



West Royalty School Handbook



*What the mind can conceive
and the heart can believe
you can achieve!*



2019-2020

West Royalty School
80 Commonwealth Ave. C1E 2E9
Tel: 368-6790
Website: www.edu.princeedwardisland.ca/westroyalty/

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This handbook is sent home at the beginning of each new school year to give parents information on the operation and policies of West Royalty Elementary School. It is hoped that you will find this guide useful during the year. If you need clarification, please call the school anytime during the day (8:00 – 3:30PM) at 368-6790.

MISSION STATEMENT

TO HELP EACH CHILD ACQUIRE SKILLS NECESSARY TO BUILD SELF-CONFIDENCE AND A WHOLESOME SELF IMAGE.

TO DEVELOP WITHIN EACH CHILD A SOUND BASE OF CORE KNOWLEDGE AND TO DEVELOP THE SKILLS THAT WOULD ENABLE HIM/HER TO SEARCH OUT AND FIND OTHER INFORMATION.

TO HELP EACH CHILD DEVELOP WHOLESOME ATTITUDES NEEDED TO PARTICIPATE AS USEFUL MEMBERS OF SOCIETY.

Message from Administration

Welcome to a new and exciting school year! A special welcome is extended to students and parents/guardians who are joining the West Royalty Elementary School community for the first time. As the year progresses, we hope you will take the time to familiarize yourself with the operation, policies and programs we offer as we work together to make this a great year for everyone.

West Royalty staff offers a caring, respectful environment that focuses on academic and emotional fulfillment.

We continue to work hard to develop a strong bond between the home, community and school. To accomplish this we encourage you to actively participate in your child's learning and to participate in the school in any capacity you feel comfortable.

Our commitment is to the students who attend our school. We ask that you work with us to support the success of our students. Good communication between home and school is essential. You are encouraged to call if you have questions or concerns about your child. The best time to contact the teacher is after school. If however you wish to call during the day, 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 and the teacher will contact you.

School Hours

8:15	Doors Open	11:15	Period 6
8:20	School begins/Announcements	11:45	Period 7
8:25	Period 1	12:15	Recess
8:55	Period 2	12:40	Lunch
9:25	Period 3	1:05	Period 8
9:55	Period 4	1:35	Period 9
10:25	Recess	2:05	Period 10
10:40	Transition Time	2:35	DISMISSAL
10:45	Period 5		

General School Information

Peanut/Nut Restricted School

Due to a number of students with life threatening food allergies in our school, we are a peanut/nut product restricted school. Parents are asked to **NOT** send peanut butter sandwiches, cookies, or other snacks containing **nuts**. ***If your child has peanut butter at home for breakfast, please make sure they wash their hands before coming to school.*** Restrictions include any product that may be contaminated by nuts. Please watch for the phrase **“May contain nuts”** on the package. If in doubt, please do not send it.

In addition, we have a student in Grade 1 this year who is anaphylactic to kiwi. As a result, kiwi and kiwi products are restricted for students in the grade 1/2 wing. Please do not send kiwi, juices with kiwi, or any products containing kiwi to school with students in these classes.

School Telephone Number 368-6790

Fax Number 368-6795

School Web Site: www.edu.pe.ca/westroyalty

Six-Day Cycle

Our school operates on a six-day cycle which means that subjects are scheduled from Day One to Day Six instead of a Monday to Friday rotation. The cycle continues from Day One to Day Six and back to Day One again without interruption, unless all schools in the **Public Schools Branch** are closed (i.e., workshops, storms). In the event of only West Royalty being closed, the day of the cycle will be missed. The major benefit of the six-day cycle is that students will not miss time from a particular subject should the system be shut down. After Christmas and March break, the day cycle will continue on from the last teaching day previous to the break.

Newsletters

A newsletter is available on our school website at www.edu.pe.ca/westroyalty. This is one of our main sources for regular communication. **If you do not have internet access, please inform your child's teacher and a hard copy can be made available.**

Label Belongings

Please label all of your child's belongings, i.e., sneakers, lunch boxes, clothing, boots, etc. It is much easier for purposes of identification when things are misplaced.

Footwear

We require two pair of footwear - one for indoor use and the other for outdoor use. Please do not purchase black soled sneakers as they mark the floors. Students must wear footwear at all times.

Inside - Outside Days

On days when weather permits, students are expected to be outdoors at recess and noon time. Appropriate clothing (boots, splash pants, hats) should be provided. If a child is too ill to go outside, it is probably best that they be at home until they are well enough to participate in required school activities.

Bussing Safety

We expect students to behave in an orderly fashion during the loading/ unloading of the busses. Our goal is to make our busses comfortable and safe for all students. If students cause situations on the bus which might distract the driver, or if they are otherwise misbehaving, they receive one warning, then face the loss of their bus privileges. Extremely serious situations may result in the loss of bus privileges without a warning.

DROPPING OFF STUDENTS TRAFFIC SAFETY:

Due to safety concerns, please follow these rules for drop-off and pick-up hours:

- Drop-off and pick-up areas are along the curb **by the gym. Please do not stop in front of the grade 3/4 doors**
- If you must enter the school (or walk your child in) **please park in the parking lot**
- **Please do not stop in front of main doors.** It doesn't take many cars to have a back-up along the road. **Pull up as far as you can before stopping to let you child out.**

PICKING UP/DROPPING OFF STUDENTS:

We ask that all parents/guardians who are **picking up/dropping off students** do so at the **outside doors**. This will eliminate traffic in the hallways and **promote student independence**. We would ask you to abide by the following guidelines:

1. We would ask **all parents and visitors to report to the Main Office when entering the school**. The Administrative Assistant will be happy to let your child know that you are here waiting in the office.
2. If you need to drop off something for your child, please leave it with the Administrative Assistant.
3. If you regularly **pick up your child** at the end of the day, please do so at a prearranged location at the **outside doors of the school**. It is quite disruptive for children if parents wait in the corridor by the classroom.
4. If you arrive after 8:30 am please use the school's main door as our other doors will be locked at this time.

Participation, Release and Indemnification for Low-Risk Activities

This form is intended to cover several low risk activities in which students participate during the school year. Examples of low-risk activities would be: Music Festival, Drama Festival, school fundraising activities, visits to other schools to see exhibits, hear speakers or see presentations, class trips within the province, and trips to the Confederation Centre. A letter will be sent home, to inform parents any time the students are leaving school property.

For high risk activities or travel outside the province, a separate form to be signed by the parents will be sent home, specifically indicating individual events.

Cancellation of Classes

Please listen to the radio between 6:30 and 8:00 a.m. to determine if school is operating. Do not drop your children off at school unless you are certain that school is operating that day. If school closes during the day for a storm or any other emergency, an announcement will be made on the local radio stations. Be sure to make arrangements for your children in case of school closure during the day, and please make sure your children understand the arrangement.

Caring Places to Learn

Under the Public Schools Branch, there is a comprehensive policy designed to ensure that schools provide a healthy, safe, and supportive working and learning environment for every student and staff member. The Caring Place to Learn policy is an “umbrella” policy which supports each school’s own policies and practices in this area.

Countless personal interactions occur in our school every day, and these interactions are the focus of this policy. The policy guides the way people in our school communities treat each other, and the expectations for behavior 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 and outside the classroom - 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 schools –students, parents, teachers, support staff, 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 to staff incidents.

Parents in particular are encouraged to inform us immediately about situations which would negatively affect the schools 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.

Parental Responsibility in Supporting the School’s Code of Conduct and the Public Schools Branch Caring Places to Learn Policy:

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 behaviour 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.

Regular/Adapted/Learning Plans/IEP Program

Students will be on a regular, adapted, Learning Plan or IEP (Individual Education Plan) program. Parents will be involved in the decision about what program best suits the learning needs of your child. This will be clearly indicated on the student's Learning Report.

Regular Program

Student is working on the prescribed grade level curriculum outcomes as established by the PEI Department of Education.

Adapted Program

Student retains the learning outcomes of the prescribed curriculum, but adaptations are provided so they can achieve more success in the regular program.

Learning Plan

Student are working on specific curriculum outcomes based on their specific learning needs.

Individual Education Plan (IEP)

Students who need modification in several areas of school life.

Parent/Teacher Conferences

We have scheduled two formal Parent-Teacher Conferences for our families. As much as possible we would like to avoid two interviews for one child. In exceptional circumstances, the principal may give permission for this to happen. We encourage regular communication throughout the year.

Healthy Alternatives:

Lunches/Snacks: We encourage parents to send healthy lunches and snacks to school with your children. We feel that these habits promote healthy bodies and healthy minds. To support this concept, periodically our Home and School prepares healthy snacks for the classes to share. This provides an opportunity for our students to try different foods.

Student Accident Insurance - The Department of Education has purchased basic accident coverage for all students in Grades K to 12. Coverage is provided for students at school, at community based learning activities (school sport events, co-op placement, field trips) and while travelling to and from school and community-based school activities. These forms are available at <http://www.gov.pe.ca/edu/elsb/departments/coroperate-services/school-accident-insurance-program/>

Services

HOTLUNCHES.NET

West Royalty Elementary School is pleased to offer a variety of healthy food selections for the 2018-2019 school year. All menu items adhere to the province's Healthy Eating Alliance guidelines. Below is the food ordering process to be followed if your child wants to participate in the Food Program. For more information, please visit the school's website.

All food orders are completed online on the Hotlunches.net website. **Please NOTE that each year you have to re-register using the same email account from the year before.**

All payments must be received at the time of ordering. If the payment is not made at the time of ordering, the order will not be processed.

Your child's order and payment must be made by 9 p.m. on Sunday.

How the online ordering works:

- Please visit www.westroyalty.hotlunches.net
- Click on **register** on the upper right hand corner. *All parents must register new each year (if you registered last year, please use the same email to register with as any credits in your account from last year will be associated with that email.)*
- Fill in your information as required
- Please make sure you fill in the child's name as the student and choose the correct homeroom
- If you need help at any time please click on the "help" tab then select
- "Parent instruction guide"

First Week of Lunch Items will be September 10th.

MENU OPTIONS ARE AS FOLLOWS:

Monday: Papa John's Chicken Poppers (5) & a parmesan bread stick \$3.50,
White (.50)/Chocolate (.80) Milk

Tuesday: Subway (Check off options on the online Subway order form) \$4.50
White (.50)/Chocolate (.80) Milk

Wednesday: Domino's Pizza \$2.00 White (.50)/Chocolate (.80) Milk

Thursday: Pita Pit \$5.00
White (.50)/Chocolate (.80) Milk

Friday: Chicken Caesar Wrap, veggie sticks & ranch, 2 Chocolate balls (oats, dates, vanilla & cacao powder) \$5.75
White (.50)/Chocolate (.80) Milk Available

***Reimbursements are not possible because the vendors must be paid for the food they supply.**

You can edit an order up **until Sunday at 9:00 p.m. prior to each order week** (The system will give you a credit in the hotlunches.net account, which you can use on your next order). **After that the menu is closed, no adjustments can be made to that week's order.** If your child is sick or absent, and you wish to pick up your child's lunch, you must phone the school **before 9am** on that day to notify the teacher. If the school does not receive a call, his/her lunch order will be donated to another child in need.

School Policies

Public Health Nurse

The public health nurse serving our school, this year will be Sherri Collings-McPhee. She will be visiting the school weekly and may be reached at the Public Health office at 902-368-4354.

Code of Behavior

Appropriate behavior is based upon respect for self, others, and property. Every student has the right to attend school and, along with that right, has the responsibility to do his/her best to allow others to do their best. Interference with the learning process shows lack of both self-respect and respect for others. Such interference is unacceptable and will not be tolerated. Students must respect school property and will be held accountable for deliberate damage. As stated in the PEI School Act (Sec 72) Students have the following responsibilities:

- To observe the code of conduct and other rules and policies of the school board and of the school;
- To attend classes regularly and punctually and participate;
- To be diligent in pursuing the student's studies;
- To respect the rights of others;

Code of Conduct

Procedures:

1. Reminder
 - unacceptable behavior will be identified
 - choice of displaying acceptable behavior or moving to Step 2 will be given
2. Change of Scenery
 - a student will be asked to change places within the classroom
 - a choice of displaying acceptable behavior or moving to Step 3 will be given.
3. Out of Class Time
 - student will be asked to leave the classroom (choice of location will vary depending on the grade level of the student)
 - teacher will remind student of the behavior expected and will reinstate the student into the classroom
 - teacher will notify the parents of the problem
 - teacher will identify and document steps one through three and will have it available upon request of the school administration
4. In-School Suspension (first time)
 - one- half day minimum
 - continued misbehavior at this point will result in moving to step five
 - upon return to the classroom, student will begin at step one
 - if students repeats step three, he/she will move to step five
 - special circumstances may require an alternate plan to be followed
5. Student is sent home and is able to return to school after agreement that behavior will be corrected. Parents will automatically be notified when the student reaches step three.

Pediculosis (Head lice/Nits)

The students are checked when we become aware of a problem. If a student is identified as having lice/nits they are sent home to be treated **and return to school** following the first application of an approved treatment. Parents/guardians may find the link to the **Caring for Kids** website helpful.

<http://.caringforkids.cps.ca/handouts/headlice> If you discover your child has lice/nits, please contact the school immediately. It is important so we can prevent further spreading.

Attendance

The Public Schools Branch seeks full cooperation from parents/guardians in promoting regular school attendance and punctuality to their school age children. Attendance in school is central to educational achievement and school success. School attendance is required by law, under the *School Act*, for all children between the ages of six (6) and sixteen (16). Parents/guardians must ensure that students attend and remain in school daily.

The Public Schools Branch strongly encourages the following:

- When possible medical/dental appointments and extracurricular activities should be scheduled after school hours;
- Family vacations should be taken during school vacation and recess periods.

No student will be excused from regular attendance and schoolwork to take private lessons in sports, music, art, dance, or any other area without prior approval of the Minister responsible for public education in Prince Edward Island.

Parents/Guardians shall:

- Ensure their child is punctual and regularly attends school;
- Support their child in the pursuit of learning;
- Notify the school prior to or on the day of their child's absence;
- Contact the school in advance of any planned, extended periods of absence;
- Support the completion of work missed during excused and unexcused absences;
- Collaborate with school staff to support student attendance and engagement.

Teachers shall:

- Support students in the pursuit of learning;
- Maintain daily/course attendance data in Students Achieve;
- Support and encourage student punctuality and regular attendance;
- Contact the student and parent/guardian to discuss attendance concerns;
- Permit students with absences the opportunity to complete missed assignments and tests;
- Refer students with ongoing attendance problems to administration;
- Collaborate with administration and parents to support student attendance and engagement.

Administrators shall:

- Ensure that students, parents/guardians, and staff are aware of the Attendance and Engagement policy and procedure;
- Ensure teachers maintain attendance data as outlined in this procedure;
- Ensure that student attendance is reported to parents/guardians in a timely manner;
- Collaborate with school staff and parents to support student attendance and engagement;
- Report frequent student absenteeism to the Director of Public Schools Branch when the explanation of a student's absences is unsatisfactory and interventions at the school level have been exhausted in accordance with this procedure;
- Report in detail chronic absences and the interventions implemented by the school to the Department of Community Services and Seniors – Child Protection where absenteeism is suspected to be a symptom of neglect.

Fire Drills and LockDown

Fire drills and lockdown practices are held on several occasions throughout the year to make school life safer.

Textbooks

At the beginning of the school year each child is issued a set of school books. These books remain the property of the school and have to be returned to us at the end of the school year in good condition. The child is responsible for these books for the year. In the event a book is damaged or lost the child's parents will have to pay the price fixed by the Department of Education. Many tax dollars are spent on replacement of lost or damaged school books. Your cooperation is greatly appreciated.

Electronic Devices

As per the Public Schools Branch policy, electronic devices (cell phones, smart phones, game systems, etc.) are not to be used at school during learning time or recess/noon breaks. Students are to leave these electronic devices in their kitbag, and since we cannot ensure their security we recommend that students leave them at home.

Programs

Core French Program

The Core French Program begins in grade four at West Royalty School. The program is designed for students who are initiating their studies in French. It is based on a multi-dimensional curriculum that encourages students to learn a second language by living real experiences in French.

Music Program Classes

Students in grades K - 6 receive thirty minutes of music instruction 3 times per cycle. These classes include singing, singing games, ear training, basic music literacy and theory rhythm clapping, xylophone and percussion work as well as creative movement and listening to many styles of music. Grades 4- 6 are also given instruction on playing recorder in their music lesson at different times through the year.

Lunch Clubs

Students in grades three to six are eligible to join Choir. The choir performs at special assemblies throughout the year and further develops vocal technique and part singing. Rehearsals will be at noon. Additional clubs run through the school year such as recorder club, guitar club, and school band. Students are notified of these clubs as they happen. In addition there are performance opportunities throughout the year for special events and concerts. Rehearsals for these occasions take place during the school day.

Library-Resource Centre.

The Library-Resource Center has open book exchange for all students and teachers every day. Each grade K, one, two and three classes have one scheduled session in the Library-Resource Center (approximately one half hour) in the six-day cycle for a book exchange and read-aloud story. Students are responsible for lost or damaged books and magazines. The replacement fee is \$5. for most paperbacks and approximately \$12. - \$25 for hard covers.

Two Book Fairs will be held this year and each will take place during the week of parent-teacher interviews in November and March. All proceeds go toward resources for the library.

Guidance Program

The counseling program at West Royalty School has been established to help foster the social, emotional, cognitive and physical well-being of our students. The program involves individual and group counseling, academic and ability assessment as well as consultation with teachers, parents and outside agencies. The counselor is involved in promoting and implementing programs within the classroom which support the above stated goals. As well, several social clubs are run by the school counselor including a Chess Club, a Welcome Wagon Club, In school Mentoring program and a Youth Group for social awareness. Referrals for counselling or academic assessment may be made by teachers, parents or by the students themselves.

Physical Education

The aim of the Physical Education program is to provide opportunities for students to develop knowledge, skills and positive attitudes towards active living. The program will support students in acquiring the understandings and skills to engage in movement activity and to develop a solid foundation for a balanced lifestyle.

Students are required to wear appropriate footwear. Appropriate footwear/sneakers should include proper fit and be secure. CROCS AND SANDLES ARE NOT PERMITTED.

Intramural Program

The intramural program will run at both recesses, beginning in September and will continue until June.

Students are required to wear proper gym gear in order to attend.

Interscholastic Program

West Royalty School will compete against other schools in the following sports:

- Cross Country (September/October) - Pre Novice/grades three and four, Novice and Bantam/grades five and six.
- Gymnastics (January/February) - Pre Novice/grades three and four, Novice and Bantam/grades five and six.
- Badminton (March/April/May) - Novice and Bantam/grades five and six.
- Track and Field (May/June) - Novice and Bantam/grades four, five and six.

***Expectation - if a child is going to represent West Royalty school at any of the zone events they must be able to attend the provincial Championships for that event.**

Team practices will take place either during school at recesses or after school depending on the school sport.

West Royalty Home and School Association

We have a very active Home and School Association. We participate in activities during the year which allow us the opportunity to provide our children with a few of the “extras” and to build a sense of community in the West Royalty, Winsloe Area. Home and School is a great way to get involved with our children and their school.

Check out the West Royalty Home & School Website: www.westroyaltyhs.ca

SCHOOL CALENDAR FOR THE 2019-2020 SCHOOL YEAR

2019

SEPTEMBER

- 02 Labour Day (**No School**)
- 03 Orientation Day for Staff
- 04 Joint Staff Development Day
- 05 First Instructional Day
- 12 Meet the Teacher Night
- 16 Fall Fundraising Campaign Kickoff
- 27 School Goals Day (**No School**)
- 30 School Pictures for KA, KB, 2, 4, 6

OCTOBER

- 01 School Pictures for KC, KD, 1, 3, 5
- 11 Professional Learning Day (**No School**)
- 14 Thanksgiving (**No School**)
- 25 Halloween Dance 6:00-7:30

NOVEMBER

- 05 Picture Retakes
- 05 Learning Reports go home
- 07/08 Parent –Teacher Conferences (**No School on the 8th**)
- 11 Remembrance Day Holiday (**No School**)
- 14/15 PEITF/CUPE Annual Conventions (**No School**)
- 27 Gr. 3 and 3-6 choir concert 6:00 p.m. (storm date Nov. 28)

DECEMBER

- 04 Grade 2 concerts during the day (storm date Dec. 5)
- 06 Joint Staff Development (**No School**)
- 10 Kindergarten concerts (day)
- 11 Grade 1 concerts (day)
- 12 Storm date for K/1 concerts (day)
- 20 Last Day of Classes in 2018

2020

JANUARY

- 06 First School Day in 2019

FEBRUARY

- 17 Islander Day (**No School**)
- 28 Professional Learning Day (**No School**)

MARCH

- 03 Learning Reports go home
- 05/06 Parent/Teacher Conferences (**No School on the 6th**)
- 16-20 **Spring Break (No School)**

APRIL

- 03 School Goals Day (**No School**)
- 08 Welcome To Kindergarten 5pm-6:15pm
- 10 Good Friday (**No School**)
- 13 Easter Monday (**No School**)

MAY

- 01 Area Association/CUPE Business Day (**No School**)
- 18 Victoria Day (**No School**)
- 29 Kindergarten Orientation Day (**No school for Kindergarten students**)

JUNE

- 26 Grade 6 Closing 9:00am
- 26 Last Instructional Day and Report Cards for Grades K-6
- 30 Last Day for Staff

