



Primrose Elementary School Newsletter

PRINCIPAL NEWS

September 2023

Welcome to Primrose and the 2023 - 2024 School Year

Dear Families,

Welcome back to Primrose Elementary School! We are so excited to see everyone again and looking forward to getting to know new students and families who are joining us this year. I am honored to be back to Primrose as the Principal and am proud to be part of your school community.

We had a wonderful, hardworking, team of custodians who worked diligently through the summer cleaning all aspects of the school and preparing classrooms. Mrs. Boynton and Ms. Flindall have put in many hours getting all the paperwork ready for the school opening and our teaching staff, early childhood educators and educational assistance have done a wonderful job creating warm, welcoming spaces in their classrooms and the school.

Ongoing and open communication between home and school is very important for student success. Together, we can provide the children with the best education possible. Teachers will share their preferred form of communication with families. If you wish to meet with an administrator please contact the main office 519-925-3939 and schedule an appointment. School newsletters will be sent out at the beginning of each month via email. Please make sure the office has an email address for you that you check regularly.

Today each student received a package of information. Some of it will need to be returned to school with consents and signatures. Please be sure to read all of it. Your child's teacher will also be sending some information that pertains to their class in particular. Please do not hesitate to reach out to the Office or your child's teacher. We are always more than happy to chat with our parents.

Marianne Millsap

Important Dates:

- September 5, 2023: First day of school
 - ***Please note*** that there is no Staggered Entry in Kindergarten this year. All students, including Kindergarten, will start school on Sept. 5, 2023.
- September 18th P.D. Day no school for students
- September 19th - 21st International Plowing Match
- September 22nd Terry Fox Run
- September 27th Purple Shirt Day
- September 27th School Council Meeting
- September 28th Meet the Teacher Evening 5:30 - 7:30 pm
- September 29th Orange Shirt Day

To see the full School Year Calendars, including statutory holidays and PA Days, please visit the board website: <https://www.ugdsb.ca/schools/school-year-calendars/>

Forms Went Home:

Student Accident Insurance Forms

Student Accident Insurance letters will be sent home the second week of September. Please seriously consider this option. The Upper Grand District School Board endorses this inexpensive accident insurance coverage. The school board does not carry accident insurance benefits for children. It is highly recommended that all students participating in school sports and extended field trips purchase student accident insurance.

Student Information Sheets

For the safety and well-being of your child, it is critical that the school has your child's information on file, particularly local emergency contacts. Carefully review the student information forms that have been sent home with your child to make certain that they are accurate. **If changes are needed, cross out the old information and add the updated information to the form. As well, please make sure that you sign and date the bottom of the form and return these forms by Friday, September 15th.**

Freedom of Information

Your child will be bringing home information that outlines the guidelines that Boards of Education must follow when protecting the personal information of their students. Please read this information, complete page three and return it to your child's teacher by **September 15th.**

Communication from the Office

This will be a school newsletter sent home each month to all families through email. This includes what has happened and upcoming events. These newsletters are also posted to our school's website and the school calendar can also be found there. In addition, we have a school X account (formally known as Twitter), @PrimroseES1. We regularly tweet about what is happening in the school. It is a way of giving you a peek into what we are learning about or celebrating each and every day. The Upper Grand DSB Upper Grand Mobile app also contains this information.

Attendance

Our School Community is extremely fortunate to have a very caring and committed staff who work together to provide quality programs and activities to meet the educational needs of all students. In order to reap the benefits of a rich educational environment students need to attend. During the post pandemic period the rate of problematic student attendance has increased across the province. Persistent absenteeism is defined by the Ministry of Education as: "any student/pupil who has missed 10% or more of school days for any reason, including unexcused or excused absences, over an academic year." To put this in perspective there are 18 school days in September. A child who is absent twice would have missed more than 10% of the month. Absenteeism negatively impacts academics as well as opportunities for school engagement which bolster socio emotional well being and connection to school community. While we recognize that there are times when students fall ill and must stay home. However, I would ask that you reflect on your family's schedule (i.e. appointments, vacation planning, sports commitments, special outings) and routines (i.e. bedtimes, morning routines) as we move into this school year to foster minimal disruptions to their educational programming.

Just a reminder that if your child will not be attending school or will be late on any given day, please call us at 519-925-3939 on the attendance line. Ext. 100. Please include your child's name, the bus number, the teacher's name and indicate illness or absence for any other reason. We also request that you send a note (please include the bus number and teacher's name) or call the school before **2:30 p.m.** if you are picking your child(ren) up during the day or at the end of the day.

School Security

We will continue to have the doors locked for safety reasons. If you need to pick up your child early, please call the school when you arrive and we will call your child down to be picked up. Children entering and leaving the school during the school day must do so via the office. We thank you for your cooperation as we are continuing to work toward keeping all children safe at Primrose.

At entry and dismissal times, parents are to remain outside the school. If you are picking your child up or dropping something off during the day please call into the main office.

Periodic Head Lice Checks

Please check your children under bright lights, parting and lifting strands of hair. Please also let the school know if your child has lice. Please treat your child and remove all the nits. Thank you for your help.

Parent Volunteer Procedures

Parent volunteers are a valuable resource to the school. We appreciate the many hours that parents provide to work with students and assist with many fundraising events at the school. If you completed a Vulnerable Sector Criminal record check last year and submitted it to the school we will only need you to complete an Annual Offense Declaration form. This form can be found on our website or you can contact your child's teacher for a copy. If you did not complete a vulnerable sector check last year and would like to volunteer please email ashley.hopkins@ugdsb.on.ca for a volunteer letter that you can submit to the OPP.

Safety in the Bus Lanes and Kiss and Ride

BUS: We are a bussed school with all of our students riding the buses each day. Our buses arrive in the morning between 8:35 am and 9:00 am. They depart between 3:20 pm and 3:40 pm.

We do not allow parking in the bus loading zone, which is found along the sidewalk at the side of the school, during these times as this is a safety concern for our students and our drivers. If your child is on a bus they will be dropped off and asked to line up at their designated spot with their class until their teacher picks them up and takes them to their classroom. At the end of the day students will exit the school and line up on the tarmac behind their designated bus number and load onto the bus when it arrives.. Bus Patrollers will support in getting kindergarten and grade 1 students to their buses.

Kiss and Ride: We have a Kiss and Ride loop that runs along the front of the property. Parents who choose to drive their child(ren) to school can drop off here and are not permitted to park. Children will be directed by staff through the school to the yard. Children are not to cross the parking lot, but walk along the sidewalk for safety reasons. Thank you for dropping off and picking up as quickly as you can to keep the traffic moving.

Bus Routines

If your child will not be taking the bus after school, please follow the procedure below:

1. If you know the night before that you will be picking up your child(ren) the next day, write a note to the teacher indicating that you do not wish your child(ren) to take the bus. Be sure to include the bus number. Once the teacher receives your note, the note is sent to the office. The office will then put your child as absent on the bus list and your child to the pick up list. We will also inform the teacher.

2. Should something arise during the day creating the need for you to pick up your child, please telephone the school prior to 2:30 p.m. This will allow office staff to complete the necessary paperwork required so that the bus driver, student(s) and teacher(s) are informed of the change in transportation arrangements. Students being picked up by parents in K - 4 will be taken to the Gym to be picked up and students in 5-8 will go to the kiss ride to be picked up at 3:20 p.m. Parents are asked to line up outside of the school with identification to meet their child(ren). **Parents are not allowed in the school.**

3. Students will not be permitted to travel on a different bus for the purpose of birthday parties, for "one-time babysitting", or just to visit with classmates after school. Most of the buses servicing Primrose are at capacity and cannot accommodate additional students.

We appreciate your support with regards to the above bus policy

School Bus Code of Conduct

Our school bus drivers are trained professionals who are committed to providing a safe environment for your child while they are traveling to and from school. Please visit <https://stwdsts.ca/policies/> to review the expectations of students and parents/ guardians who are accessing school board transportation. Share the following information with your child(ren) and encourage them to respect safety first when traveling on the bus. You can visit <https://stwdsts.ca> to view a few safety videos and for a detailed list of responsibilities of students, parents and guardians. I would also encourage you to sign up to receive notifications regarding bus delays and cancellations.

The Upper Grand District School Board endorses the following bus protocol:

- follow the direction of the bus driver
- be at your stop at least 5-10 min. before your pick-up time
- stay seated when the bus is in motion
- no eating, drinking or using inappropriate language
- keep books, lunch bag and school bag on your lap

Bus Information:

Important Information Regarding your 2023-2024 School Year Bus Delay and Cancellation Notifications. Due to the large number of route changes that occur over the summer, STWDSTS deletes all previous year (22-23 School Year) subscription accounts and emails. We ask parents/students to re-subscribe so that the information you are receiving during the 2023-2024 school year is accurate and up to date. To subscribe go to www.stwdsts.ca and click on "Subscribe". GPS and video cameras are equipped on every school bus. The school bus is an extension of the classroom and camera footage may be accessed by the school to monitor student behavior. GPS will be used to track bus locations, stop arrival/departure times, speed, and much more.

If you choose to opt out of bussing, please contact the STWDSTS office at 519-824-4119 and STWDSTS will mark your child as not riding. If you require busing in the future, please call your technician and they will re-assign your child to the bus.

Students in JK, SK, and Grade 1 who ride a school bus will have received a tag from the school showing the student's afternoon bus route and number and bus stop location. The tag should be worn (preferably on the student's backpack) by your child everyday throughout the year.

For more information please visit the STWDSTS website: <http://stwdsts.ca/home>.

For Students Being Picked Up

Parents will need to let the office know, no later than 2:30 PM that they are picking up their child. Students in grades **5 to 8** can go directly to their guardian or wait at the front of the school on the sidewalk in front of the office. Parents will park in the first row.

Students in grades **1 to 4** being picked up will be asked to go to the front hall promptly. There will be a staff member who will dismiss students in the hallway to their parent. Please be aware this procedure will take some time but allows us to be certain your child was safely released to a trusted adult. If you are in a hurry you may consider getting your child before the end of the day.

School Code of Conduct

It is the policy of the Upper Grand District School Board to maintain a safe and inclusive learning and teaching environment through the adoption of a Code of Conduct which promotes responsibility, respect, civility and academic excellence, and sets clear standards of behaviour for all members of the school community. The goal is to create a positive school climate where all members of the school community feel safe, included and accepted. The Code outlines the rights, roles and responsibilities of all members of our school community. As a new school year begins teachers will be reviewing the Code of Conduct with students. Families can find the Code of Conduct on the School website <https://www.ugdsb.ca/primrose/resources/code-of-conduct/>

Student Breakfast/Snack Program

Primrose in partnership with the Foods & Friends program offers the Student Nutrition Program to all students under the Children's Foundation of Guelph & Wellington. Every classroom has a food bin available to all students, all bins contain healthy and nutritious food which meet the Student Nutrition Program Guidelines set by the Ministry of Children, Community and Social Services. Bringing Healthy Food to Hungry Minds! No child should go through their school day hungry. Our snack program is non-stigmatizing and available for any students to enjoy, if they choose to participate. If you are interested in donating please contact our VP, Ashley Hopkins at ashley.hopkins@ugdsb.on.ca

Online Payments (School Cash Online)

For safety and efficiency reasons, we want to reduce the amount of cash and cheques coming into our school. School related expenses such as pizza days, field trips, spirit wear etc. will be available for online purchase as the year goes on. Please take a few minutes to register so you can enjoy the convenience of online shopping. To sign up go to ugdsb.schoolcashionline.com and pick Primrose.

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. Please ensure that copies of any custody or access orders affecting your child are on file at the school office.

School Council

School Council members are wishing all students and families a successful start to another great year at Primrose. School Council meetings are open to all parents and guardians of children registered at the school. The first Meeting is on **Wednesday September 27th, 2023** and it starts at **6:30pm**. I hope that some of you will consider joining the School Council, which is an excellent way to get involved in school life and make your voice heard. We will be having our elections for executive positions that evening. Those leadership positions are Chair, Treasurer and Secretary. Come and listen to the things happening in the school, have a voice in things that are being planned and to bring ideas forward that you think will make Primrose an even better place to come to school. All money raised through the school council initiatives go directly back into the school for classroom, library supplies, playground maintenance, scientists in the school and many other activities that benefit our school community. We look forward to seeing you at our meetings. Please visit their facebook page at <https://www.facebook.com/PrimroseElementarySchool> and feel free to email them directly at primroseschoolcouncil@gmail.com.

Natural Playground

Your Playground Committee is excited to announce that the playground development has been successfully completed this summer. The slides were replaced on the traditional play structure, and the Natural Playground has new elements for all to enjoy. We have installed the log jam, three chin up bars, a new sandbox and fun sensory panels. In addition to this, the kids will be able to explore the new No-Mow zone. This is a quiet outdoor space with planters and rocks to sit on. We have also planted six new trees that were voted on by the students. A mix of Sugar Maples, Hackberry, Tulip and River Birch trees will be planted throughout the yard. Once again, thank you for your support throughout this endeavor and please keep an eye on the School Council Facebook page for pictures!

<https://www.facebook.com/PrimroseElementarySchool?mibextid=LQQJ4d>

Terry Fox

Primrose Elementary School will be participating in this year's Terry Fox School Run for cancer research on Friday September 22nd. We are proud to continue the legacy of one of our country's greatest heroes. We hope you will join us and support this wonderful cause by donating to our Toonie for Terry Fox Fundraiser through our School CashOnline. Thank you! The future of cancer research has never looked brighter!

Medication at School

It is the policy of the Upper Grand District School Board for an "Administration of Medication" form to be completed for students requiring medication at school. The Board's interpretation of medication includes: Tylenol, allergy medication, and any prescribed medications. The storing of medication in lunch kits or book bags is not permitted with the exception of asthma inhalers and epi-pens. This is due to safety concerns for other children coming in contact with the prescribed medication. Should you require a medication form, please inform your child's teacher or the school office.

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 as soon as possible. We will work with you to develop a Plan of Care to support your child.

Life-Threatening Allergies

We have children in our school with potential 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 attempts at an allergy-safe environment for all of our students.



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 Mrs. Millsap

Bullying Awareness and Prevention

Each student has the right to learn in a safe, inclusive and accepting school climate. As part of this mandate, the UGDSB will strive to eliminate all forms of bullying through prevention and intervention strategies, which foster positive learning environments, support academic achievement, and help students reach their full potential.

Bullying is defined by the *Education Act* as 'aggressive and typically repeated behaviour by a pupil where:

- A. The behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - a. Causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - b. The behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

Bullying includes the use of physical, verbal, electronic, written and other means.

We strongly recommend contacting your child's teacher or school administrator to share any incidents of bullying.

Alternatively, we have an online reporting tool that we ask students or families to complete anonymously online. We ask that you share as many details as possible for us to investigate.

Online Reporting Tool: <https://webapps.ugdsb.on.ca/reportbullying/>

Progressive Discipline

It is the policy of the Upper Grand District School Board to support and maintain a positive school climate for all students. A positive school climate is a safe, accepting and inclusive learning and teaching environment, which allows every student to reach their full potential.

The UGDSB will work with its community partners in a whole-school approach to promote positive student behaviours, focusing on early and ongoing interventions and supports, and progressive discipline practices. Principles of equity, inclusion and mutual respect will be embedded in the learning environment and inform curriculum, school climate, teaching practices, policies and procedures.

All consequences assigned as a result of inappropriate or unacceptable behaviour will include the opportunity for students to continue their education, and access learning opportunities that will reinforce positive behaviours. The goal of any response will be to correct a student's behaviour, rather than punish the student.

Equity and 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.

News from the Library Learning Commons

The Library Learning Commons is our school learning hub. We strive to be a welcoming common space that encourages exploration, creation, and collaboration between students, teachers, and the broader community.

Book exchange is likely to begin the third week of school. Remember students can also access our digital library through their UGCloud. Sora will appear on the student's landing page when they log in.

We are collecting the following items for our low tech Maker Space

- Flattened cereal boxes
- Clean plastic lids (such as from pop, gatorade, etc.)
- Cardboard tubes (from home paper products)
- Yarn
- Buttons

If you have items that you feel could be useful, please email me at sanderson@ugcloud.ca I will let you know if we can accept your offer.

Be sure to come by and say hello during our "Meet the Teacher" night in September.

Sherie Anderson
Teacher Librarian

Resource Support

Our Special Education Resource Teachers Mrs. Robertson, Ms. Rigby, Ms. Carle and Mrs. Pasmore will support students in their classroom and in small group settings in the resource room. During the first few weeks of school the team will be helping students to settle back into the routines of school and completing assessments . If your child will have an opportunity to work with Mrs. Robertson, Ms. Rigby, Ms. Carle or Mrs. Pasmore they will be reaching out to you to get your consent to do so.

School Organizations

Schools have built class lists based on their tentative organization. Changes may be necessary at your child(ren)'s school in order that our Board remains compliant with Ministry parameters.

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.

September 2023-2024 School Day Schedule

8:35 - 9:00	Students arrive at school
9:00 am	School Entry, School Day Begins Attendance is taken immediately and sent to the office
9:00 am – 11:00 am	First Instructional Time (120 minutes)
11:00 am – 1140 am	1st Nutritional BREAK
11:40 am – 1:20 pm	Second Instructional Time (100 minutes)
1:20 pm – 2:00 pm	2nd Nutritional BREAK
2:00 pm – 3:20 pm	Third Instructional Time (80 minutes)
3:20 pm	Dismissal

Tentative School Organization: 2023 – 2024

Please see our website <https://www.ugdsb.ca/primrose/> for extensions and emails.

Grade Position	Teacher	Voicemail Extensions	Grade Position	Teacher	Voicemail Extensions
JK/SK ECE	Becky Jones Carla Van Alstine	426 402	7/8	Michael Benotto	401
JK/SK ECE	Heather Bax Denise Duern	231 422	8	Brittany Funston	236
JK/SK ECE	Andrea Carson-Pedri Charity Hunter	435 229	French	Julie Di Felice	404
JK/SK ECE	Sammie Stevenson Amy DeLuca	233 417	French	Jennifer Robertson	

1	Lisa Cullen	407	Planning	Claire Clarke	414
1	Lauren McNalty Samantha Rigby	411 235	Planning	Sara Hughes	421
1	Sandra Hawkins	403	Planning	Samantha Rigby Shelby Carle	235 430
1/2	Lauren Ingram	428	Planning	Emily O'Grady Samantha Croteau	431 427
2	Grace Scott	408	Librarian/ Planning	Sherie Anderson	225
2	Julie Rabah	434	Resource Primary	Michelle Pasmore	406
3	Melody Mesesnel	405	Resource Junior Intermediate	Jennifer Robertson Samantha Rigby Shelby Carle	413 235 430
3	Jennifer Little	416	CYC	Katelyn Charbonneau (Mon/Wed/EO Fri)	227
3/4	Peter Bannon	412	EA	Tessa Timbers	
4	Margaret Symons	418	EA	Ashley Pullen	
4	Brett Long	420	EA	Helen Marcus	
5	Sandra Wellman	430	EA	Marie Feeney	
5	Brent Stiles	429	EA	Jennifer Cerson	
6	Erika Williamson	423	EA	Chanel Gotthardt	
6	David Parsons	409	EA	Nikki Norton	
7	Kiera Zanardo	419	EA	Allyssa Riehl	
7	Adam Hawkins	415	EA	Ashley Shevalier	

Office Coordinator	Tricia Boynton	221
Administrative Office Assistant	Amanda Flindall	222
Office Assistant	Tina Lindsay -Thurs am	400
Vice Principal	Ashley Hopkins	224
Principal	Marianne Millsap	223

We are looking forward to a terrific school year. We can't wait to celebrate all the wonderful things that our students do! Please remember to follow us on twitter, visit our school website and go into your child's classroom to see announcements and all the wonderful work they are doing.

*If you have any questions or concerns please feel free to call or email us at
Marianne Millsap Principal 519-925-3939 ext 223 marianne.millsap@ugdsb.on.ca
Ashley Hopkins Vice Principal 519-925-3939 ext 224 ashley.hopkins@ugdsb.on.ca*