

# Student Handbook

## 2009 / 2010



## West Kent Elementary School

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## ADMINISTRATION'S MESSAGE

### *Welcome to West Kent Elementary !*

We hope that all our returning students enjoyed a relaxing and happy summer and are looking forward to another productive year at school. A special welcome is extended to those students and parents who are joining our community for the first time. West Kent Elementary is a great school and it is our hope that you enjoy your time with us. Our staff is dedicated to providing a caring, safe environment that promotes both academic growth and social development.

We would encourage all our parents to get involved in school activities and feel a part of our great West Kent community. The School Council is a key partner in the continued success of many programs at the school. To date, much has been accomplished with all the partners working together. We will continue to work with our parents toward the goals we have set , and we will keep you posted about developments. Our work towards improving the interior space is just one example. The last few years has seen a number of initiatives carried out. The lobby has been transformed, the library has been updated, the computer lab received some much needed attention and the playground committee is hard at work with a major improvement.

The wonderful grounds that are being developed around the school are another example of the dedication of our parents to make this school a special learning place for students. These projects are proof of the power of cooperation between all the partners in our school.

We have developed a school pledge for the students, this pledge is intended to reinforce the expectation which we have from our students. We would encourage you to take the time to review this with your child

#### *West Kent Pledge*

***I pledge to take responsibility for my actions.***

***I will respect myself, the right of all students to learn,  
and the right of all teachers to teach.***

***I will work to be the best I can be.”***

It is important to keep the lines of communication open, so please keep the school informed of any issues related to your child or children and please call if there is a concern. Enjoy the activities that will be happening this year and share in the successes of our students, together we will continue to develop and strengthen our community here at West Kent School.

The Administration Team

## Our Mission

West Kent Elementary is committed to creating a safe and nurturing community of learners where everyone is encouraged and expected to develop their intellectual, social, emotional, physical and creative potential in preparation for life long learning and success.

## Our Beliefs

The following beliefs are the expression of West Kent's fundamental values which guide its work to achieve its mission.

- We believe that everyone can learn.
- We believe that all students can be successful.
- We believe that learning is a personal, lifelong experience.
- We believe in celebrating our successes.
- We believe that all students deserve the highest educational standards possible.
- We believe that learning is a partnership between school, home and the community.
- We believe in celebrating the cultural diversity of our students.
- We believe that safe, healthy, attractive environments enhance working and learning.
- We believe that each student should be provided the best opportunity to learn and to develop personally.
- We believe that each student learns in a variety of ways and at their own rate.
- We believe that students must be active participants in the learning process.
- We believe in being respectful.

## School Hours

Our school day begins at 8:30 a.m. with afternoon dismissal at 2:30 p.m. Students in grade 1, 2 and 3 enter and exit the school using the front door located on the right side of the building while the students in grade 4, 5 and 6 use the doors located in the rear of the building. Parents and visitors are to use the main entrance.

8:20	Doors open, attendance and bookkeeping activities
8:30	Playing of anthem / announcements
8:30 - 10:25	Morning classes
10:25 - 10:40	Recess
10:45 - 11:45	Morning classes resume
11:45 - 12:10	Lunch intra-mural program / recess
12:15	Students return to classes to eat lunch
12:30 -2:30	Afternoon Classes
2:30	Dismissal
2:30 - 3:00	After school sports program (Monday - Thursday)

**Note:** In case of inclement weather, doors will open at 8:05 a.m. and students will wait inside. If parents need to pick up their children during the school day, please report to office and complete sign out process, we will page your child to meet you at the office.

## 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 the main entrance, in the parking lot or in the front lobby to alleviate congestion and confusion in the hall.** 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 or lunch after classes have begun, please leave these in the office.** They will be delivered by staff members.
- **If you need to pick up your child during school hours, please sign out your child in the office.** Written consent from a parent or guardian is required for another party to sign a child out of school.

## CONTACTING YOUR CHILD'S TEACHERS

If you have any questions or concerns about your child, you are encouraged to call their teacher at **368-6065**. Teachers are ordinarily available before classes begin, **8:00 a.m.- 8:15 a.m.** and at lunch **11:45 a.m. - 12:10 p.m.** They can also be reached after classes between **2:30 p.m. - 3:30 p.m.** You may, however, call throughout the day and leave a message which will be delivered to the teacher. If you have an urgent concern, please send a note with your child for the teacher.

**We ask that you do not drop by your child's classroom to discuss their progress during the day, as this interferes with the smooth running of the classroom.** If you wish to meet with a staff member, please contact the office and an appointment will be arranged. All staff members have an email address which many find to be a convenient means of communication. **Exchange email addresses with your child's teacher at the beginning of the school year, this method of communication is convenient for many.**

You are **always** welcome to drop by or call the office with your concerns. The school administration team will relay any concerns to the affected staff members or make arrangements for a meeting. Mr. McDermott can be reached directly at 368-6073, or by leaving a message on his cell phone at 314-0457, or electronically at **rjmcdermott@edu.pe.ca**. Mrs. Doiron can be reached at 368-6065 or electronically at **pfdoiron@edu.pe.ca**.

## 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 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.

Countless 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. The behaviour expectations 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 the classroom and out; 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 Eastern District schools - students, parents, teachers, support staff,

volunteers and trustees. There are high expectations for all members of school communities and these expectations are met and exceeded daily on a regular basis. We continually strive to work hard to make sure that our schools are inclusive, supportive, and healthy for all.

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. These allegations may involve student to student incidents, student to staff incidents, staff to student incidents, and staff incidents.

Parents in particular are encouraged to inform us immediately about situations which would negatively affect the school's healthy and supportive environment. 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.**

## CODE OF CONDUCT

Under the umbrella of the District's Caring Places to Learn policy, our code was built around a focus on respect and doing our best at all times, in all circumstances, so we have a safe environment for all students, staff and parents. As a result, the expectations apply equally to students, staff, parents, and visitors to our building. As adults, we do our best teaching when we model the desired behaviours for our children/students. We ask all of you to adhere to school rules and policies, so our students can learn to be respectful and to act in a responsible manner.

The Code is included here to give you an idea of expectations for our students. It does not have an exhaustive list of behaviours, but rather we have shared examples for each of the 5 areas:

- **Respect for Self**
- **Respect for Others**
- **Respect for Property**
- **Act in a Safe Manner**
- **Do Your Best Work.**

Teachers will be working with the students in their classes to teach and review the Code. You can be of invaluable help by reviewing this with your child. Thank you for your cooperation with this.

# West Kent Code of Conduct

**Expectations**

**Settings**

<b>I will..</b>	<b>All Settings</b>	<b>In class</b>	<b>Hallways</b>	<b>Playground</b>	<b>Assemblies</b>	<b>Buses</b>	<b>Bathrooms</b>
<b>Respect Myself</b>	<ul style="list-style-type: none"> <li>-be on task</li> <li>- be kind to others</li> <li>-dress appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-have a positive attitude</li> <li>-be prepared</li> <li>-stay on task</li> <li>-complete assigned work</li> <li>-eat healthy food</li> <li>-participate in all activities</li> </ul>	<ul style="list-style-type: none"> <li>-walk/proceed with my class</li> <li>- use a quiet voice</li> <li>- keep hands at my side</li> </ul>	<ul style="list-style-type: none"> <li>-play safely</li> <li>-follow rules for equipment</li> <li>- take turns using the equipment</li> </ul>	<ul style="list-style-type: none"> <li>-sit quietly</li> <li>-sit in one spot with my class</li> <li>- raise my hand to speak</li> <li>- listen</li> <li>- enter /exit with my class</li> </ul>	<ul style="list-style-type: none"> <li>-sit quietly</li> <li>-sit in one spot</li> <li>-follow bus rules</li> </ul>	<ul style="list-style-type: none"> <li>-wash my hands</li> <li>-keep the bathroom clean</li> <li>-use indoor voices</li> </ul>
<b>Respect Others</b>	<ul style="list-style-type: none"> <li>-be kind to others</li> <li>-follow hands off policy</li> <li>-share</li> <li>-use appropriate voice level</li> <li>- listen to others when they speak</li> <li>- be helpful to others</li> </ul>	<ul style="list-style-type: none"> <li>-follow class rules</li> <li>-listen</li> <li>- take turns</li> <li>-share</li> <li>- cooperate with others</li> <li>- raise my hand</li> <li>-use good manners</li> </ul>	<ul style="list-style-type: none"> <li>-use a quiet voice</li> <li>- keep hands at my side</li> <li>- walk in single file</li> <li>- stay with my class</li> </ul>	<ul style="list-style-type: none"> <li>-play safely</li> <li>-include others</li> <li>-take turns</li> <li>-share/return equipment</li> <li>- line up properly</li> <li>- walk when entering and exiting the school</li> </ul>	<ul style="list-style-type: none"> <li>- listen</li> <li>- use appropriate applause</li> <li>-sit quietly</li> <li>-sit in one spot</li> <li>- raise my hand to speak</li> </ul>	<ul style="list-style-type: none"> <li>-sit quietly</li> <li>-sit in one spot</li> <li>-follow bus rules</li> </ul>	<ul style="list-style-type: none"> <li>-respect others' privacy</li> <li>-use indoor voices</li> <li>-keep the bathroom clean</li> </ul>
<b>Respect Property</b>	<ul style="list-style-type: none"> <li>-recycle</li> <li>-clean up after myself</li> <li>-wear proper footwear</li> <li>-take care of belongings</li> <li>-take care of school property</li> </ul>	<ul style="list-style-type: none"> <li>-use supplies as intended</li> <li>- ask permission before touching others' belongings</li> <li>-keep my desk clean</li> <li>- wear indoor foot wear</li> <li>- eat my own food</li> </ul>	<ul style="list-style-type: none"> <li>-keep hallways clean</li> <li>-place shoes/boots on mats neatly</li> <li>-keep my hands at my sides</li> </ul>	<ul style="list-style-type: none"> <li>-use equipment properly</li> <li>- return equipment</li> <li>-use garbage cans for litter</li> </ul>	<ul style="list-style-type: none"> <li>-wear proper footwear</li> </ul>	<ul style="list-style-type: none"> <li>-follow bus rules</li> </ul>	<ul style="list-style-type: none"> <li>-keep the bathroom clean</li> </ul>

I will...	All Settings	In Class	Hallways	Playground	Assemblies	Buses	Bathrooms
<b>Do My Best Work</b>	-be on task - listen -behave appropriately to the setting - follow directions	- be on task - Work neatly - complete assigned work - follow directions - use class time as directed - allow others to do their work - be prepared for class	-keep hands at sides -walk/proceed single file	-play safe -follow rules for equipment - line up in an orderly fashion -line up when the bell rings - walk into the school/up the stairs	- listen -use appropriate applause -sit quietly -sit in one spot - raise my hand to speak-	-sit quietly -sit in one spot -follow bus rules	-respect others' privacy -use indoor voices -keep the bathroom clean
<b>Act In a Safe Manner</b>	-follow school rules -take turns - appropriate to the setting	-follow school rules - use supplies /materials as intended - eat my own food	-keep hands at my sides -walk/proceed single file	-follow playground rules -line up when the bell rings -use equipment appropriately - line up in an orderly fashion - walk into the school/up the stairs	- listen -use appropriate applause -sit quietly -sit in one spot - raise my hand to speak	-sit quietly -sit in one spot -follow bus rules - listen to the bus driver	-follow school rules -keep the bathroom clean

## BUS TRAVEL

Children travelling by bus are required to obey all the rules and regulations set down by the Department of Education. These rules are periodically explained to children in school. A copy of these rules is as follows:

- 1) The Driver is in full charge of the bus and pupils. His instructions are to be obeyed.
- 2) Do not talk to the Driver; conversation in normal tones is permitted between pupils.
- 3) Remain in any seat that may be assigned to you by the driver. Do not stand or move about while the bus is in motion.
- 4) Do not extend hands, arms or head out of the bus windows or throw articles from the bus.
- 5) Assist in keeping the bus safe and sanitary. Damage to seats etc. must be paid for by the offender.
- 6) Learn how to get off the bus quickly in case of an emergency.
- 7) After leaving the bus, cross the road at a point at least ten feet in front of the bus.
- 8) Walk well over to the left side of the road when coming to meet the bus.

- 9) Never stand or play in the roadway while waiting for the bus.
- 10) The bus cannot wait for late comers. Please be on time.
- 11) Use of tobacco in any form is not permitted on the school bus.
- 12) The aisle of the bus must be unobstructed at all time.
- 13) No student shall cause a disturbance or molest any other student while entering, leaving or travelling on the school bus.
- 14) Violations of any of the above regulations will be reported to the school principal by the bus driver. On the second such offence, the student will be denied permission to travel on the bus for a period of time.

**A special word about buses. Children need to be reminded that a school bus is a vehicle, and that they should behave in the bus as they would in the family car. The driver is in charge, and expects the cooperation of the students. Behaviour that can distract the driver endangers everyone, and may result in loss of transportation privileges (just like home!).**

## SCHOOL RULES

- All pupils must have one pair of indoor sneakers (or shoes) with non-marking soles to wear while inside the school. All outdoor footwear **must** be removed when the children enter the building.
- West Kent follows the policy adopted by the Eastern School District as both a smoke free and **fragrance free** place. Smoking on the school premises is strictly forbidden. We also ask you to refrain from wearing highly scented products in the building as this can be problematic for both some students and staff members.
- Flammable materials (matches, lighters, caps, fire crackers, etc.) are also not permitted in the school, or on the school grounds.
- Please discourage your child from bringing expensive toys and electronics to school, as these items have been known to disappear or get broken.
- If your child rides a bicycle to school, he/she should have a lock for security. The school cannot accept the responsibility for the security of bicycles. Scooters, skateboards, "Heeleys" and roller blades are also not permitted to be used in the building, or on the grounds during school hours.
- West Kent adheres to a "**hands off**" policy against aggression and violence. This means that aggressive games ( tackle football, play fighting, play wrestling, etc) are not condoned on the playground. We strongly believe that all children have the right to be educated in a non-threatening environment and we will continue to foster this through attempting to provide a safe place for all our students.

## ANAPHYLAXIS

**Children who suffer from anaphylaxis are required by the Department of Education to have an emergency plan on file at the school.** This plan is reviewed annually. We have several children in the school who have severe anaphylactic (deadly) allergies to nuts, especially peanut butter.

West Kent is a totally **NUT FREE** environment. Please do not send food to school which contains nuts or nut products. This includes peanut butter, chocolate bars with nuts, most granola bars (please check the labels), and many commercially made cookies. It is very

important that we have your cooperation in order to keep the school safe for everyone.

**Please read labels carefully on all items being sent to school as many products you would not suspect do contain nuts.**

## EMERGENCY CONTACTS / RELEASE FORM

It is very important for us to have an alternate contact person in the event that your child needs medical attention and there is nobody at home. Please ensure that you provide us with the name and telephone number of someone whom you feel can accept responsibility for your child in an emergency by including it on the student information sheet that is sent home early in September. **If during the year phone numbers change, please send a note to the office with your child to inform us of the changes.**

## LUNCH HOUR & RECESS

All children are permitted to stay at school for lunch. There is a lunch time intra-mural sports program organized for students at lunch time. Children who stay for lunch are **not** permitted to leave the school grounds. The school cannot be responsible for students who leave the school grounds with or without permission. Parents who wish to take a child out for lunch are asked to advise the teacher that the child will not be at school over the noon break, and should pick the child up at school. **Children will not be permitted to leave the school with anyone other than a parent/guardian, unless the parents have notified the school beforehand in writing.** If your child leaves before the regular dismissal time, **Please sign out your child in the office.**

## ATTENDANCE / SAFE ARRIVAL

TELEPHONE # 368-6995

Anytime a child misses a school day we ask that you inform the school office. The Safe Arrival program exists to ensure that children reach the school safely. If your child is enrolled in the program and will not be in school on a given day you must phone and leave a message on the answering machine. If your child has not been reported absent (by you) by 9:00 a.m., we will call parents and/or emergency contacts. **If we are unable to contact you, we then call the Charlottetown City Police to report your child missing.**

Even if your child is not enrolled in this program, you may use this number to contact the school to report absences or late arrival. Enrolment forms for the Safe Arrival program will be sent home in September.

## NAME TAGS

It would be a great help to us if the child's name was printed in permanent ink or felt marker on anything brought to school, such as lunch bags, sneakers, gym shorts, coats, snow boots or school bags. We have difficulty matching lost articles with the right children.

**Please check our lost and found box in the lower hallway periodically if you are missing articles of clothing.**

## LOST OR DAMAGED BOOKS

At the beginning of the school year, each child is issued a set of school textbooks. These books remain the property of the school. The child is responsible for these books for the year. These books have to be returned to us at the end of the year in the same condition they were issued.

Students who lose or damage textbooks supplied by the school (Math texts, Reading anthologies, Novels, etc.) will be required to pay for them. You will be advised if it becomes necessary.

Children are also responsible for the library books borrowed. A charge for lost or damaged library books will be levied to cover replacement costs.

## SCHOOL SUPPLIES

Teachers of students entering grades 1, 2, or 3 collect \$ 35.00 per child and purchase the required supplies for those students. Any unused supplies will be sent home with the student at the end of the year. For students in grades 4 - 6 the supply lists are sent home in June and can also be found on the school's website ([www.edu.pe.ca/westkent](http://www.edu.pe.ca/westkent))

## LUNCH PROGRAM

West Kent School offers a variety of food items throughout the week. You are free to avail yourself of this service if you desire. Food items are ordered every Monday morning before classes begin and the orders are processed by parent volunteers. Tokens are issued for some of the choices and are used to place orders. Milk is available daily, white milk (2%) is sold for **55¢** a carton and chocolate milk (2%) is also available at **75¢** each. A printable order form is available on-line on the website in the Forms and Links page. Please note prices provided are correct at time of publishing and may need to be adjusted at the start of the school year.

Day	Item(s)	Price
Tuesday	Chicken Nuggets	\$3.00
Wednesday	Subway Subs	\$3.50
Thursday	Baked Potatoes	\$1.00
Friday	Pizza Ice Cream	\$2.50 \$1.25

## MEET THE STAFF

We have scheduled an Ice Cream social on **Friday, September 11** beginning at **2:15 pm**. All are encouraged to come out to meet your child's teacher, parents of classmates and members of the School Council on an informal bases and enjoy an ice cream. This is a great way to celebrate the beginning of a new school year.

We also host a "Meet the Staff" evening on **Tuesday, September 22** beginning at **7:00 pm** in the gym. This evening will allow you to meet your child's teacher and discuss the programs your child will be involved in during the year.

***It is important to know that the evening is not a Parent-Teacher conference time. It is an information meeting to acquaint you with the teachers and the programs your child is being taught.***

## REPORTING STUDENT PROGRESS

Parent -Teacher Conferences and Reports help inform parents of their child's progress. There are a minimum of five reporting periods during the school year.

October 22 & 23	Conferences
November 18	Written report
February 25 & 26	Conferences
March 11	Written report
May 10 -14	Optional Conferences (if required)
June 25	Written report

If a child is in an adapted or modified program, his or her progress is related to that program, not to the expectations of the regular program of the grade in which he or she is placed.

**Promotion** indicates that a child has met the grade level requirements.

**Placement** indicates that a child has not fully met grade level requirements, but will continue with peers and may follow adapted / modified program or an I.E.P.

**Retention** indicates that the child requires an additional year at this grade level.

## PARENT INVOLVEMENT

We have a very active School Council organization. The invaluable assistance of the parent volunteers throughout the school year help to enrich the student's school experience. You will be introduced to the executive of the School Council at the Meet the Teacher night. You are encouraged to become involved with your Parent Organizations.

## SCHOOL CANCELLATION OR CLOSURE DUE TO STORM

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

**One hour delay** - In cases where a decision cannot be made by **7:00 a.m.**, 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 a.m.**

In the event that school closures take place by family of schools, **West Kent is a member of the Colonel Gray family.**

In some instances it may be necessary to close individual schools or families of schools during the day in order to get children home before weather conditions become too severe or due to problems at a school. In such cases announcements will be made on all radio stations. Parents who will not be at home when children arrive should make alternate arrangements for the care of their children on such days. Early in the year we will be sending home a form which identifies where your child is to go if there is an early closure.

**Please** make sure you review these details with your child so he/she knows where they are to go in the event of an unexpected school closure.

### Suggestions for parents

- In the case of inclement weather, please listen to the radio between 6:45 a.m. and 8:00 a.m. to determine if schools are operating.
- Do not drop children off at school unless you are certain that school is operating that day.
- Make previous arrangements for children in case of midday school closure. **ENSURE THAT YOU REVIEW THE PLAN WITH YOUR CHILD SO THEY KNOW WHAT THE EMERGENCY PLAN IS IN ADVANCE**, as some children become very upset by variations from routine.
- Please **TRY DO NOT CALL** the School office for information, as this jams the telephone lines (unless it is an emergency).

## USE OF THE HALL PHONE

There is a phone in the school for students' use in case of **emergency**. Students must get permission from their teacher before using it. **Please have your child make their play dates before coming to school and notify your child's teacher in writing if they require a bus pass.**

## MUSIC PROGRAM

Music plays an integral part of a student's school days at West Kent School. Students are encouraged to listen, sing, play and create as they participate in music classes. As well as music learning in class, students will be invited to participate in the choir program and join instrument clubs such as recorder and ukelele.

## FRENCH

Students begin studying French in Grade 4. They will receive a ½ hour daily lesson beginning in grade 4 using the program *Acti-Vie*. This program emphasizes the use of the language in real-life situations and will include elements of culture and grammar in context. Students will also be encouraged to apply their general language knowledge in other areas of study through reflective discussion.

## LIBRARY

The Library plays an integral part in the school's academic program. Students will have access to the library for project work, research and for borrowing books. Library skills are integrated into each grade's program through co-operative planning between the classroom teacher and the teacher-librarian. Library projects allow students to work in their ability range and provide for students of all abilities.

## PHYSICAL EDUCATION

The program will consist of movement exploration, low-organized games, creative movement, team sports, partner games as well as individual sports. A strong emphasis will be put on fun rather than competition. Students are expected to show respect, cooperation and sportsmanship at all times to their fellow schoolmates.

**Changing procedures** - Gym attire is recommended for physical education class.

Running shoes with shorts, sweat suits, or body suits are suitable.

**Intra-mural program** - Lunch break activities are organized for pupils in Grades 1 to 6, for those who wish to take part. **Days 1, 3 & 5** will be for grades **1-2-3** and **Days 2, 4 & 6** will be for grades **4-5-6**.

**After School Program** - Free recreational time is available from 2:30 - 3:00 p.m. Grades **1-2-3** on **Mondays and Wednesdays** and Grades **4-5-6** on **Tuesdays and Thursdays**.

**Interscholastic Program** - West Kent will participate in various meets at both the Eastern School District level and the Provincial level. In the pas students have participated in cross country running, badminton, gymnastics and track & field.

## RESOURCE PROGRAM

Resource services will be provided at the teacher's request after permission has been granted by the parents. Resource programs are developed individually to enhance the development of each child who participates in this program. Remedial and enrichment programs are tailored to meet the individual needs of students, Parents are encouraged to be active partners in a child's progress in this area.

The *Reading Recovery* program is offered to some of our Grade 1 students. Students involved, undergo a 20 week intensive, one on one instruction with a reading teacher. West Kent also has an in-school tutor program which operates throughout the year assisting students at all levels to strengthen skills in the areas of mathematics and language arts.

## GUIDANCE

Guidance Services will be available for whole class, small group and/or one to one counselling being provided. Guidance is designed to assist parents, teachers and students in such areas as:

- supporting teachers in implementing proactive measures within the classroom
- helping students develop social skills that recognize and respect the rights of others
- helping students cope with crisis and develop strategies to deal effectively with social, emotional and / or academic issues and
- providing individual academic / social assessment to further develop an understanding of how your child learns, develops and performs.

## PUBLIC HEALTH NURSE

West Kent has a Public Health nurse assigned to our school who visits our school on a regular basis. She can be reached by calling her office directly at **368-4530** or you can call and leave a message with the school secretary at **368-6065**.

If your child contracts a communicable disease (other than colds or flu) it is important to report this to your child's teacher or the school office immediately in order to identify the

source, and prevent further spread within the school community. Children with communicable diseases will be excluded from school until the symptoms are treated or until no longer infectious.

### **Head Lice / Nits**

The students are checked regularly. If a student is identified as having lice/nits then they are **sent home to be treated and may return to school when the Public Health division has issued a form stating the lice/nits have been treated appropriately. This form is to be presented at the office on return.**

**If you discover your child has lice/nits please contact the school immediately.** It is important so we can prevent further spreading. Your cooperation is greatly appreciated.

The school health program will include the following:

- Vision and Hearing Screening** - For those grade 1 students who did not attend 4 year assessment.
- For those students who were referred to the nurse by teachers, parents, or self referred, who suspect a problem in either area.
  - For follow-up screening with students with a known visual or hearing problem.
  - for those students new to the school.

All grade 4 students are offered a vision check, as this is an age where there may be changes in vision occurring.

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

- Health Teaching** - May be conducted individually, or in classroom setting.

- Family Life Education** - May assist grade 6 teachers in carrying out family life program, outlined by the Dept. Of Education.

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 concerns about their child.

## NEWSLETTERS AND SCHOOL WEBSITE

School newsletters and a calendar of upcoming events is prepared monthly to communicate important dates and to keep you informed on upcoming events. We will be posting the newsletters on the school's website. It is our hope to continue to send out most newsletters electronically to save valuable paper resources. Our website is updated regularly and can be visited at [www.edu.pe.ca/westkent](http://www.edu.pe.ca/westkent). If you wish to have newsletters and calendars emailed directly to your home or at work, please email Mr McDermott at [rjmcdermott@edu.pe.ca](mailto:rjmcdermott@edu.pe.ca). The school website is continuously updated with news items and

reminders of coming events, parents are encouraged to visit site regularly.

## 2009 / 2010 SCHOOL CALENDAR

September	3	Orientation day for teachers
	4	Professional Development day
	7	Labour Day
	8	First Instructional day
	11	Ice Cream Social at school begins at 2:15 p.m.
	22	Meet the staff night at 7:00 p.m.
	25	School Pictures
October	12	Thanksgiving Day <b>(No Classes)</b>
	15 & 16	Annual Teachers' Convention <b>(No Classes)</b>
	22	Parent / Teacher Conferences (2:30 p.m. - 8:30 p.m.)
	23	Parent / Teacher Conferences <b>(No Classes)</b>
November	6	Professional Development Day <b>(No Classes)</b>
	11	Remembrance Day <b>(No Classes)</b>
	18	First Term Report Cards
December	10	Christmas Concert (storm date 11th)
	22	Last day of school for 2008
January	4	First instructional day for 2009
February	1	Professional Development Day <b>(No Classes)</b>
	15	Islander Day <b>(No Classes)</b>
	25	Parent / Teacher Conferences (2:30 p.m. - 8:30 p.m.)
	26	Parent / Teacher Conferences <b>(No Classes)</b>
March	11	Report Cards
	15 - 19	March Break <b>(No Classes)</b>
April	2	Good Friday <b>(No Classes)</b>
	5	Easter Monday <b>(No Classes)</b>
May	7	Teachers' Annual Meeting <b>(No Classes)</b>
	10 - 14	Optional Interview Week
	24	Victoria Day <b>(No Classes)</b>
June	25	Last day of school for students.
	30	Last day for Teachers

# STAFF LIST 2009 / 2010

## ADMINISTRATION

Principal	Ross McDermott
Vice Principal	Francyne Doiron
Secretary	Donna Green

## INSTRUCTIONAL STAFF

Grade 1A	Becky Newson
Grade 1B	Julie Redmond
Grade 2A	Julie Lynch
Grade 2B	Jennifer MacEachern / Kelly Miles
Grade 3	Tracey Evison
Grade 4A	Shannon Davison
Grade 4B	Jaime-Lynn Sutton
Grade 5A	Patrick Ross
Grade 5B	Maureen Cassivi
Grade 6	Buffy MacDougall-Hambly / Valerie Beer

## SPECIALISTS

Teacher Librarian	Tanya Newson
Guidance	Lily Gillespie
Resource Teacher	Francyne Doiron
Reading Recovery	Maureen Cassivi
Physical Education	Kelly Miles
French	Bethann Coombs
Music	Susan Duncan
A+ Program	Lynn White

## BUS DRIVERS AND NUMBERS

Dave Connolly	Bus #168
Allen Perry	Bus #160

## EDUCATIONAL ASSISTANTS

Carol Chappell  
Katie Howatt

## Youth Worker

Jaynie MacLean

## CUSTODIAL STAFF

Barb Condon (Day Custodian)  
Trevor Gallant (Night Custodian)