

Perth Road Public School 2019-2020



A message from the Office...

Our halls and classrooms are filled with the sights and sounds of excitement on the first day of school. We welcome back all of our students and new students as well. Staff have been busy preparing for the first day in order to enhance the atmosphere of our school and get ready for your children. We are also eager to establish routines and create an environment that will promote a successful school year. With this 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 administrator's office hours are 8:30AM to 4:00PM. Please note that messages left after 4:00PM may not be heard until the next morning.***

We have prepared a package that we hope you will find informative and useful. This package includes:

- School Calendar for 2019-2020
- LDSB Mobile App information
- Staff names and positions
- General guidelines and School routines
- Acceptable Use Notification Form



Data Verification Forms and the Freedom of Information Sheet will be sent home with students later this week.

Please complete these forms and return them to the school

by **Thursday September 26th**. 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! Please check out our website <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** 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 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 26th.

Perth Road Public School Staff 2019-2020



Mrs. Allison Croth	Principal
Mrs. Joanne Baxter	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. Jannah Rines	Grade 2 Teacher
Ms. Pamela Gallant	Grade 2/3 Teacher
Ms. Sarah Andre	Grade 3 Teacher
Ms. Christina Aylesworth	Grade 4 Teacher
Mr. Mike Depew	Grade 5 Teacher
Ms. Kelly Graham	Grade 6 Teacher/Planning Time Coverage
Mr. Jason Quenneville	Grade 6 Teacher/Planning Time Coverage
Mr. Scott Martin	Grade 6/7 Teacher
Mr. Brendon Robb	Grade 7/8 Teacher
Mme. Jenny Hollinsworth	French Teacher
M. Philippe LeBlanc	French Teacher
Mme. Kelsey Sullivan	French Teacher
Mr. Ryan Dorsey	Planning Time Teacher
Mr. Colin Carter	School to Community Teacher
Ms. Genevieve Beliveau	Educational Assistant
Ms. Suzanne Casement	Educational Assistant
Ms. Melissa Currier	Educational Assistant
Ms. Julie Dier	Educational Assistant
Mr. Don Pollard	Head Custodian
Mr. Russ Elmer	Night Custodian

School Timetable

9:05	Bus arrival and morning supervision begins (please do not drop children off before).
9:15- 10:55	Instructional Block 1
10:55- 11:35	Recess/ Nutrition Break
11:35-1:15	Instructional Block 2
1:15- 1:55	Recess/ Nutrition Break (Kindergarten students will eat first and then have recess)
1:55-3:35	Instructional Block 3
3:35	Dismissal
3:45	Buses Depart

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 26th.**

Student Transportation

In order to ensure student safety, students are expected to behave in a courteous and orderly manner 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

Please be advised that our school uses a buzzer system. If you require entry into the building you will be required to use the buzzer (doorbell at the front entrance) and a staff member will allow you entry.

If students are to be picked up during the day or after school, parents/guardians are asked to sign out the student at the office prior to taking the child and inform the secretary that your child will not be traveling on the bus home. If students are picked up at the end of the school day, please meet them and wait with them until the buses leave at 3:35. If your child is not ready to go when you arrive, please wait for them at the front of the school. The office can be very busy at the end of the day and 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 also posted on our school website weekly. Download the **LDSB App** and follow Perth Road PS to stay connected. If you wish to receive a paper copy, please let the office know. Teachers will let you know how they will be communicating with you throughout the school year regarding upcoming events and curriculum being covered.

Agendas

This year some teachers have opted to use alternate organizational and home communication tools such as apps, website, google classroom account, emails etc. Your child's classroom teacher will advise you as to what tool they will be using throughout the school year.

Volunteers - We need your help

We encourage parental participation and welcome anyone who would like to help out at the school. Just call 353- 2151 if you are interested. **It is Limestone policy that volunteers who work on a regular basis with children have a CPIC which is available for free from the Hartington O.P.P. LDSB requires CPICs are completed every three years. You will need a letter, from the office to take to the OPP Station, indicating that you want to volunteer.**

Accessibility

We are committed to providing an environment that is free of barriers and biases to our students, parents/guardians, the public and our staff. We are committed to ensuring that people with disabilities have the same opportunity of access to our school. If you are visiting the school or volunteering with students at the school or on a field trip and require accommodations due to a disability, please let the teacher and/or the principal know as soon as possible. Some accommodations require planning and we want to ensure that everyone has the best experience possible while at Perth Road Public School.

School Council

This is an opportunity for our parents to participate in the life of the school. This September we will have our first meeting Monday, September 9th at 6:30pm The School Council AGM information will be sent home shortly along with nomination forms for those parents that are interested in joining the team!

Inside Shoes

Students are required to have indoor shoes. Indoor shoes provide protection to feet in the gym and throughout the building. As well, this greatly reduces the amount of dirt that is tracked into the classrooms. Please be advised that there is no time to stop and put on shoes when the fire alarm is ringing, so it is imperative our students always wear indoor shoes when they arrive indoors.

Lunches

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

Special food days will be determined by our staff and Parent Council. Once these dates are scheduled, this information will be passed on to you.

Hot Lunch

Our School Council organizes Hot Lunches a few days a week in order to fundraise for various school improvement projects like our new play structure. You can order hot lunch for your child using the Hot Lunchbox website. <http://lunchboxorders.com/>

Click on the green “order lunch” button at the top of the page, choose school from a dropdown menu. Families will need to register and set up an account.

The Hot Lunch Program will start in October, however the calendar will be open to parents on September 23rd. Families are given the flexibility of ordering once a week for each child before Sunday’s at noon. If you would rather, orders can be placed for longer periods of time as well.

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.

Cheques

To avoid NSF cheques, when paying for different events, please be advised that your cheque may not be deposited right away. Deposits sometimes are only made once a month. ***Please be advised that we are no longer able to accept post-dated cheques.*** Should you require financial assistance or would like to make payment arrangements, please contact the Principal.

Money/making change

We would ask that parents send the right amount of money to the school when sending money for special events or when items are for sale at the school. Because of a very busy office, the Office Administrator is not always available to make change and change is not always available. Please keep all activities and payments separate. Place each payment in a separate envelope or Ziploc bag, and clearly mark the activity, student’s name, teacher’s name and amount of money included in the envelope. This would be a tremendous help and will be very much appreciated.

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 too ill to learn properly and who cannot go outside should not come to school, the school does not have the facilities or staff to care for ill students during the nutrition breaks. Staff will make every effort to contact parents of a student who becomes ill at school.

Students who are injured or become ill at school 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. 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 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 it 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.