:

Regular school attendance is important in order to achieve success in school. Students who are frequently absent or who often miss part of the school day tend to become discouraged and start to lose interest in their school work. If a student is absent, parents are asked to observe the following:

1. In the interest of your child's safety, telephone the school to inform the staff of the absence.
2. When requesting that work be sent home, please telephone the school **before noon**. This allows the teacher time to prepare and/or collect the work from other teachers.
3. To minimize the effect of absence from class and to increase the readiness for the next day's learning, students who are absent are encouraged, when able, to contact the teacher and/or another classmate concerning assignments, etc....

Clothing Expectations:

1. Students will change outdoor footwear to indoor footwear upon entering the School.
2. All footwear must be securely fastened.
3. Caps/hats will not be worn in class.
4. Items of clothing, i.e. T-Shirts must be appropriate and not bear offensive or inappropriate language.
5. Parents are encouraged to label lunch cans, footwear, jackets, etc. .

Student Services:

A range of special education and support services are available to students on a limited basis. The services, personnel and availability are as follows:

1. Resource - Mrs. Ellsworth, Ms. Herring-MacBeath & Ms. Martha Murnaghan
2. School Counsellor - Ms. Doiron
3. Educational Assistants - Ms. Brown, Ms. Fraser-Yazdani, Ms. Lambe, Ms. Cummiskey,
- Ms. Smith, Ms. MacKay, Ms. Beaton
4. Counselling/Support - Eastern School District
5. Health Nurse - Referrals (Patty Sanderson)
(Tuesday mornings)

- 6. Tutoring - Blocks of Tutor time are given to school by Eastern School District to be assigned by the School Student Services Team
- 7. Speech Therapy - Limited referrals with Parent-Guardian consent, Mrs. Faye Hendricken

Student Supplies:

Grade K-5 teachers order and distribute a full range of student supplies for their students. The cost this year is \$35.00 per student for grades K-5. Parents who did not make payment prior to the end of June will be given an opportunity to use this service by forwarding their fee to the School Office during the first week of September.

Dress Policy For Physical Education Classes:

Students from all grade levels are to wear proper gym shoes with a type of sole that will not mark the floor and gym shoes that can be fastened/tied securely.

Students in grades K-1-2-3 are not required to change clothing for Physical Education classes. However, they should wear clothing suitable for active play on days they have Physical Education classes.

Students in grades 4-5-6 are required to wear proper gym clothing for all Physical Education classes. Students at this level must change upper and lower body clothing for class.

The most acceptable dress is as follows:

- a T-Shirt and shorts combination or
- a sweat shirt or sport suit suitable for active play.

Note: Dangling or projecting items of jewellery are unsuitable for physical education activity.

Health Education and School Lunches:

The Health Program at all levels stresses the importance of good nutrition. Consistent with that teaching, the staff, administration, and Home & School have promoted for many years a policy on nutritious lunches and snacks. Families have given excellent support to the policy.

The main features of the policy that call for the support and understanding of families are as follows:

1. Snacks and lunches will be eaten at breaks before or after recess and at noon. All food will be consumed inside the building.
2. Lunches and snacks **should not include food of little or no nutritional value** such as candy, marshmallows, gum, chips, cheesies, pop, and dry noodles.
3. Nutritional recess snacks are encouraged.
4. Gum is not permitted in school.

Lunch Specialities:

The School cooperates with the P.E.I. School Milk Foundation in providing servings of milk for students. Students are able to purchase 250 ml carton of 2% milk for 45 cents, 2% chocolate milk 65 cents, orange juice 50 cents, hot dog \$1.00, pizza \$1.75, chicken strips \$2.50, subway subs \$3.00 and wraps or pasta for \$2.75.

The Grade Five and Six classes and their teachers manage a program that provides ice cream novelties each day for \$1.00.

The Lunch Committee of the Home and School Association with parent volunteers will sell tickets for lunch items. Tickets are sold on the **last Thursday of each month**. On **Tuesdays**, we will have a different item each month (spaghetti, wraps, pasta, etc) that information will be sent home in the calendar and newsletter. All orders must be placed with the homeroom teacher on Monday of each week.

Public Health Nursing Health Program in the School:

The school health program will include the following:

Follow-up of children with specific health conditions, such as diabetes, reactions, i.e.: anaphylaxis, etc. Parents are encouraged to contact the School Health Nurse if they have any health concerns about their child. She may

be contacted either through the school, or at the Public Health Nursing office at 368-4366.

Vision and Hearing Screening

- For Kindergarten and Grade 1 students who did not attend the four-year assessment.
- For students who are referred to the nurse by teachers, parents, or self-referred, who suspect a problem in either area
- for follow-up screen with students with a known visual or hearing problem.
- for students new to the school.

All Grade 4 students are offered a vision check, as this is an age where changes in vision can occur.

Communicable Disease

- There may be individual, or classroom inspection for control of communicable disease, such as scabies, head lice, etc.

Immunization

We are currently continuing Hepatitis B immunization for all Grade 3 students who have not been immunized for Hepatitis B. Specific consents will be sent to parents of students. The nurse **must** have the signed consent returned before this will be given. In the fall, the Grade 6 girls will be given the vaccine to prevent the HPV virus.

Administering Medication:

Students who require medication under the direction of a physician must have a “Request for School Assistance Administering Medication or Medical/Physical Procedures To Students” form completed by parent and physician. The form is available in the office. The school does not provide non-prescription medications, such as aspirin, Tylenol, etc..

Head Lice:

The school policy, developed with Home and School, is that when a case of head lice is found a notice will be sent to all parents. If your child has head lice they will need to stay home until they are checked by Public Health and found to be nit free.

Home and School:

The L.M. Montgomery Home and School Association/Advisory Council is an efficient and effective organization of parents and teachers. General meetings are held five times a year beginning in October. In addition to the financial support the Association gives to the School’s operation, it also provides parents with meaningful opportunities to understand and provide feedback in regards to activities and policies at the school. Several Standing Committees have an active role throughout the year. Their involvement includes providing playground equipment, coordinating the use of the School in the evenings by community groups, coordinating the Lunch Program and providing refreshments for school activities.

The Executive for 2010-2011 is as follows:

Co-chair	Roma Misener
Co-chair	Ron Beacon
Secretary	Sally Conohan
Treasurer	Lesley Whitlock
Principal	Heather Cudmore
Vice Principal	Patty Davidson
Teacher Representative	Valerie Herring-MacBeath
Ex-Officio	Heather Cudmore, Patti Davidson

Fund Raising:

Students at L.M. Montgomery are not involved in door to door fund raising activities at the School. The Home and School's primary fundraiser is Family Fun Night in November. Family Fun Night will be November 18th, 2011.

School Calendar 2011 - 2012
*** Denotes ~ No Classes for Students**

September

1	Orientation Day for Teachers
2	Professional Development Day
5	Labour Day
6	First Instructional Day
13	Meet the Staff Night

October

3 & 4	School Pictures
10	Thanksgiving
20 – 21*	PEIFT Annual Convention/CUPE Annual Convention
27	Parent Teacher Interviews (p.m.)
28*	Parent Teacher Interviews (all day)

November

4	Picture Retakes
10*	Professional Development Day
11	Remembrance Day
18	Family Fun Night
30	Report Cards Sent home

December

6	Choir & String Concert
20	Last Day of Classes, 2011

January

3	First School Day of 2012
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February

1*	End of Semester Administration/Professional Development Day
20	Islander Day

March

6	Report cards issued
8	Parent Teacher Interviews (p.m. only)
9*	Parent Teacher Interviews (all day)
19-23	March Break

April

6	Good Friday
9	Easter Monday

May

4*	Area Association Professional Development Day
21	Victoria Day

June

5	Welcome to Kindergarten
8	Kindergarten Orientation
26	Last Instructional Day – report cards issued
26	Grade 6 closing
29	Last day for teachers