



Dear Students, Parents and Guardians,

Welcome back! We are very excited to get our school year started and are happy to have our renovations complete. The school looks great! Our construction team worked hard throughout the summer to ensure we were ready to go for September. Mr. Behling and his team have worked around the construction to make sure everything is clean and ready to go and our teaching staff have been working to make their rooms inviting and ready for learning.

Each year, we are joined by many new families. This year we have almost 100 new students. We extend a warm welcome to our new students and encourage them to become involved in the activities that are available at our school. 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 get involved in our school community. New and returning members are appreciated and volunteering in the classroom 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 all members of our community to do their best, take risks, and make mistakes without 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, 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 and maintain this environment, learning will flourish and students will thrive.

Our students will be asked to stretch themselves academically, but we will also be asking them to take ownership of their own Wellness. To promote Wellness in the school, we operate under some school-wide umbrellas. These include: Personal Best, Looking Within and Branching Out. Students will hear similar language around the school with the intent to have them learn more about themselves, have a Growth Mindset and be flexible in their thinking so that they have the ability to adapt to situations as they encounter challenges. Please ask them about this language at home?

#### **School Umbrellas**

**Personal Best:** The Power of Failure, The Power of Yet, Persistence, Overcoming Challenges

**Looking Within:** Healthy Bodies, 3 Up 2 Down, Healthy Minds

**Branching Out:** How do we contribute – to our Community, to our World.

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 contact an Elora PS staff member. Your child's teacher is the best place to start. Together, we can provide our children with the best education possible.

**Future information and news will be shared on our website.**

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

B. Ellery  
Principal

T. Reiner  
Vice Principal

### **September Dates:**

- 4<sup>th</sup> First Day of School
- 10<sup>th</sup> Possible School Re-Organization
- 14<sup>th</sup> All forms due back to school
- 27<sup>th</sup> Terry Fox Run School BBQ
- 28<sup>th</sup> PD Day

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

We plan on having our students outdoors  
during each nutrition break.  
Please dress for the great Canadian  
outdoors!

- 8:35 Yard supervision of students begins.
- 8:45 Intermediate 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

Please ensure that students arrive at school between 8:35 and 8:45 and depart the school by 3:30. 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 healthy snacks and lunches in order to support healthy growth and learning.

### **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 17th. 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 24.5 students to 1 teacher

## **Alphabetical Staff List & Tentative Assignments**

C. Abercrombie (1A)

K. Anderson (Primary Planning) S. Bauman (ECE KA)

R. Behling (Custodian) S. Benham (EA) C. Billing (ECE KB)

K. Britton (EA)

C. Craig (7C, Int. Music) J. Cranston (Planning)

L. deKleine (12B)

B. Ellery (Principal)

C. Farrell (Life Skills Class) L. Farrell (7/8 French)

L. Fleming (Jr. French) D. Gear (8B)

D. Hull (Art)

E. Kristensen (7D)

J. Lawson (2/3A)

T. Lichty (KB)

P. Malyk (Office Coordinator)

K. Mayo (Resource Teacher)

K. McCracken (8C)

M. Miller(4-8 Integrated Class/ 5/6B) S. Montgomery(7/8A)

L. Nodwell (Custodian Asst.) J. Page (Phys. Ed./ Resourc

L. Peyton (Office Assistant)

K. Pell (EA)

A. Pellerin (KA)

B. Pyke (EA)

T. Reiner (Vice-Principal)

J. Rupnow (8D)

G. Siegwart (5/6B / Library)

D. Schwindt (CYC)

J. Scott (5/6C)

N. Spicer-Gore (7B/ Phys.Ed.) J. Stelter (2/3C)

A. Tindall (EA)

Z. Uddin (EA)

G. White (4A)

M. Youngblood (3/4B)

### **Video Surveillance at Elora Public School**

Elora Public School has been equipped with video surveillance cameras over the summer. All schools within the Upper Grand District School Board will eventually be equipped in the same way. Our cameras were added with our renovation. Currently, the cameras are not operational. Before they become operational, we will be sending out more information to our families to explain how and when they will be used. Video surveillance can promote a secure environment while upholding the essential and legislated rights of privacy of individuals. Video surveillance is only one means by which the board will ensure a safe and secure learning environment and enhance business operating efficiencies for administrative purposes.

### **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 to be let in and come directly to the office.

### **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 only available for short visits during the day. Please park in the marked, 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. Last year, lines were painted to indicate to parents where it is safe to park. Staff will be out at the end of the day in this area to guide our students through this busy area.

### **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.

### **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. 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.

### **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.

This year, our busses will be equipped with video cameras. Bus students will get an information letter outlining expectations while riding the bus to and/or from school. In the interest of student safety, students and parents need to review and be aware of expectations. Failure to comply with the set out expectations could result in the suspension of bus privileges. We would ask that you sign and return the letter as soon as possible.

### **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.***

### **Life - Threatening Medical Conditions**

UGDSB Policy 518: Students with Life-Threatening Medical Conditions, outlines the roles and responsibilities for all in the educational community to support students with possible life-threatening medical conditions. The prevalent medical conditions covered under this policy are Asthma, Anaphylaxis, Diabetes and Epilepsy/Seizure Disorders. If your child has one of these, or any other life-threatening medical condition, please visit: [www.ugdsb.ca/board/policy](http://www.ugdsb.ca/board/policy) (and look for Policy 518) or contact the school as soon as possible.

We will work with you to develop a Plan of Care to support your child!

### **Medication at School**

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

- \$ All medications 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.

### **Smoke and Vape – Free School 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 all forms of 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.

### **Online Banking – the only way to go!**

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 page.

***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 let us know.

### **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!

#### **Download The Upper Grand Mobile App**

**We are pleased to announce that the UGDSB 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.**

**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

### **Sign up to receive email notifications and follow us on Twitter @EloraPSGryphons**

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.

### **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.).

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<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>

Students misusing technology will be reminded of our expectations. Staff, or the student with a staff member, will bring their phone/ipad/computer to the office for the day if it is continually misused. If problems persist, parents will be required to pick up their child’s technology from the office. Please review this with your child. 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 electronic devices are brought to school.

**Agendas**

This year, primary and some junior classes will receive agendas. Agendas are \$6, 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 and require a personal lock.

**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, 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.

**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.

**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).

