



**Our Tentative School organization for 2015 – 2016 is:**

**Principal – Mr. A. Hill**

JK /SK Mrs. S. Hoffele  
Ms H. Gray E.C.E.  
JK/SK Mrs. T. Morton  
Grade 1/2 Mrs. J. Duskocy  
Grade 2/3 Mrs. K. Hons  
Grade 3/4 Mrs. N. Beesley  
Grade 4/5 Mr. R. Bachuk  
Grade 6 Mr. J. Ladner  
Planning Time Ms. A. Campbell  
Librarian Mrs. S. Woodland  
French Mme R. J. McDougall  
Educational Assistants Mrs. K. Shanks and Mrs. A. Tindall  
Child and Youth Counsellor Mrs. D. Forsey  
Office Coordinator Ms L. Wilkinson  
Custodian P. Tansley

**School Hours:** 8:50 a.m. Entry Bell  
8:50 – 10:30 a.m. Instructional Block  
10:30 – 11:20 a.m. Nutritional Break  
11:20 – 1:00 p.m. Instructional Block  
1:00 – 1:50 p.m. Nutritional Break  
1:50 – 3:30 p.m. Instructional Block

**IMPORTANT:**

**Forms Needing to be sent back to School which are Included with this Newsletter:**

**Student Verification Form** - please make any changes in your personal information and **sign** and date and return to school. If you have a box # please put it on the form.

**Student Personal Information Routine uses and/or Disclosures:** Please read this carefully.

**Walking Permission Sheet 508-7**

This is a blanket permission form for walking trips within the Village of Alma. (Yellow sheet)

**Walking Trips from the School**

Occasionally teachers will take their class off of school property for a short walk in the town. This is known as a "walking field trip". Please fill in the yellow trip form and return it to your child's teacher ASAP. Once returned, the form is good for the entire school year!

## Safe Arrival Program:

If your child is going to be away for all or part of a school day, it is critical that you either send a note in advance, or call the office before 8:50 a.m. You may leave a voice message at any time, leaving your child's name, teacher and the reason (illness or appointment, etc.) for the absence as we report to the Health Unit daily.

If we do not receive a message from you, and your child is not at school, we will make calls, starting with parents at home and/or at work, and moving to emergency contacts if necessary. We are responsible to account for all students daily.

- When coming in late please remind your child(ren) to check in at the office.
- All parents and visitors entering the school are asked to do so through the **front doors and to sign in at the office**. For the safety of students and staff, it is important that we know who is in the school at all times.

## Parent & Student Handbook

While many of the usual school routines are outlined in this September Newsletter, please refer to the Handbook for detailed information on school policies and programs, including the definitions of our Five Character Traits.

## *What is an IEP?*

An Individual Education Plan, or IEP, is "a written plan describing the special education program and/or services required by a particular student." (Ontario Ministry of Education, *Individual Education Plans: Standards for Development, Program Planning, and Implementation*, 2000, p. 3). IEPs can be developed for exceptional students (as identified by an Identification Placement and Review Committee), or based on student need, regardless of identification. IEPs can address academic and behavioural learning needs; they are written by teachers in consultation with parents, as well as students, where appropriate.

All IEPs must include a student profile which identifies the child's name, their date of birth, teacher's name, grade, class placement (if applicable), relevant assessment information, relevant medical diagnoses, as well as their strengths and needs (Ontario Ministry of Education, 2000, p. 6). IEPs including modified or alternative expectations must include **annual program goals**.

IEPs must also list any **accommodations** that are required for the student to learn. Accommodations can be **environmental** (e.g., a quiet place, a special chair), **instructional** (e.g., reading instructions aloud, breaking tasks down into shorter steps and chunks), and **for assessment** (e.g., allow oral responses, allow more time on tests). Some accommodations are

offered to all students (e.g., use of graphic organizers), however, they are essential for a student if listed on the IEP.

**Modified** and **alternative** IEPs include goals for each semester. Modified goals can be goals from a different grade curriculum (e.g., for a child in grade 4 who is reading at a grade 1 level), or can be at grade level (i.e., when a child can do some grade level work but is completing fewer or less complex expectations). Alternative IEPs can address behavioural goals and life skills. Report cards for children with alternative or modified IEPs are based on the IEP expectations and goals.

For more information about IEPs please speak to your child's teacher, principal, or consult the following websites:

The IEP Process: <http://www.edu.gov.on.ca/eng/general/elemsec/speced/individu.html>

### **The Individual Education Plan (IEP), A Resource Guide (2004):**

<http://www.edu.gov.on.ca/eng/general/elemsec/speced/guide/resource/>

People for Education: Special Education Tip Sheet

<http://www.peopleforeducation.ca/wp-content/uploads/2011/06/Special-Education.pdf>

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## **School Safety Check**

Please continue to help keep our school safe:

- ✓ Call the office if your child will be absent and, **if they are ill please say that** as we have to report to Public Health daily.
- ✓ As the weather worsens, ensure your child has appropriate clothing, and for the little ones, you may consider sending extra clothing should they need to change (i.e. mittens, socks).
- ✓ **Thanks to the many parents who are picking up their children in the front foyer.** This has reduced the number of people in the main hallway where students line up for buses at the end of each day.
- ✓ **Bus Zone** – This area must be kept clear between 8:10 – 8:30 a.m. and again between 3:40 – 4:00 p.m. We do not want to have an unfortunate accident occur.
- ✓ **NEVER drive into the school parking lot, or out of the school parking lot when there are children boarding busses. PLEASE , SAFETY is PARAMOUNT where our children are concerned.**
- ✓ For our walkers, who have to cross County Rd 7, we continue to encourage that you use the crossing guard. This is in place for the safety of all!!

## **Bus Cancellation Days**

On a day when the buses are cancelled and the school remains open, all walkers can come to school if parents feel it is safe to walk, or if parents decide it's safe to drive them. **We need the parents of the students who walk** to call the school if their child is not going to be at school (sick, unsafe to walk).

When buses are not running, we do not need a call from parents who have children who are bused because we know why your child(ren) are away. If you're driving your regularly bused students to school, remember to pick them up at the end of the school day (3:30 p.m.). Once buses are cancelled in the morning, they do not run in the afternoon.

Thanks so much for helping us with our efforts with safe arrival for all students.

Announcements will be made on the following radio stations in the event of bus cancellations and/or school closure: 1460 CJOY AM - Guelph, 106.1 Magic FM - Guelph, Oldies 1090, 99.1 FM CBC, 105.3 Kool FM, 570 AM, and 96.7 FM CHYM.

CKCO TV will also announce bus cancellation and parents can check the Alma Public School website (site at top of this newsletter) for bus cancellations and on the Board website under Transportation.

### **STUDENT ACCIDENT INSURANCE**

Parents or guardians are responsible for expenses related to student injuries on school premises during school activities. Accidents can and do happen and the costs involved might not be fully covered by Provincial Health Care or employer group insurance plans.

The Upper Grand District School Board is empowered under the Education Act to offer Accident and Life Insurance for students.

Information has been sent home with respect to Student Accident Insurance offered by the Old Republic Insurance Company of Canada ("Old Republic"). You should receive the Director's letter, an Acknowledgment to be signed by parents (and returned to school) and a Student Accident Insurance Application form (to be mailed directly to Old Republic). Old Republic offers a variety of options, including family rates and multi-year plans, at affordable prices. The cost must be paid by parents or guardian.

Subscription is directly through Old Republic by mail or on line. Questions should be directed to Old Republic at 1-800-463-5437 or [www.insuremykids.com](http://www.insuremykids.com)

For today's active children, especially those who participate in field trips, co-curricular and other school activities outside the school day, Student Accident Insurance is valuable

## Character Education

We will continue to embed into each school day, Character Traits. Character Education promotes student learning by laying a foundation for academic success. September and October will focus on **RESPECT**.



Activities will take place throughout the year to highlight specific traits. These activities include classroom events, announcements, Friday (gotcha) recognitions, Spirit Days, daily role modelling, Assemblies, and reading of stories with real life examples of how these character traits play out in our everyday lives.



We will have classroom representatives from grades 3 – 6 to help plan events.

## School Agendas

Please donate \$4.00 to help offset the cost of agendas. These are a very important tool for students, parents and teachers. Please encourage your child(ren) to use these regularly as an effective communication tool between home and school. Teachers in the primary grades will give more guidance and instruction around the use of the agendas, and Junior grade teachers will encourage, and have information on screen/board, along with handouts ready, however, students need to learn to take the initiative and responsibility to follow through with the agenda communication.



**BUS TRANSPORTATION:** Please read insert for important reminders.

### The UGDSB Code of Conduct for Riding Buses:

- Students must ride the bus they are assigned to. Bus drivers will not permit students to ride the bus unless they are a registered bus route student. This is

for liability and tracking to ensure student safety at all times.

- Follow the directions of the bus driver.
- Be at your bus stop 5 minutes before your pick-up time with a parent/guardian for K and Grade 1 aged children (and responsible for pick up for these younger children at their bus stop at the end of the day).
- Remain seated while the bus is in motion, keeping books, lunch boxes, and other bulky items on your lap.
- Students are responsible for any deliberate damage done to the bus.
- Consequences:
  - 1<sup>st</sup> Incident – Driver gives student warning
  - 2<sup>nd</sup> Incident – Student assigned another seat
  - 3<sup>rd</sup> Incident – Principal is notified with bus misconduct form, parents notified, bus privileges may be suspended
- **Serious/Repeated Incidents: Suspension of bus privileges**

## Student Allergies

Please be aware that some students have severe and possible life-threatening allergies to peanuts and nut products. We ask that you avoid sending foods containing nuts to school with your children.



## Medication at School

If medication must be taken at school, the following applies:

- All medication at school must be kept in a secure place in the office. This applies to all prescription and non-prescription drugs (does not apply to epi-pens). We are not permitted to administer eye drops.

We must have a **parent signature** before school personnel can administer any medication at school. If you require a medication form, please contact the office.

- This form must be completed on a yearly basis even if students have used a particular medication at school in the past.
- Medication must be delivered to the office in the original container and must include the pharmaceutical sticker (prescription medications) indicating the name of the child and directions for administering and storing the medication.





Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>September 2015</b>		1	2	3 P. A. Day	4	5
6	7 Labour Day	8 First Day of School	9 School Council Mtg. 6:30 p.m.	10	11	12
13	14	15 12:00 noon - QSP Assembly Scholastic Book orders due!	16	17 Lunch Orders Due!	18	19
20	21	22	23 10 a.m.-Mad Science Assembly	24	25	26
27	28	29	30 Terry Fox Run Day			

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