

Perth Road Public School 2023-2024



Just like every year at this time, our halls and classrooms are filled with the sights and sounds of excitement as staff and students reconnect, learn routines and build community for the school year. We are happy to welcome back all of our returning students and new students as well. This year we are excited to show off some of the renovations that have taken place over the summer months. We have had a busy first week and want to take a moment to thank all of our families for their support.

As our students return to our school after the summer break, we are going to be focusing on building relationships with our students, supporting their mental health and wellness and working to close some of the learning gaps that have been created over the past few pandemic school years. There continues to be challenges but we know that working together with our families as partners will be able to successfully navigate through this school year.

With this partnership in mind, it is important that our office be up to date with your child's current information so that appropriate action will be taken when and if situations arise. ***The office hours are 8:30AM to 4:00PM. Please note that messages left after 4:00PM may not be heard until the next morning.***

Student Emergency Information Forms, the Computer Use Agreement and the Freedom of Information Sheet will be sent home with students next week. Please complete these forms and return them to the school by **Friday September 29th**. This information is very important if a situation arises with your child(ren). We suggest that students bring the information back to school as soon as possible. Please contact the office if you have any questions or concerns and we will do our best to help you. Thank you in advance 😊.



We have a busy school year planned! In order to limit the amount of paper sent home from school, School communications and information will be shared via email and posted to our website. Please check out <https://perthroad.limestone.on.ca/> for information regarding upcoming events, celebrating learning and important information. We will also keep you updated on events and activities through our **weekly newsletter~ The Panther Peek @the Week**, that will be posted on our school website and the PRPS 'X' (formerly Twitter) feed [@prps_ldsb](#). Download the **LDSB App** and follow Perth Road PS to receive notifications about what is happening at your child(ren)'s school. Should you have any questions or concerns please feel free to contact me.

We look forward to working and learning with you and your children during the school year!

Allison Croth
Principal
Perth Road PS
(613) 353-2151
crotha@limestone.on.ca

Remember to send back the Student Emergency Information Forms by September 29th.

Perth Road Public School Staff 2023-2024



| | |
|--------------------------|---|
| Mrs. Allison Croth | Principal |
| Ms. Aly Irwin | Office Administrator |
| Ms. Charlene Hendricks | Student Support/ Empower/Kindergarten Teacher |
| Mrs. Mandy Aylesworth | Kindergarten Teacher |
| Mrs. Pennie Hilliard | Early Childhood Educator |
| Ms. Amanda Burns | Kindergarten Teacher |
| Ms. Tara Shire | Early Childhood Educator |
| Mr. Jeff Lloyd | SK/1 Teacher |
| Ms. Lindsey Brooks | Grade 1/2 Teacher |
| Ms. Tegen Halfpenny | Grade 2 Teacher |
| Mr. Steve Dobiech | Grade 2 Teacher/Planning & Kindergarten |
| Mrs. Jannah Rines | Grade 2/3 Teacher |
| Ms. Sarah Andre | Grade 3 Teacher |
| Mrs. Jessamyn Jackson | Grade 4/5 Teacher |
| Ms. Christina Aylesworth | Grade 4/5 Teacher |
| Ms. Kelly Graham | Grade 5/6 Teacher |
| Mr. Mike Depew | Grade 6 Teacher |
| Mr. Brendon Robb | Grade 7/8 Teacher |
| Mr. Scott Martin | Grade 7/8 Teacher |
| Mme. Jenny Hollinsworth | French Teacher |
| TBD | French Teacher |
| M. Philippe LeBlanc | French Teacher (on leave) |
| Ms. Megan Telford | School to Community Teacher |
| Ms. Gen Belliveau | Educational Assistant |
| Mr. Geoff Burns | Educational Assistant |
| Ms. Susanne Casement | Educational Assistant |
| Ms. Julie Dier | Educational Assistant |
| Ms. Naomi Keeley | Educational Assistant |
| Mr. Josh Sauve | Head Custodian |
| Mr. Russ Elmer | Night Custodian |

***please note that this school organization is tentative and could change based on our confirmed number of students later this month*

School Timetable

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|--------------|--|
| 9:05 | Bus arrival and morning supervision begins (please do not drop children off before). Students will make their way to the area by their designated classroom door and play in that general area. When the bell rings, students will line up to be greeted by their classroom teacher. |
| 9:15- 10:55 | Instructional Block 1 |
| 10:55- 11:35 | Recess/ Nutrition Break |
| 11:35-1:15 | Instructional Block 2 |
| 1:15- 1:55 | Recess/ Nutrition Break |
| 1:55-3:35 | Instructional Block 3 |
| 3:35 | Dismissal. Classes will be dismissed. |
| 3:45 | Buses Depart |

Arrival

1. Students will get off one bus at a time.
2. Students will be greeted by a staff member and make their way to their designated entrance and play in that general vicinity. Students will line up when the bell goes at 9:15AM. The classroom teacher will meet them there and support students with hand hygiene.
3. Students will make use of their designated hook for bags, lunch kits and outdoor clothing.

Dismissal

1. Students will be dismissed by their teacher and move directly to buses or the designated student pick up/drop off area located at the flag pole in front of the school.

Recess

1. Students are no longer required to remain in cohorts.
2. All students will have recess and nutrition breaks at the same time.

What Should my Child Bring to School?

Students will keep their belongings in their workspace. We recommend that you limit the number of belongings brought to school each day. Students should bring:

- a litter-less lunch (all containers and packaging brought to school need to be taken home)
- a refillable water bottle (water fountains have been turned off)
- Indoor shoes are not required at this time. Physical education will take place outside initially. When we begin using the gym, proper footwear will be required.
- outdoor clothing (students could be outside for a significant amount of time each day. Ensuring proper outdoor clothing is essential (sweater, raincoat, boots, hat, extra socks etc.)
- Students are able to bring their own school supplies (pencil crayons, scissors, glue stick, etc.) but this is not required
- Students are able to bring their own device (Chromebook, tablet, etc,) but this is not required. (***The school is not responsible for lost, stolen or damaged devices***).
- Students are encouraged not bring toys from home.

How can Families Prepare?

- Establish plans in advance for picking up your child from school should they be unwell. Students will need to be picked up as soon as possible if they become ill while at school.
- Re-assure your child that the grownups (at home and at school) are working together to keep them safe. Do your best to share positive messaging about the challenges ahead and be mindful of your personal worries and concerns.
- Access community resources to support your child's mental health and well-being or to access support for yourself. Our school team is ready to help you!

Policy and Procedure Items

Student Safety

The school has an emergency response plan that includes plans for fire, first aid and other emergencies. **Please note, that we have 2 Lockdown practices and 6 planned fire drills each year.**



HOW TO SET UP & REPORT AN ABSENCE USING THE SAFEARRIVAL SYSTEM

There are three ways you can report your student's absence in advance:

1. Using your mobile device, download and install the SchoolMessenger blue app from the Apple App Store or the Google Play Store or from School Messenger website or you can select it from within the LDSB mobile app. The first time you use the app, select Sign Up to create your account. Make sure you use the same email address your child's school has on file. If you do not use that same email address, you will not be able to create an account. You may have already created an account when we introduced the Communicate broadcast system. Select Attendance, then Report an Absence.
2. Use the School Messenger website. The first time you use the website, select Sign Up to create your account. Please ensure you use the same email address your student's school has on file. If you do not use that same email address, you will not be able to create an account. You may have already created an account when we introduced the Communicate broadcast system. Select Attendance then Report an Absence.
3. Call 1-855-257-9349 toll-free to report an absence using the automated phone system.



Absences must be reported by parents in one of the above ways. Please do not call the school directly or put a note in the agenda to report your student's absence. This information is not entered into the Attendance program and will result in an unexplained absence and a SafeArrival phone call to parents from the automated system.

If you are having difficulties with the SchoolMessenger App or website, please contact Ms. Irwin in the office so that she can assist you. Thank you for your patience and cooperation as we implement this new system.

Emergency Closure

In the event that we have to close the school (e.g., no water), parents/guardians will be notified. If parent/guardian cannot be reached, we will call the emergency contact person in the order given on the Current Information Data Sheet. **Please make sure you fill out the emergency contact section of the Student Emergency Information and return it by September 29th.**

Student Transportation

In order to ensure student safety, students are expected to behave in a courteous and orderly manner on the bus. A seating plan will be developed by the bus driver. Problems with bus behavior is addressed and followed up with written notice. We appreciate the excellent bus behavior demonstrated by our students at PRPS.

In the case of inclement weather in the morning, announcements will be made by Triboard Transportation prior to 7:00AM. We encourage our families to register on the Triboard website for Bus delays and cancelations. There are bus cancelations that do happen for various reasons. You may also choose to find information on the Triboard Transportation website, www.triboard.on.ca or their Twitter feed @BusDelayNCancel.

Parents Picking Up Students at School

Calling the school in advance of picking up your student will allow us time to have your child ready. Parents picking up students at school should use the buzzer system to contact the office and wait for further instructions. Our Office Administrator will sign your child out.

If students are picked up at the end of the school day, please park in the pickup and drop off parking area (parking to the right of the driveway entrance). When students are dismissed at the end of the school day, they will meet you at the area by the flagpole. Please wait with them until the buses leave at 3:35. Please use the rainbow crosswalk to cross to the main parking lot if needed. **Please do not walk between the school bus.**

*****The office can be very busy at the end of the day. Please do not call after 3PM to change your child's transportation home plan. We may not be able to communicate a new plan to your child and their teacher before the dismissal procedure begins. Thank you~ your cooperation is very much appreciated.**

Students signed out

Please be advised that your child **will not** be released to anyone unless we have received a phone call, a signed and dated note from the parent/guardian or if you have listed the alternate people who can pick up your child on the Safe Arrival form.

Newsletters

The school newsletter is sent electronically to families through School Messenger and posted on our school website weekly. Download the **LDSB App** and follow Perth Road PS to stay connected. Teachers will let you know how they will be communicating with you throughout the school year regarding upcoming events and curriculum being covered.

Home Communication

Teacher will let you know how they will communicate with you electronically in the coming days. Ensuring you are connected and able to access information will be essential should we experience an inclement weather day or school closure day.

Volunteers

We are thrilled to be able to invite volunteers back into our building this year. If you are interested in volunteering, please call the school or reach out to your child's classroom teacher and let us know. Volunteers are required to have a current CPIC. Please contact the school office for more information.

School Council

This is an opportunity for our parents to participate in the life of the school. The School Council AGM information will be sent home shortly along with nomination forms for those parents that are interested in joining the team!

School Clothing

Schools need to be an effective learning and working environment. With this understanding and limited exceptions, students' choice of clothing will be respected. Students have the right to express themselves and feel comfortable in what they wear. Students have the responsibility to respect the rights of others, and support a positive, respectful, safe and shared environment.

Student's clothing must conform to the health and safety requirements intended for the activity (ie. running shoes in gym class). Students' clothing must not appropriate a culture that is not their own. This includes Halloween costumes and special clothing for theme days or days of significance. Students cannot wear anything that promotes discrimination towards groups based on race, ethnicity, gender, disability, sexual orientation, gender identity or expression, religious affiliation, or any other protected ground. Students cannot wear anything that promotes or symbolizes drugs, alcohol, illegal activity, profanity, or pornography, and/or that incites or depicts violence or harassment, and/or threatens health and safety.

If you have any questions about the School Clothing policy, please contact the school and speak with the Principal.

Inside Shoes

Gym will be held outside as much as possible this fall. On rainy days and in the winter, students will need proper indoor footwear.

Lunches

Lunch will be eaten in the students' classroom or designated area with a staff supervisor. Students are not permitted to share any food. Microwaves will not be available for student use at schools due to safety concerns. If your child is bringing a lunch that needs to be heated, then a thermos is a sensible solution.

Hot Lunch

The Hot lunch program will resume again this school year. Our School Council organizes Hot Lunch. Please stay tuned for more information.

Early arrival

Students, who are driven to school by parents, should not be dropped off until 9:05 am. There is no supervision for students until this time. Please park in the student drop off and pick up parking (to the right of the parking lot entrance). When the bell goes, students should make their way to the paved area around the school where they can play with friends until the 9:15AM bell.

*****Parents/Visitors are not allowed on the school yard and should say goodbye to their children at the parking area or Kindergarten gate. All visitors to the school must sign in at the office.**

School Day: Permissions & Payments

Perth Road PS is excited to offer our families a secure portal to complete permissions and payments online. With School-Day: Permissions & Payments, you will be able to complete permission forms and payments from any web browser using your SmartPhone, tablet, laptop or desktop. Through this online portal, you will be able to pay for items such as:

- Field trips
- Athletic team fees
- Fundraising offerings

The easy-to-use portal will remove the risks associated with sending money to school with students, the frustration of lost or missing permission forms, and significantly reduce the amount of paper our school consumes.

The School-Day Introduction Letter will be sent home with new students and those that have not signed up yet. Use the instructions in it to sign up for a School-Day account at www.school-day.com and connect to your child's events and activities.

With your support, we look forward to a successful implementation of this practical application!

Recess

All students are expected to take part in recess. Therefore, they should be dressed with the appropriate clothing for weather conditions. We will go outside if it is lightly raining. Students learn better after a break and are encouraged to get as much fresh air as possible during their day.

Health and Sickness

Students who are not well need to stay home from school until 24 hours after symptoms have subsided (48 hours after nausea, vomiting or diarrhea). Should your child become sick while at school you will be contacted to come and pick them up.

Students who are injured are referred to the office and/or to one of our staff who is trained in First Aid. In many cases, we will need to contact the student's parents. It is important that an emergency phone number be given on the student information form in case of illness or injury. Please keep us informed of any changes in home or other phone numbers.

Prevalent Medical Conditions

If your child has been diagnosed with a prevalent medical condition such as diabetes, asthma, anaphylaxis, epilepsy, etc. it is important that you contact the school office so that a plan of care can be developed. We will work with families in order to ensure safe supports and measures are put in place.

Medication

Students should not bring medication to school. If a student requires the administration of medication while at school, we need signed consent to do so. Please contact the office for more information and the appropriate forms that need to be completed.

Ticks

Ticks are prevalent in this area surrounding Kingston. We do have ticks on our school yard. We recommend that you do daily check for ticks with your child.

If a student has a tick on them while at school, we will do our best to remove the tick using a tool provided to us by KFL&A Public Health, if it is safe to do so. The tick and the tool will be bagged and parents will be notified. We recommend that families seek medical advice regarding next steps following a tick bite.

Head Lice

Head lice infestations are common in school-aged children. Having head lice is not a health hazard, nor will it transmit disease, but it does require that treatment be given immediately to stop the spread to other children or adults.

It is recommended that you check your child's head regularly (every day is ideal) for signs of head lice and/or nits. Should your child become infested with head lice and/or nits, it is extremely important that you administer treatment as soon as possible, and that you check all family members and to treat anyone who is found to have head lice. It is also important to notify the school so that we can let families know.

As long as children are in treatment, they are welcome at school. Current research supported by the KFL&A Public Health and the Canadian Pediatric Society shows that exclusion from school and daycare due to the detection of the presence of nits does not have sound medical rationale. Exclusion, early dismissal and no-nit policies do not prevent or control head lice infestations and are discouraged by public health authorities and the Canadian Pediatric Society. Although head lice is not associated with serious disease, repeated episodes can be costly, time consuming and frustrating. Please reach out if you need financial help or support with managing a lice infestation. We must work together so that we can stop the spread.

Contacting your Child During the School Day

Contacting your child via text message or phone call to a student's cell phone can be disruptive to the learning environment. Please call the office and leave a message for your child. They will be called down at the next break time to receive the message or call you back. Students should not be using cell phone to contact you during the school day unless directed by a staff member to do so at a break time. Students are welcome to use the telephones at the school if their teacher feels it is appropriate. ***Please note that all arrangements for after school playdates and sleep overs must be made outside of the school day.***

Electronic Devices

Students may bring a Chromebook, laptop, or tablet to school for learning purposes. **Students and parents are reminded that neither staff nor the school will be responsible for lost, broken or stolen devices.** If a child brings any electronic device (cell phone, iPad, iPod, DS, Chromebook, etc.) they must follow the direction of their classroom teacher as to the storage and use of the device. Teachers will let students know when they have permission to use their device. If the electronic device is being used by the student, without permission, it will be taken by a staff member, secured, and returned to the student at the end of the day. A phone call home to inform parents/guardians may also be made.

Students are not to take pictures or videos of staff, students or volunteers on a personal device while at school. We have many devices at the school that can be used for photos as they related to the classroom learning.

Social Media

Some of our students do not have parental permission to have their photo posted on a social media account. ***If you are a volunteer at school or on a field trip, please do not post pictures of our students on personal social media accounts.*** It is important that the wishes of our families are respected.

With teacher permission, students can use personal devices for:

- Research or spell check
- Taking notes in class
- Voice recording with permission
- Calendar, agenda, lists

- Apps and images for presentations
- Listening to music (with teacher permission)
- Other use in school (indoor recess, free time) will be at the teacher's discretion

Personal devices cannot be used:

- For recording video or audio without permission from parent(s)/classroom teacher
- During bathroom or water fountain breaks
- On the yard or during nutrition breaks
- To post any images or audio without permission
- To text or email (unless approved by a staff member)

General device etiquette

- Keep on silent at all times
- Do not distract, disrupt or ignore others when using your device
- Never be a safety risk to yourself or others by looking at your device while walking

Please review the Acceptable Use Notification Form with your child and return the signed form.

The PRPS Parent Handbook will be posted on the school website at

<https://perthroad.limestone.on.ca/> for your reference.