

École Arbour Vista

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UGDSB Equity & Inclusive Education

As an educational community we have a responsibility to identify and describe racism and oppression and then work to dismantle it. The Upper Grand District School Board is committed to disrupting systemic racism and oppression in all of its forms. We will implement ongoing mandatory anti-racism and anti-oppression training for all staff, review our protocols and policies, including our hiring practices, and be fully transparent and accountable to all Upper Grand students, staff, families, and stakeholders in an ongoing manner.

School Communication

Information is posted to the website regularly and a reminder listing website topics will be emailed to all parents. The school calendar is also updated on a regular basis. Events are posted there as needed. Whatever is sent to parents by email is also generally posted online

on our [website](#). Please check it frequently as you will find a lot of information there. In addition, you will find a lot of general information on the board's [board's website](#). Our teachers post a lot of information on their Google Classroom platform and you can also follow us on Twitter and subscribe to UGConnect at any App store. Please be sure that we have your most current email address.

2023-2024 Bell Times	
Period 1	8:20-9:20
Period 2	9:20-10:00
Recess/ Nutrition Break	10:00 -10:20 (K-6 snack, 7-8 outside)
	10:20-10:40 (K-6 outside, 7-8 snack)
Period 3	10:40-11:40
Period 4	11:40-12:20
Recess Nutrition Break	12:20 -12:40 (K-6 snack, 7-8 outside)
	12:40-1:00 (K-6 outside, 7-8 snack)
Period 5	1:00-2:00
Period 6	2:00-2:40
Dismissal	2:40

School Organization

Schools have built class lists based on their tentative organizations. Changes may be necessary at our school in order that our Board remain compliant with Ministry parameters (see below). Any changes would be implemented by Monday, September 19th. Principals do not have the option of changing the school organization that is set by the District Staffing

Committee of the Board. If changes affect your child(ren), you will be informed by the school.

Ministry Of Education Parameters

- 90% of the Board's primary classes with 20 or fewer students
- 10% of the Board's primary classes up to a maximum of 23 students
- Grade 3/4 classes have a cap of 23 students
- Junior/Intermediate Class Size Average for the Board is 24.5 students to 1 teacher
- 90% of Full Day Kindergarten classes with 29 or fewer students
- 10% of Full Day Kindergarten classes up to a maximum of 32 students under certain circumstances
- Full Day Kindergarten Class Size Average for the Board is 26 students

Combined Grade (Split Grade) Classrooms

Combined classes group children from two or more consecutive grades into one classroom. Schools combine classes for a variety of reasons to meet the learning needs of students and to balance class sizes. All classrooms are created with students who have a range of skills and abilities. As in same-grade classrooms, teachers, in combined grades, use a variety of strategies to ensure that the grade appropriate curriculum expectations are covered.

Combined classrooms are very common in schools today and they are neither better nor worse than single-grade classes. Some benefits of combined classrooms include learning to work individually and as part of a team, development of leadership skills, development of decision-making skills, self-motivation, and responsibility.

Student placement is carefully considered by school staff every year. Individual student needs, as well as class dynamics, are balanced to create school classrooms. When placing students in classrooms, the principal and all teachers take into consideration many different factors which include: the number of students, the number of boys and girls, student learning styles, academic strengths and needs, learning skills, work habits, and social and emotional strengths and needs. Whether the students are in an older or younger grade in a combined classroom, they will be challenged at their own academic level.

Class Placement Requests

Class placement requests are granted in very rare and extenuating circumstances. We do not take teacher requests for obvious reasons. If a situation exists that we need to be aware of, please notify the principal in writing outlining your reasons at the beginning of June as that is when class placements happen.

Safe Arrival

It is essential to call the office before 8:00 a.m. if your child is going to be absent or late.

The voicemail (519-766-4555 ext. 100) can take your messages 24 hours a day. If calling is not convenient, you may email: arbourvista.ps@ugdsb.on.ca. Please supply us with the student name(s), class(es) and reason(s) for absence/lateness. We follow the Board's Safe Arrival Policy and must call parents of absent students if we have not been informed by a parent of the reason for the absence. **Your call will save us multiple phone calls.** Late students must report to the office for an admit slip before going to class in order to be properly accounted for on the attendance register.

Early Pick-up

If you need to pick up your child earlier than dismissal time, please arrive in advance for us to call your child and for them to pack up their belongings. We no longer take calls to have children ready for a specific time. This saves our office coordinators a lot of time in having to set multiple alarms and disrupting classes because we often have as many as 20-30 students go home early!

Board Policy on Safe Arrival

It is the responsibility of parents to:

- a. provide current telephone contacts such as: home phone number, work number of both parents, number of caregiver, number of safe arrival contact, and emergency contact numbers on the student admission/information form
- b. update the information during the school year
- c. communicate with the school, prior to the start of school in the morning or afternoon, when the child will be absent or late for any reason
- d. provide written permission for their child to leave the school during the day, and
- e. inform the school when their child will be returning after an absence of more than one day.

Safe Departure

If it is necessary for a child to leave early, or to leave for a period during the day for an appointment, a note must be sent to the teacher or given to the office. For the safety of your child, we request that you come into the school to **sign them out at the office.** As soon as

you arrive, your child will be called out of class for you. Please send authorization in writing if someone other than the legal guardian is going to pick up your child from school. The authorized adult may also be asked for photo identification.

Unless we can confirm otherwise, it is our practice to dismiss the child as per their usual routine at the end of the day. We appreciate your efforts to make all foreseen alternate arrangements ahead of time accompanied with a note. Under an **urgent** circumstance, a call may be made to the office before 2:05 pm and we will try to get a message to your child.

Supervision

Yard supervision starts at 8:05 am, which is 15 minutes before classes begin at 8:20 am. Please do not send your child to school before that time, as there is no supervision for them. School ends at 2:40 pm and there is no supervision for students after school. Students are not allowed to be in the classrooms, library, or the gymnasium after 2:40 pm unless they are supervised by staff for a specific reason (e.g. a team practice or a club meeting).

Leaving School Property

All students must remain on school property for the duration of the school day. We support students wishing to go home for lunch, but ask that parents fill out and sign a written permission form on the first day of school indicating their consent. Any changes in routine during lunch must be brought to the attention of the office in the morning in the form of an email or phone message from parents.

Attendance, Absences and Lates

Good school attendance and punctuality are important in order to maximize school achievement and are good habits to develop for later in life. Attendance is taken in the morning and afternoon of each school day. Students are marked absent if they are not in class on time. Students arriving late must check-in at the school office so the official attendance register can be amended to show a late arrival. Repeated lates or absences without a valid reason (e.g., medical appointment) and accompanying note from the parent will result in the possible involvement of the Board's attendance counselor.

Expectations for Attendance

The Education Act and regulations outline expectations for school attendance. Children of compulsory school age are required to attend every school day unless excused. It is the duty

of the parent to ensure the child attends school as required and to provide the school with reasons for absence.

Parking and Kiss'n Ride

We have a Kiss'n Ride loop in our school that is on the perimeter of our Staff Parking Lot.

Please note: drivers may not Park or exit their vehicle whatsoever in this lane. That creates a very unsafe environment and clogs traffic. While in the Kiss'n Ride lane, please remain in your vehicle, have the students exit on the passenger side of the vehicle and move on so that others may follow suit. If you wish to get out of your vehicle, then please park in the parking lot and then safely escort your child onto our yard.

Bus Lane may not be used for drop-offs and pick-ups at any time of the day. Bus lanes are for school buses and Emergency Vehicles ONLY. Thank you in advance for respecting these safety measures.

School Attendance Areas

The Board establishes attendance areas or school boundaries to maintain a high standard of program for students and ensure the effective and efficient use of its facilities. Parents wishing to send their child to school outside their attendance area must contact their home school Principal for further information and an application for "Out of Area" attendance. Information about what school your child should attend and whether busing is provided can be found on the website: www.findmyschool.ca

Transportation Eligibility

Please visit the [Transportation Website](#) to see if your child is eligible for bus transportation. You can visit the Parent Portal on the [Transportation Website](#) to learn more about your child's assigned route. Students must travel to and from school on their designated bus. Arrangements cannot be made for students to take another bus for social reasons (*i.e., go home with a friend, birthday parties, etc.*).

It is possible to make arrangements for your child to be transported to or from a caregiver. This is a special, or courtesy, consideration that is decided upon by the transportation consortium.

You may wish to sign up for push notifications in the [Parent Portal](#). You will be notified if and when buses are late or canceled due to bad weather.

Students must remember that riding the school bus carries some responsibilities and everyone must be respectful and listen to the bus driver. Behavior infractions are a serious safety concern that may result in a temporary or even permanent removal of this privilege.

Custody and Guardianship

Although only a custodial parent can make educational decisions for a child, a non-custodial parent has the right to information about a child, and access to the child unless denied by a court of law. If you have concerns about unauthorized access to children or information, it is essential that the Principal or Vice-Principal be informed and that verification of custody orders be placed in the student's OSR. Otherwise, the school assumes a situation of equal access exists.

Progressive discipline

Progressive discipline is a whole-school approach that utilizes a continuum of prevention programs, interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote and foster positive behaviours.

When inappropriate behaviour occurs, disciplinary measures are applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. There are many different situations, some of which also require suspensions, but our aim is always to support our families and work together to foster collaborative problem solving and compassionate resolution.

Progressive Discipline is also applied for bus behaviour.

Field Trips

Field trips provide education beyond the classroom and support our core curriculum. Notice about all class trips will be sent home in advance. In order for your child to participate, consent is required to ensure that parental permission has been granted and that parents are aware of the details of the trip. Students are responsible for the cost of such trips, and costs are kept to a minimum as much as possible. It is Board policy that no student will miss the opportunity to participate in a class trip due to financial constraints. If you have concerns about the cost of a trip, please speak to the Principal or Vice-Principal confidentially so arrangements can be made to ensure the participation of all students.

Lost and Found

Parents are urged to **clearly label all belongings** so we can help to locate owners when things go astray. We also recommend that parents regularly check the school's lost and found box for missing items. At the end of each term, lost and found items are displayed in

the hallways before being donated to charity. Small valuable items like jewelry and watches are kept in a lost and found box at the office.

Telephone Use

Phone calls home for students will be made for emergencies and under the supervision of a staff member. All student social arrangements (e.g., meeting spots, etc.) should be made by families ahead of time and be emailed to the classroom teacher and the main office (arbourvista.ps@ugdsb.on.ca). This will ensure school phone lines are not tied up and will be available for our safe arrival program, students who are ill, teacher calls to parents, etc.

Valuables and Electronic Devices

Many of our students are bringing valuable electronic items to school. These items are attractive and we cannot be responsible for their theft or loss. Electronic devices can be problematic when used inappropriately in the halls and on the yard. We strongly encourage our students to use recesses for physical exercise and social interaction with others. It is the school's policy that, **unless directed by the classroom teacher to use an electronic device specifically for learning, no electronic equipment is permitted to be used or to be visible while at school. All cell phones are to be kept in backpacks and/or lockers.** This policy regarding electronic devices will be explained to all students. Any other device which is capable of taking pictures is also strictly prohibited. This is due to privacy protection. While we understand that children sometimes carry cell phones for safety reasons, this is not necessary while at school. If there is an emergency, students are to use the school Office phone. Parents are also asked NOT to text students during class. If you wish to contact your child during school hours, please call the office to relay a message or make arrangements ahead of time. For more information, please consult the UGDSB's [Acceptable Use of Digital Technology Policy](#).

In order to ensure compliance with our policy, any electronic equipment that is being used inappropriately at school without the permission of the teacher will be confiscated. At the end of the day, students may pick it up at the office, they will be reminded of the policy and parents will be notified. If a second infraction occurs, we will ask parents to pick up the item and we will make a plan for either leaving the device at home or storing it in the office in future.

Visitors

We invite parents and guests to visit our school and encourage volunteers in our classrooms. For safety reasons, all visitors must report to the office, sign in and wear a visitor's badge before proceeding to classrooms or onto the yard. Even if you are in the school only for a moment, your tag must be visible.

At the beginning and the end of the day, we encourage pick up and drop off of students outside the school. If you need to give your child the rare forgotten lunch or binder, please drop it off at the office and we will be happy to make sure they receive it.

Hot Lunch Programs

Please watch for information on how to order later in September.

Academics

The following Ministry Curricula are available for review at the Ministry's website at <http://www.edu.gov.on.ca/eng/curriculum/elementary/subjects.html>

- [The Arts](#)
- [French as a Second Language](#)
- [Health and Physical Education](#)
- [The Kindergarten Program](#)
- [Language](#)
- [Mathematics](#)
- [Native Languages](#)
- [Science and Technology](#)
- [Social Studies, History and Geography](#)

Kindergarten

Children entering Junior Kindergarten must be four years old on or before December 31 of the starting year. Pre-registration takes place in January. Effective September 1, 2017, Junior Kindergarten is the only entry point for new French Immersion students into the French Immersion program in the Upper Grand District School Board. Additionally, each UGDSB school that offers FI at the JK level has a cap on the number of students admitted to FI. Entry

into FI from other jurisdictions is possible, but not guaranteed, if your child has previous FI experience. Parents and guardians must check with their home school for more detail. **For more information on the UGDSB's JK FI admission process, please visit <https://www.ugdsb.ca/programs/french-as-a-second-language-fsl-at-ugdsb/french-immersion/french-immersion-registration-and-selection-process/>.**

A Regular School Day in Kindergarten

During the regular school day, children are involved in many different kinds of activities designed to help young learners explore, discover and grow. They will have opportunities to initiate learning and play, as well as take part in more structured learning under the guidance of a [teacher and early childhood educator](#).

The teacher and early childhood educators are guided by a [curriculum document](#) based on the existing kindergarten program and research and other early learning curricula.

Special Education - Exceptional Students

The Upper Grand District School Board provides a continuum of service that offers a range of placements to meet the needs of exceptional pupils. The purpose for this wide spectrum is to provide all pupils with opportunities to achieve success in their education programs. Accommodations and modifications are made to maintain the exceptional pupil within the regular class. However, we recognize that there are pupils for whom total integration is inappropriate. Alternate educational settings provided include resource withdrawal programs and self-contained classes, either at the home school or another designated school.

A team approach is used in program modification and in planning an exceptional pupil's Individual Education Plan (IEP). This plan contains specific objectives and an outline of educational services that meet the needs of the exceptional pupil. It is the school's responsibility, with the assistance of parents, special education consultants and possibly outside agencies, to identify a pupil's needs and to ensure that they receive appropriate programs and services.

Student Records (OSR)

The Ontario Student Record (OSR) is a confidential, continuing record of a student's educational progress through schools in Ontario. The information in the OSR is available only to the Board's Supervisory Officers, the Principal, Vice-Principal, and the child's current teachers for the purposes of improvement of instruction. Students over 18 and parents of

students under the age of 18 may examine the OSR by scheduling an appointment with the Principal or Vice-Principal.

Report Cards

In **November**, parents will be able to electronically access an interim Progress Report that indicates their child's strengths and next steps. Parent interviews are scheduled to follow shortly thereafter. Report Cards with grades are issued following the completion of each of the two terms, in **February and June**. Please carefully review your child's progress and praise your child for their efforts. A mark of "B" or 75% indicates that the student is successfully achieving the provincial standard set by the Ministry of Education, and is to be commended. Every child has strengths and weaknesses, and they may have worked diligently to achieve their level of success and their efforts should be acknowledged as well. For areas of concern, contact the teacher if you have any questions. Interviews may be initiated by a parent or teacher and may be requested at any time during the school year. Please call if an interview is desired as discussions between the parent and teacher are valuable to the overall education of each child.

Homework Guidelines

Homework is an important part of a child's learning and supports the acquisition of knowledge, initiative, self-discipline, time management skills and responsibility.

Homework is:

- ⇒ work that supports, reinforces and enhances the skills and knowledge learned in class
- ⇒ relevant, meaningful and curriculum related
- ⇒ always clearly explained, (e.g., project expectations outlined using a rubric, or checklist)
- ⇒ sometimes student's choice, if possible, (e.g., research topics, essay topics, etc.)
- ⇒ sometimes unfinished work from class
- ⇒ an opportunity to assign a task that requires the family to work on an activity together, (e.g., create a family tree, favourite childhood trip, or conduct a family survey)

Homework is NOT:

- ⇒ "busy" work
- ⇒ an activity where the student must learn concepts not yet taught and practiced in class

⇒ to have students complete the curriculum because there is too much to cover in class

The amount of homework assigned is carefully considered and should not be overwhelming. Teachers will monitor and ensure the appropriateness of the quantity and timing of homework. Some teachers may wish to assign homework on one day of the week and allow students to complete it over the course of a few days. This allows flexibility in a family's busy schedule. In higher grades this model may change to daily homework for some subjects. Please note, however, that in order to support quality family time, there will be no *new* homework assigned on long weekends and over holiday periods.

All students are expected to read (or be read to) for 20 minutes a night.

Parental involvement is essential for student success in school.

Homework helps inform parents of the curriculum expectations and enables ongoing parental tracking, intervention and support for student success. Parents are encouraged to support student achievement by supporting their children to build effective time management skills and to complete homework assignments on time. It is important to establish suitable homework routines by

- setting a regular homework time
- consistently providing a working environment free from distraction
- having supplies available and assisting with resources
- showing interest, providing positive reinforcement, and being available to help (facilitate, but not do, the work) as required
- helping a child to approach learning and responsibility for homework with a positive attitude

For further suggestions about helping your child with homework, speak with your child's teacher. Open communication creates a positive learning environment and prevents misunderstandings.

School Council

Our School Council acts in an advisory capacity to make recommendations to the school Principal. The purpose of School Councils is to improve student achievement and enhance the accountability of the education system to parents. School Council places the overall interests of the school and students first.

A schedule of our meeting dates will be shared on the school website. We usually meet on the first Tuesday of most months. We will work hard to keep meetings within the time frame.

Volunteers

We welcome volunteers! If you are interested in helping in our school, please contact your child's teacher or the office. Our School Council might also need help with various events throughout the year. Volunteers need to sign in at the office when they arrive. Any volunteer that comes into contact with a student will need a **Vulnerable Sector Check** or Offence Declaration. New Volunteers must also complete a Volunteer Application and Agreement Form. Click here to download a [volunteer agreement](#) form which is returned to the teacher.

Protection of Privacy Statement for Volunteers

The Volunteer's role in the school is one of partnership with the employees of the Upper Grand District School Board. In this capacity, it is understood that the volunteer will follow the terms and conditions relating to security and confidentiality of personal information according to the Municipal Freedom of Information and Protection of Privacy Act, 89.

Pursuant to Board Policy #205, it is understood that the volunteer will work under the direction of an appropriate staff member and be privy only to that information that is necessary for working effectively with student(s) and/or for the purpose of performing the task assigned; e.g. office/clerical.

Personal Information

Personal information is kept confidential and will not be released without your consent. It is important that this information be kept up-to-date. If during the year you change your address, home or work number, emergency contact, etc., please phone the office so the appropriate changes can be made on our records. This information is vital in emergencies. In September, we send home a pre-printed verification form. Please check all information on this form carefully, make any changes, sign and return this form to the office ASAP.

Student Insurance

Parents and guardians are responsible for expenses related to student injuries on school premises or 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.

A letter from the Upper Grand District School Board letter will be sent home with students containing information with respect to two Programs available for the purchase of Student Accident Insurance. The Insuremykids Program is offered through Old Republic Insurance Company of Canada and the Studyinsured Program is underwritten by Certain Lloyds's Underwriters through AON Insurance.

Each program offers a variety of options, including family rates at affordable prices. The cost must be paid by the parent or guardian. Paper copies of the application are no longer available. Purchase is done directly on line or by contacting the Provider:

www.insuremykids.com or call toll free 1-800-463-5437

www.studyinsuredstudentaccident.com or call toll free 1-833-560-0527.

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.

Plans Of Care – Anaphylaxis, Asthma, Epilepsy, & Diabetes

It is the policy of the Upper Grand District School Board (UGDSB) to support students with a life-threatening medical condition to access school in a safe, accepting, and healthy learning environment that supports well-being, and empowers students to reach their full potential for self-management of their medical condition(s).

The UGDSB is committed to minimizing the risks for students who have asthma, diabetes, epilepsy/seizure disorder, life-threatening allergies and/or other serious health conditions through the development and implementation of individualized Plans of Care.

If your child has health concerns of any kind, please tell your child's teacher or the office and we will take the necessary health protection steps, including the possibility of creating a [Plan of Care](#) to share with school staff who might interact with your child.

EPI-PENS AND INHALERS SHOULD BE CARRIED ON THE PERSON, AND IF POSSIBLE, ONE KEPT IN THE OFFICE AS WELL. ALL STUDENTS WITH ANAPHYLAXIS AND/OR ASTHMA MUST HAVE A PLAN OF CARE ON FILE IN THE OFFICE.

Medications

Medication for pupils should be administered at home whenever possible.

Where oral medication must be administered to pupils by school personnel, the

parent/guardian must:

- Provide written authorization on the Consent for Administration of Oral Medication, [509-1 Consent for Administration of Oral Medication](#); deliver to the Principal or Designate the required medication in a labeled “tamper-proof” container;
- Ensure the container has a pharmaceutical sticker attached indicating the name of the child and directions for the administration/storage of prescribed medication;
- Instruct their child to attend the school office for medication as per the schedule for administration as established in conjunction with the school Principal.

Concussions

Please let us know if your child suffers a [concussion](#) and requires accommodations at school.

School Emergencies

The safety and well-being of our students is our highest priority. Although we hope that an incident that requires response from emergency personnel will never occur in our school, we must be prepared to respond quickly and effectively in case it does. Each year our school must review and conduct drills to ensure staff and students are prepared in the event of a real emergency. For each of these drills, there is an education component to explain why they are necessary. All drills are conducted in a manner that is sensitive to the needs of our students.

The following drills are required each school year:

- Three (3) fire drills in the Fall and three (3) fire drills in the Spring
- Two (2) lockdown drills
- One (1) tornado drill
- One (1) evacuation/bomb threat drill

Lockdown:

- A lockdown is used in response to a major incident or threat of violence within the school or school area. Building occupants are secured in the rooms they are currently in, and no one is allowed to leave or enter until the situation has been resolved.

Hold & Secure:

- A Hold & Secure is used when there is an event outside of the school that is not related to us (*like a bank robbery, someone in the neighbourhood, a rabid dog*) where we lock the doors, but keep going on as usual. Nobody goes inside or outside of the school until police/authorities tell us it's okay.

Shelter-in-Place:

- This is the term to use when we have an environmental or weather situation, like a chemical spill, blackout, explosion, hurricane, etc., where keeping everyone inside is keeping them safe.

Questions?

Should you still have questions for us, we are happy to hear from you! Please give us a call at school: 519-766-4555