



Maryborough Public School

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Website: <http://www.ugdsb.ca/maryborough/>

Principal: Mr. T. Dickieson

Office Coordinator: Mrs. C. Eberhardt

NEWSLETTER - SEPTEMBER 2020

Principal's Message

I would like to take this opportunity to welcome everyone back to school for the 2020-2021 school year! 2020 has been a year unlike any other so far, with many unprecedented events happening in our world. A big thank you goes out to everyone for their patience, flexibility, and understanding, as we have had to (and will continue to) adapt to new routines. Our school has developed plans that include both operational changes (how we manage the resources within the school) and health and safety changes (our response to the COVID pandemic). With this said though, what impresses me the most about Maryborough PS is the "community involvement" of our building. As we prepare to start the year, we will continue to look for adapted ways to involve all members of our school community; within the parameters of the current pandemic plan. Our Fall Open House will be completed virtually this year; with more information to come!

As a school community, we understand that everyone has had a different experience when it comes to life during the pandemic. With this in mind, as we start the school year, we will continue to focus on student and staff mental health. Staff will be developing activities in the classroom that promote classroom community and focus on helping all students to integrate back into the classroom. In addition, we will continue to listen to our students and we will help to support our students in the ways in which this support is required. Trusting relationships are key to a successful year, and our staff will be working hard to establish this foundation. If there is anything you feel that your child's teacher or the office should know, do not hesitate to reach out.

Open and ongoing communication between home and school is another important component of success for students. The Maryborough PS Community is extremely fortunate to have such committed and caring individuals, working together to provide quality programs and activities to meet the educational needs of all students. If you have any questions regarding policies or programs, please feel free to contact your child's teacher, Mrs. Eberhardt, or myself. We are looking forward to working with you. There are many ways to get information about the things happening at Maryborough PS:

- Download the UGConnect app (*more information later in this newsletter*)
- Visit our School Website: <https://www.ugdsb.ca/maryborough/>
- Twitter: @MaryboroughPS

Over the summer, there have been a few additional changes to the Maryborough staff. Please join me in welcoming: Sheena Bingelman (*Educational Assistant*), Megan Timmerman (*Educational Assistant*), and Desiree Frenette (CYC).

This is a reminder that classes are temporary until the district staffing committee finalizes our numbers and ensures we meet the Ministry of Education's class size goals. If changes are necessary, staff will work hard to make sure that students feel comfortable in their new classroom. Please understand that teachers and staff consider your child's class placement very carefully. Many things are taken into account (*i.e., learning styles, learning needs, teacher fit, peer groupings, etc.*). With this in mind, please do not phone the school and ask us to make class changes.

We are looking forward to a great year at Maryborough PS!

Sincerely yours,
Tim Dickieson (Principal)

Important Note re. Printed Newsletters

We will once again be sharing information on our website, electronic calendar, and the UGConnect app in “real-time” throughout the year, and will not be compiling a monthly paper copy newsletter. All information will be posted to our website and calendar as it is available. A hard copy of information shared to the website can be obtained by request from the office. This is just one step that we are taking to help our environment!

School Times & Supervision of Students

Our school day begins at 8:50 am and ends at 3:30 pm. Staff members are outside to supervise students before our day begins and after the dismissal bell. Morning supervision begins at 8:30 am. Please do not drop students off at school before this time. After school supervision ends at 3:45 pm. All students who are not accompanied by a parent or adult guardian are required to head straight home. Thank you for your help in keeping all of our students safe.

- 8:30 – Supervision starts on the yard; buses arrive at 8:35 am
- 8:50 – School Entry; Start of our School Day
- 8:50-9:40 – Period 1
- 9:40-10:30 – Period 2
- 10:25 – Announcements
- 10:30-11:20 – First Nutrition Break (*Eating 10:30 to 10:50; Recess 10:50 to 11:20*)
- 11:20-12:10 – Period 3
- 12:10-1:00 – Period 4
- 1:00-1:50 – Second Nutrition Break (*Eating 1:00 to 1:20; Recess 1:20 to 1:50*)
- 1:50-2:40 – Period 5
- 2:40-3:30 – Period 6
- 3:30 – Student Dismissal
- 3:40 – Buses Depart



Staff Assignments for 2020-2021

- KA – Becky Brunet & Mary Wigglesworth
- KB – Jodi Abra
- 1A – Jodi Adams
- 2A – Valorie Giles
- 2/3B – Sarah Nichol
- 3A – Karen Shantz (*AMs*) & Susanne Thomson (*PMs*)
- 4A – Mark White
- 5A – Dave Wood
- 6A – Lori Albrecht
- Resource Teacher & Planning Time – Susanne Thomson
- Core French & Planning Time – Ryan Ferguson
- Learning Commons & Planning Time – Kerin Harwood
- Planning Time – Wendy Hallman
- Educational Assistants – Sheena Bingelman & Megan Timmerman
- CYC - Desiree Frenette
- Custodian – Tammy Metzger
- Office Coordinator – Connie Eberhardt
- Principal – Tim Dickieson

An Important Note Regarding School Visitors & Volunteers

Under COVID-19 guidelines, **only essential visitors** (i.e., maintenance personnel, special education consultants) will be permitted inside the school at this time. All parents, guardians, visitors, or volunteers will not be permitted inside schools during the pandemic, except in case of emergency. At entry and dismissal times, parents/guardians are to remain on the parking lot side of the bus line, while adhering to physical distancing and mask-wearing protocols.

Parent/Guardian Signature Package

Please sign and return all Signature pages, as well as the Student Verification Form as soon as possible. Check the information on the Student Verification Form and update if necessary, including adding a local emergency contact.

Communicating With the School

To start the year, all home to school communication will be using the telephone or other electronic means. Your child's teacher will be providing specific information regarding how best to contact them.

- If your child is going to be absent or late, please call the office (519-639-3095) to report this information. There is voicemail if the call is made before office staff arrive for the day.
- If you are going to be picking up your child early, please call the office ASAP to share this information
 - Messages between parents/guardians and staff can be via Google classroom, UG Messenger, email or telephone
 - Paper agendas and communication bags will not be used at this time; please do not send notes to the school in the agenda
- Any meetings that need to take place will be arranged electronically (.e., Google Meets) or using the phone
- Special Education plans (i.e., Individual Education Plans) will continue to be reviewed and monitored as per usual; meetings will be scheduled using Google Meets or the telephone

Agendas

Some classes in our school have elected to use an agenda as a daily organization tool; while other classes will be using an alternate tool (i.e., notebook, Google Classroom, etc.). If your child's class is using an agenda, and you would like to donate \$7.00 to help cover the cost, it would be greatly appreciated. This is a voluntary contribution. Please use our online payment website: <https://ugdsb.schoolcashionline.com> to donate to our agendas.

The UG Connect App

Stay in the know – on the go! The UGConnect App provides parents with a simple interface to access up-to-date information including: news, calendar, and social media feeds (i.e., *Twitter*). In addition, "*Push Notifications*" from the school can be sent to devices that have downloaded this app. It is available today for free at either the Google Play Store or iTunes. Use the search term "*UGConnect*" to find and download the app to stay connected to Maryborough PS.



In addition to UGConnect, occasionally recorded messages regarding various events happening in the school will be sent out using our School Messenger software. Remember as well, that you can always check out our website for up-to-date information.

Safe Arrival Policy

If your child is going to be absent or will be late arriving to school, please let us know. This precaution is taken in the interest of your child's safety. You may call and leave a message on the answering machine at any time (519-638-3095). If we do not hear from you, we will begin making phone calls to determine your child's whereabouts (*home/cell, work, and then emergency contact*). Students arriving late are expected to sign in at the office. If your child arrives late at school on a consistent basis, we will let you know.

Student Illness

If your child is ill, or exhibits any signs and symptoms of COVID-19, please keep your child at home. If your child becomes ill during the day, you will be called to pick them up immediately. **Please provide a local emergency contact on your child's verification form in the event we cannot reach you.** When children are feeling unwell, we will use our isolation room. Our isolation room is located in the Hub across from the office.

Signing Students In (i.e., Late Arrival)

At this time, parents/guardians and other non-essential visitors are not permitted within our school; unless there is an emergency. When a parent/guardian arrives in the parking lot, they will call the office (519-638-3095) to say they have arrived at the school. Office staff will greet the child by either going to meet the student at the parking lot or by having the student come to the office using the exterior Office doors (transfer of the student will consider the developmental age of the child). If the child comes to the Office on their own, they will be required to stop at the office door to show they have arrived in the building before heading to class.

Signing Students Out (i.e., for an Appointment)

Parents/Guardians will inform the office in the morning of any early pick-ups and who will be completing the pick-up. Please call the office to share this information. When a parent/guardian arrives in the parking lot, they will call the office (519-638-3095) to say they have arrived at the school. Office staff will send the child out to meet their parent in the parking lot by either sending the student on their own using the Office door, or Office staff will walk the student to meet their parent (transfer of the student will consider the developmental age of the child).

Arrival Routines

Walkers

- We are asking that Walkers arrive as close to the bell as possible.
- If you are dropping off your child, please park on the road in front of the school and say goodbye to your child at the yellow bus line.
- Students will meet their class at their arrival location on the yard (the area of the yard where they met their teacher on the first day of school) and stay in their "class bubble."
- When the bell goes to start the day, students will remain in their class area. The staff on duty will send each class to line up in their line location; where they will meet their teacher, who will bring them into the building.
- **If you drive your child to school, please do not park in the parking lot from 8:25 to 8:45 am, as this is when buses will be entering the parking lot. Please park on the road and walk your children to the yellow bus line.**

Arrival Routines - Bus Students

- Bus transfers take place at 8:35 am. Students will leave their bus and after entering the yard, they will meet their class at their assigned arrival location on the yard (the area of the yard where they met their teacher on the first day of school) and stay in their "class bubble."
- When the bell goes to start the day, students will remain in their class area. The staff on duty will send each class to line up in their line location; where they will meet their teacher, who will bring them into the building.

End of Day Routines

Classes will exit the building using their designated exit door, and they will be dismissed one at a time by their teacher. If classes are outside, they will be dismissed by their teacher from their outdoor location. Parents/Guardians of JK to Gr 3 students are required to provide pick-up information to their child's home room teacher.

Walkers:

- Walkers will either leave the school property or they will wait in the Walker Line by the Kindergarten Bunker (following physical distancing protocols) to wait for their pick-up person
- **If you are picking up your child, please remember to park along the road in front of the school and not in the parking lot, as that is where the buses will be parking and loading**
- Parents/Guardians who come to pick up their children will not be allowed to cross the bus line onto the yard and must follow physical distancing protocols
- Please pick up your child promptly at the end of the day

Bus Students:

- Bus lines will remain in their “bus cohort” and not blend with other bus lines on the yard
- After being dismissed, bus students will line up with their bus line in their designated spot on the hard top (following physical distancing protocols)
- Bus attendance will be taken
- When the buses arrive, the bus transfer will take place and then bus lines will be sent one at a time to load

School Council Association

Welcome Everyone! **Please join us for our first VIRTUAL School Council Association meeting on Thursday, September 24th beginning at 7:00 pm.** Since this will be an electronic meeting, you will need the link to join. Email maryborough.ps@ugdsb.on.ca if you would like the meeting link email to you. Elections for all school council positions will take place and we will be planning for the upcoming year at Maryborough PS. We look forward to seeing many new faces, as well as welcoming our past council members.

PA Days for 2020-2021

The PA Days for the up-coming school year are as follows: September 1st, 2nd, and 3rd, 2020; October 30th, 2020; November 27th, 2020; January 29th, 2021; and June 4th, 2021.

Message From Our Human Resources Department Regarding 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 during the week of September 21st. 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

Students with 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 (and look for Policy 518) or contact the school ASAP. We will work with you to develop a Plan of Care to support your child.

Life-Threatening Allergies

We have children in our school board with potential life-threatening allergies (*called anaphylaxis*) to various foods and other materials. Anaphylaxis is a medical condition that can cause death within minutes. In recent years, anaphylaxis has increased dramatically among students. Although this may not affect your child's class directly, we are letting you know so that you are aware that we aim to create an allergy safe environment at our school. If your child is in a classroom with an anaphylactic child, or your child has anaphylaxis, you will be informed by the classroom teacher. 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 your child requires medication while at school, the following applies: all medication (*both prescription and non-prescription drugs*) must be kept in a secure place in the office. We must have a completed form with a parent signature before school personnel can administer any medication at school. If your child requires any medication, including an EpiPen or asthma inhaler, forms need to be filled out and a plan completed. Please don't hesitate to ask questions.

Smoke and Vape-Free Environment

The Upper Grand DSB provides a smoke and vape-free environment for its students, staff and others while on Board property, in accordance with the Smoke-Free Ontario Act and Board Policy 208. 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. If you have any questions or concerns, please contact the principal.

School Emergency Response Training and Drills

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 - fire drills will be completed during the pandemic; lines have been reorganized to allow for social distancing
- Two (2) lockdown drills - classroom teachers will review the procedures for a lockdown drill; however, lockdown drills will not be practised at this time
- One (1) tornado drill - classroom teachers will review the procedures for a tornado drill; however, tornado drills will not be practised at this time
- One (1) bomb threat drill - classroom teachers will review the procedures for a bomb threat drill; however, bomb threat drills will not be practised at this time

Reminder for Parents/Guardians: Accidents Happen – Be Prepared with Student Accident Insurance

Parents/guardians are responsible for expenses related to student injuries on school premises during school activities. Accidents can 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.



Is your child covered?

Information will be sent home with respect to Student Accident Insurance offered by Old Republic Insurance Company of Canada. You should receive:

1. An introduction letter from the Director of Education to parents/guardians
2. A brochure about Student Accident Insurance

Old Republic offers a variety of options, including family rates and multi-year plans, at affordable prices. The cost must be paid by parents/guardians. Insurance can be purchased online at www.insuremykids.com or by calling Old Republic toll free at 1-800-463-KIDS (5437). If you have questions, please contact Old Republic directly at the website or phone number listed here. For today's active children, Student Accident Insurance is valuable.

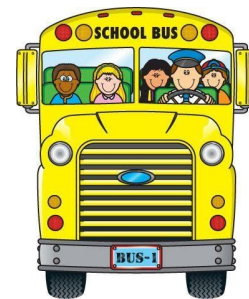
Information from Public Health

There are some great resources available on the WDG Public Health website to support families as we return to school during the pandemic. Please visit the [Parent and Student section](#) of their website for more information.

Bus Behaviour

Bus students are reminded:

- 1) To follow the directions of their driver.
- 2) To be at their stop 5 minutes before pick-up time.
- 3) To stay seated while the bus is in motion.
- 4) No smoking, eating, drinking, chewing gum or swearing.
- 5) To keep books, lunch boxes, and other bulky items on their lap.
- 6) Students are responsible for any deliberate damage done to the bus.
- 7) Whenever possible, leave the last row of seats vacant.
- 8) Personal radios and recorders may be used with headphones. Radios with speakers are not permitted.



Bus Reminder

Bus Transportation is provided to students based on the distance their home is from the school. Students who are placed on a regularly scheduled route must travel his route and no other. Bus students may not switch buses for any reason. In addition, students who walk to school may not travel on a regularly scheduled bus route.

Video Surveillance Cameras

As an added security measure, please note that video surveillance cameras have been installed in several areas of our school. These areas are clearly marked with signage and video cameras are not being used in areas where students, staff, or authorized visitors have a high expectation of privacy including change rooms, washrooms, and staff rooms. Information obtained through video surveillance provides us with an additional way to enhance the protection of students, staff, the public, and property. Should you have any questions, please refer to the UGDSB Video Surveillance Policy 203.



Milk, Pizza, and Hot Lunches

To start the year, under current pandemic guidelines, we will not be offering our pizza, hot lunch, or milk programs. If we are able to offer these programs, this information will be shared with families.

School Cash Online Payments

Our effort is to reduce the amount of cash being brought into our school. School Cash Online can be used to make a variety of purchases throughout the school year (i.e., agenda donation). See the information below if you have not yet set up an account.



Terry Fox Run

Please stay tuned for more information regarding our Terry Fox Run at Maryborough PS.



A Note Regarding 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. Studies have proven that students in combined grades do just as well academically as students in single-grade classrooms. The academic research on combined classrooms has outlined the benefits that students gain while in combined classes. These benefits 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, vice-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.

For further information about combined classrooms, please consult the following information that has been developed by the Ministry of Education:

- An Introduction to Combined Grades
<http://www.edu.gov.on.ca/eng/parents/combinedClassrooms/combinedClassrooms.pdf>
- Combined Grades <http://www.edu.gov.on.ca/eng/literacynumeracy/combined.pdf>

Bring Your Own Device

Parents/students will make a decision about their child bringing technology to use at school. Laptops, tablets and hand-held devices are allowed within classrooms with permission from the teacher, for educational use only. These electronic devices are not allowed in areas that are not directly supervised, such as the hallway, school yard, washrooms and the lunchroom. Please review the school Code of Conduct, Use of Technology section for more information or see [Policy 318 The Responsible Use of Digital Technologies](#). The school is not responsible for damages that might occur to devices.

Scent Sensitivities

Just a reminder that we do have staff and students at MPS who have scent sensitivities (including scented hand sanitizers, perfumes, colognes, etc.). Please avoid the use of scented products in our building. Thank you!

Report Bullying Information

We take all incidents of bullying seriously. If your child is the victim of bullying or sees bullying behavior at school, please encourage him/her to speak with someone at school or use our board's online reporting tool. You'll find the Report Bullying button on our school's website.

Distinguishing Between Conflict & Bullying

Is conflict the same as bullying? People may sometimes confuse conflict with bullying, although they are different. Conflict occurs when two or more people have a disagreement, a difference of opinion or different views. Conflict between students does not always mean it is bullying. Children learn at a young age to understand that others can have a different perspective than their own, but developing the ability to gain perspective takes time and the process continues into early adulthood. In conflict, each person feels comfortable expressing his or her views, and there is no power imbalance. Each person feels able to state his or her view point. How people deal with conflict can make it positive or negative. Conflict becomes negative when an individual behaves aggressively by saying or doing hurtful things. Then the conflict is an aggressive interaction. Conflict only becomes bullying when it is repeated over and over again and there is a power imbalance. Over time, a pattern of behaviour may emerge where the person who behaves aggressively in the conflict may continue or even make it worse. The person who is the recipient of the aggressive conflict may feel less and less able to express his or her point of view and feel more and more powerless. That is when negative conflict may turn into bullying. A school will respond to bullying and conflict differently. For example, in the case of a conflict, a school staff member may try to have the students come together to tell their side of the story and help them resolve the situation together. In the case of bullying, a principal will consider progressive discipline, which may include suspension or expulsion.