

Perth Road Public School 2020-2021



A message from the Office...

Just like every year at this time, our halls and classrooms are filled with the sights and sounds of excitement on the first day of school. We are happy to welcome back all of our returning students and new students as well. Staff have been busy preparing for the first day in order to ensure our school re-opening is safe, smooth and fun for your children. We will be teaching important safety protocols, mask use, proper hand hygiene, cough and sneeze etiquette and how to safely travel through the halls of our school. We will also be teaching students in an age appropriate way, the symptoms of COVID-19 and how to let staff know if they feel sick. As our students return to our school after a long break, we are going to be focusing on building relationships with our students, supporting their mental health and wellness through this transition and beyond. These are challenging times and we know that working together with our families as partners will be able to successfully navigate through this school year.

With this partnership in mind, it is important that our office be up to date with your child's current information so that appropriate action will be taken when and if situations arise. ***The office hours are 8:30AM to 4:00PM. Please note that messages left after 4:00PM may not be heard until the next morning.***

Data Verification Forms and the Freedom of Information Sheet will be sent home with students later this month. Please complete these forms and return them to the school by **Thursday September 24th**. This information is very important if a situation arises with your child(ren). We suggest that students bring the information back to school as soon as possible. Please contact the office if you have any questions or concerns and we will do our best to help you. Thank you in advance ☺.



We have a busy school year planned! In order to limit the amount of paper sent home from school, School communications and information will be shared through School Messenger and posted to our website. Please check it out <https://perthroad.limestone.on.ca/> for information regarding upcoming events, celebrating learning and important information. We will also keep you updated on events and activities through our **weekly newsletter~ The Panther Peek @the Week**, that will be posted on our school website and the PRPS Twitter feed @prps_ldsb. Download the **LDSB App** and follow Perth Road PS to receive notifications about what is happening at your child(ren)'s school. Should you have any questions or concerns please feel free to contact me.

We look forward to working and learning with you and your children during the school year!

Allison Croth
Principal
Perth Road PS
(613) 353-2151
crotha@limestone.on.ca

Remember to send back the Student Information Forms by September 24th.

Perth Road Public School Staff 2020-2021



Mrs. Allison Croth	Principal
Mrs. Heather Morris	Office Administrator
Ms. Charlene Hendricks	Student Support/ Planning Time Teacher
Mrs. Mandy Aylesworth	Kindergarten Teacher
Mrs. Pennie Hilliard	Early Childhood Educator
Ms. Amanda Burns	Kindergarten Teacher
Ms. Tara Shire	Early Childhood Educator
Mr. Jeff Lloyd	Grade 1 Teacher
Mr. Steve Dobiech	Grade 1/2 Teacher
Ms. Pamela Gallant	Grade 2 Teacher
Ms. Jannah Rines	Grade 2/3 Teacher
Ms. Sarah Andre	Grade 3/4 Teacher
Ms. Christina Aylesworth	Grade 4 Teacher
Mr. Mike Depew	Grade 4/5 Teacher
Ms. Kelly Graham	Grade 6 Teacher
Mr. Brendon Robb	Grade 7 Teacher
Mr. Scott Martin	Grade 8 Teacher
Mme. Jenny Hollinsworth	French Teacher
M. Philippe LeBlanc	French Teacher
Ms. Megan Telford	School to Community Teacher
Ms. Genevieve Beliveau	Educational Assistant
Ms. Suzanne Casement	Educational Assistant
Ms. Melissa Currier	Educational Assistant
Ms. Julie Dier	Educational Assistant
Ms. Sherri Holland	Head Custodian
Mr. Russ Elmer	Night Custodian

***please note that this school organization is tentative and could change based on our confirmed number of students*

School Timetable

9:05	Bus arrival and morning supervision begins (please do not drop children off before). Students will make their way to their designated classroom door and line up to be greeted by their classroom teacher.
9:15- 10:55	Instructional Block 1
10:55- 11:35	Recess/ Nutrition Break. 5 classes (grades 1-8) will go outside to their designated recess area and 5 classes will eat their snack. These classes will switch after 20 minutes.
11:15-11:35	Kindergarten students will eat their snack/lunch
11:35-11:55	Kindergarten students will have their recess
11:35-1:15	Instructional Block 2
1:15- 1:55	Recess/ Nutrition Break (same as above)
1:35-1:55	Kindergarten student will eat their snack/lunch
1:55-2:15	Kindergarten students will have their recess

1:55-3:35	Instructional Block 3
3:35	Dismissal. Classes will be dismissed one at a time from their classroom starting with the oldest students. Dismissal will start earlier in order to safely dismiss our students while maintaining cohorting and physical distancing.
3:45	Buses Depart

Arrival

1. Students will get off one bus at a time.
2. Students will be greeted by a staff member and make their way to their designated entrance. We are fortunate to have multiple doors that enter directly in to classrooms. The classroom teacher will meet them there.
3. Students will bring all of their belongings to their personal workspace. Teachers will share their plans for the storage of these materials (ie. backpacks hung on the back of chairs, individualized bins, etc.)

Dismissal

1. All classes will be in their classrooms at the end of the school day.
2. Students will be dismissed by classroom and move directly to buses or the designated student pick up/drop off area.
3. Dismissal will be staggered starting with the oldest students.

Recess (gr. 1-8)

1. Students will remain in their cohort (classroom)
2. Half the students will go out for recess while the other half stay indoors for nutrition break, then they will switch, those that had nutrition break will go outdoors and those that were outside will come into the classroom.
3. While outside the students will have a designated area to play in while remaining with their cohort. These areas will rotate weekly.

***Kindergarten classes will remain in their cohorts and have an alternate recesses schedule.

What Should my Child Bring to School?

Students will keep all of their belongings in their work space. We recommend that you limit the amount of belongings brought to school each day. Students should bring:

- a mask (or a couple) and a bag to put the mask in during outdoor times. Public Health recommends that students use a fabric or paper bag or another alternative that does not create moisture. A fanny pack or something similar to carry masks when at recess and any other supplies parents may deem appropriate (small hand sanitizer, kleenex etc.).
- a litter-less lunch (all containers and packaging brought to school need to be taken home)
- a refillable water bottle (water fountains have been turned off)
- Indoor shoes are not required at this time. Physical education will take place outside initially. When we begin using the gym, proper footwear will be required.
- outdoor clothing (students could be outside for a significant amount of time each day. Ensuring proper outdoor clothing is essential (sweater, raincoat, boots, hat, extra socks etc.)
- Students are able to bring their own school supplies (pencil crayons, scissors, glue stick, etc.) but this is not required
- Students are able to bring their own device (Chromebook, tablet, etc,) but this is not required. (***The school is not responsible for lost, stolen or damaged devices.***)
- Students should not bring toys or sports equipment from home.

How can Families Prepare?

Getting ready for this school year will be a little different:

- Provide your child(ren) with opportunities to wear a mask for gradually increasing amounts of time. Have your children try school related tasks such as reading with their mask on so that it feels familiar.
- Explain and practice what physical distancing means and looks like.
- Practice proper hand-washing and establish this as a routine. We are going to be washing our hands a lot at school!

- Allow yourself extra time in the mornings to assess your child for symptoms of COVID-19 and complete the screening checklist.
- Establish plans in advance, for picking up your child from school should they be unwell. Students will need to be picked up as soon as possible if they become ill while at school.
- Talk to your children about school and what will be the same and what may be different. Take a minute to view some posted videos on our website shared by our staff.
- Re-assure your child that the grownups (at home and at school) are working together to keep them safe. Do your best to share positive messaging about the challenges ahead and be mindful of your personal worries and concerns.
- Reach out to other families to share ideas and strategies for preparing students for the new normal of school.
- Access community resources to support your child's mental health and well-being or to access support for yourself. Our school team is ready to help you!

We are all in this together!

* Families who may require financial support to purchase items should contact Mrs. Croth via email to arrange.

Policy and Procedure Items

Student Safety

The school has an emergency response plan that includes plans for fire, first aid and other emergencies. **Please note, that we have 2 Lockdown practices and 3 planned fire drills each year.**



HOW TO SET UP & REPORT AN ABSENCE USING THE SAFEARRIVAL SYSTEM

There are three ways you can report your student's absence in advance:

1. Using your mobile device, download and install the SchoolMessenger blue app from the Apple App Store or the Google Play Store or from [School Messenger website](#) or you can select it from within the LDSB mobile app. The first time you use the app, select Sign Up to create your account. Make sure you use the same email address your child's school has on file. If you do not use that same email address, you will not be able to create an account. You may have already created an account when we introduced the Communicate broadcast system. Select Attendance, then Report an Absence.
2. Use the [School Messenger website](#). The first time you use the website, select Sign Up to create your account. Please ensure you use the same email address your student's school has on file. If you do not use that same email address, you will not be able to create an account. You may have already created an account when we introduced the Communicate broadcast system. Select Attendance then Report an Absence.
3. Call 1-855-257-9349 toll-free to report an absence using the automated phone system.



Absences must be reported by parents in one of the above ways. Please do not call the school directly or put a note in the agenda to report your student's absence. This information is not entered into the Attendance program and will result in an unexplained absence and a SafeArrival phone call to parents from the automated system.

If you are having difficulties with the SchoolMessenger App or website, please contact Mrs. Baxter in the office so that she can assist you. Thank you for your patience and cooperation as we implement this new system.

Emergency Closure

In the event that we have to close the school (e.g., no water), parents/guardians will be notified. If parent/guardian cannot be reached, we will call the emergency contact person in the order given on the Current Information Data Sheet. **Please make sure you fill out the emergency contact section of the Data Verification Form and return it by September 24th.**

Student Transportation

In order to ensure student safety, students are expected to behave in a courteous and orderly manner on the bus. A seating plan will be developed by the bus driver and must be adhered to in order to track contact between students. Students in all grade will wear a mask when on the bus. Problems with bus behavior is addressed and followed up with written notice. We appreciate the excellent bus behavior demonstrated by our students at PRPS.

In the case of inclement weather in the morning, announcements will be made by the radio stations prior to 7:00AM. You can also find information through our school Twitter feed @ldsb_prps and our school website www.perthroad.limestone.on.ca. You may also choose to find information on the Triboard Transportation website, www.triboard.on.ca or their Twitter feed @BusDelayNCancel.

Parents Picking Up Students at School

Parents picking up students from the school will not be admitted to the building. Please use the buzzer system to contact the office and wait for further instructions. Our Office Administrator will sign you child out. If your child is not ready to go when you arrive, please wait for them outside the front of the school. When they are ready, they will be escorted out to you.

If students are picked up at the end of the school day, please park in the pickup and drop off parking area (parking to the right of the driveway entrance). When students are dismissed at the end of the school day, they will meet you there. Please wait with them until the buses leave at 3:35.

***The office can be very busy at the end of the day. **Please do not call after 3PM to change your child's transportation home plan.** We may not be able to communicate a new plan to your child and their teacher before the dismissal procedure begins. Thank you~ your cooperation is very much appreciated.

Students signed out

Please be advised that your child **will not** be released to anyone unless we have received a phone call, a signed and dated note from the parent/guardian or if you have listed the alternate people who can pick up your child on the Safe Arrival form.

Newsletters

The school newsletter is sent electronically to families through School Messenger and posted on our school website weekly. Download the **LDSB App** and follow Perth Road PS to stay connected. Teachers will let you know how they will be communicating with you throughout the school year regarding upcoming events and curriculum being covered.

Home Communication

Agendas will not be used this year to minimize the amount of material going between home and school. Teacher will let you know how they will communicate with you electronically in the coming days. All

classrooms will have a virtual classroom that students will be connected to. Ensuring you are connected and able to access information in the virtual classroom will be essential should we experience a school closure.

Volunteers

At this time, we are not able to have volunteers in our schools.

School Council

This is an opportunity for our parents to participate in the life of the school. The School Council AGM information will be sent home shortly along with nomination forms for those parents that are interested in joining the team! School Council meetings will happen virtually through a digital platform this year.

Inside Shoes

Students are not required to have indoor shoes initially. Gym will be held outside as much as possible this fall. Should classes begin using the gym in the coming days, students will need proper indoor footwear. We will re-evaluate our indoor shoes policy over the coming weeks as we move closer to winter weather.

Lunches

Lunch will be eaten in the students' classroom or as a class in an outdoor location (weather permitting) with a teacher. Students are not permitted to share any food. Microwaves will not be available for student use at our school due to safety concerns. If your child is bringing a lunch that needs to be heated, then a thermos is a sensible solution.

Food Items for Sale

Food items will not be for sale until further notice.

Hot Lunch

The Hot lunch program will not take place until further notice.

Early arrival

Students, who are driven to school by parents, should not be dropped off until 9:05 am. There is no supervision for students until this time. Please park in the student drop off and pick up parking (to the right of the parking lot entrance). When the bell goes, students should make their way to their designated classroom door.

*****Parents are not allowed on the school yard and should say goodbye to their children at the parking area or Kindergarten gate.**

School Days~ Permissions & Payments

Moving forward our school will be using the School Days online permissions and payment system collecting money and permission forms. Please stay tuned as this information will be shared later in September.

Recess

All students are expected to take part in recess. Therefore, they should be dressed with the appropriate clothing for weather conditions. Students learn better after a break and fresh air.

Health and Sickness

Students who are not well need to stay home from school until 24 hours after symptoms have subsided. Should your child become sick while at school you will be immediately contacted to come and pick them up.

If your child is exhibiting COVID-19 symptoms we will follow the protocol outlined by the Ministry of Education and Public Health Authorities.

Students who are injured are referred to the office and/or to one of our staff who is trained in First Aid. In many cases, we will need to contact the student's parents. It is important that an emergency phone number be given on the student information form in case of illness or injury. Please keep us informed of any changes in home or other phone numbers.

Head Lice

Head lice infestations are common in school-aged children. Having head lice is not a health hazard, nor will it transmit disease, but it does require that treatment be given immediately to stop the spread to other children or adults.

It is recommended that you check your child's head regularly (every day is ideal) for signs of head lice and/or nits. Should your child become infested with head lice and/or nits, it is extremely important that you administer treatment immediately, and that you check all family members and to treat anyone who is found to have head lice. It is also important to notify the school and others (family members, neighbours, friends etc.) who may have come into contact with the child who has head lice. Close head-to-head contact should be discouraged pending treatment.

As long as children are in treatment, they are welcome at school. Current research supported by the KFL&A Public Health and the Canadian Pediatric Society shows that exclusion from school and daycare due to the detection of the presence of nits does not have sound medical rationale. Exclusion, early dismissal and no-nit policies do not prevent or control head lice infestations and are discouraged by public health authorities and the Canadian Pediatric Society. Although head lice is not associated with serious disease, repeated episodes can be costly, time consuming and frustrating. We must work together so that we can stop the spread.

Contacting your Child During the School Day

Contacting your child via text message or phone call to a student's cell phone can be disruptive to the learning environment. Please call the office and leave a message for your child. They will be called down at the next break time to receive the message or call you back. Students should not be using cell phone to contact you during the school day unless directed by a staff member to do so at a break time. Students are welcome to use the telephones at the school if their teacher feels it is appropriate. ***Please note that all arrangements for after school playdates and sleep overs must be made outside of the school day.***

Electronic Devices

Students may bring a Chromebook, laptop, or tablet to school for learning purposes. **Students and parents are reminded that neither staff nor the school will be responsible for lost, broken or stolen devices.** If a child brings any electronic device (cell phone, iPad, iPod, DS, Chromebook, etc.) the device must remain in their backpack unless a teacher has given them permission to use it. If the electronic device is being used by the student, without permission, it will be taken by a staff member, secured, and returned to the student at the end of the day. A phone call home to inform parents/guardians may also be made. Students are not to take pictures or video on a personal device while at school. We have many devices at the school that can be used for these purposes as they related to the classroom learning.

With teacher permission, personal devices can be used for:

- Research or spell check
- Taking notes in class
- Voice recording with permission

- Calendar, agenda, lists
- Apps and images for presentations
- Listening to music (with teacher permission)
- Other use in school (indoor recess, free time) will be at the teacher's discretion

Personal devices cannot be used:

- For recording video or audio without permission from parent(s)/classroom teacher
- During bathroom or water fountain breaks
- On the yard or during nutrition breaks
- To post any images or audio without permission
- To text or email (unless approved by a staff member)

General device etiquette

- Keep on silent at all times
- Do not distract, disrupt or ignore others when using your device
- Never be a safety risk to yourself or others by looking at your device while walking

Please review the Acceptable Use Notification Form with your child and return the signed form.

The PRPS Parent Handbook will be posted on the school website at

<https://perthroad.limestone.on.ca/> for your reference.