



**CHIGANOIS**  
**Elementary School**

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# **Parent/Guardian/Student Handbook 2020-2021**

This handbook contains basic information about our school. School and home must work together to ensure consistency and comfort in your child's life. With our combined efforts, your child/children will experience school as joyful and rewarding.

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## PRINCIPAL'S MESSAGE

Dear Parents, Guardians and Caregivers,

Welcome to Chiganois Elementary School. Our mission is to develop lifelong learners in a student-centered environment with high expectations for all. We at Chiganois Elementary understand the importance of instilling and enhancing the partnership between home and school for your child's optimum educational experience. At our school we value:

### VALUE STATEMENT

At Chiganois Elementary, we value **respect**.

We value respect of self, others, learning and the environment.

At Chiganois Elementary, we value our **talents**.

We welcome the uniqueness and diversity of all people.

At Chiganois Elementary, we value **risk-taking**.

We step out of our comfort zone to meet our  
mission, values and goals.

At Chiganois Elementary, we value **lifelong learning**.

Staff is courteous, competent, dedicated and committed to  
their profession.

At Chiganois Elementary School we value a **safe and caring environment**.

**We are community.**

Please take the time to look through this handbook to become familiar with the school life at Chiganois Elementary. If you have any questions, please do not hesitate to contact us at the school office.

Welcome to Our School Community.

Mr. Kevin Harnish, Principal

## **SCHOOL ADVISORY COUNCIL MESSAGE**

Chiganois Elementary School is the sum of all its parts...students and teachers, parents and staff, and community members and volunteers. But there are two areas where parental involvement is crucial.

We are a volunteer organization that was established by the Nova Scotia Education Act. We are guided by the policies set by the Chignecto Central Regional Centre for Education (CCRCE). Our School Advisory Council (SAC) is an advisory body to the school principal and to CCRCE on a wide range of issues, including policies, curriculum and programs, school practices, student code of conduct, student-support services, fund-raising, parent-school communication and school improvement. Most importantly, the SAC participates in the ongoing efforts of the school to continuously improve student achievement and performance. Our students are the first consideration in all our decisions.

The Parent Teacher Group (PTG) is a very important function of Chiganois Elementary School Advisory Council. Every parent of a child attending Chiganois Elementary School is a member of this group. We strongly encourage you to become involved in all PTG projects – from volunteering in a variety of capacities in the school to special fundraising events. Our children and school receive the benefits of all this hard work.

A big thank you is extended to those of you who have volunteered in the past and those who continue to dedicate your time and talents to our students and school's success. We give thanks to our children, families, teachers, staff, and community members who continue to build on the strong tradition here at Chiganois Elementary School.

Sincerely,

Chiganois Elementary  
School Advisory Council Chair

## **SCHOOL PROFILE**

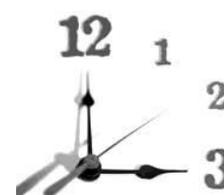
Chiganois is a school with approximately 180 children in attendance. The classes range from grade primary to grade 5. The children are taught in cooperative and child centered classrooms. For the 2018-19 school year, we have the following class configurations: Primary, Primary/One, One/Two, Two, Three, Four, Four/Five and Five. We pride ourselves in providing a caring and high quality learning environment in which the individual child's learning needs are recognized and nurtured. Chiganois will have 8 classrooms, Resource Support, Early Literacy Support & Learning Center. We also have a shared school psychologist, guidance counselor and speech pathologist, and offer Music and Physical Education programs and Core French for grade 4 and 5.



The school was constructed in 1965 and has a large playground and play field. Our school community draws from a largely rural area although many parents work in Truro and Bible Hill. Parents have a voice in our school through the School Advisory Council and the Parent-Teacher Group. We encourage a high level of positive community support.

## **SCHOOL HOURS**

9:00	<b>Doors Open</b>
9:15	<b>Instruction Begins</b>
10:35 – 11:30	<b>Staggered Recess</b>
12:35 – 1:30	<b>Staggered Lunch</b>
3:15	<b>Dismissal</b>



## **FOOD & NUTRITION POLICY**

Schools accept food and beverage donations that fit the Food and Nutrition Policy. We will welcome any items that are healthy foods. (apples, water, veggies) See <http://www.ccrce.ca/> for the policy.

## **ATTENDANCE**

**It is important for all children to be in regular attendance and on-time for school. Attendance at school is a requirement under the Education Act and a parental responsibility to ensure attendance is regular. Parents may excuse children from school for reasonable cause. We ask you do not send children to school who are ill. **If your child is going to be absent from school or late arriving it is very important to call the school (662-4420) before school begins.** We do have voice mail and messages are checked regularly. Please leave a message indicating why your child is absent.**

## **POSITIVE ACCOLADES ON STUDENT SUCCESS**

At Chiganois Elementary, we recognize the importance of positive communication between home and school. We like to praise students and highlight their individual successes. This is attempted throughout the year by email, phone calls, postcards and face to face chats. Please be on the lookout for any of these accolades from your child/children's teacher & even from the principal!

**PRINCIPAL'S LUNCH** \* due to Covid-19 Principal's Lunch is not possible at this time \*

To celebrate the birthdays of our students, each student will be given the opportunity to eat lunch with the Principal. On non-school days, such as the summer months, holidays, weekends, etc., these students will celebrate on a selected day.

## **CLOTHING EXPECTATIONS**

We ask that students wear clothing that is appropriate for the weather and school events. Winter clothes, mittens or gloves and hats are necessary for students to safely enjoy outdoor recess and lunch play times during the cold weather. Such clothing should fit the student and have workable zippers or buttons. Students are expected to remove their caps in school. Students are asked to have indoor and outdoor footwear. Please ensure that indoor shoes have non-marking soles.



## **MEDICATION**

Only prescription medications may be administered by school personnel. This medication must be presented in a properly labeled container. **Prior to distribution of medication, parents shall complete and submit to the school the Administration of Medication/Medical Intervention Form that is obtained at the Office.**

## **LUNCH PROGRAM**

In the past year there have been significant increases in both food costs and fuel costs that are being passed on directly to us. The “Society” works very hard to keep meal prices as low as possible and will continue to try to do so. The Cobequid Schools Catering Society is a non-profit food service provider and any proceeds in excess of costs are returned to the member school. **A basic meal (includes milk & main course) will be \$4.25.**  
**Menus are distributed monthly.**

**LIBRARY** \* due to Covid-19 Library is not possible at this time \*

Students visit the library as a class each week to borrow books. Books are to be returned before a new book may be borrowed. Grades primary and one may borrow 1 book and grades two, three, four and five may borrow 2 books. **Any books that are lost or damaged beyond repair must be replaced with an exact copy of the book or paid for at full replacement cost.**

## **RECESS AND LUNCH TIME OUTDOORS**

Students go outside for fresh air and physical activity at recess and lunch hour. There is no indoor supervision at lunch hour if students are outdoors. Discretion will be used by administration in consultation with lunchtime monitors and teachers on duty in relation to students remaining indoors during recess or lunch hour on extremely cold or wet days. We cannot accommodate parent requests for children to stay in, you are welcome to take your child home for lunch if you so choose.



## **BUS SAFETY RULES**

**Parents & Guardians**  
**having concerns about bus issues**  
**are encouraged to contact**  
**the school and the Coordinator of Pupil Transportation**

1. The driver is in full charge of the school bus.
2. Always be at the bus stop on time.
3. Do not distract the driver from his/her job.
4. Keep the seat assigned to you by the driver. Remain seated while the bus is in motion.
5. Do not use foul, crude or profane (bad) language.
6. Place all items, including your books, on your lap.
7. Do not open windows without permission. All parts of your body (arms, head) must remain inside the vehicle.
8. Nothing may be thrown either inside or out of the vehicle.
9. The aisle must be kept clear at all times.
10. Get off the bus as soon as it stops at your destination.
11. Move away from the bus and the road when you get off.
12. If there is no sidewalk, walk on the left side of the road while waiting for the bus.
13. The seating capacity of school buses may not be exceeded, only those students assigned to a bus may travel on it without written permission.

**Coordinator of Transportation – 896-5767**

## **SCHOOL BUS TRAVEL & DISMISSAL**

**\* Please note that due to Covid-19, students are not allowed to travel on any bus other than their regular bus(es) to home and school. \***

We require written permission to allow students to travel on any other bus OR get off the bus at another stop other than their own designated stop. If you are having family members or friends pick up your child, we must be notified before this happens by a phone call, email or a note sent in with your child. Parents/Guardians picking students up before dismissal are asked to check in at the office and sign the student out. NO CHILD is to leave without our knowledge.

## **SCHOOL ADVISORY COUNCIL**

The School Advisory Council advises the administration of the school. The council is comprised of staff, parent and community members. The council meets six times throughout the school year. This group discusses issues that concern our school and work together to make Chiganois an even better place to learn and grow. This group has been an active participant within the Student Success Planning Process.



## **PARENT TEACHER GROUP**

The Parent Teacher Group is comprised of parents and staff and meets on a consistent basis over the school year. The Parent Teacher Group is a hard working group of volunteers who plan events, raise funds, support teachers and students' needs in the classrooms and help support class trips. This group works together to make your child's years at Chiganois a fun and happy experience that they will take with them for years to come.

## **TELEPHONE USE**

Students are requested to make any after school plans using their home phones. Phone calls from school are limited to students who experience an emergency. ***Student cell phones at school are not necessary; however if your child has one for after school personal reasons, the phone is expected to remain in your child's backpack until arrival at their after school destination.***

## **ILLNESS**

Parents/Guardians are requested to advise the school if their child/children is ill or has had a trauma, which might affect his/her performance at school. Normally, children who are too ill to go outside for recess are too ill to be at school. This is particularly true in the case of severe colds and flu. A sick child is unable to function well at school and would probably recuperate faster at home.

All students will be sent outside at recess times unless provided with a dated note and an appropriate reason. We believe the 15 minutes of fresh air received at recess is very healthy for our students.

## Chiganois Elementary School Expectations

School Location	Be Respectful	Be Responsible	Be Safe
<b>Arrival Routine</b>	<ul style="list-style-type: none"> <li>-Use a <u>conversational</u> voice level (Formal Normal)</li> <li>-Walk to the right</li> </ul>	<ul style="list-style-type: none"> <li>-Be on time</li> <li>-Hang book bag and coat on hook and place footwear touching the wall</li> <li>-Know your afterschool plan</li> <li>-Bring your agenda, lunch money, homework and into the classroom quickly</li> <li>-Get what you need to be prepared for the day</li> </ul>	<ul style="list-style-type: none"> <li>-Walk to and from the bus on the sidewalk</li> <li>-Watch out for cars and buses</li> <li>-Walk to and from your classrooms at all times</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>-Use an appropriate voice level for the activity</li> <li>-Raise your hand and/or wait your turn</li> <li>-Be a whole-body listener</li> </ul>	<ul style="list-style-type: none"> <li>-Be on time</li> <li>-Do your best work</li> <li>-Take care of supplies, clothing, and garbage</li> <li>-Follow directions quickly</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands and feet to yourself</li> <li>-Walk slowly at all times</li> <li>-Stay in your seat or area</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>-Take turns</li> <li>-Listen to adults</li> <li>-Use kind words</li> <li>-Play by the rules</li> </ul>	<ul style="list-style-type: none"> <li>-Stay outside</li> <li>-Take care of belongings</li> <li>-Dress appropriately for weather</li> <li>-Return items (equipment) to the shed</li> </ul>	<ul style="list-style-type: none"> <li>-Follow the rules for using equipment</li> <li>-Stay in the play areas</li> <li>-Use a hall pass to come inside</li> <li>-Avoid rough play</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>-Give people privacy at all times</li> <li>-Use quiet voice level and kind words (Formal Normal)</li> <li>-Knock on door to stall</li> <li>-Wait your turn</li> <li>-Leave the lights on</li> </ul>	<ul style="list-style-type: none"> <li>-Flush toilet</li> <li>-Wash hands with soap and water</li> <li>-Put used paper towel in the garbage</li> <li>-Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>-Keep water and soap in sink</li> <li>-Tell an adult if there is a problem</li> <li>-Always walk</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>-Include others</li> <li>-Use indoor, <u>conversational</u> voice level (Formal Normal)</li> <li>-Use kind manners</li> <li>-Wait your turn in line</li> </ul>	<ul style="list-style-type: none"> <li>-Use your own money</li> <li>-Sort garbage in recycling, compost and waste bins</li> <li>-Take home uneaten/unwanted food</li> </ul>	<ul style="list-style-type: none"> <li>-Eat your food only</li> <li>-Sit in seat facing table (feet on the floor)</li> <li>-Walk at all times</li> <li>-Pay attention for transition signal</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>-Play by the rules</li> <li>-Encourage others (use a friendly tone)</li> <li>-Be a good winner and loser in a game</li> </ul>	<ul style="list-style-type: none"> <li>-Wear indoor shoes and tie laces</li> <li>-Follow instructions</li> <li>-Help clean up</li> <li>-Put things back where they belong</li> </ul>	<ul style="list-style-type: none"> <li>-Use equipment as instructed</li> <li>-Use <u>conversational voice</u> level (Formal Normal)</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>-Use quiet voice level (SpyTalk)</li> <li>-Wait your turn</li> <li>-Use kind manners</li> <li>-Use whole body Listening</li> </ul>	<ul style="list-style-type: none"> <li>-Follow the directions of the volunteers</li> <li>-Be gentle with the books</li> <li>-Use your time to find a book</li> <li>-Return the books you borrowed on time</li> </ul>	<ul style="list-style-type: none"> <li>-Sit on floor or chair</li> <li>-Keep hands and feet to yourself</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>-Wait your turn</li> <li>-Use kind words</li> <li>-Sit quietly</li> <li>-Use quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>-Tell an adult if someone is hurt or in danger</li> <li>-Only touch items with permission</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands and feet to yourself</li> </ul>



## **PERMISSION FOR TRAVEL FOR CLASS TRIPS**

Prior to students leaving the building for any event or occasion via student or email a travel consent form will be sent home outlining the details of the excursion. Written consent is required for students to attend all excursions. This can be in the form of an email if needed.

## **PERMISSION FOR PHOTOGRAPHS**



A form for each child is sent home each year for permission to be photographed.

Our school holds a number of events during the year. As parents/guardians this can be an exciting opportunity to take photos and videos of your child's accomplishments. However, when you are capturing your child in action you are also, potentially, taking photos and videos of other students who may not want to have their photo/video taken. With that in mind, please be respectful if you choose to post photos or images taken at school events to social media sites. Do your best to post photos and videos of only your child/children and if other children appear, keep any comments kind and respectful.

## **MEDICAL ALERT**

If your child/children has a medical condition that may require emergency treatment (i.e. severe allergy, asthma), it is the parent/guardian responsibility to provide the appropriate medical information to the school office on the completed registration form when registering your child. If their medical condition changes throughout your child/children's time at Chiganois Elementary School it is important that the school be notified promptly so their medical information is current and so the appropriate staff can be informed of any changes.

## **ACCIDENTS AND INJURIES**

Every effort is made to protect the children while they are at school. However, if and when accidents occur, the supervising teacher will take action. If the injury is deemed serious, we will contact the injured child's parents/guardians and decide upon further action. The supervising teacher or First Aid designate will fill out an incident report if necessary

## **EARLY DISMISSAL**

As school may be dismissed due to poor weather conditions or an emergency, parents are asked to make arrangements and to discuss these plans with your children. It is important to have this information current so it is accurately documented in Power School. Make sure that section is reviewed on the registration form that is sent home for updating in September. Listening to CBC radio, Pure Country 99.5FM, BIG DOG 100.9FM, or “Breakfast Television” on days when snowstorms are forecast will help to keep you informed. Also, [www.ccrce.ca](http://www.ccrce.ca) has daily cancellation information on its home page, and you can sign up for Inclement Weather Text Notification by visiting <https://ccrce.ca/text-notification>. The school will post the dismissal/closure to its Facebook page.

## **SCHOOL SAFETY**

When collecting students from school during the day, parents/guardians are required to collect their child/children from the office and follow the sign out procedures. At the end of the day, parents/guardians will collect their child/children at the foyer near the main office if being picked up by automobile. Students should not be picked up by anyone else unless the parent/guardian has authorized this by note, email or call to the school. The safety of your child is a priority and the school is unable to release your child/children to other adults unless we have permission from the custodial parents/guardians. It is possible you may receive a call to verify pickup.

## **SECURITY**

At Chiganois Elementary School every reasonable precaution is taken to ensure the security of the students and staff.

- All entrances are locked throughout the day.  
Parents/Guardians/Visitors will need to ring the doorbell for assistance and entry to the building
- All visitors are required to report to the office before proceeding to any other area in the school. This is also required if you visit the school during student break times as well (recess and lunch).
- Students that are taken early will be signed out at the office by the adult collecting them and any students who come late are expected to be signed in at the office.

## **PERSONAL PROPERTY**

The safekeeping of personal property rests with the students. Therefore, we discourage students from bringing electronic games, technology devices and any other valuables to school. If for any reason students must bring their technology devices to school they need to be handed into the office for its safe keeping.

We request that lunch kits, footwear and all outer clothing items be identified with the child's name (laundry marker, indelible felt pen) for the younger students. We encourage children to look on coat hooks and the top of the shelves if they have misplaced their belongings. The school **does not** have any "Lost and Found" Bin. Please encourage your child to make sure they have items at the end of the day going home.

## **ABSENCES**

In the interest of student safety, please telephone the school before 9:05 am if your child is ill or will be absent from school. The office is staffed from 9:00 am to 4:00 pm each day. The administrative assistant's call home is a safety call and will take place following morning announcements. Please leave a message on the answering machine if you do not talk directly to a staff member at the office. You will be contacted if no call is received and your child is not at school. This helps us know where all of the children are, to ensure their safety.

## **SCENT & PEANUT AWARE**

In order to respect all those with scent sensitivities and life-threatening peanut allergies, our school is a scent & peanut aware environment. Students & staff are not to wear cologne or perfumes to school. Parents and others visiting the school are asked to be respectful of our policies.

No peanuts or products whose labels indicate they contain peanuts may be brought into the school.

## **FREEDOM OF INFORMATION PROTECTION OF PRIVACY**

This act ensures that the privacy of individuals with respect to personal information is protected. The Act applies to all the records on an individual under the control of the public body. Any information regarding individuals

(students, parents and staff) would be used only in accordance with the provisions of the Act. Therefore we do not give out any personal information to third parties unless consent is granted by the individual and for the purposes under which the information was collected.

### **SUPPORT SERVICES**

At Chiganois Elementary School a number of support services are available in the program planning process which identifies students' needs above and beyond regular classroom instruction and good teaching practices. The school has access to a regularly scheduled School Psychologist, as well as a Speech and Language Therapist and Guidance Counselor. We have access to other support staff such as a Program Support Teacher and Autism Support. The school fosters a partnership with outside agencies in order to meet students' needs such as Occupational Therapy.

### **LEGAL CUSTODY**

Parents/Guardians who are in possession of a family court order regarding their child or children need to provide the school with a copy of the most recent & up to date custody order.

The school can only implement the custody order that is on file.

**VOLUNTEERING** \* due to Covid-19 Volunteering is not possible at this time \*

#### What is the process?

Many parents and other family members enjoy volunteering at the school. Whether it's a classroom trip, reading activities or other events, we welcome and appreciate our volunteers. In the interest of student safety, it's important to know however that if you wish to volunteer, you may need to complete the volunteer package depending on the nature of the activity. Please understand you may not be able to volunteer in the school without first providing the necessary completed and approved paperwork; this would be to ensure the safety of all students. The process is simple and all forms can be obtained from the school office. You may want to begin the process over the summer since it can take a bit of time for the process to be completed and volunteers approved and linked to the school by the board. This way you'll be ready for the start of the school year in September.

## **COLD WEATHER**

Currently, there is no CCRCE policy regarding air temperature and keeping students inside. Principals are asked to use professional judgment in this area. If the temperature is deemed cold enough to bring and keep students inside, there will be a sign posted in the two front door windows indicating it is an inside day due to extreme temperatures. Students will be able to come into the building immediately at the regular supervisory time of 9:05 am.

## **PRIMARY**

### **Registering for Primary**

When you register at Chiganois Elementary School, please bring your child's:

- Birth certificate
- Health Care card
- Proof of Canadian citizenship or permanent residence status (citizenship documentation, permanent resident card or record of landing)

You'll be given a form at the school which you'll need to complete

- Primary Registration Form (4 pages)

### **WHO CAN REGISTER AT SCHOOLS?**

Children must be five years old by December 31 of the school year for which they are registering.

### **WHEN CAN I REGISTER MY CHILD?**

Registration in all CCRCE schools begins in January of each year and carries on through to the beginning of school in September. The school has a specified registration day that takes place in January or February. You can phone the school to inquire about registering for Primary. If you miss the registration day, you can register your child in-person at the school by appointment.

## Getting to Know Us

In the spring, your child will be invited to an orientation session at the school he or she will be attending. At that time, you will:

- Take a tour of the school
- Meet the staff who will be working with your child

Your child will be invited to participate in activities with other children and you'll receive pertinent information for a successful school experience such as school bell times, procedures and policies and more. You'll also receive an overview of the Primary program so you know what to expect for the coming year.

## Join the experience

*Your child will experience:*

- Working and playing in large groups, small groups, with a friend and alone
- Focused lessons, directed activities with lots of choice in his or her learning
- Indoor gym and outdoor play as well as time for healthy eating
- Time getting to know the people at her or his school

*You will have an opportunity to experience:*

- Building a partnership with your child's teacher
- Learning about your child's routines at school. This will help you plan activities to support his learning
- Volunteering in your child's school
- Helping on special event days
- Joining the School Advisory Council or Parent Teacher Group

## Getting Ready For Primary

Help make the transition from home to school a positive experience.

*Ensure your child is:*

- Well-rested and has an early, regular bedtime
- Involved with preparing small and healthy snacks for nutrition breaks
- In attendance and on time each day
- Able to put on shoes, jackets, use zippers and close Velcro fasteners

- Dressed in clothes that are labeled, easy to put on and appropriate for the weather
- Independent with bathroom routines, including hand washing

*You can help your child get ready for school routines by:*

- Encouraging your child's imagination with drawing, building, moving to music and acting out stories
- Involving your child in sorting activities such as putting away toys and groceries
- Pointing out words, numbers and signs in the community
- Making sure your child is physically active and understands the importance of eating well
- Involving your child in writing by making cards and encouraging attempts to write his or her name
- Visiting school and looking around the school yard, and even the school itself, so your child will be comfortable in the new surroundings

## **REPORT CARDS AND STUDENT PROGRESS**

Communication between the home and school is very important in developing an excellent education program for your child. Although parents/guardians are encouraged to call their child's teacher when they have questions/concerns, the school provides for formal communications between the parent/guardian, teacher and child. The first formal communication is held in the form of a parent/guardian meet and greet during an evening in September of that current school year.

This meeting, held early in the school year, called "Meet the Chiganois Community" is for the purpose of becoming acquainted with your child/children's teachers, as well as the many other staff members who make Chiganois Elementary School a great place to learn.

Report cards are issued three (3) times during the school year - November, March/April and June. Parent/Teacher/Student meetings (Demonstration of Learning) are held following the November and March/April report cards. All parents/guardians are encouraged to celebrate the success of their child/children.

## **SCHOOL NEWS**

We are so excited at Chiganois that we save our environment by limiting the amount of paper we use. We try our best to solely communicate by email and our website. Of course if a parent/guardian needs a paper copy at any time they can request one through the office.

Notices and School Newsletters may have additional dates of interest or importance to parents.

Newsletters will be sent home at the beginning of each month. Any and all notices from the school office will be posted on the school website as well as via email if you indicated your email address on your child's registration form.



School Advisory Council and Parent-Teacher Group meetings are also scheduled throughout the school year. Please contact the school for further information.

On occasion a SwiftK12 Alert will be sent to Parents/Guardian via a phone call, email or text depending on the methods selected by parents at the beginning of the school year. These alerts are typically reminders about important dates & events.

## **COMMUNICATION (MEETING WITH TEACHERS)**

Effective communication at Chiganois Elementary School reflects the importance of the partnership between the home and the school in the education of children.

It is the goal of Chiganois Elementary School to develop and maintain clear, regular, timely and pertinent communication between the school and the home through a variety of means. These various means of communication will be tailored to meet the needs and time constraints of those involved.

The communication will respect the confidentiality of the nature of some school business and will not disclose confidential information belonging to the school, teachers, students or families that is consistent with the Freedom of Information Protection of Privacy (FOIPOP).

Communication between the school and home will reflect a mutual effort to:

1. Enrich the learning environment
2. Promote the partnership between home and school
3. Contribute to informed decision making

However, should you or your child experience difficulties at school that are causing you concerns, please consider the following methods of communicating:

- Email the teacher with your concern or send a note
- Phone the school office and leave a message for the teacher to contact you
- The teacher will phone or email you back to arrange a discussion/meeting time
- The Principal can be contacted after this discussion/meeting, if either party wishes if the issue/concern has not been resolved

### CONTACT PROTOCOL

If a concern arises at any time throughout the year, you are encouraged to make an appointment immediately in order to discuss the problem. The proper procedure is outlined for your use. The issues and the order of contact are as follows:

1. Issues related to:
  - a. Students
  - b. Educational Staff
  - c. Instructional Programs
2. Order of Contact:
  - a. Student's Teacher – (902) 662-4420
  - b. Principal – (902) 662-4420
  - c. Family of Schools Supervisor – (902) 896-5737

If a parent/guardian feels that their concern has not been addressed at these levels, they are free to complete a parental concern form located on the CCRCE website to submit to the Center for Education.

***Effective communication will often limit or solve conflicts and problems that occur in the classroom, on the playground and in the school.***

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**CHIGANOIS ELEMENTARY SCHOOL**  
**Staff 2020 - 2021**

<b>Principal</b>	<b>Mr. Kevin Harnish</b>
<b>Administrative Assistant</b>	<b>Ms. Rene Gould</b>
<b>Primary</b>	<b>Mrs. Krista Phillips</b>
<b>Primary/1</b>	<b>Ms. Amanda Chestnut</b>
<b>Grade 1</b>	<b>Mrs. Sara Raymond</b>
<b>Grade 1/2</b>	<b>Mrs. Sheryl Cress</b>
<b>Grade 2/3</b>	<b>Mrs. Stephanie Anderson</b>
	<b>Mr. Cameron Gunn</b>
<b>Grade 3/4</b>	<b>Ms. Sue Ash</b>
<b>Grade 4</b>	<b>Mrs. Donna MacLeod</b>
<b>Grade 5</b>	<b>Ms. Danielle Christensen</b>
<b>French Circuit</b>	<b>Ms. Kasi Humber</b>
<b>Physical Education</b>	<b>Mr. Cameron Gunn</b>
<b>Music</b>	<b>Mrs. Susan Cox</b>
<b>Resource</b>	<b>Mrs. Mary Robertson</b>
<b>Reading Recovery</b>	<b>Ms. Susan Cox</b>
<b>Learning Center</b>	<b>Mrs. Kelsey Keating</b>
	<b>Mrs. Tara Bates</b>
<b>Educational Assistant(s)</b>	<b>Ms. Michelle Bowers</b>
	<b>Mrs. Lisa George</b>
	<b>Mrs. Olivia Slack</b>
	<b>Mr. David Robertson</b>
<b>Cook</b>	<b>Mrs. Michelle Smith</b>
	<b>Ms. Shantel Hankey</b>
<b>Custodian</b>	<b>Mr. Jeff Langille</b>
<b>Guidance</b>	<b>Mrs. Nadine Arnold</b>
<b>Speech</b>	<b>Ms. Crystal Landry</b>
<b>School Psychologist</b>	<b>Mr. Greg MacLean</b>

**School Calendar**  
**2020 - 2021**

<b>September 3</b>	Orientation/Planning Day for staff
<b>September 4</b>	Site Based PD for staff
<b>September 8</b>	First day for Students
<b>September 30</b>	Terry Fox Run at Chiganois
<b>October 12</b>	Thanksgiving Day (No School)
<b>November 11</b>	Remembrance Day (No School)
<b>November 13</b>	Assessment & Evaluation Day - No School
<b>November 24</b>	First Term Report Cards Sent Home
<b>November 26</b>	Parent Teacher Interviews Evening (Virtual/Phone)
<b>November 27</b>	Parent-Teacher AM/In-service PM (Virtual/Phone) (No School for Students)
<b>December 22</b>	Last Day of classes before Christmas Break
<b>January 4</b>	First Day of classes after Christmas Break
<b>February 15</b>	Heritage Day Holiday – No School
<b>February 19</b>	PD Day – No School
<b>March 15-19</b>	March Break
<b>March 26</b>	Assessment & Evaluation Day - No School
<b>April 2</b>	Good Friday (No School)
<b>April 5</b>	Easter Monday (No School)
<b>April 7</b>	Second Term Report Cards Sent Home
<b>April 8</b>	Parent Teacher Interviews Evening (Virtual/Phone)
<b>April 9</b>	Parent-Teacher AM/In-service PM (Virtual/Phone) (No School for Students)
<b>May 24</b>	Victoria Day Holiday (No School)
<b>June 28</b>	Last Day of Classes
<b>June 29</b>	Assessment & Evaluation Days (No school)
<b>June 30</b>	Students Receive Final Report Card



## TWO SCULPTORS

I dreamed I stood in a studio  
And watched two sculptors there,  
The clay they used was a young child's mind  
And they fashioned it with care.  
One was a teacher; the tools she used  
Were books, music and art.  
One, a parent who worked with a guiding hand  
And a gentle loving heart.  
Day after day the teacher toiled  
With touch that was deft and sure,  
While the parent labored by her side,  
And polished and smoothed it o'er.  
And when at last their task was done,  
They were proud of what they had wrought;  
For the things they had molded into the child  
Could neither be sold nor bought.  
And each agreed he would have failed  
If he had worked alone,  
For behind the parent stood the school  
And behind the teacher, the home.

**Chiganois Elementary School: (902) 622-4420**

**Website: [www.ces.ccrce.ca](http://www.ces.ccrce.ca)**

**Email: Mr. Harnish – [harnishk@ccrce.ca](mailto:harnishk@ccrce.ca)**

**Ms. Gould – [gouldrb@ccrce.ca](mailto:gouldrb@ccrce.ca)**

**Facebook: <https://www.facebook.com/ChiganoisElementary>**