

TABLE OF CONTENTS

Staff List

L.M. Montgomery School

Administration's Message

Mission Statement

Communication

School Visitors

School Cancellation or Closure Due to Storms

Parent Teacher Conferences

Peanut Free School

School Newsletter

Caring Places to Learn Policy Statement

Code of Conduct

Bus Conduct

Electronic Devices

School Hours/Supervision of Students

Student Absences

Clothing Expectations

Student Services

Student Supplies

Dress Policy for Physical Education Classes

Health Education & School Lunches

Lunch Specialities

Health Program

Administering Medication

Head Lice

Home and School

Alternative Transportation Plan

School Calendar

Heather Cudmore	- Principal
Patti Davidson	- Vice-Principal
Danny Dowling	- Grade K
Denine Hancock	- Grade K
Rita MacLean	- Grade K
Sally Conohan	-Grade K
Stephanie Ford	- Grade K
Shauna MacLauchlan	- Grade 1
Shannon Hill	- Grade 1
Jaime-Lynn Sutton	- Grade ½ Combined
Melanie Belik	- Grade 2
Becky Newson	- Grade 2
Julie Murchison	- Grade 3
Kathy Lanigan-Campbell	- Grade 3
Anita MacKinnon	- Grade 3
Alison Kelly-Doyle	- Grade 4
J.D. Farrell	- Grade 4
Stephanie Thompson	- Grade 4
Cyndi Proude	- Grade 5
Nancy MacKinnon	- Grade 5
Maureen MacBeath	- Grade 5
Alanna MacPherson	- Grade 6
Mandy Pigott	- Grade 6
Mitch Dunphy	- Grade 6
Rhonda Ellis	- Grade 6
Wendy Evers-Forrester	- Music (Gr. K - 5)
Andrea Robbins	- Music (Gr. 6A, 6B, 6C, 6D))
Leisa Nogler	- Physical Education (Gr. 1 - 6)
Emily Mallett	- Physical Education (KA, KB, KC, 1Z)
Meghan Etchell	- Behavior Resource
Stefanie Clark	- French Teacher
Valerie Herring-MacBeath	- Reading Recovery
Carrie Ellsworth	- Resource
Bethany Chappell	- Resource 100%
Susan Doiron	- School Counsellor (80%)
Ashley Kenny	- School Counsellor (20%)
Natalie Boyle (Jennifer Giddings)	- Library/Resource
Kelly Gillis, Sarah Dickie	- Instructional Coaches

EDUCATIONAL ASSISTANTS

Yvonne Cumiskey	Margaret MacKay	Sarah Newman
Samantha Yeo	Steve Bowtle	Melanie Visser
Heather Wood	Darla Farquharson	

YOUTH SERVICE WORKER

Emma Kate Donovan

SUPPORT STAFF

Beudah VanWiechen	Administrative Assistant
Marilyn MacQuarrie	Administrative Assistant
Ginette Misener	Day Custodian
Betty Perry	Night Cleaner
Massiel Flemming	Night Custodian
Jennifer Doyle	Public Health Nurse

Bus Drivers

Chad Lewis - Bus # 100	Tiger Melhem - Bus # 91	Lisa Houston - Bus # 185
Judy MacKay - Bus # 79	Adrian Green - Bus # 67 (pm)	Barry MacMillan - Bus # 104
Dale Wilson - Bus # 103	Dean MacMillan - Bus # 289 (pm)	

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, if you 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, 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 during after school hours.

If you are picking up your child, please wait outside, or in the front lobby to alleviate congestion and confusion in the building. If you are picking up your child for an appointment, 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.

We are asking parents to sign in and sign out students when dropping off or picking up outside of regular school hours.. The binder will be kept in the office. This is our way to keep track of students who are in the building and those who have been picked up. This information will also assist us in identifying students who may be missing a significant amount of instructional time.

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.

- **Alternate Transportation – Please refer to our school’s website under News Section in the case where one or more of L.M.’s busses are not running.**

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.

November 5	Report cards send home
November 7	Evening (5:00 pm - 9:00 pm)
November 8	Full Day (9:00 am - 3:00 pm)
March 3	Report Cards Issued
March 5	Evening (5:00 pm – 9:00 pm)
March 6	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.

Wow Peanut Butter

The following information has been sent to us by the Public Schools Branch Director.

Wow Butter and Sunbutter are made from soy and sunflower seeds and do not contain the peanut protein which may trigger an anaphylactic reaction to occur in a child with a life-threatening allergy to peanuts and tree nuts.

These products are being marketed as peanut butter alternatives that are so close to peanut butter in smell, taste and texture that you won't believe it's not peanut butter!

With products that are almost identical in color, consistency, smell, and taste to peanut butter, schools would find it very difficult to monitor for student safety as it is almost impossible to differentiate between these products and peanut butter.

Please treat peanut butter look-a-likes the same way as you would treat peanut butter.

This means:

- Schools that are peanut and peanut product free **will not allow** the products that imitate peanut butter.
- Schools that have peanut free zones **will not allow** peanut products.

School Newsletter:

A monthly newsletter and calendar will be emailed on the first **Monday** of each month. Our newsletter and calendar will also be on-line on our website. **We will only be sending home paper newsletters, calendars, etc to those parents who indicate that they would like a paper copy.** Otherwise, these items can be found on our school website.

Safe and Caring Learning Environments Policy:

LM Montgomery Elementary, in accordance with the **Public Schools Branch Safe and Caring Learning Environments Policy (# 605)**, has established expectations for creating and maintaining a safe, caring, respectful and inclusive climate for learning and working.

The Public Schools Branch (PSB) is committed to ensuring that our schools provide a safe and caring environment for students and staff. A meaningful education is best provided in a school community in which people can learn and work in an atmosphere of respect, trust and acceptance. Every member of the school community, including but not limited to students, staff, and parents/guardians has a shared responsibility for creating a safe environment and a positive school climate. The Public Schools Branch is committed to prevention and intervention strategies to address bullying/harassment, discrimination, violence, abuse of any kind, and any other behaviour that negatively impacts the school climate.

The PSB, in accordance with the Education Act, is responsible for ensuring that each student and staff member is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. The PSB will build on its commitment to foster positive school climates by promoting positive behaviors through an *integrated approach of progressive discipline* to enhance learning, leadership and engagement.

The PSB recognizes that a response to student behaviours will take into account: the student's age; the student's history (disciplinary history, personal history, recent trauma, etc.); the student's ability to be accountable for their behaviour; the student's ability to control their behavior; and the student's ability to understand the consequences of their actions.

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 behavior and conduct. It is our expectation that parents:
 - be aware of the school's code of conduct.
 - work with the school to resolve student behavior issues when they affect their children.

- cooperate with the school's or district's recommended course of action for the student.
 - model appropriate behavior and language for their children.
2. All parents/guardians are reminded that they are subject to the school's code of conduct, as are all students and staff.

PSB 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 or games 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:

Scheduled supervision is provided by teachers at 8:00 a.m. in the playground area. Parents who are dropping off students will drop off at student walkway. Please do not drop off students at the front entrance of the school prior to 8:25. Scheduled supervision also takes place during recess (10:35-10:50 a.m)., in the classroom for lunch from (12:20-12:40 p.m), on the playground at noon (11:55-12:20 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	8:35 a.m.	to	11:55 a.m.
Recess	10:35 a.m.	to	10:50 a.m.
Supervised Noon break	11:55 pm	to	12:20 p.m.

Supervised Lunch	12:20 p.m.	to	12:40 p.m.
Afternoon Classes	12:40 p.m.	to	2:40 p.m.
All Busses Depart	2:50 p.m.		

Note:

Students who walk or cycle will be dismissed after the busses depart at 2:50 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....

Please visit our school’s website to view the PSB’s Attendance and Student Engagement Policy.

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 expected to label lunch cans, footwear, clothing, 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 - Ms. Ellsworth, Ms Etchell & Ms. Chappell, Ms. Herring-MacBeath & Natalie Boyle
2. School Counsellor - Ms. Doiron (80%), Ashley Kenny (20%)
3. Educational Assistants -Ms. Cummiskey, Ms. MacKay, Ms. Wood, Ms. Yeo, Ms. Visser, Mr. Bowtle,
4. Counselling/Support - Public Schools Branch – Murray McInnis
5. Health Nurse - Referrals (Jennifer Doyle)
6. Tutoring - Blocks of Tutor time are given to school by Public Schools Branch to be assigned by the School Student Services Team
7. Speech Therapy - Limited referrals with Parent-Guardian consent, Ainsley Rogerson
8. EAL Support - Suzanne MacDonald
9. Occupational Therapist - Rae Fitzpatrick

Student Supplies:

Grade K-5 teachers order and distribute a full range of student supplies for their students. The cost this year is \$40.00 per student for Kindergarten and Grade 1 students (they do not require an agenda) and 47.00 for grades 2-5 (this includes an agenda). 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. Students at this grade level are also expected to bring deodorant to use.

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.

It is now mandatory that all students wear safety goggles in order to participate in various sporting events. Students have the option of purchasing their own or school ones will be provided. If you wish to purchase goggles you may do so by contacting Mill Supply Ltd., 410 Mt. Edward Road. Phone: 902-566-5274

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 Specialties:

L.M. Montgomery offers a variety of food items Monday – Friday, including milk, chocolate milk and orange juice available daily.

2% white milk	.50	Subway/Quiznos	3.75 (Subway) 4.25 Quiznos
2% chocolate milk	.80	Mon/Thursday Option	3.75
100% orange juice	.50	Baked Chicken Strips	3.10
Cheese Pizza	1.85		

On-Line Ordering

All lunch and milk/juice orders will be ordered using our on-line ordering system. If you are a new parent to our school you will need to go on-line and register your son/daughter. Here's how to get started:

- Go to <http://lmmontgomery.hotlunches.net>
- Click on “click here to register”
- Complete the rest of the registration form. (Including your email address will ensure you receive reminder emails about hot lunch order deadlines, and your child’s hot lunch order for the upcoming week).
- Click the “Register Now” button at the bottom
- Follow the instructions to add each child in your family who attends LM Montgomery School.

Once you get your son/daughter registered for the on-line orders, you can then go in and place your 2 week order. For the first start up it will be only for a 1 week ordering period which will begin on September 9 – 13 then you will be able to go in and order for a 2 week period (Sept. 16 – 27) The cut-off date for ordering and paying online will be Sunday of the new ordering week by 9:00 pm. (this is the Sunday before the ordering begins).

Bambora: Due to recent problems with paypal, we have switched to a new payment provider called Bambora. When you finish ordering your child/children’s lunches, you will notice a spot right on that page where you enter your credit card number, expiry and cvv number. Once those items are filled out the “pay” button will light up, and you can process your transaction right then! It’s very quick and easy, without being re-routed to another page to make your payment. It does not allow payment for those who may have used their debit cards through paypal. We hope this new system will make for a smoother payment option for everyone.

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

Role of Public Health Nursing in Schools

Vision and Hearing Screening: The Public Health Nurse accepts referrals from students, parents and teachers. The School Health Program covers routine screening in specific grades for vision and hearing.

Communicable Disease Control: The Public Health Nurse provides education and follow-up with those students who have a specific health concern, an extreme allergy problem and/or a communicable disease.

Immunizations: Immunizations are given in the schools with parental consent and according to the Provincial Immunization schedule as directed by the Chief Health Officer. Consent forms are sent home in advance of all immunization clinics scheduled in the school.

For Children New to the Province: The Public Health Nurse requests a copy of your child’s immunization record. A copy of this record may be dropped off or faxed to your local Public Health Office. The Charlottetown Public Health Office is located at the Sherwood Business Centre, 161 St. Peters Rd., Charlottetown, PE, (902)368-4530 (phone), (902) 368-4497 (fax).

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 September. 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.

Sis as follows:

Co-Chair – Alicia Packwood & Cara Dempsey
 Secretary – Gail Edgett

Treasurer – Jennifer Barry
Principal – Heather Cudmore
Vice-Principal- Patti Davidson

Make sure to join our Facebook group - LM Montgomery Home and School Association - so you can keep up to date. We are always eager to receive any feedback!

**L.M. Montgomery Elementary
Alternate Transportation Plan**

In the event that all or some L.M. buses are not running, a mass e-mail will be sent to parents to inform them of the change. Parents will also be directed to our school website where our **Alternative Transportation Plan** is posted under our **NEWS** section. There you will see **two** options: One plan that comes into effect when **No buses** are running, and other plan that comes into effect when **1 or more** buses are NOT running. Please click on the appropriate link for information

Parent Drop- Off Procedures: 8:00- 8:20- Students with last names beginning with A-Mac
8:20-8:40- Students with last names beginning with M-Z

*Parents are asked to enter through second entrance on MacWilliams Road. Stay to the left of the orange barriers. Students can exit vehicles and walk along designated walkway to **student entrance doors**. In order to maintain the flow of traffic, parents are asked to remain in their vehicles, staff will assist students where required. Students and parents are asked NOT to use the front entrance during these situations. **Do not pass cars in the drop off lane.**

* Drivers need to be alert to possible buses entering parking lot to drop off students starting at 8:20. **No drop offs permitted through the bus lane or bus/staff parking lot.**

Parent Pick-up Procedures: Will begin **no earlier than 3:00 PM** to allow buses to safely exit the school parking lot. Please make every effort to follow assigned pick-up times.

3:00-3:10 PM- Kindergarten students and siblings
3:10-3:20 PM- Grade 1 students and siblings
3:20-3:30 PM- Grade 2 students and siblings
3:30-3:40 PM- Grade 3 students and siblings
3:40-3:50 PM- Grade 4-6 students

• Parents are asked to enter through second entrance on MacWilliams Road, stay to the left of the orange barriers and follow through to student entrance doors. Remain parked until a staff member directs your child(ren) to your vehicle and motions for you to proceed through staff/bus parking lot and exit onto MacWilliams Road. **Do not pass parked vehicles.**

• Staff members will be on site. Please follow directions given to ensure the safety of all involved.

If required, Police will be directing traffic on the corner of MacWilliams Road and St.Peter's Road and/or at school entrances on MacWilliams Road.

School Calendar 2019 – 2020

September 3	Orientation for Teachers
September 4	Joint Staff Day (no classes)
September 5	First Instructional Day
September 12	Meet the Staff
September 18 & 19	School Pictures
September 27	School goals Day (no classes)
October 11	Provincial Learning Day (no classes)
October 14	Thanksgiving Day (no classes)
November 5	Report cards sent home
November 7	Parent Teacher Conferences (pm)
November 8	Parent Teacher Conferences (no classes)
November 11	Remembrance Day (no classes)
November 14 & 15	PEITF Annual Convention/CUPE Annual Convention (no classes)
December 6	Joint Staff Day (no classes)
December 20	Last Instructional Day for 2019
January 6	First Instructional Day in 2020
February 3	Senior High School End of Semester (no classes for Grades 10 – 12)
February 17	Islander Day- (no classes)
February 28	Professional Learning Day (no classes)
March 3	Report cards sent home
March 5	Parent Teacher Interviews (pm only)
March 6	Parent Teacher Interviews (no classes)
March 16 – 20	March Break (no classes)
April 3	School Goals Day (no classes)
April 10	Good Friday (no classes)
April 13	Easter Monday (no classes)
May 1	Area Association Professional Development Day/CUPE 3260 Convention (no classes)
May 18	Victoria Day (no classes)
June 26	Last Instructional Day/Grade 6 closing
June 30	Last school day for staff

