

**Handbook**  
Athena Consolidated School  
Summerside PEI  
C1N 6G2  
902-888-8486  
School Website: <https://athena.edu.pe.ca>

### **IMPORTANT NOTICES**

**VISITOR POLICY:** Public School Branch policy requires that visitors to schools **MUST** report to the office immediately upon arrival, identify themselves to the administrative assistant or the administration and explain the purpose of their visit. Visitors must sign in and obtain an identification tag. Adherence to this policy is of prime importance in ensuring the safety and security of students.

**PEANUT FREE POLICY:** Due to the presence in the school of one or more students with life threatening allergies to peanuts, Athena School has received the designation from the Department of Health of a Peanut Free Zone. This means that parents must ensure that their children do not take to school peanuts, peanut butter or food items containing peanuts.

**SIGN-OUT POLICY:** Students are not permitted to leave school property during the school day unless signed out by a parent or guardian using the Sign-Out book in the office. A student who has been signed out but who returns to school must sign back in using the Sign-Out book in the office.

**CELL PHONE POLICY:** Cell phone use is prohibited in classrooms unless otherwise stated by the teacher. During the instructional day, cell phones must remain in lockers out of sight and in silent mode. Students are not permitted to go to their locker during instructional time to check their cell phone or to make a call without teacher consent. If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone or get permission to use their own personal device. Students are not to be taking pictures or videos during the school day.

A student caught texting or calling during these times, without teacher/administration consent will have their phone taken away. If a student's cell phone is taken, they will be required to pick it up at the end of class or the end of the day from the staff member who took it. If this happens a second time, the student's phone will be taken and brought to the office (administration) until the end of the day. If there is a third violation, the phone will be taken by the teacher and held in the office. The administration will contact parents to come pick up the phone at the end of the day. A fourth violation could result in phone privileges being lost at school for a period of time.

**ON DROPPING OFF AND PICKING UP STUDENTS:** Parents are reminded that children should NOT be dropped off prior to 8:20 am unless their child is attending a supervised school sponsored event such as early morning band practice. Supervision of students begins at 8:20 each morning. When dropping off or picking up students, please use the main front entrance way facing Ryan Street. The west wing entrance facing MacEwen Road is for buses only. Parents picking up students at the end of the day or during the school day are asked to wait in the front foyer area. For safety reasons, students being picked up by parents are dismissed only after all buses have left the parking lot.

## **HOME AND SCHOOL**

The Athena Home and School Association is a member of the Prince Edward Island Home and School Federation. Parents may participate in Home and School by joining the executive, by attending meetings or by participating in many of the volunteer activities. The purpose of Home and School is to support the school in its efforts to give children the education they require.

**SCENT FREE POLICY:** In order to reduce health problems related to scents and to improve air quality, the wearing of scents to school is prohibited.

**COMMUNICATION WITH THE SCHOOL:** Parents wishing to speak with a teacher are encouraged to call ahead and leave a message for the teacher with the secretary. Parents wishing to speak with their child throughout the school day are encouraged to leave a message with the secretary.

## **Athena Consolidated School Staff**

### **Office Staff**

Jason Cormier - *Principal*  
Melissa Noonan-Gallant - *Vice-Principal*  
Kelly Gaudet - *Administrative Assistant*

### **Student Services**

Kristy Bulatci - *School Counsellor*  
Robyn Gale - *Resource*  
Rachel Cameron - *Resource*  
Melissa Noonan-Gallant - *Resource*  
Kim Studer - *Resource*

### **Teachers**

Jamie Matheson - *8 Language Arts, 8 Social Studies, 8 and 9 Tech*  
Stephanie Betts - *Grade 5 (mornings)*  
Milford Bernard - *Grade 5/6*  
Charlene Campbell - *Grade 9 Math and Grades 7-9 French*  
Tracie Carruthers - *Grade 2*  
Carol Clarke - *Grade 6*  
Heather Creelman - *Kindergarten*  
Heather Dunn - *K-9 Teacher Librarian, 8B Math, 7 Tech Arts*  
Brandy Francis - *Kindergarten*  
Maureen Gay - *Grade 2/3*  
Lorelei MacArthur - *Grade 1*  
Allan Holmes - *7-9 Industrial Arts*  
Alanna MacVittie - *7-9 Home Ec, Language Arts*  
Philip Turnbull - *8A Math, 7, 8 & 9A Science*  
Lori Pomeroy - *Grade 3 (mornings)*

Jill Power - *Grades K-9 Music/Band*

CJ Studer - *7-9 Physical Ed, 7A Math, 9B Science, 8 and 9 Health*

Susan Taylor - *Grade 3 (afternoons), Grade 9 Language Arts*

Victoria Walker - *K-6 Phys Ed, 6 Math, 6 French*

Judy Wright - *Grade 4*

Sara Murchison - *9 Social Studies, Grade 5 (afternoons)*

Sara Buckley Paynter/Leanne Doiron - *Grade 2 Math, 7-9 Resource, Grade 7 Math*

### **Educational Assistants**

Pauline Clark

Jenn Ellis-Benoit

Rita Hann

Kayela Kelly

Andrea Lecky

Trudy Moase

Gabby Burton

Megan MacKay

Madeline Lundrigan

Becky Cameron

Renee Pike

### **Student Attendants**

Roxanne Phillips

Kathryn Farquharson

### **Bell Times**

#### **GRADES K to 3**

8:20	Morning Supervision begins.
8:30	Students go to lockers and prepare for class.
8:30 to 8:40	Students engage in preparatory activity.
8:40	Teacher takes attendance for the office.
8:40 to 8:45	Morning Exercises
10:45 to 11:00	Morning Recess
12:00 to 12:25	Lunch in classroom
12:25 to 12:50	Afternoon recess
2:50	Dismissal

#### **GRADES 4 to 5**

8:20	Morning Supervision begins.
8:30	Students go to lockers and prepare for class.
8:30 to 8:40	Students engage in preparatory activity.
8:40	Teacher takes attendance for the office.
8:40 to 8:45	Morning Exercises
10:45 to 11:00	Morning Recess
11:55 to 12:20	Afternoon recess
12:25 to 12:50	Lunch in classroom
2:50	Dismissal

**Grade 6 to 9**

8:20	Morning Supervision begins.
8:30	Students go to lockers and prepare for class.
8:30 to 8:40	Students engage in preparatory activity.
8:40	Teacher takes attendance for the office.
8:40 to 10:45	Morning Exercises
10:45 to 11:00	Morning Recess
11:55 to 12:20	Lunch in classroom
12:25 to 12:50	Afternoon recess
2:50	Dismissal

**INFORMATION FOR PARENTS****1.0 ARRIVAL AND DEPARTURE****1.1 ON PUNCTUALITY**

The bell to enter school rings at 8:30 am. Students proceed to their locker and their classroom where they prepare their materials for the day. Attendance will be taken by the classroom teacher at 8:40 am.

**1.2 ON LATE ARRIVAL**

Students who arrive after the 8:40 bell will be marked as absent. Late arrivals must report to the office and obtain a late slip from the secretary. This late slip must be submitted to the classroom teacher as an indication that the student's presence has been registered on the daily attendance in the office.

**1.3 ON ATTENDANCE AND REPORTING SCHOOL ABSENCES**

If your child is going to be absent for the day or arrive late, it is important that you call the office first thing in the morning at 902-888-8486 and leave a message with the school secretary.

**1.4 ON LEAVING SCHOOL DURING THE SCHOOL DAY**

When students are required to leave throughout the day, a parent or guardian must come in to the front office and sign the student out. Students are not permitted to leave school property throughout the day unless accompanied by a parent or guardian. If the student returns to school on that day, they must sign in at the office confirming they are back in the building.

**1.5 ON REQUESTING HOMEWORK**

If your child is going to be absent and you would like homework sent home, a request should be made by 9:30 am by calling the office and leaving a message with the secretary at 902-888-8486. This will

provide teachers with time throughout the day to compile homework assignments and leave it in the front office.

### **1.6 ON REQUESTING ALTERNATE BUS TRANSPORTATION**

Bus students are required to travel to and from school on their assigned school bus. Your child's bus number(s) can be obtained by calling the transportation department at the Public School Branch at 902-888-8400. In order for a student to travel on another bus after school or get off at another bus stop, a note signed by a parent or guardian must be submitted to the office first thing in the morning, prior to 9:30 a.m., requesting a bus pass.

### **1.7 ON CHANGES TO AFTER- SCHOOL TRANSPORTATION**

If your child is to take an alternate form of transportation after school or is being picked up by someone different, please advise your child's home room teacher with a signed note. This note is to be submitted to the home room teacher first thing in the morning.

### **1.8 BICYCLES**

With parents' permission, students may ride their bicycles to school. Heelies, skateboards, scooters and roller blades, however, are not encouraged. For safety reasons, students must get off of their bike when they arrive on school property and walk their bike to the bike stands located at the elementary wing entrance. Students who ride their bikes to school are expected to wear helmets and are strongly encouraged to lock up their bikes. At the end of the day, students riding bikes will be dismissed only after all school buses have left the parking lot.

### **1.9 EARLY MORNING SCHOOL CLOSURE PROCEDURES**

If schools are cancelled for the day, an announcement is made on the radio prior to 7 am. In the event that a decision cannot be made by 7 am, a one-hour delay is announced. In the event of a one-hour delay, school starts at 9:30 a.m. as opposed to 8:30 a.m. If you subscribe to our school website and/or we have your email address, you will receive notifications of school closures.

### **1.10 SCHOOL CLOSURES THROUGHOUT THE DAY**

Sometimes it is necessary to close school during the school day when it is already in progress. Announcements are made on the local radio stations and a mass email will be send out. Parents are responsible for making alternate arrangements for the care of their children in the event of early school closures.

### **1.11 STUDENT PHOTOS IN THE MEDIA**

From time to time, photos of school events that are not open to the public are taken for inclusion in the local newspaper. If you do not wish to have your child's photo appear in the newspaper in conjunction with a school event not open to the public, it is important you indicate such on the Student Information form.

**1.12 FREEDOM OF INFORMATION AND PRIVACY PROTECTION** All schools in Prince Edward Island come under the guidelines of the Freedom of Information and Protection of Privacy (FOIPP) legislation. Information collected on forms sent home can only be used for the purposes indicated. The school may not release personal information to any third party without the permission of parents.

## **2.0 REQUIREMENTS FOR STUDENTS**

### **2.1 STUDENT INFORMATION**

During the first week of school, all parents will receive a Student Information Form to complete. It is very important that parents ensure that the information contained on this form is accurate and up-to-date.

### **2.2 PERMISSION FORMS**

From time to time throughout the school year, students will be participating in special activities that will take them off of school property such as field trips, athletic competitions and so forth. It is the student's responsibility to take permission forms home and have them signed by parents. Students are not permitted to leave the school property to participate in field trips without the signed forms. Without the signed forms, students will have to remain behind at school.

### **2.3 SCHOOL SUPPLIES**

The Province of PEI will provide school supplies for students in kindergarten to grade 9

### **2.4 TEXTBOOKS AND LIBRARY BOOKS**

Lost or misplaced books must be paid for at the end of the school year. This applies to books borrowed from the library as well.

### **2.5 PERSONAL PROPERTY**

The school does not accept responsibility for loss or damage to personal property.

### **2.6 CLOTHING**

Each student is required to have a pair of indoor shoes and a pair of outdoor shoes. Outdoor footwear is to be removed upon entering the school. Hats and sunglasses normally worn outdoors are also to be stored in lockers and not worn during class time. Hoods, from hoodies, must be worn down when inside (hallways, cafeteria, classroom, etc.).

As students go outside during recess most days, weather permitting, they should come to school dressed for the weather. Clothing should be appropriate for a learning environment and adhere to the school dress code.

### **2.7 REQUIREMENTS FOR PHYSICAL EDUCATION**

Students at Athena School participate in physical education classes three times in a six day cycle. This is part of their prescribed curriculum and students are expected to come to school prepared with the proper attire. Students in grades four to nine must change into appropriate clothing including proper footwear. Students who do not have a change of clothing for physical education class will be required to sit out. As participation is an important component of their evaluation for this class, students' marks can be affected by failure to present in proper attire. Students, who are not participating due to medical reasons, must provide a note to their physical education teacher.

## **2.8 LOCKERS**

All students have the use of a locker. Lockers are located in the hallways outside of the home room class. As junior high students store all of their books etc. in their lockers, locks are issued to junior high students only. Students are required to use school-issued locks only. These are obtained at the office for five dollars. A locker will not be assigned to a student until this five dollar fee has been paid. Students are not to share their locker combination with anyone. Only the home room teacher is privy to this information.

## **2.9 ON SCHOOL FEES**

Athena School follows the Public School Branch's Guidelines for School Fees. Athena School does not collect a school or student fees as such. There are some costs associated with projects at various times throughout the school year. For example, for projects in Home Economics class or for special projects in Industrial Arts class, there may be a cost associated. School sports and band may have fees associated with them too.

## **2.10 ITEMS THAT ARE NOT ENCOURAGED AT SCHOOL**

Parents are asked to ensure that their children refrain from bringing expensive items to school that might get misplaced/damaged/go missing/lost/ etc. such as video games, trading cards, expensive jewellery, cell phones, digital cameras, MP3 Players, I-Pods, etc. The school will not be held responsible for such items. (See Code of Conduct) For safety reasons, we also ask that students not bring or wear to school, heeies, skateboards, scooters, inline skates or roller blades etc. All above named items when found in possession of students may be taken from the student and held in the office until the end of the school day. The item may be returned to the student at the end of the school day, or the parent may be called to the school to retrieve it.

## **2.11 ON BIRTHDAYS**

Please leave birthday celebrations as an outside-of-school activity and do not send your child, to school, with birthday cakes or birthday party invitations. The office will not accept delivery of gifts, balloons, bouquets etc. destined for individual students. Parents should be advised as well that due to provincial Freedom of Information and Privacy Protection policies, the school is not able to provide class lists to parents.

## **3.0 HEALTH AND SAFETY**

### **3.1 ILLNESS**

If a child indicates that they are not feeling well and/ or is showing signs of being ill while at school, a call will be made to a parent or guardian to come to the school to pick up the child. If parents cannot be contacted, a call will be made to the emergency contact person listed on your Student Information Form. Parents are asked to ensure that a reliable emergency contact person is available at all times for such situations.

### **3.2 ON THE DISPENSING OF MEDICATION**

School staff is not permitted to dispense medication of any kind such as Tylenol, Aspirin, cough medicine etc. to students. In the instance where medication must be dispensed or a medical procedure must be carried out on a regular basis and the parent cannot be available during the school day, arrangements can be made to have this done by school staff. Written permission must be obtained from a doctor and approval must be obtained from the principal. Parents should obtain a JLCD-E1 form from the office in

order to initiate such an arrangement. This form must be completed jointly by the parent and the doctor.

### **3.3 ROLE OF THE PUBLIC HEALTH NURSE IN OUR SCHOOL**

A Public Health Nurse visits the school on a regular basis. Parents are encouraged to contact the Public Health Nurse if they have any questions or concerns related to the School Health Program offered by Public Health Nursing.

### **3.4 SPEECH AND LANGUAGE REFERRALS**

The Speech Language Pathologist visits the school from time to time and if parents have concerns around their child's speech, they may request a referral form from their child's teacher or at the office.

### **3.5 Public School Branch STUDENT SERVICES TEAM**

To access the services of Public School Branch Student Services personnel (the School Psychologist, the Special Education Consultant, the Autism Consultant, the Student Services Consultant) a referral must be compiled and submitted by the Principal. Parents' permission must be obtained for students to receive services from board personnel such as psycho educational assessments, consults etc.

### **3.6 SCHOOL-BASED STUDENT SERVICES TEAM**

The Athena Student Services team is made up of three resource teachers, the school counsellor, vice-principal, teacher(s) and principal. The team meets regularly to monitor the progress and supports in place for students who are struggling academically, socially and/ or emotionally within the school environment.

### **3.7 SCHOOL COUNSELLING SERVICES**

Athena has available the services of a fully qualified school counsellor, Kristy Bulatci. Mrs. Bulatci offers an extensive program to support the social, emotional, behavioural and intellectual needs of students.

### **3.8 ALLERGIES**

It is the responsibility of parents to inform the school if their child suffers from any form of allergies. In the case of severe allergies and/ or life-threatening allergies, it is parents' responsibility to provide the school with medical documentation and to work with the principal to devise an Extreme Allergy Management Plan.

## **ATHENA SCHOOL'S CODE OF CONDUCT**

The purpose of Athena School's Code of Conduct is to define behaviour expectations and interventions aimed at ensuring the maintenance of a safe, orderly and welcoming learning environment where all members of the school community are treated with respect.

### **1.0 GENERAL**

**1.1 GUIDING BELIEFS:** While all members of the school community have the right to feel safe in their learning environment, it is the responsibility of all to follow and uphold the behaviour expectations outlined in the school code of conduct. It takes an entire school community involving the support of parents working cooperatively with teachers, the school administration and support staff, including substitute teachers, educational assistants, custodial and secretarial staff, bus drivers, cafeteria workers to assist children in their growth towards becoming moral and responsible adults. Discipline is a process aimed at instructing and guiding children in the development of self-discipline and in imparting the ability to take responsibility for one's only actions, to control one's behaviour and to meet one's needs while



treating others with respect. Measures such as the promotion of positive school climate, the building of self-esteem, and the development of problem-solving, conflict resolution and peer mediation skills form the backdrop of an effective discipline policy.

**1.2 DISCIPLINARY RESPONSES AT ATHENA SCHOOL:** Responses are guided by the same kind of discipline administered by a kind, firm and judicious parent through the promotion of increased individual responsibility. The framework provided by the PEI School Act and the Board's Communities for Learning policies will be consulted,

**1.3 LEVELS OF INTERVENTION:** Firstly, a clear and precise identification to the student of the inappropriate behaviour. Secondly, support and encouragement for the proper behaviour. Thirdly, the use of strategies aimed at avoiding the misbehaviour in the future.

## **2. ON SITUATIONAL BEHAVIOURS**

**2.1 IN THE CLASSROOM:** While in school, students are expected to participate in their prescribed educational program and pursue their studies diligently. Students are expected to comply with the classroom rules that are posted and reviewed regularly by the teacher. The teacher enforces age-appropriate interventions if these rules are not followed and finds time to discuss the behaviour with the student. Teachers are also encouraged to communicate with parents in an effort to work collaboratively to solve the problem.

Persistent misbehaviour may result in a higher level of disciplinary response such as loss of privilege, consultation with a parent or guardian, a case conference, seeking out of support from Student Services personnel, direct involvement of the administration or in some cases, suspension. Substitute teachers are to be treated as guest teachers. Students are expected to treat them with respect and follow school rules at all time under the supervision of a substitute teacher.

**2.2 IN THE HALLWAYS:** Students are expected to enter and exit the building in a safe and orderly fashion. When moving from class to class and when classes are in sessions, students are expected to remain quiet and respectful of the teaching and learning that is taking place.

**2.3 ON THE PLAYGROUND:** Students are expected to use their time on the playground to socialize in an appropriate fashion with their peers and to use the playground equipment safely. While on the playground, students must comply with the duty teachers and adult staff members who are responsible for ensuring safety.

**2.4 ON THE SCHOOL GROUNDS:** Students are not permitted to leave school grounds during the school day. If required to leave for a pre-arranged appointment, they must be signed out by a parent or guardian. Students who leave the property without permission during the school day are considered truant. Students riding bicycles to school must walk their bike on and off school property and must use the bike rack.

**2.5 DURING ASSEMBLIES:** During assemblies students will sit with their teacher and classmates. They are expected to enter and exit the assembly area in an orderly fashion, and to demonstrate respect for presenters during assemblies.

**2.6 ON THE SCHOOL BUS:** The school bus is an extension of the school and school rules apply to all students while riding the school bus. Students are required at all times to comply with the requests of

the bus driver and must not in any way interfere with the driver's ability to provide safe transport to students. Students must travel on their designated bus and get off at their assigned stop. To make a request for an alternate travel arrangement (i.e. to travel on another bus, to get off at another stop) must be requested in writing signed by a parent or guardian and submitted to the office first thing in the morning. The bus driver is responsible for maintaining order on the school bus and may take corrective action such as seat re-assignment or contacting a parent or guardian. In the event of persistent or serious misbehaviour, the driver will complete a Bus Incident Form and submit it to the school administration. Because persistent and/or serious infractions may threaten the safety of students riding the bus, they will be dealt with very seriously. When a student is suspended from riding the school bus, it becomes their parents' responsibility to provide transportation for the duration of the suspension.

**2.7 ON SCHOOL TRIPS AND AFTER SCHOOL EVENTS:** While off school grounds participating in sporting events, class trips or other school sponsored activities, students should act as ambassadors for their school. School rules apply during all school sponsored events.

**2.8 IN GENERAL:** At all times, students are expected to conduct themselves in a fashion that is appropriate to a learning environment. They are to demonstrate respect to fellow students, to teachers, support staff and administration. Students are to comply with the wishes of the adults who are responsible for them in the school learning community.

### **3.0 Other**

**3.1 ON BULLYING, HARASSMENT, DISCRIMINATION PHYSICAL AND VERBAL ABUSE:** Athena School promotes a Hands-Off policy and strives to uphold Zero Tolerance meaning that no reported instance of bullying will be ignored. Students may begin by making an informal complaint first, by telling the person doing the bullying that the behaviour is unwanted. Or, they can request the assistance of an adult in doing this. If this does not solve the problem, the student may go to the level of launching a complaint with the administration. Complaints will be investigated. Depending upon the severity and other issues such as the age, developmental level, etc., responses may include mediation, restitution, parental involvement, temporary removal of the offending student from the playground and/ or school activities. More serious instances of bullying, harassment, discrimination, physical or verbal abuse may result in suspension. . Fighting on school property is strictly prohibited. Students who engage in fighting on school property are suspended. As fighting rarely occurs without an audience, students who encourage and/ or incite fighting are considered in complicity and will receive appropriate consequences. The use of profanity, foul or obscene language or gestures is considered unacceptable to the school environment. When directed at another person, it may be considered as verbal abuse and may be dealt with by a suspension order.

**3.2 ON APPROPRIATE DRESS FOR SCHOOL:** Students are asked to dress in a manner that is reasonably modest and suitable for a school environment. Items of clothing displaying inappropriate messages (vulgarity, clothing promoting tobacco/drug/alcohol use) are prohibited while attending school or a school related event.

**3.3 ON THE USE OF SCHOOL PROPERTY, INTERNET USE AND THE USE OF TECHNOLOGY:** Students are expected to be respectful of school property and learning materials and use them wisely. Students are accountable for any damages incurred, for lost textbook, library books etc.. . Students are expected to

use computers and the technology in the school in support of learning and in the pursuit of identifiable curriculum outcomes. In accordance with a Minister's Directive, students must sign an Internet Use Agreement Form before receiving an Internet account. Students who use their internet account in an inappropriate fashion or in a fashion that interferes with the educational process will be prohibited from accessing their account. Only school- issued recording devices including digital cameras, camcorders and tape recorders may be used on school premises and only under the direction of a teacher. Use of recording devices must conform to PEI's policies on Freedom of Information and Privacy Protection. Students are not permitted to bring to school digital cameras, camera phones, MP3 Players, I-Pods, etc.

**3.4 ON ILLEGAL SUBSTANCES, ITEMS AND SMOKING:** Illegal substances such as alcohol and illegal drugs are strictly prohibited on school property as are items such as weapons, replicas, stolen property, pornography, lighters, matches and hate literature. Students found in possession of such items while on school property will be suspended. Parents will be contacted, and police advised. Smoking/vaping is prohibited on Public School Branch property and students caught smoking will be suspended.

**3.5 ON SUSPENSION:** Students under suspension are prohibited from participating in all school activities including riding the school bus.

#### **4.0 ON COMMUNICATION WITH THE SCHOOL**

##### **4.1 TELEPHONE CALLS**

Students are discouraged from using the phone during the school day. In the case of an urgent situation, the teacher will issue a telephone permission slip to the student permitting them to use a phone in the office. We ask that parents limit calls to the school during the day to only the most urgent.

##### **4.2 WITH TEACHERS**

In order to ensure the success of your child throughout their school experience, good communication with your child's teacher(s) is very important. If you have any concerns and/or questions, please call the office or leave a message with our administrative assistant, Kelly Gaudet that you would like to receive a call from the teacher or set up an appointment or meeting time.

##### **4.3 OBTAINING INFORMATION ON SCHOOL EVENTS**

A newsletter is sent home once a month. Periodically information goes home from your child's teacher via a note. It is important to check your child's school bag to ensure that you receive important information sent home. The school web site and Facebook page also contains up-to-date information on scheduled school events. There will be mass emails sent out from administration from time to time with important dates and information too.

##### **4.4 PARENT ORIENTATION SESSION**

A Parent Orientation Session will be held in September. This session provides an orientation to the school year. It also provides parents with an opportunity to meet the staff, their child's teacher(s) and to learn about their child's program of study and the expectations for the school year. It is very important that all parents attend this session.

##### **4.5 REPORT CARDS**

At Athena School, there are three reporting periods. Report Cards are issued in November, March, and in June. If your child is to be away at this time, please leave information with the office on where the report card is to be sent.

#### **4.6 ON HOMEWORK**

A homework assignment should never consist of an unfamiliar concept or of material not covered in class. Completion of homework assignments should not take longer than 15 to 20 minutes in Kindergarten to grade three, 20 to 40 minutes in grades four to six and to 60 minutes in grades seven to nine.

#### **4.7 PARENT/ TEACHER INTERVIEWS**

Parent/ Teacher Interviews are held twice a year. They take place on an evening from 3 pm to 8 pm and the following day from 9 am to 12 noon and from 1 pm to 3 pm. At the elementary level (Kindergarten to grade six), your child's teacher will send home an appointment time in the report card. At the intermediate level, parents are asked to book their own interview times online or call the school administrative assistant and arrange an appointment with the teacher(s) you wish to meet with.

#### **5.0 EXTRA CURRICULAR ACTIVITIES AND CO-CURRICULAR ACTIVITIES**

##### **5.1 EXTRA CURRICULAR ACTIVITIES AND INCLEMENT WEATHER**

Extra-curricular activities occur outside of regular school hours. When weather conditions cause the school board to cancel after school trips, all after school and evening activities are cancelled as well. This means students who would normally stay for an after-school activity should go home on the bus as usual.

##### **5.2 ON JUNIOR HIGH SCHOOL DANCES**

Students in Junior High, grades seven to nine, have the privilege of participating in dances organized throughout the year by the Student Council under the direction of the teacher advisors. These dances which are chaperoned by teachers occur in the evening from 7 pm to 9 pm. Athena dances are for students of Athena School only and sign-ins from other schools are not permitted. Students who plan to arrive late to the dance or leave early before the dance is over must provide an explanatory note signed by parents to the principal. It is logical that a student who was absent from school due to illness on the day of the dance would not attend the dance that same evening.

#### **SPECIAL SCHOOL PROGRAMS**

**MULTI AGE CLASSES:** From time to time, the need may arise to create multi-age or combined grade classrooms. Combined grade classrooms are very common in PEI and across the country. Research confirms the multigrade classroom as a viable and equally effective organizational alternative to single grade instruction.

**PROVINCIAL FOOD PROGRAM** This food program is available to all students 5 days a week. All pertinent information regarding food choices, ordering and cost can be found on our school web page or through: <https://peischoolfood.ca/>

**BREAKFAST PROGRAM** Athena's Breakfast Program runs on Monday, Tuesday, Thursday and Friday each week. There is no cost to students to access the breakfast. Breakfast options may include: Toast or Bagel; Apple or Orange; Slice of Cheddar Cheese; Cup of Milk; Cup of Yogurt; Cup of Cheerios Cereal

**FIRE DRILLS:** Fire Drills are held regularly to practice correct procedures in case of a real emergency. All teachers review the fire exits in each class. It is important that students remain calm during a fire drill and exit the school walking in single file.

**THE LIBRARY RESOURCE CENTRE:** Students may borrow books from the library and are responsible for keeping them in good condition and for returning them on time. Students are required to pay for lost or damaged books.

**SCHOOL PHOTOS:** Early in the school year, individual and class group photos are taken of all students. Re-takes occur in November and packages are usually made available for distribution prior to Christmas.

### **THE INSTRUMENTAL BAND PROGRAM:**

**ELIGIBILITY:** Students in grades six to nine have the opportunity to participate in the instrumental band program at Athena School. Recommendations for the band program are made by the music teacher. Students not in the band program in grade six continue with the vocal program while students not in the band program in grades seven to nine are slotted for the Tech Arts program.

**THE BAND PROGRAM:** At Athena School we consider it a privilege to be able to offer students the opportunity to participate in a full instrumental band program. The band program is an exploratory opportunity for students to see if they might be interested in pursuing music in the future. Students develop many skills besides knowledge of music such as learning how to perform as a group, how to work as a team and how to play in front of a live audience. For those students continuing on at Three Oaks Senior High School, the instrumental band program at Athena gives students the necessary background.

**ASSIGNMENT OF A MUSICAL INSTRUMENT:** While students may be asked to express their preference for a musical instrument to play, the band instructor reserves the right to assign an instrument based upon suitability and the overall needs of the band. Instruments are provided by the school. Students may sign their musical instrument out to take home with them to practice. Students are responsible for the instruments they sign out and for returning their instrument in good condition.

**REQUIREMENTS:** Students and parents must be aware that performing in a band requires commitment and dedication as well as a strong team spirit. With the band program, there is a co-curricular as well as extra-curricular component. All band students must attend early morning band practice one morning per week. This takes place from 8:00am to 8:30 am and students must arrive punctually by 7:45 for a prompt start at 8:00 am. Attendance is taken by the band instructor and students who fail to attend early morning band practice may be excluded from participating in co-curricular or extra-curricular performances of the band. Students are expected to practice their musical instrument on a consistent basis.

### **THE INTERMEDIATE PROGRAM**

**CORE SUBJECTS:** With the Intermediate program, students travel from class to class to receive instruction in Mathematics, Language Arts, Social Studies, Science, Health, and French. This means that students must take special care to ensure that they are prepared for each class. They also must keep note of homework assignments for each class and for project due dates. Students are not permitted to

go to their locker between classes. Lockers can be visited at recess and during noon break. Students must have good organization skills as they are required to come to class prepared.

**SPECIALIST CLASSES:** Core French, Physical Education and Health remain compulsory until the end of grade nine. Music is no longer compulsory. Students not opting for the instrumental band program must take Integrated Studies. Students in grades seven, eight and nine will alternate between Home Economics and Industrial Arts for a period of five months each.

**EXTRA CURRICULAR PROGRAMS** Athena School offers a full complement of extracurricular programs. Before students sign up to participate in an extra-curricular activity, an information sheet will go home for parents to read outlining details. In some instances, for after school and week-end events parental transportation is required.

**Students are responsible for catching up on any work or assignments missed while participating in an extra-curricular event.**