

# PRINCIPAL'S MESSAGE

Welcome to our students, staff, and parents/guardians to the 2018-2019 school year! I am very pleased to be your Principal for the upcoming school year and I look forward to getting to know each and every one of you. Please take time to look at the Parent/Student handbook to become familiar with Cardigan School.

Education is a partnership between school & home and we will be working as a team to support the students' learning and new skills being taught. We very much appreciate the support parents give their children at home as they strive to reach their learning goals. The staff will do our best to provide the students with the skills they need to be successful in the future.

In partnership with the home and community, we believe we can move towards academic excellence for our children in a safe, respectful and positive environment.

I look forward to working with the students, staff and parents at Cardigan Consolidated School. Please feel free to contact the school if you have any questions or concerns.

Wishing all students a successful and positive school year!

Sincerely,

*Lisa Myers Roche*

Lisa Myers Roche  
Principal

## **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”**

### ***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 A 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.**

## **STAFF**

Principal.....	Lisa Myers Roche
Vice-Principal.....	Roy Power
Kindergarten.....	Sherri Boutilier
Grade 1 /2.....	Jennifer Stewart
Grade 2/3 .....	Roy Power
Grade 4/5.....	Elizabeth MacKenzie
Grade 5/6.....	Lisa Myers Roche
Core French 4,5, & 6.....	Elizabeth MacKenzie
Math 4.....	Jody MacKinnon
Math 5 .....	Sarah Stewart
Music.....	Natalie Hardy
Physical Education.....	Brett Roberts
Resource.....	Pam MacLeod
School Counselor.....	Kathy Kiley
Librarian.....	Sherri Boutilier
Educational Assistants.....	Jillian Maguire Henrietta McAree Angela Palmer Melanie Cullen Courtney MacCormac
Bus Drivers.....	Peggy Brown (621) Michelle Myers (464) Walter Shaw (470) Tina Young (407)
Custodian.....	Tammy Gardiner
Administrative Assistant.....	Lisa Whelan

## School Calendar for the 2018-2019 School Year

### September

- 3 Labour Day (**no classes**)
- 4 Orientation for teachers (**no classes**)
- 5 Joint Staff Day (**no classes**)
- 6 First Instructional Day for students
- 13 Meet the Staff Night/Family Fun Night (6 PM)
- 28 School Goal Days (no school EAST)

### October

- 8 Thanksgiving (**no classes**)
- 19 Provincial Learning Day (**no classes**)
- 26 School Photos

### November

- 8-9 PEITF Annual Convention/CUPE Annual Convention (**no classes**)
- 12 Remembrance Day (**no classes**)
- 21 Report Cards Home
- 22 Parent Teacher Interviews K-6 (**afternoon and evening**)
- 23 Parent Teacher Interviews K-6 (**no classes**)
- 26 Joint Staff Day – (**no classes**)

### December

- TBD Christmas Concert
- TBD Christmas Concert (Storm Date)
- 21 Last Instructional Day for 2018

### January

- 3 First Instructional Day for 2019

### February

- 18 Islander Day (**no classes**)
- 25 Professional Learning Day (**no classes EAST**)

### March

- 6 Report Cards go home
- 7 Parent-Teacher Interviews (**afternoon & evening**)
- 8 Parent-Teacher Interviews (K-9) (**no classes**)
- 18-22 Mid-term break (**no classes**)

### April

- 12 School Goal Days (**no classes**)
- 19 Good Friday (**no classes**)
- 22 Easter Monday (**no classes**)

### May

- 3 Area Association PD Day/CUPE 3260 Annual Convention (**no classes**)
- 20 Victoria Day (**no classes**)
- 24 Welcome to Kindergarten

### June

- 7 Kindergarten Orientation
- 25 Grade 6 closing at 6:00 p.m.
- 26 Last Instructional day. Report cards for grades 1-11
- 28 Last school day for teachers/10 Month non-instructional staff

# **GENERAL INFORMATION**

## **SCHEDULE**

<b>8:06</b>	<b>Buses Arrive and Unload</b>
<b>8:25 - 10:55</b>	<b>Morning classes</b>
<b>10:55 – 11:10</b>	<b>Reachback</b>
<b>11:10 – 11:30</b>	<b>RECESS</b>
<b>11:30-11:50</b>	<b>Lunch</b>
<b>11:50 – 12:50</b>	<b>Afternoon classes</b>
<b>12:50- 1:05</b>	<b>RECESS</b>
<b>2:05</b>	<b>1st bell/pack up</b>
<b>2:10</b>	<b>Final bell/Dismissal</b>

## **SUPERVISION OF STUDENTS**

Parents should be aware that the school staff cannot be responsible for student supervision/safety before 8:06. Similarly, students staying after school for supervised functions should be picked up promptly when the function is finished.

## **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 - 8:00 a.m. to 3:00 p.m.**

**You may reach the office by telephone at 583-8575 or by fax at 583-8576.**

**Also by e-mail at [lkwhelan@edu.pe.ca](mailto:lkwhelan@edu.pe.ca)**

## **CONTACTING TEACHERS**

Teachers appreciate hearing from parents. If you need to contact a teacher, the best time is before 8:06a.m and between 2:15 – 3:15 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, lunch 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, DS, 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 is in the Montague family of schools in the Public Schools Branch. **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 Public Schools Branch 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 Public Schools Branch 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 food items are:

**White milk** (daily) - 50 ¢, **Chocolate milk** (daily) - 80 ¢,

**Subs** are available on **Tuesdays** at \$4.00 each. **Pizza** from Pizza Delight is available on **Thursdays** at \$2.00 per slice. 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.

## HOME AND SCHOOL/SCHOOL COUNCIL

Cardigan Consolidated has an active Home and School which holds regular monthly meetings throughout the school year. The Home and School 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. 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. **All volunteers who are working directly with children must have a Criminal Check done.** As well, any parents transporting students, other than their own children, to any extra-curricular activity, **must have a criminal record check completed first, a copy of which must be left on file at the school.** They must also have **two million liability insurance on their vehicle,** a current copy of which is to be on file at the school. This is in compliance with Public Schools Branch rules.

## CASUAL/DRESS DOWN DAY

Each Friday is casual/dress down day at Cardigan Consolidated School. Staff can make a donation to a charity and may wear casual clothing.

## 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/RECESS

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**

Success in school is directly connected to attendance, the higher the attendance, the greater the likelihood of achievement. The correlation between success and daily attendance is strong and well documented. Parents should make every effort to schedule vacations and appointments outside of school hours. When possible, routine medical or other health appointments should be made after school or during the school holidays.

### **The Public Schools Branch Attendance and Engagement Procedure:**

#### **All absences are considered in this procedure!**

- **5 days absent:** Teacher will phone home.
- **10 days absent: Teacher will notify Administration.** Administration will send the first letter home.
- **15 days absent:** Teacher will notify Administration. Administration will call home and set up a meeting with parents to develop a support plan. Administration will send the second letter home.
- **20 days absent:** Teacher will inform Administration. Administration will send third letter home. Administration will report the frequent absence concern to the Director of the Public Schools Branch.

## **STUDENTS ARRIVING LATE**

Students are expected, if being transported by parents, to arrive at school by 8:10 am. The morning is an uninterrupted Literacy Block and it is very important that the students arrive on time to ensure that they do not miss a lot of the learning skills being taught.

## **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 1:30 p.m. as the end of the day can be a very hectic time in the office.**

## **HIGH RISK CONSENT FORMS**

Any time a student is to leave the school in order to participate in a high risk school function or stay after school for extra-curricular activities, ex. any sports including after school sports, school skates, etc. 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 CONSENT 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 every year.

## SPECIAL EVENTS

As you know, we try to provide several special events throughout the school year that require physical activity. These might include a sleigh ride 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 these events involve the whole school, **it is expected that all 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. Myers Roche at the school and this will be taken care of. Our staff looks forward to participating in and supervising these events and we really appreciate your support in encouraging your children to be active, healthy learners!

## 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.

## DRESS CODE

Students are to dress appropriately for a school environment. Offensive clothing, offensive slogans on clothing, short shorts (*shorts must come down to meet the tip of the fingers when arms are held to the side*), and spaghetti string shirts (*must be 2 fingers wide*) are considered inappropriate school attire. No caps are to be worn inside the school.

## GUM

Gum is prohibited in the school building, school property and on the bus.

## 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 Public Schools Branch 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 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.**

## **SCHOOL/BRANCH 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, in-school detention, 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 Public Schools Branch.

## **CARING PLACES TO LEARN**

### **What is the Caring Places to Learn Policy?**

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

Thousands of personal interactions occur in the Public Schools Branch 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 the Public Schools Branch - students, parents, teachers, support staff, and trustees. There are high expectations for all members of Public Schools Branch 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 is similar: that we will demonstrate regard, concern, and respect for each other in all our 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 branch'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

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:

- The Driver is in full charge of the bus and pupils. His instructions are to be obeyed.
- Conversation in normal tones is encouraged between pupils.
- 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.
- Do not extend hands, arms or head out of the bus windows or throw articles from the bus.
- Assist in keeping the bus safe and sanitary. Damage to seats must be paid for by the offender.
- Learn how to get off the bus quickly in case of an emergency.
- After leaving the bus, cross the road at a point at least ten feet in front of the bus.
- Walk well over to the left side of the road when coming to meet the bus.
- Never stand or play in the roadway while waiting for the bus.
- The bus cannot wait for late comers. Please be on time.
- The aisle of the bus must be unobstructed at all times.
- No student shall cause a disturbance or molest any other student while entering, leaving or travelling on the school bus.
- Violations of any of the above regulations will be reported to the school administration by the bus driver.

**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!). Please contact our Vice Principal, Mr. Power, about any bus issues. [rwpower@edu.pe.ca](mailto:rwpower@edu.pe.ca).

## 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 or a consequence at school (detention, loss of recess, etc.) **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. Due to full buses, please check with the school before assuming your son/daughter may travel on a different bus.

## REPORTING STUDENTS' PROGRESS

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.

## 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 an Academic Learning Plan the curriculum is changed to meet the student's academic learning 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.



## MEDICATION POLICY

The Public Schools Branch 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 homeroom teacher. **The school is not permitted to give out Aspirin/Tylenol.**

## PEANUT/NUT FREE POLICY

Cardigan Consolidated School has some students that have severe life threatening allergies to peanuts, peanut butter, nut, and peanut/nut products; therefore, the school will be returning to its Peanut and Nut Free Policies. It is important for all parents to know that exposure to even a small amount of these food substances could cause anaphylactic shock, and without immediate medical assistance, could cause loss of consciousness and death. Each reaction that these students are exposed to will get worse and may change from not only ingesting the food but to the smell or feel of it. These students **CAN NOT SMELL, TASTE, TOUCH, OR HAVE ANY PEANUT and or NUT PRODUCTS NEAR** them. **This means that absolutely no peanut/nut products of any form can be taken to school, or products like WOW Butter or any other products that resemble peanut butter.**

**In order to remain completely peanut/nut free we are requesting that parents:**

- 1. Help your child to understand that he/she should never share food with other children.**
- 2. Brush your child's teeth and wash your child's hands and face well before leaving for school each morning to ensure that no peanut butter, or peanut products remain on him/her from breakfast time.**
- 3. Ensure that there is no peanut butter or peanut/nut products on your child's clothing after breakfast.**
- 4. Do not use sunscreens or fly sprays that contain peanut/nut oils.**
- 5. Do not use creams which may contain peanut or nut oil. A pharmacist can check the non-medical ingredients for you.**
- 6. Notify other family members and babysitters, who may be getting your child ready for school each day or on occasional mornings, of these very important procedures.**
- 7. Do not send any lunch or snack treats with your child that may contain peanut or nut products.**

The only way we can be sure products are safe is to read the ingredient labels each time you purchase a product for snacks and lunches. We realize this will be a big adjustment and will take extra time to read labels but it is necessary in order to make a safe environment for these students. You will find it saves time to read the label from bottom up as many products that contain peanuts/nuts give a warning at the end of the ingredient list.

**If the product says, "May Contain Nuts", BUT peanuts/nuts are NOT listed as an ingredient, that product is prohibited as well.** When reading a label the following ingredients indicate the presence of peanuts or nuts:

**Peanuts, peanut butter, peanut protein, peanut oil, peanut flour, mixed nuts, mandalona nuts, artificial nuts, goober peas, goober nuts, almonds, beechnuts, brazil nuts, cashew nuts, chestnuts, water chestnuts, filberts and hazelnuts, hickories and butternuts, macadamia nuts, pine or Indian nuts, pistachio nuts, walnuts, and pecans.**

**IF YOU FIND ANY OF THE ABOVE IN A FOOD ITEM, IT SHOULD NOT BE SENT TO SCHOOL.**

When looking at the oils in an item, it needs to be avoided if it reads peanut oil. Any product listing palm kernel oil, canola oil, corn oil, soy oil, cottonseed oil, vegetable oil, and sunflower oil are ALL SAFE.



# **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 2 and 4 (full days) and day 1 (PM only) 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. Our School Counselor this year is Kathy Kiley. You can reach Kathy by calling the school or by email at [kakiley@edu.pe.ca](mailto:kakiley@edu.pe.ca).

## **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. You can reach Pam by calling the school or by email at [pdmacleod@edu.pe.ca](mailto:pdmacleod@edu.pe.ca).

## **STUDENT SERVICES TEAM**

Cardigan Consolidated 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 our administrators, a resource teacher, a school counselor, an educational assistant and one or more classroom teachers.

## **PEER MEDIATORS/PAL TEAM**

The PAL team is Grade 6 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 4-6.

## **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 on days 1, 3 and 5. 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 3-6 choir. Students enjoy performing in and at school assemblies. Individual singing is encouraged in all classes.

## **SCHOOL LIBRARY**

This year our library program will include book exchange once on a 6 day cycle by the homeroom teacher.

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 by the homeroom teacher. 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. Sherri Boutilier, our Teacher Librarian, has no assigned library time due to cuts in our FTE. However, she will oversee it, order the books and train volunteers to help with it.



## Public Schools Branch

Parker Grimmer is the Director of the Public Schools Branch.

The core responsibility of the Public Schools Branch is to provide a safe and caring learning environment with a focus on student achievement where all students have the opportunity to reach their full potential.

### Contact information for PUBLIC SCHOOLS BRANCH – Frequent Contacts

NAME	PHONE	TITLE
<b><u>Director's Office</u></b>		
Parker Grimmer	368-6850	Director
Karen Redmond	894-0234	Manager of Policy & Planning
<b><u>Corporate Services</u></b>		
John Cummings	368- 6845	Director of Corporate Services
Dave Gillis	888- 8422	Leader of Corporate Services
Chriss Keefe	620-3180	School Safety Consultant (Provincial)
<b><u>Property Services</u></b>		
Fred Horrelt	368-6961	Property Services Coordinator
Nathan MacLeod	314-0464	Property Services Supervisor (East
<b><u>Transportation Services</u></b>		
Catherine MacKinnon	368-6836	Provincial Coordinator
<b><u>Student Services</u></b>		
Terri MacAdam	368-6832	Director of Student Services
<b><u>Human Resources</u></b>		
Wendy Bernier	368-6819	Director of Human Resources