



# Elora Public School

## Newsletter

### September 2017

#### Dear Students, Parents and Guardians,

Welcome back! We hope that everyone had a great summer. We are looking forward to a rewarding year of learning and hope that you are as well.

If you are new to our school family, we extend a warm welcome and encourage you to become actively involved in the activities that are available. We have several ways to keep you informed about activities, news, and events happening at Elora Public School (check them out in the notes below). Joining our School Council is another great way to be involved in our school community. New and returning members are appreciated and volunteering in the classroom and/or library is encouraged.

We will strive to make Elora Public School a place where everyone is engaged in learning in a safe and inclusive environment. We encourage everyone to do their best, take risks and make mistakes without the fear of ridicule from their peers. Generally, people (staff included) are happy and productive at school when they feel respected, have connections with good friends/colleagues, and feel valued for strengths and differences. It is important that every member of our school community contributes to the school in a way that creates a positive learning environment for all. If we can create this environment, learning will flourish

and students will thrive. However, there will be over 400 people in this building and we are bound to have our differences. We follow a progressive discipline approach when behaviour is out of line from our expectations. If a student has a negative impact on the school with their actions, they will be expected to do something to have a positive impact to improve our school community. We will support this by finding appropriate ways within the school to make this happen.

Open and ongoing communication between home and school is very important for student success. We welcome, and encourage, your input and suggestions. If you have questions or concerns, please come in and talk with Elora Public School staff. Together, we can provide our children with the best education possible.

**Please note that our next newsletter will be posted on our website:**

<http://www.ugdsb.on.ca/elora/index.aspx>

A hard copy can be obtained by request from the classroom teacher.

B. Ellery  
Principal

T. Reiner  
Vice Principal

## **School Hours/School Entry Routines**

8:35	Yard supervision of students begins.
8:45	All students enter the school
8:50 – 9:40	Period 1
9:40 – 10:30	Period 2
10:30 – 11:15	Nutrition Break #1
11:15 – 12:05	Period 3
12:05 – 12:55	Period 4
12:55 – 1:40	Nutrition Break #2
1:40 – 2:30	Period 5
2:30 – 3:20	Period 6
3:20	Dismissal

We plan on having our students outdoors during each nutrition break.

Please dress for the great Canadian outdoors!

Please ensure your child arrives at school between 8:35 and 8:45 and departs the school by 3:30 unless he/she is involved in a supervised event.

With the Balanced School Day Schedule, three 100 minute blocks of instructional time are separated by two 45 minute Nutrition Breaks. The first Nutrition Break, beginning at 10:30 is generally the snack time and the second Nutrition Break, beginning at 12:55 p.m. is the lunch break. All students are expected to stay at school during both nutrition breaks, unless parents/guardians are signing them out.

During each Nutrition Break, students will eat for the first 15 minutes and then have 30 minutes of outdoor play. We appreciate parents providing nutritious snacks and lunches in order to support healthy growth and learning.

### **Sign Up - Online Banking – the only way to go!**



ELORA P.S. COMMUNITY ... LET'S GET ON BOARD WITH THIS 100%.

Last year, most of our families took advantage of the School Cash Online banking. All transactions (lunches, trips, etc.) will be using this system. To sign up, please visit our website <http://www.ugdsb.on.ca/elora/index.aspx> and click on the School Cash Online icon at the bottom of the website.

***Please register as soon as possible.*** Once registered, if your class is requesting money for an excursion, pizza, milk, etc., you will receive an email in advance. No more searching through your child's backpack. You will KNOW that there is something coming home soon. Having trouble signing up? Please contact Joanne Thompson.

### **Homework for Parents – How to keep informed**

We recognize that life gets busy, however, as parents we know that you want to know what's happening at Elora Public School. Check out the following ways that we are trying to keep you in the loop!

#### **1) Download This FREE App**

We are pleased to announce that the Upper Grand DSB is introducing a new parent communication tool for your smart phone. Designed to streamline communication between schools and the communities they serve, the Upper Grand Mobile app provides parents with a simple interface with up to date information including news, calendars and social media feeds.

The Upper Grand Mobile App is available today for free at either the Google Play Store or at iTunes. Use the search term "Upper Grand" to find the app.

You will be notified on your smartphone of the updates being made on our website! Sign up now!

**2) Check the School Website Regularly**

Our school website is updated regularly with school events. Please check it often! Information that can be found on our website:

- Regular updated information on our "NEWS" feed
- Monthly School Calendar
- School Council Information and minutes of meetings
- Family Handbook
- Computer Use Agreement & Personal Devices information
- School Closure and Bus Cancellation Link
- Staff List
- School hours

**3) Sign up to receive email notifications**

Visit our website <http://www.ugdsb.on.ca/elora/index.aspx> and click on this icon on the bottom of our page:



The Upper Grand District School Board is CASL (Canada's Anti-Spam Legislation) compliant. Please be aware that by registering for this service you are expressly consenting to the possible receipt of commercial messages from the school (e.g., information on school trips, fundraisers, year books, team uniforms, photo-days, pizza days etc.)

**4) Follow Us on Twitter @EloraPSGryphons**

**A Message From Your School Council:**

*"Many hands make light work." John Heywood*

Welcome to Elora PS! Parents are encouraged to get involved at the school through various ways. Please consider doing one or more of the following this year:

- Join the "EPS Parent Involvement" Facebook page. This is a closed/private page where parents can share, remind and ask questions of other parents.
- Volunteer to help plan or run one school activity this year. A list of some options/dates will be coming soon.
- Make a point of reading email updates from the school office to stay on top of what's going on at the school.
- Sign up for CASL (a school wide email system) and/or download the Upper Grand DSB app.

## **Staff List & Tentative Assignments**

C. Abercrombie (1A)	K. Mayo (Resource Teacher)
S. Bauman (ECE KA)	S. Montgomery (7/8A)
R. Behling (Custodian)	M. Morrison (Planning)
S. Benham (EA)	K. Newark (4/5A )
C. Billing (ECE KB)	L. Nodwell (Custodian Assistant)
K. Britton (EA)	J. Page (Phys. Ed.)
D. Cellucci (CYC)	L. Peyton (Office Assistant)
C. Craig (7D, Int. Music)	A. Pellerin (KA)
J. Cranston (Planning)	B. Pyke (EA)
W. Davidson (Office Assistant)	T. Reiner ( <i>Vice-Principal</i> )
L. deKleine (12B)	J. Rupnow (8B)
J. Dunbar (EA)	G. Siegwart (Library/ Spec.Ed)
B. Ellery (Principal)	J. Scott ( 5/6C)
C. Farrell (Spec .Ed.)	N. Spicer-Gore (7B)
L. Farrell ( 7/8 French)	J. Stelter (2/3B)
L. Fleming (Jr. French)	J. Thompson (Office Coordinator)
D. Gear (8B)	G. White (3/4B)
D. Hull (Art)	M. Youngblood (KB)
E. Kristensen (7C)	D. Cellucci (CYC)
J. Lawson (2/3A)	
L. Lebrun (5/6B)	
K. McCracken (7/8A)	
L. Male (EA)	

## **Message from the Human Resources Department**

### **Re: School Organizations**

Schools have built class lists based on their tentative organizations. Changes may be necessary at your child(ren)'s school in order that our Board remain compliant with Ministry parameters (see below). Any changes would be implemented by Monday, September 18th. 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**

- Full Day Kindergarten Class Size Average for the Board is 26 students
- 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 24.85 students to 1 teacher

### **Students Leaving School Property**

We provide supervision on our playground or inside the school starting 20 minutes before school begins until 15 minutes after school ends. In order for school staff to properly supervise students, all students are expected to stay on school property for the duration of the school day, including during Nutrition Breaks. Names of students who regularly go home for lunch during the Nutrition Breaks are on record in the office. Any change to this routine must be reported to the office with a parental note or phone call. In order to ensure student safety and to provide adequate supervision, we discourage parents from requesting unsupervised, off property permission for their child(ren) during breaks.

### **Safe Arrival Program**

If your child will not be in attendance at school, or will be late arriving to school, we ask that you let us know. This procedure is in the interest of your child's safety. You may call and leave a message on the answering machine at any time or send a note with a sibling. If we do not hear from you, we will begin making phone calls to locate your child (home number first, then parent/guardians' work numbers, then emergency contacts). Students arriving late are expected to check in at the office to get a late slip. The final bell rings at 8:50 AM. Students are to be in class and ready to start at this time.

### **School Security**

Please feel free to visit our school. Parents and other visitors must check in at the office first to sign the guest book. For the safety of our students we need to know who is in the school at all times. If you wish to visit a classroom, please call the teacher and make arrangements in advance. When you are picking children up during the school day, we ask that you do so at the office and that you sign the child out.

You can enter the school at the parking lot doors. Please press the buzzer and be prepared to say your name to be let in.

### **Child Custody Orders**

Unless otherwise directed by a court of law, both natural parents usually have full access to students and their records. If for some reason these rights are restricted, legal documentation must be on file at the school. Your child's emotional and physical well-being is of utmost concern to our school staff. Please ensure that copies of any Custody or Access orders affecting your child are on file at the school office.

### **Transportation & Bus Cancellations**



Please note that students are not permitted to ride on a bus that they are not regularly assigned to.

For the upcoming school year and beyond, STWDSTS will no longer be utilizing the telephone call out system (EMA). All media outlets and partners are encouraged to visit [www.stwdsts.ca](http://www.stwdsts.ca) or follow us on Twitter - @STWDSTS for all inclement weather bus cancellations and/or school closures.

All bus cancellations and/or school closures will be posted to Twitter and our website [www.stwdsts.ca](http://www.stwdsts.ca) by 6:30am as per STWDSTS Inclement Weather Bus Cancellations policy 024.

## **Student Information Forms**

**NOTE:** We would appreciate if you could enter an email address for further communication with the school.



Please carefully check, sign, and return the Student Admission Form that is being sent home today. It is essential that the information on this form be correct and up to date. The following items are particularly important to us:

- ▶ Parent/Guardian contact numbers (home, work, cell)
- ▶ Custody information
- ▶ Emergency contact numbers
- ▶ Medical concerns/information

***Please sign and return the form even if the information is correct.***

It is very important that we are able to reach parents in case of an emergency. Please let the office know of any changes to your contact information throughout the school year.

### **Life Threatening Medical**

Do you have a child in our school with a Life Threatening medical situation? (e.g. Peanut allergy, Asthma, Diabetes) Forms will be sent home to the students that we know of. These need to be signed and dated by your doctor. If you need forms, come into the office to pick them up. Please return all forms to the office as soon as possible.

### **Asthma Friendly Schools Policy**

Asthma is a very common chronic lung disease that can make it hard to breathe. The Upper Grand District School Board has a policy to provide support for students with Asthma. If your child has asthma, the policy requires an Asthma Management Plan (AMP) to be completed by parents, a child's doctor and the principal of the school. A copy of this plan is available on the Board's website under Policy 516. Parents are requested to complete the AMP and return it to the school as soon as possible at the beginning of the school year.

### **Smoke-Free Environment**

The Upper Grand DSB provides a smoke-free environment for its students, staff and others while on school Board property, in accordance with the Smoke-Free Ontario Act. This policy refers to all forms of tobacco, and any processed form of tobacco that may be smoked, inhaled or chewed, including e-cigarettes.

Smudging is the tradition of using sacred smoke from sacred medicines (e.g., tobacco and sage) that forms part of the indigenous culture and spirituality. Smudging is allowed in schools under the Smoke-Free Ontario Act. Parents will be informed using the school's usual forms of communication when smudging is going to occur in our school. Participation by staff and students is optional in a smudging ceremony.

### **Life-Threatening Allergies**

We have children in our school with potential life-threatening allergies to various foods and other materials called anaphylaxis. This is a medical condition that causes a severe reaction to food or other materials, and can cause death within minutes. In recent years, anaphylaxis has increased dramatically among students.

Our school has procedures in place for the prevention and management of anaphylactic reactions. 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. Thank you for your understanding in ensuring an allergy-safe environment for all of our students.

## Medication at School

If medication must be taken at school, the following rules apply:

- 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 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 meds) indicating the name of the child and directions for administering and storing the medication.

## Volunteers

Volunteers are an asset to our school. We welcome parents, grandparents and community members and appreciate their assistance, energy and expertise. There are many ways to volunteer at Elora Public School including classroom assistance, field trips, gardening, School Council activities, etc. Please contact your child's teacher or the office if you wish to volunteer your time and services. There is a sign-in book in the office for volunteers upon their arrival at, and departure from school. Volunteers require a criminal record check.

## Personal Portable Technology Use

Although the school does NOT require personal devices, students may bring their own to school. We recognize the increasingly important role technology plays in our daily lives. Students will be allowed, with parent support, to bring their technology (phones/ tablets) to school with the understanding that it will be used for **educational purposes under teacher direction**. Unless directed by a teacher, all devices should be powered off (not just asleep). Teachers will have their own guidelines around how technology will be used in their classrooms (i.e., when to use it and where it will be stored, etc.).

Technology ☺	No Technology ☹
<ul style="list-style-type: none"><li>• In classrooms, with teacher direction</li><li>• With teacher permission (i.e., ask staff to check texts or make a call)</li><li>• In the office, with staff permission</li><li>• After 3:20</li></ul>	<ul style="list-style-type: none"><li>• In classrooms, unknown to teacher</li><li>• In lunch areas during nutrition breaks (gallery, classrooms)</li><li>• In washrooms</li><li>• In hallways or out on the yard</li></ul>

If a student is found to be misusing technology:

- 1<sup>st</sup> time: Warning - staff will remind them of the expectations
- 2<sup>nd</sup> time: Action - staff will ask for it and have it sent to the office with the student's name on it. Student may pick it up at the end of the day. Parents will be notified.
- 3<sup>rd</sup> time: Action - staff will send technology to the office. Parents will be required to pick it up from the office.

Please review this with your children if they are to be bringing devices to school. Our school is not responsible for lost or damaged items or for the supervision of the content in electronic devices brought to school. Please talk to your child about digital responsibility before he/she brings electronic devices to school.

## **Agendas**

This year, primary and some junior classes will receive agendas. Agendas are \$5, which can be paid online. If your child is gr 6 - 8, they may bring in a personal agenda as an organizational tool or choose to use an electronic agenda. Teachers will ensure ongoing communication between home and school.

## **Locks**

Students in Grades 7 and 8 are offered the use of a locker. Students can purchase a lock from the school for \$6.

## **News From the Libaray**

**Used Book Sale** – We are preparing for our Second Annual Used Book Sale! All books will be \$1 and proceeds will continue to help fund our Maker Space area. If you have any gently used books in good or excellent condition, please drop them off at the library. We will accept baby through to adult level books, as well as fiction and non-fiction books. Thank You!

**Birthday Books**- The library will be running the Birthday Book Fundraiser again this year. If you would like your child to participate, please fill out the form included to make your donation online. Thank you for your support. This small fundraiser adds a tremendous amount of new books to our library each year and gives us an extra chance to celebrate a birthday! Your support is greatly appreciated.



## **Parking at Elora Public School**

The driveway at the front of the school is reserved for buses during 8 am - 9 am and 3 pm - 4 pm. Please do not use it for dropping off or picking up students. The front driveway is available for short visits during the day. Please park in the designated parking spots. Our parking lot is very busy at drop off and pick up times so please proceed slowly and carefully. This request is made in the interest of student safety.

## **Strangulation Hazard - A Warning**

We urge parents to avoid student clothing with long, exposed scarves or drawstrings that can pose a choking hazard on play equipment. Parents are advised to remove drawstrings where necessary.

## **Learning Foundation**

The Upper Grand Learning Foundation is a non-profit charitable organization that receives donations from individuals, corporations and other organizations, and disburses the money to provide educational programs and resources. Contributions to the Learning Foundation support ongoing school activities and are used to purchase such things as student and teacher resources, computers, athletic equipment, playground equipment, etc. Donors may specify that they wish their donation to go directly to Elora Public School and 100% of the donation comes to our school. Tax receipts are issued for contributions of \$10.00 or more. Please contact the Principal if you wish to make a donation to Elora Public School through the Upper Grand Learning Foundation.

## **White Out and Aerosol Products**

This is a reminder that students are not to bring liquid correcting fluid (white out) or aerosol products (including spray deodorant) to school.



## **Head Lice**

This is a good time to check your child(ren) carefully for head lice. Many children are in close contact with other children over the summer and as a result these pests spread easily. If you do find head lice on your child, he or she must be treated and all nits (eggs) removed. In most instances a retreatment is needed within 7-10 days or as recommended by the product used. Please let us know if your child has recently had head lice. A note is sent home to ask parents of students in the class to check for head lice (Note: this letter does not identify any students).

Please note that students come to school as usual.

- Head lice is common among children
- Head lice doesn't spread disease
- Cases of head lice are often misdiagnosed
- Children can have head lice for several weeks with no symptoms

## **ATTACHED FORMS**

**Please return ALL forms by September 15<sup>th</sup> to your child's homeroom teacher.**

- **Permission to participate in off-site walking excursions throughout the school year.** Please sign and return by Sept. 15th.
- **Student Verification Forms** -please read over the information, include email address, make necessary corrections and sign and return by Sept. 15th.
- **Freedom of Information** -please read carefully, sign and return by September 15th.
- **Milk & Pizza Order Form- JK – gr.6** - Please order online before September 22<sup>nd</sup>.

Grade 7 & 8 students can bring money daily to purchase these items. Lunch purchases can be made by items will start September 6<sup>th</sup>.

## **Remember To:**

- Check our school website regularly
- Sign up to receive email on CASL (bottom of school website)
- Sign up for CashOnline (bottom of school website)
- Return all school forms on or before September 15<sup>th</sup>
- Purchase milk and pizza for JK to gr 6 students with our CashOnline



**Food & Friends Program**  
DUFFERIN • WELLINGTON • GUELPH

The 106 student nutrition programs supported by Food & Friends will provide over 15,000 students with a healthy breakfast, morning meal, snack or lunch in the 2016/17 school year through the efforts of 900 volunteers. We provide support to both elementary and secondary schools in Dufferin, Wellington and Guelph.

These programs serve healthy food in a safe, convenient environment in order to maximize students' potential to learn. The programs also offer an atmosphere for social inclusion amongst students who may otherwise feel marginalized.

For some students, the food from the program will be their only meal of the day.

As part of the Children's Foundation of Guelph and Wellington, Food and Friends provides support to vulnerable children and youth by

- applying for grants on behalf of student nutrition programs
- ensuring criteria and reporting requirements for grants are fulfilled as these programs are delivered
- assisting individual programs with their local fundraising efforts
- recruiting and training volunteers to ensure appropriate food menu planning and safe food handling
- providing continuity and assistance in the administration of these programs.
- organizing forums to promote best practices to enable continuous improvement
- maintaining quality assurance regarding guidelines and standards recommended by the ministry and national charities that provide funding for school-based nutrition programs

### **Increasing Demand**

Our program continues to grow each year as more schools recognize the need for student nutrition programs. Last year, we had seven new program start-ups, and this year we have one ready to go.

Core funding from the Ministry of Children and Youth services covers up to 15% of the costs for individual programs, which means each program must raise 85% of their costs. This task can be an overwhelming addition to the already exemplary volunteer efforts made by parents, teachers and other volunteers. Food and Friends assists in this effort.

If you have any questions or concerns please contact Anita Macfarlane at the info below or [anita@childrensfoundation.org](mailto:anita@childrensfoundation.org)

Bringing healthy food to hungry minds  
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