



Parent Handbook September 2020

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First Week of School

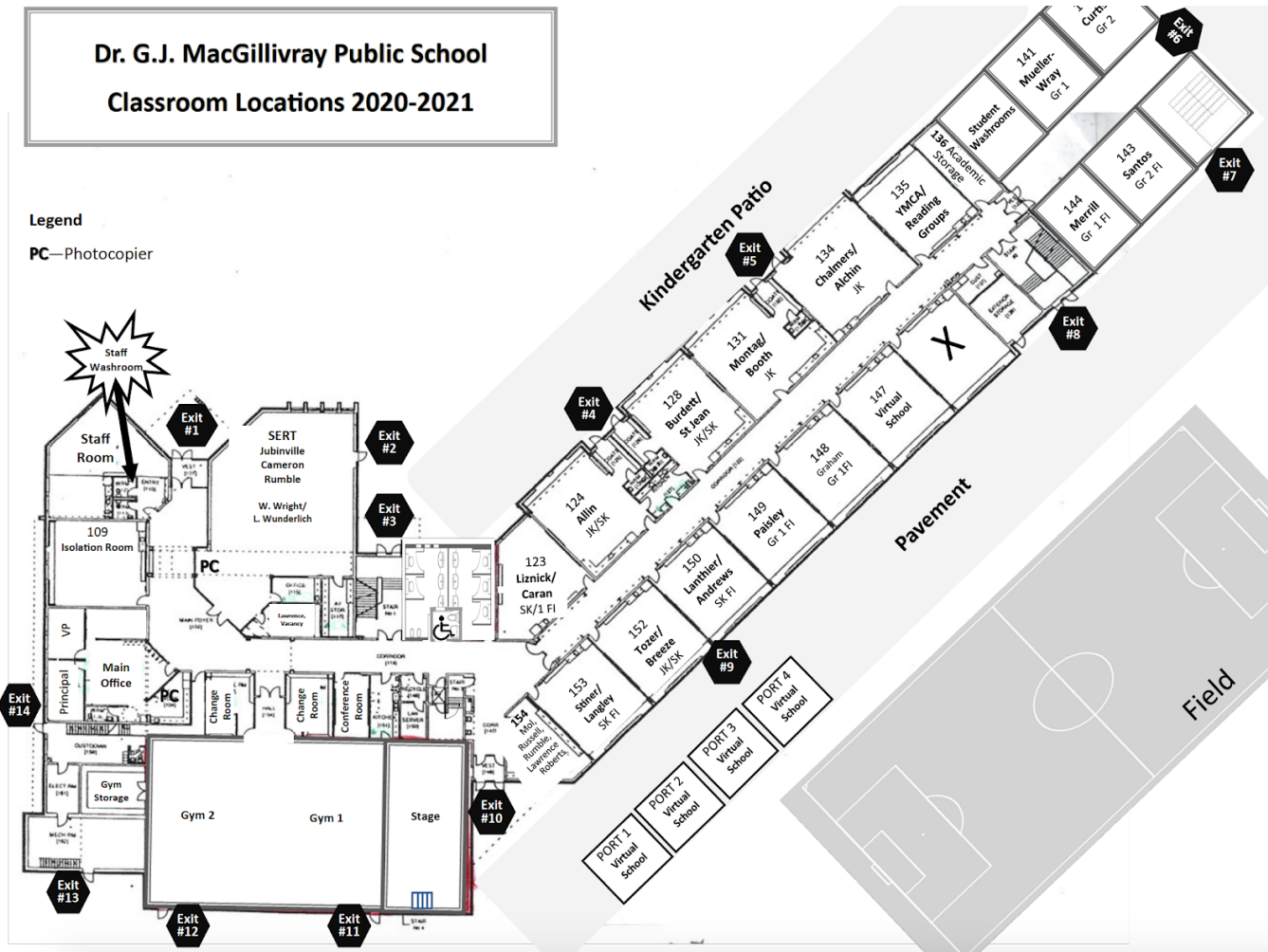
When do students start school?

- The week of Sept 8-11 only staff are in the school. Students do not attend.
 - Sept 14-17: One quarter of the school attends each day (assigned by alpha).
 - Sept 14: Students with Last Names A-D today
 - Sept 15: Students with Last Names E-K today
 - Sept 16: Students with Last Names L-P today
 - Sept 17: Students with Last Names Q-Z today
 - Sept 18: All students attend.
-

Map

[Click here for a map of the school with classroom locations and the Door Numbers.](#)

For Entry and Exit, we've noted the numbers of doors on the first floor.



Before You Come To School

Complete an assessment of your child's health. All staff and any visitors must also complete a self-assessment each day before entering the school building. All staff, visitors, and students in Grades 4-6 must wear a mask. Students in Kindergarten to Grade 3 are strongly encouraged to wear a mask.

Be prepared so your child has everything they need for the day: lunch, water bottle, mask, etc...

In the mornings, students may enter through the Main Front Doors, Door 10, or Door 6. If your child is in Kindergarten they have an assigned door--please speak to the teacher if you are unclear as to where to go.

Students will go directly to class when they enter the school--this is considered their cohort. During the day classes will be expected to move as a cohort to and from their classroom while ensuring physical distancing.

The gym and library are closed. We are using the room of the library as our new Special Education room to provide ample space for students who may get extra support in reading groups.

In the morning, pack lightly. All students in every grade throughout our school board will not be able to use coat hooks or cubbies for the month of September. The board will re-evaluate at the end of the month. Students will keep all belongings with them at their chair so it's important that they only bring essential items to school.

Before students arrive to school, please screen your child for symptoms of COVID-19.

<https://covid-19.ontario.ca/school-screening/>

- Fever (temperature of 37.8°C or greater)
- New or worsening cough
- Shortness of breath
- Sore throat
- Difficulty swallowing
- Changes to sense of taste or smell
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion (not caused by seasonal allergies)

Atypical symptoms of COVID-19 should be considered, particularly in children, older persons, and people living with a developmental disability. Atypical symptoms can include: unexplained fatigue/malaise/myalgias, delirium (acutely altered mental status and inattention), unexplained or increased number of falls, acute functional decline, exacerbation of chronic conditions, chills, headaches, croup, conjunctivitis, and multisystem inflammatory vasculitis in children.

Note: Symptoms of multisystem inflammatory vasculitis in children include persistent fever, abdominal pain, conjunctivitis, nausea, vomiting, diarrhea and rash.

Staff and students who are sick are not permitted to be at school. If students or staff are ill or symptoms develop during the day, they will be sent home.

MORNING CHECKLIST



School morning routines might look a little different this year, so we have put together a checklist to help!

In addition to getting dressed, eating breakfast, brushing hair and teeth, families also need to think about the following items:



Daily COVID self-assessment

- o Review the self-assessment checklist each day with your children before sending them to school. If they answer 'yes' to any of the questions, keep your child home; contact a medical professional for direction, or complete the Ontario government's online self-assessment for further direction: <https://covid-19.ontario.ca/self-assessment>



Masks

- o Send students with at least two masks per day in case one gets dirty.
- o Remind children about how to wear and handle masks properly.
- o Send a paper bag for storing masks in back packs.



Wash or sanitize hands

- o Before and after bus transportation, and
- o Upon arrival at school.
- o Students will be reminded to wash or sanitize hands frequently during the school day.

Do not send your child to school if the answer is 'Yes' to any of the items. If your child has any of the symptoms identified, contact a health professional or complete the Ontario government's online assessment (<https://covid-19.ontario.ca/school-screening/>), and follow the next steps identified.

ILLNESS PROTOCOL FOR STUDENTS



The following protocol was developed in conjunction with our local Health Units.

For everyone's safety, students and staff must not attend school if they are sick, even if symptoms resemble a mild cold.

If a child begins to experience symptoms of illness while attending school, the child will be isolated in a separate room at least two metres away from other students.

Parents/guardians/emergency contacts will be contacted to immediately pick up children who are ill.

Kits with sanitizer, medical face masks and other items will be available for use by the ill individual and the staff member attending to them.

Spaces and items used by ill students/staff members will be cleaned and disinfected; items that cannot be easily cleaned will be removed and stored for 72 hours. Items that were in contact with a positive case will be stored for 7 days.

Families will be directed to contact a health professional and follow their direction regarding testing or other steps. If COVID-19 is ruled out by a health care provider, children may return to school 24 hours after symptom resolution.

Public Health will be responsible for case and contact management of students and staff. If an outbreak is declared, families and staff will be informed, and the school and board will take steps as identified by the local health unit.

Please see the KPR Schools COVID-19 Communication Protocol for more information about communication in the event of positive COVID-19 cases.

<http://www.kprschools.ca/en/COVID19Reporting.html>

Recess

Essentially, we've divided our Mighty Mac school into three Mac schools: Kinder Mac, Little Mac, and Big Mac.

What is the same for all classes at Recess:

- Students will be assigned an area on the yard to play with their class and another class (up to 50 students).
- Students must wear masks all the way to the door and put them on again before coming into the building.
- Students can bring something to play with at recess (but not something that is shared). Balls and mini sticks are not allowed. We will re-evaluate this later.
- Students will have to distance themselves from other students, remaining 1 M apart.
- Every class will be assigned a time for Outdoor Instruction time once day (in addition to recess).
- Every class is assigned a different door for entry/exit for recess.

Nutrition Break and Recess Rules

	Nutrition Break	Recess
Be Safe	<ul style="list-style-type: none">• Stay at your desk• Snacks and lunch bag will be stored at your chair• Wash your hands	<ul style="list-style-type: none">• Practice physical distancing outside (at least 1 metre from others)• Wear your mask in the halls• No mask is needed outside
Be Respectful	<ul style="list-style-type: none">• Ask the supervision staff if you need to fill your water bottle or use the washroom	<ul style="list-style-type: none">• Stay in the area assigned to your class
Be Responsible	<ul style="list-style-type: none">• Pack up your lunch bag when you are done and put it in your backpack	<ul style="list-style-type: none">• Listen to your teacher.

Kinder Mac Schedule

These are students who are in English JK/SK who have recess in the Kindergarten Patio in the front of the school.

<p>9:00- 9:15 9:15-9:30</p>	<p>Arrival</p> <ul style="list-style-type: none"> ● Montag/Booth: Classroom Door, Kindergarten Patio at Front of School (Door 5) ● Chalmers/Alchin: Classroom Door, Kindergarten Patio at Front of School (Door 5) ● Burdett/St. Jean: Classroom Door, Kindergarten Patio at Front of School (Door 4) ● Allin: Classroom Door, Kindergarten Patio at Front of School (Door 4) ● Tozer/Breeze: Classroom Door at the Back of the School (Door 9) <p>Late Arrival Permitted (Enter Front Doors or Door #10) (Attendance will be taken at 9:30)</p>
<p>9:15-10:15</p>	<p>Learning Block 1</p>
<p>10:15-11:35</p>	<ul style="list-style-type: none"> ● Montag/Booth: Recess (20), Nutrition Break (20), Learning Block 2 (40) ● Chalmers/Alchin: Nutrition Break (20), Recess (20), Learning Block 2 (40) ● Tozer/Breeze/Allin: Learning Block 2 (40), Recess (20), Nutrition Break (20) ● Burdett/St Jean: Learning Block 2 (4), Nutrition Break (20), Recess (20)
<p>11:35-12:35</p>	<p>Learning Block 3</p>
<p>12:35-1:55</p>	<ul style="list-style-type: none"> ● Montag/Booth: Recess (20), Nutrition Break (20), Learning Block 2 (40) ● Chalmers/Alchin: Nutrition Break (20), Recess (20), Learning Block 2 (40) ● Tozer/Breeze/Allin: Learning Block 2 (40), Recess (20), Nutrition Break (20) ● Burdett/St Jean: Learning Block 2 (4), Nutrition Break (20), Recess (20)
<p>1:55-3:25</p>	<p>Learning Block 4</p>
<p>3:15</p>	<p>Pick-Up: You may go to the door when the bell rings at 3:15.</p> <ul style="list-style-type: none"> ● Montag/Booth: Classroom Door, Kindergarten Patio at Front of School (Door 5) ● Chalmers/Alchin: Classroom Door, Kindergarten Patio at Front of School (Door 5) ● Burdett/St. Jean: Classroom Door, Kindergarten Patio at Front of School (Door 4) ● Allin: Classroom Door, Kindergarten Patio at Front of School (Door 4) ● Tozer/Breeze: Classroom Door at the Back of the School (Door 9)

Little Mac Schedule

These are students who are in SK French Immersion and Grades 1 and 2 English and French and will have Recess on the Main Yard.

9:00- 9:15 9:15-9:30	<p>Arrival</p> <ul style="list-style-type: none"> • Enter Front Doors, Door #10, Door #6 • Bus Students in Front Doors <p>Late Arrival Permitted</p> <ul style="list-style-type: none"> • Front Doors, Door #10 	(Attendance will be taken at 9:30)
9:15-10:35	Learning Block 1	
10:35-11:15	<p>Recess/Nutrition Break:</p> <ul style="list-style-type: none"> • Stiner/Langley • Liznick/Caran • Merrill • Santos • Mueller-Wray • Curtis 	<p>Nutrition Break/Recess:</p> <ul style="list-style-type: none"> • Paisley • Graham • MacDougal • Williams • Davidson • Lanthier
11:15-12:55	Learning Block 2	
12:55-1:35	<p>Recess/Nutrition Break:</p> <ul style="list-style-type: none"> • Stiner/Langley • Liznick/Caran • Merrill • Santos • Mueller-Wray • Curtis 	<p>Nutrition Break/Recess:</p> <ul style="list-style-type: none"> • Paisley • Graham • MacDougal • Williams • Davidson • Lanthier
1:35-3:35	Learning Block 3	
3:15-3:35	<p>Pick-Up SK, Grade 1 at 3:15-3:25 <i>You may go to the door when the bell rings at 3:15.</i></p> <ul style="list-style-type: none"> • Lanthier/Andrews: Classroom Door at the Back of the School (Door 9) • Stiner/Langley: Door #10 at the back of the school • Liznick/Caran: Door #10 at the back of the school • Mueller-Wray: Door #6 at the side door closest to Prestonvale • Graham/Paisley: Door #8 at the back of the school • Merrill: Door #7 at the back of the school 	<p>Pick-Up Grade 2 at 3:25-3:35</p> <ul style="list-style-type: none"> • Curtis: Door #6 at the side of the school at 3:25 • Williams: Garden Doors at 3:27 • Santos: Door #6 at the side of the school at 3:27 • Davidson: at Front Doors at 3:29 • MacDougal at Garden Doors at 3:31

Big Mac Schedule

These are students who are in Grades 3-6 English and French and will have Recess on the Main Yard.

9:00- 9:15 9:15-9:30	<p>Arrival</p> <ul style="list-style-type: none"> Enter Front Doors, Door #10, Door #6 Bus Students in Front Doors <p>Late Arrival Permitted</p> <ul style="list-style-type: none"> Front Doors, Door #10 	(Attendance will be taken at 9:30)
9:15-11:15	Learning Block 1	
11:15-11:35	<p>Recess/Nutrition Break:</p> <ul style="list-style-type: none"> Bradley Pare Bannon Cole Charette Nikkel Levesque 	<p>Nutrition Break/Recess:</p> <ul style="list-style-type: none"> Francis Skopyk Pyette Wright Osborne McElwain Ireland Woollacott
11:55-1:35	Learning Block 2	
1:35-2:15	<p>Recess/Nutrition Break:</p> <ul style="list-style-type: none"> Bradley Pare Bannon Cole Charette Nikkel Levesque 	<p>Nutrition Break/Recess:</p> <ul style="list-style-type: none"> Francis Skopyk Pyette Wright Osborne McElwain Ireland Woollacott
2:15-3:35	Learning Block 3	
3:25-3:35	<p>Dismissal: Please select a spot on/off property to meet your child.</p> <ul style="list-style-type: none"> 3:25: Charette (Door 10), Wright (Door 8), Bradley (Door 7), Curtis (Door 6) 3:27: Williams (Garden Doors 3), Pyette (Door 8), Pare (Door 7), Santos (Door 6) 3:29: Davidson (Front Doors), Francis (Door 8), Bannon (Door 7) 3:31: MacDougal (Garden Doors 3), Skopyk (Door 8), Cole (Door 7) 3:33: Woollacott (Door 10), Levesque (Door 8), McElwain (Door 7) 3:35: Nikkel (Front Doors), Osborne (Door 7), Ireland (Door 8) 	

[Click here for a map of the school with classroom locations and the Door Numbers.](#)

Kiss and Ride

- **Only open from 9:15-9:30 am**

- It is moved to the Fire Lane in front of the school and will proceed along the front of the school and straight out to Prestonvale Road
 - Staff are unable to assist students; parents will need to park safely along the fire route and help their children.
 - Please bring your child to the Main Front Doors and a staff will walk him/her to class (for our younger students). Older students can go in the front door and directly to class.
-

Masks

- Students need to wear masks with ear loops (no head straps and no neck gaiters).
- Staff will be wearing medical grade face masks at all times when around students indoors (and sometimes face shields).
- Staff and students are able to take their masks off outdoors if they are able to physically distance.
- When going outdoors, staff and students must wear their masks all the way to the door. When coming inside, students must put their mask on prior to coming inside. If students have lost their mask outside, they are to wait by the door and tell an adult. Staff will have to provide the student with a disposable mask prior to the student entering the building.
- If a parent decides to send their child with a quick-release lanyard, they are not banned. They could be a choking hazard so please make this decision carefully.

[Click here to read KPR Mask Protocols.](#)

Mask Rules

Always Wear Your Mask	You Can Take Off Your Mask
<ul style="list-style-type: none">● At your desk● In class● In hallways● In washrooms● Before you enter the school	<ul style="list-style-type: none">● When you are eating/drinking● Outside● When you exit the school

What if a student refuses to wear a mask?

We will work with students and parents to support students. We know that there will be times that students will need reminders and prompts to wear their masks as directed. If despite our best efforts and repeated requests a student continues to refuse to wear a mask (and is not exempt from wearing a mask) we will follow this process:

1. The student will be referred to the principal or vice principal. We will chat with the student to try determine what the issue is and try to resolve it.
2. If the student continues to refuse to wear a mask, we will ask the student to take a break in an alternate space (the isolation room dedicated for students with suspected symptoms of COVID 19, if empty).
3. Then, if it continues beyond a reasonable amount of time, a staff member will call the parent to speak with the student.
4. If the student continues to refuse to wear a mask we will request that the student is picked up from school as soon as possible.
5. The student may return to school when they agree to wear a face mask as outlined in the Mask Protocol.

ENCOURAGING YOUNGER STUDENTS TO WEAR MASKS



Together, we can help students become more comfortable wearing masks! Students in Grades 4 and up are required to wear non-medical face masks when indoors at school, while students in Kindergarten to Grade 3 are encouraged to wear masks in indoor spaces.

How Can Families Help Kids Wear a Mask?

- **Teach kids to wear masks properly.** Teach them how to put masks on and take them off, washing their hands before and after. Check out the helpful videos below!
- **Encourage kids to personalize their masks.** If kids get to choose their own masks, they may be more likely to wear them. There are no-sew masks that are easy to make, with T-shirts, bandannas or socks. If you sew, kids could select the fabric for their masks. Kids can also draw or colour on most cloth masks.
- **Help make it fun.** With younger kids, introduce a sense of play. Kids can pretend to be a doctor or nurse while wearing their masks and “take care” of a stuffed animal or doll, or put masks on stuffed animals or other toys.
- **Practice.** As much as you can, give kids time to practice wearing their masks before they need to wear one at school. You can ask your child to practice wearing their mask while doing every day activities like riding in the car, watching a video or TV show, painting a picture, or playing board games or video games.
- **Explain the upside.** Focus on the good that masks can do and how everyone is doing extra things, like wearing a mask, to stop germs from spreading.

**Adapted from kidshealth.org*

Here are some fun videos about masks for younger children:

<https://youtu.be/iE6L-4tO-rs>

<https://youtu.be/a9QTxUkIE0w>

<https://youtu.be/sSOUx-73S4I>

Here's a helpful video about wearing a mask properly from the Haliburton Kawartha Pine Ridge District Health Unit:

<https://www.youtube.com/watch?v=lc1mqyPCOp0>



WEARING MASKS AT SCHOOL



All students in Grades 4 – 12 must wear face masks to reduce the spread of COVID-19. Masks must be worn in hallways, washrooms, during classes, and while riding a school bus. Students in Kindergarten – Grade 3 are strongly encouraged to wear face masks.

What type of face masks can be worn?

Students should wear masks that are:

- large enough to cover their nose and mouth without gaping;
- secured to the face with ties or ear loops; and
- made of at least two layers of tightly woven material (such as cotton or linen).

How should masks be handled?

- Students should try not to touch, move around or adjust their masks very often.
- Hands should be washed before putting on a mask and after taking it off;
- Masks should be changed if damaged, wet or dirty;
- Masks should be cleaned at home each day after school with soap and water;
- When not in use, masks should be stored safely. Parents may wish to send a couple of masks each day for students, in case one gets dirty.

Will students get breaks from wearing masks?

Yes. Students will have several breaks throughout the day to remove their masks, and to get fresh air and exercise. Students do not need to wear masks when physically distanced outside; and while eating, drinking or taking approved oral medications.

Are there any exemptions from wearing masks?

Masks are required indoors for all students and staff in KPR schools, except:

- students in Kindergarten, Grades 1, 2 and 3 (**they are strongly encouraged, but not required**);
- students who cannot wear a face mask related to a special need in their IEP (Individual Education Plan) or Plan of Care;
- students or staff who have a medical exemption approved by a qualified health professional;
- students or staff who are unable to remove the mask by themselves.

Parents must request a medical exemption in writing to the school principal. The student will be asked to remain in isolation at the school or learn at home until the exemption is verified by the principal.

What about students who won't wear masks?

Students may need reminders about wearing masks. Students who are not exempt and still refuse to wear a mask after repeated discussions may be asked to stay home for safety reasons. Principals may:

- contact parents to assist to help resolve the situation, by speaking with their child by phone;
- isolate the student until the parents can help resolve the situation, or until it is time to leave for the day; and/or
- request that parents pick their child up from school as soon as possible. The student may return to school when they agree to wear a face mask.

Visitors to the School

Parents/guardians will not be permitted to enter the school building during the day or before/after school hours unless there is an emergency. This is a big change from the past.

Parents who need to speak to a member of the school staff or require access to their child's belongings must first contact the school office or their child's teacher by email or telephone.

School meetings with parents will take place using phone conferences or an online video conference. Please call the school to make an appointment.

Late Arrivals and Early Sign-Outs

Students are strongly encouraged to be here for the whole school day.

Arrivals:

If your child is late, please go to the Main Doors and ring the bell. Let the secretary know your child is arriving at school for the day. Follow the direction of the secretary.

Sign-Outs:

If you need to sign your child out early, please allow extra time. Ring the bell and follow the direction of the secretary. We are unable to have students waiting and ready for you. Students will be paged from class when you arrive. If there are other parents also waiting outside with you, please be sure to physically distance.

Hand Washing Routines

Students and staff are expected to clean their hands each time they enter the school building and prepare to leave the school building, before and after eating, after using the washroom facilities, and before and after removing or putting on a face mask.

Mac Washroom Rules

Be Safe	<ul style="list-style-type: none">● Wear a mask● Use your assigned washroom● Wash your hands
Be Responsible	<ul style="list-style-type: none">● Write your name on the class washroom list● Ask your teacher for permission
Be Respectful	<ul style="list-style-type: none">● Keep your distance both inside the washroom and while waiting to use the washroom● Read the sign and stand in line

To help with contact tracing each class will be assigned a washroom to use most of the time. Given that our school has young children, it may not always be possible for children who are playing outside to get upstairs to the second floor washroom.

Student Belongings

The 'boomerang' idea will be used for all belongings. All students will bring home on a daily basis anything they bring to school. This includes backpacks, clothing items, and lunch items. Students are asked to not bring personal items to school whenever possible.

Students should bring reusable water bottles to school for their own use. We have a water bottle filling station on each floor. These bottles should be clearly labeled with your child's name. Water fountains will not be available.

Students are not to share their lunch or personal items with other students. Students will not be assigned hooks or cubbies. We are not able to store anything in the hall. Student belongings will be kept with the student at their desk.

You only need one pair of shoes to start. Students will not require indoor shoes for the first month or so. They can wear one pair of shoes indoors and outdoors. This will make things simpler. We will reassess this at the end of September.

Staff List

Those highlighted in yellow are French Immersion.

Room #		2020/21
134	CHALMERS, Cassandra ALCHIN, Angela ECE	JK 1
152	TOZER, Amanda BREEZE, Nicole ECE	JK/SK 4
124	ALLIN, Erin	JK/SK 3
131	MONTAG, Kristin BOOTH, Rebekah ECE	JK 2
128	BURDETT, Cierra ST JEAN, Heidi ECE	JK/SK 5
153	STINER, Sarah LANGLEY, Coreena ECE	SK A
150	LANTHIER, Rachelle ANDREWS, Alana ECE	SK B
123	LIZNICK, Paige CARAN, Alex (ECE)	SK / 1 C
149	PAISLEY, Cheryl	GR 1 A
148	GRAHAM, Sarah	GR 1 D
144	MERRILL, Ameila	GR 1 E
141	MUELLER-WRAY, April	GR 1
142	CURTIS, Jan	GR 2
227	MacDOUGAL, Stephanie	GR 2 A
143	SANTOS, Cynthia	GR 2 B
207	DAVIDSON, Suzanne	GR 2 C
205	WILLIAMS, Larissa	GR 2/3
220	COLE, Karen	GR 3
221	BANNON, Kerri	GR 4
228	NIKKEL, Maureen	GR 3
219	BRADLEY, Kim	GR 3 B

218	PARE, Chantal	GR 3 C
226	WOOLLACOTT, Anne	GR 4 A
225	FRANCIS, Jamie	GR 4 B
208	LEVESQUE, Robert	GR 4/5
212	IRELAND, Jamie	GR 5
223	OSBORNE, Brooke	GR 5 B
209	SKOPYK, Julia	GR 5 A
211	MCELWAIN, Dan	GR 6 A
210	PYETTE, Christy	GR 5/6
229	CHARETTE, Nicole	GR 6 A
224	WRIGHT, Josee	GR 6 B
	PLANNING	
	WRIGHT, Wendy	
154	MOL, Doug	
116	LAWRENCE, Patty	
154	WUNDERLICH, Lucy	
154	RUSSELL, Rhonda	
154	RUMBLE, Emily	
154	ROBERTS, Sam	
	MURPHY-DUNN, Ellen	
	SUPPORT STAFF	
	MINTZ, Cherie	
	POLLARD, Stephanie	
	MCELDON, Sandra	
	BEARD, Brittney	
	TIMMS, Suzanne	
	FELDCAMP, Shealyn	
	MANUEL, Jaimi	
	ROY, Carley	
	MAKARASHVILI, Yevheniya	
Special Education		
Lib	JUBINVILLE, Michelle	
Lib	CAMERON, Candace	
154	RUMBLE, Emily	
Office		

	DAVIS, Cindy	Head Secretary
	CRAMM, Jodi	Secretary
	LAWRENCE, Kristina	Secretary
	TELFORD, Krista	Vice Principal
	OUTRAM, Jessica	Principal
	AIR, Don	Head Custodian

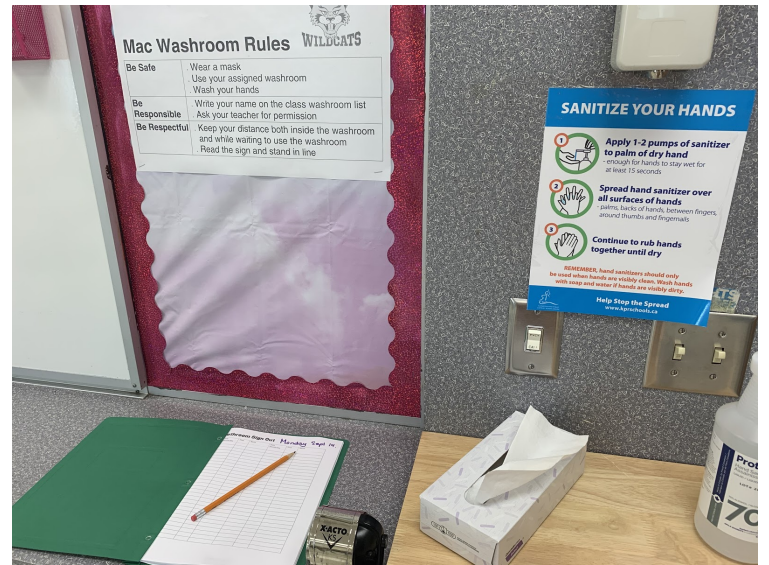
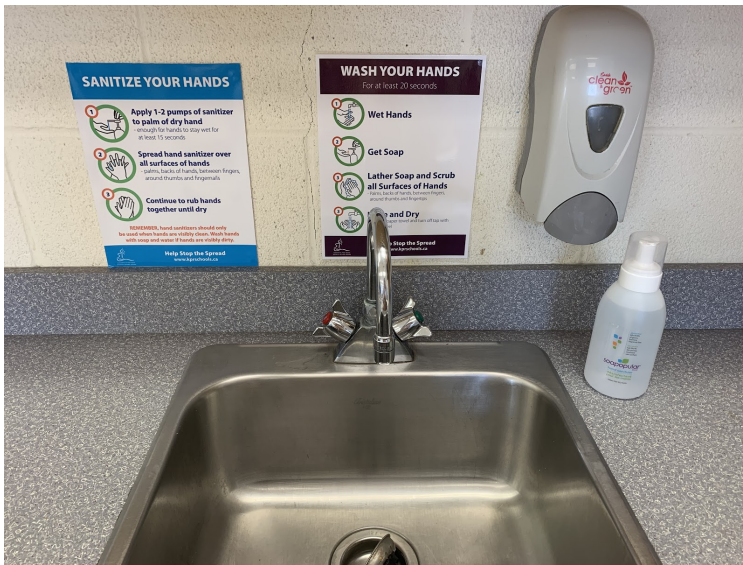
Frequently Asked Questions

- **If I have a child in Grade 1 and a child in JK how do I pick them up on different sides of the building?**
 - Pick up the Grade 1 first and the JK after.
- **Can younger children who are dismissed early wait for siblings to be dismissed later?**
 - Yes. Please advise the older sibling to go to the younger sibling's pick up location when they are dismissed. Please let the teachers know your plan.
- **Can I send hand sanitizer with my child?**
 - Yes. It needs to be unscented. They will keep it in their backpack until needed. Every class has a hand wash station and hand sanitizer. We also have other hand sanitizing stations set up around the school.
- **Can my child wear rubber boots on a rainy day?**
 - Yes. Please pack indoor shoes for the day your child wears rubber boots.
- **Can I sign my child out for the breaks to come home for lunch?**
 - We are hoping to have fewer sign-outs during the day. It is best the child is at the school for the whole school day if possible.
- **Where do students who are bussed go at the end of the day?**
 - All students who are bussed will stay with their teacher until 3:35. Some of our younger students may be picked up by a staff member earlier.
 - All our bussed students will go inside of the Kindergarten Patio and wait in lines with distancing until the busses arrive. A staff member will also be there.
 - If you are picking up your child after school, please give our bussed students space to safely line up and walk to their bus. These lines (once moving to the bus) need to have the right of way.
- **Can I send in snacks/treats for classroom celebrations?**
 - No. Shared food is not permitted.
- **If I drop my child off at a door in the morning, how will they know how to get to their class?**

- We will have staff helping to escort students to class. Please mention to the staff at the door that your child needs help finding the way. We will always help any students who need it, but we will be paying closer attention to our Kindergarten, Grade 1s, and Grade 2s. The closest Entry Door for Grade 1s is Door 6. The closest Entry Door for Grade 2s is Door 6 for Santos and Curtis and the Front Main Doors for MacDougal, Davidson, and Williams.
- **Can you please share information about the Before and After School YMCA program?**
 - You will need to contact the Y program as it is not managed by our school. They book spaces in our school to run their independent program to support your daycare needs. Here is their email address: GJMacGillivray@YMCAGTA.ORG
- **What time does school start in the morning?**
 - Technically the school day begins at 9:15. Students who arrive before 9:30 will not be marked late.

What Does the School Look Like Now?

Every class has a handwashing station and a hand sanitizing station.



Classes from Kindergarten to Grade 6 are organized in rows.





There are arrows on doors and floors to show you the way to go.



The office has plexiglass, clear markings with where to stand and hand sanitizer.





Do not enter if...



You or someone you are in close contact with have travelled outside of Canada in the past 14 days



You have been in close contact with a confirmed case of COVID-19



You have any of the following symptoms

- Fever
- New or worse cough
- Shortness of breath
- Difficulty breathing
- Sore throat
- Headaches
- Diarrhea
- Unexplained fatigue/malaise/muscle aches
- Chills
- Runny nose/nasal congestion without known cause
- Nausea/vomiting
- Pink eye (conjunctivitis)
- Difficulty walking
- Abdominal pain
- Decrease or loss of sense of smell or taste



PHYSICAL DISTANCING IN EFFECT



Reducing close contact between people helps slow the spread of infection and disease.

STAY HEALTHY



Cough or sneeze into your elbow



Do not touch your face



Wash or sanitize your hands regularly



Help Stop the Spread of COVID-19
www.kprschoools.ca

Notes from Our Regular Parent Handbook

School Spirit

School Vision

- We, at Dr. G. J. MacGillivray, strive to create an inclusive school community that fosters relationships and high self-esteem in students and staff. At our school, high student achievement is a top priority. We value open communication with our parents and rich community partnerships to guide our educational journey forward.

School Colours

- Purple and gold

School Mascot

- Wildcat (#MacCats)



School Procedures

Yard Supervision

- All students are expected to participate in outdoor breaks when they occur. Students may remain inside if they have medical documentation. In the event of inclement weather, students will remain indoors.

The Safe Arrival Program

- Dr. G. J. MacGillivray is pleased to participate in and promote the Safe Arrival Program. To ensure the safety of all students, parents are requested to:
 - 1) To report your child's absence please visit: <https://go.schoolmessenger.ca/#/home>
 - 2) Contact the Safe Arrival Portal each day your child is absent. Where a student is absent for an extended period of time, please advise the school of the expected return date.
 - 3) Where a student is absent for two or more days, please send a note directly to the classroom teacher upon return so that the accurate reason for the absence may be recorded in student administrative records.

- 4) Please send a note to your child's classroom teacher if your child needs to be dismissed early to attend an appointment. (e) If another adult or person is to pick up a child or children, parents/guardians are requested to send a note informing the teacher and the office of the situation.
- 5) Students arriving late or needing to leave early are required to sign in / sign out at the office.

Attendance

- Ontario Regulation 298 states that a student shall attend classes punctually and regularly. Research supports that children who attend school regularly achieve the most benefit from their educational program.
- Unless students are ill or are absent for some other unusual or emergency situation, it is expected that all students will attend school on a regular basis. It is important for students, parents and guardians to be aware that the school is required to report persistent absences to the Board's Attendance Counsellor.

Leaving the School Grounds

- Students must sign-in and sign-out of the office every time they leave the building.
- One note allowing students to leave any time they wish during the year will not be accepted.
- We are hoping this year to have fewer students leaving during the day.

Medication

- ***Generally, administration of medication will be conducted outside of school hours by parent(s)/guardian(s).***
- If a child requires long term oral medication to be administered at school, parent(s)/guardian(s) must complete the Administration of Medication form available at the school office. The form also needs to be signed by your doctor.
- It is the responsibility of the school to maintain a log of the medication administered to each child. Please note this includes Tylenol, Aspirin, etc.as well.
- **Prescriptions, Epi-pen & Inhalers must be maintained in a safe location.**

Life Threatening Allergies

- Over the last years there has been a noted increase in the number of students attending school with life threatening allergies. One of the most common is the peanut and nut allergy. As always, safety of all our students is of the utmost importance. Dr. G. J. MacGillivray P.S. will advise parents whose children are classmates with students susceptible to peanut/nut allergies or other life threatening allergies. It is requested that students refrain from bringing peanut and nut products in their lunches.
- Where the occasional mistake occurs, the student who has brought a peanut/nut product will be asked to eat in a separate area from his/her classmates. The cooperation of the school community is appreciated in this critical matter.

- We also have some staff and students who have severe allergies to scented products. We strive to be a scent-safe school (this includes no essential oils).

Concussion Protocol

- The Kawartha Pine Ridge District School Board has had a comprehensive concussion guideline since 2012. We realize the important role that all stakeholders, especially staff, play in the prevention of concussion, identification of a suspected concussion as well as the ongoing monitoring and management of a student with a concussion.
- Knowledge of how to properly manage a diagnosed concussion is critical in a student's recovery and is essential in helping to prevent the student from returning to learning or physical activities too soon and risking further complications. Ultimately, this awareness and knowledge could help contribute to the student's long-term health and academic success.
- Parents will be notified if their child is involved in an incident where their head has been hit or injured. Parents may be asked to seek medical attention and provide documentation to rule out a concussion according to protocol.

Transportation and Busing

- Distance Eligibility
 - Junior and Senior Kindergarten pupils whose residence is more than one (1) kilometer direct walking distance by public road and/or public walkway from school are eligible for busing.
 - Grade 1 to Grade 8 pupils whose residence is more than 1.6 kilometers direct walking distance by public road and/or public walkway from school are also eligible for busing.
- Additional Eligibility Factors
 - The regulations and operating procedures of the Kawartha Pine Ridge District School Board provide transportation for pupils who, because of a lack of public transportation, distance from school, hazardous walking conditions, physical disabilities or emotional problems, would suffer undue hardships as a result of traveling to and from school on foot.
- Please Note: Riding on a school bus is a privilege and NOT a right. Only those students on the bus list may ride the bus.
- Rules of Conduct for Pupils Riding on a School Bus
 - Line up and board the bus promptly in single file without crowding or pushing
 - Be picked up and discharged only at designated stops (students may only ride their assigned bus)
 - Take seats on the bus as directed by the driver
 - Accept direction from the driver as the driver is in complete charge of his/her bus and passengers at all times and is subject to regulation
 - Keep all belongings under the bus seat and out of the way
 - Not eat or drink on the bus
 - Remain seated at all times and refrain from opening the door or windows unless authorized by the driver
 - Not create a disturbance, however slight, through the use of dangerous or annoying toys or by bothering/annoying other students
- Misconduct may result in the following process
 - discussion between the driver and student

- discussion between the driver and administration
- the filing of a bus report
- discussion between the administration and the parent/guardian
- loss of the privilege of riding the bus

Bicycles, Skateboards, Roller Blades, Roller Shoes, Scooters

- Where parents permit their children to ride their bicycles to school, it is expected that:
 - the bicycle be in sound mechanical condition
 - students obey the law and wear properly fitted bike helmets
 - children be aware of and practice bike safety
 - children be aware of and responsible for personal safety
 - lock the bike in the student racks located at the front and side of the school.
 - understand that neither the school nor the school board accepts any responsibility or liability for bicycles parked on school property
 - any wheel transportation needs to be walked on school property; no riding
- Skateboards, roller blades, roller shoes and scooters are not to be used on school property. When a student arrives at school, he/she is expected to carry the skateboard or scooter while on the property or to change from roller blades / roller shoes into regular shoes before entering the school yard. Failure to do so will result in the student losing the privilege to have these items at school.
- Students may not wear roller shoes in the school building.
- The school cannot accept responsibility for the loss and/or theft of bicycles, skateboards, roller blades, roller shoes or scooters.

Electronic Devices

- If a student brings a cell phone to school, it is to be powered off and put away out of sight, such as being left in a school bag or desk, when the student arrives at school and not brought back out until the student has left the building and is on the way home at the end of the day. Cell phones are not to be used inside the school or on school yard. If a student needs to use the phone, he/she is to ask for a permission note from the teacher and proceed to the office.
- Due to privacy issues, students are not allowed to bring cameras to school, unless there is a special reason, such as a field trip. As well, students are not to use electronic devices to take pictures of other students due to privacy issues.
- Personal music devices, are not to be used by the students during instructional times. If they are used in the classroom during nutrition breaks, the sound should be turned to a personal listening volume and not loud enough so that others can hear it.
- Students not following these rules will be directed by the teacher to the office where the object will be left, and may be picked up at the end of the day. If a student continues to disobey, then the object will be kept until a parent can come to the school to pick it up.
- The school is not responsible for any loss or damage to these items. If they are brought to school, the student is responsible for them.
- Although KPR has a bring your own device policy (and we support this) we want to ensure these valuable devices are safe with our young students.

School Cash Online

- **What is School Cash Online?**

- School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows parents to add students, make payments, check current balance/account history and print or view receipts. The school is strongly encouraging families to use cash online to pay for school related items.

- **How do I Register?**

- Please type this address into your web browser: <http://kprdsb.schoolcashionline.com>
- Register by selecting the "Get Started Now" and following steps.
- After you receive the confirmation email, please select "click here" option, login and add each of your children to your household account. To do this, you will need your student's last name, first name and date of birth.

- **What Payment Methods are Available?**

- **myWallet:** An online wallet that can be loaded to hold funds and pay for your child's fees on School Cash Online. myWallet also allows you to allocate funds to pay for school fees at a later date, as you would with a gift card. It can take up to 7 days from the date the funds are loaded for funds to become available.
- **eCheque:** An electronic version of a paper cheque used to make payments online. Anyone with a chequing/savings account can pay by eCheque through School Cash Online. To pay with an eCheque, simply enter your account number on the payment screen and click submit.

- **How do I use myWallet?** myWallet offers you a secure alternative to traditional payment methods without the need for you to enter the payment information multiple times.

- Go to your district's School Cash Online portal URL. (<https://kprdsb.schoolcashionline.com/>)
- Click the "Sign into Your Account" button and enter your email and password to access your account.
- Select myWallet tab, click "Add Funds to myWallet" and use eCheque to load funds into your myWallet account (it may take up to 7 days for funds to become available to pay fees.)
- Once your funds have been made available, add all your items to the shopping cart, select the checkout option and select the myWallet payment method to make purchases.

- **Is it Safe to Use?** Our top priority is to keep your personal information safe. School Cash Online is PCI compliant, CSAE 3416 certified, HTTP Secure and adheres to the highest industry standards of security. School Cash Online does not share your personal information with any third party. School Cash Online will never contact you to divulge confidential information via phone, email or mail.

- For more information contact Parent Helpdesk at parenthelpdesk@schoolcashionline.com or 1-866-961-1803

YMCA Before and After School Program (Ages 4-12)

- Give your child a safe, stimulating and fun environment at Dr. G.J. MacGillivray's YMCA Before and After School Program. Our staff hold a current first aid certificate and a clear police reference check. There's also a Registered Early Child Educator within every group of 10 children for our extended day programs and within every group of 15 children for our 6-12 age group. Throughout the year, staff continue their professional development to give your child the best possible care.
- To register, Call Dr. G.J MacGillivray's YMCA directly at **905-243-1049** or email them at gjmacgillivray@ymcagta.org

Emergency School Situations and Procedures

Bus Cancellations (Inclement Weather)

- Bus companies are responsible for cancelling, shortening or delaying bus runs. The following two companies provide our buses:
 - **First Student:** 905-623-3811
 - **Phoenix Transportation:** 905-697-0503
 - Bus changes/cancellations are broadcasted on local radio stations: 1580 AM / 107.7 FM, Oshawa; 94.9 FM, Oshawa; 95.9 FM, Oshawa As well as the following website: <http://www.stsco.ca> (or call 1-800-757-0307, extension 231 or 232)
- **If a school bus does not run in the morning due to inclement weather, it will not run after school.**
- If parents/guardians choose to bring children to school when the buses are not running, parents /guardians are responsible for picking their children up after school.
- Please remember that the decision to send students to school in bad weather rests with the parent/guardian.

Early School Dismissal (Weather conditions, plant conditions, etc)

- Where weather conditions are such that early dismissal is possible, parents/guardians are requested to monitor local radio stations for announcements.
- Parents/guardians are requested to remind their children of emergency plans they are to follow should the child or children arrive home early.

Fire

- Definite procedures are published for all staff and routine practices keep everyone in a state of preparedness.
- When the fire alarm is heard, all students, staff and visitors will leave the building quickly and quietly by the assigned exit. Students are not permitted to go to lockers or coat racks to retrieve belongings. Staff will direct the students well away from the school and will remain with their assigned class. No one will be permitted to reenter the school until hearing the all clear signal, successive ringing of the school bell. In the event of a prolonged evacuation, direction will be given by the Principal or designate.

Lockdowns

- As with fire drills, there are definite procedures published for all staff and routine practices keep everyone in a state of preparedness.
- School policy is that students are not to use cellphones in class: it is important that this continue during a lockdown. It avoids misinformation being communicated and it also may jam police communications.

- During a lockdown, the school is effectively closed. A sign will be placed in the front door of the school to announce the lockdown.

Goal for students when a **LOCKDOWN** is called.

R - Remain Calm

S - Secure Location

A - All Quiet

F - Find The Safest Spot

E - Electronic Devices Off

LOCKDOWN To be used in response to a threat of danger inside the school	HOLD & SECURE To be used in response to a threat of danger outside the school	SHELTER-IN-PLACE To be used in response to environmental danger (e.g., weather)	BOMB THREAT To be used in response to a bomb threat
GOAL FOR STAFF	GOAL FOR STAFF	GOAL FOR STAFF	GOAL FOR STAFF
<p>To ensure all staff and students get to a secure location and make the location appear deserted (as quickly as possible).</p> <p>R - REMAIN CALM</p> <p>S - SECURE If safe to do so:</p> <ul style="list-style-type: none"> • gather everyone in immediate area into nearest securable classroom/ space • lock and barricade the door • turn off lights • close blinds and cover windows <p>A - ALL QUIET Tell everyone to remain absolutely quiet.</p> <p>F - FIND THE SAFEST SPOT Move everyone to the pre-determined safe area in the room.</p> <p>In a portable, move to the middle of the room and turn tops of desks outward – with all staff and students inside the circle</p> <p>E - ELECTRONIC DEVICES OFF Tell everyone to turn off and put away all cell phones.</p>	<p>To ensure all students remain inside and away from exterior doors and windows.</p> <p>Close the classroom door.</p> <p>Close the blinds and keep everyone away from windows.</p> <p>Take attendance.</p> <p>Continue classroom routines/lessons.</p> <p>Do not change classes or go outside until the Hold and Secure is lifted.</p> <p>Staff and students in portables may be relocated into the school in consultation with emergency services personnel.</p>	<p>To ensure all instructions specific to the environmental hazard are followed.</p> <p>Follow the instructions for a Hold and Secure, unless given directions specific to the environmental hazard.</p> <p>For example: Hurricane/Tornado: move away from outside walls and windows, take cover under desks or in the hallway.</p> <p>Earthquake: move away from windows and possible falling objects; get on the ground and under desk.</p>	<p>To ensure all instructions for the bomb threat response are followed.</p> <p>If directed to do so, conduct a visual scan of the immediate area for a suspicious package/device. Staff or students should never touch a suspicious package/device.</p> <p>If a suspicious package/device is located, inform Administration immediately so evacuation decisions can be made.</p> <p>If directed to do so, follow evacuation instructions. Evacuees should take personal belongings from the immediate area to assist the police search.</p> <p>Turn off and put away all cell phones.</p>
<p>In the event of a fire alarm during any of these situations:</p> <ul style="list-style-type: none"> • Remain in position until directed by emergency personnel unless there is an obvious and imminent risk of fire. <p>The termination of a Lockdown, Hold and Secure, Shelter in Place or Bomb Threat Response will be announced over the P.A. or ended on a room to room basis by Police or Administration.</p>			

Nuclear Evacuation / Potassium Iodide Pill

- In the event of an accident at the Darlington Nuclear Station, radioactive emissions may occur. One type of radioactive material which may be released are radioiodines. If radioiodines are inhaled, they are absorbed by the thyroid gland (a small organ located at the front of the neck, at the base of the throat). The ingestion of a potassium iodide (KI) pill will minimize the amount of radioiodine absorbed by the thyroid.
- It is expected that there will be plenty of time to close the school and evacuate your child before any radiation exposure occurs. However, a decision has been made to pre-distribute potassium iodide (KI) pills to all schools within a 10km radius of the nuclear generating stations. All Principals have been instructed that the issue of these pills is subject to Provincial Authorization. There may be some reaction to potassium iodide pills for individuals allergic to iodine. For this reason it is important for parents to notify the school if they suspect or know their child may have an allergic reaction.
- For questions regarding thyroid blocking and potassium iodide, please contact the Regional Municipality of Durham Health Department at 905-668-7711 ext. 3195.

Yard to school

- In case of emergency where students would be safer inside the school, the school bell will ring. Upon hearing the bell, staff on outdoor supervision duty would direct students to enter quickly through the nearest door where staff would greet students and direct them to their classrooms.
-

School Organization

School Council

- The Ministry of Education requires all schools to have a school council in place within the first month of the school year. The first school councils were elected in 1996-97.
- **What does a School Council do?** - gives advice to the Principal or the School Board in one or more of the following areas:
 - student behaviour code
 - school curriculum
 - school and board test results
 - school profile
 - budget
 - school/community communication

- reporting
- co-curricular activities
- school services
- community use of schools
- services for children and youth
- Board Policies
- **Guiding Principles:** Kawartha Pine Ridge District Board of Education supports and encourages the responsible and active advisory role of School Councils.
 - School Councils are advisory bodies and as such, will provide guidance to the principal, and where appropriate, to the school board as priorities develop.
 - Education is an essential partnership which requires communication, recognition and involvement of all school staff, parents and community representatives.
 - School Council goals should be student-focussed, esteem building and relevant to the parent/guardian and/or child.
 - School Council=s policy will define the roles and expectations of its members.
 - Appropriate in-service opportunities will be made available.
 - Regular review of School Council activities is necessary to evaluate and respond to the changing needs of students, parents, school and communities.
 - School Councils should endeavour to have their memberships reflect the diversity of the school communities.
- **What is it meant by Advisory?** The School Council will provide suggestions, ideas, and opinions which reflect the views of the whole school community. The day-to-day operation of the school is the responsibility of the principal.
- **Who can be members?**
 - parents/guardians must form the majority of school council members
 - teachers
 - non-teaching members of staff
 - community members
 - school principal (mandatory)
- **How do I get involved?**
 - talk to your school principal
 - attend meetings (**meetings are set by the newly elected School Council each September. Meetings usually begin at 7:00 p.m) This year we may look at having online meetings.**)
 - talk with other school council members
- **As a member, what are you expected to do?**
 - represent the interests of all the children in the school
 - provide informed advice to the school principal
 - miss no more than three meetings per school year
- The following executive positions are filled at the first meeting: Chair, Secretary, Treasurer, and Regional Representative. **Election procedures and information:**
 - Parents and legal guardians of students enrolled at the school are eligible to both vote for and run as parent representatives.
 - Board of education employees may both vote for and run as a parent representative at any public school where their children are enrolled.
 - Nomination ballots should be returned to the school and they will be kept by the office.
 - Voting will occur at the first School Council meeting scheduled in September. All parents/guardians of students may vote.

- No individual campaign literature for school council elections may be distributed or posted in the school.
- Elections by acclamation are acceptable.
- Non-teaching staff, student and teacher representatives will be elected by their peers prior to the initial meeting of the newly elected school council.
- Application forms are available from the office. Contact the Principal if you have any further questions.

School Volunteers--ON HOLD DUE TO COVID

- Unfortunately we are not able to have school volunteers in the building. However, if this changes, here is our protocol for any volunteers:
- Volunteers are always welcome and we value the many ways our volunteers support student achievement and learning. Volunteers are encouraged to support students and assist school staff in a variety of ways such as in the library, in classrooms, on class excursions or special events and in the preparation of learning resources. Your assistance on a scheduled or occasional basis is most welcome.
- Volunteers who participate in learning situations on a regular basis are required to provide a current (within the past 12 months) Police Records Check, including a **VULNERABLE SECTOR SCREENING**, at their own expense before commencing involvement. This also applies to individual volunteers who assume a position of fiscal responsibility.

Visitors--ON HOLD DUE TO COVID

- Visitors are not currently permitted in the building due to COVID-19 protocols.
- Visitors to our school are always welcome. In accordance with Kawartha Pine Ridge District School Board policy, all visitors to Dr. G. J. MacGillivray are required to report to the office in order to sign in and to obtain a Visitor badge before accessing any other part of the school.
- Visitors are requested to enter and exit the building through the front entrance. Visitors are asked to return to the office at the end of their visit to sign out and return the badge.

Home School Communication

- At the beginning of each school year, **The Student Verification and Consent Form** is sent home for completion. **This year it will be online.** Accurate student information is vital in case of an accident or emergency. Please complete and return the forms as soon as possible. If you have any questions regarding this form, please do not hesitate to contact the school secretary. If any of the information changes during the school year, please notify the school immediately.
- Parents are always welcome to call the school to discuss a student's progress or address a concern. However, please keep in mind that an **appointment** is needed as it is not appropriate for a teacher to leave his/her class unattended to talk to a parent during instructional time. Also, many staff have other commitments or appointments outside school hours and cannot always meet on the spot. If your concern is of an urgent nature, please call the school office and we will see if the relevant person is available. Every effort will be made to address concerns promptly.
- Regular home/school communication will occur with weekly emails and the monthly newsletters. For certain items, only one copy will be sent home with the oldest child of the family. Most classroom

teachers will publish a Monthly Newsletter outlining the curriculum to be covered for that month or provide such information through EDSBY.

Agendas

- At Dr. G.J. MacGillivray Public School, an agenda will be provided to students to be used with teacher direction and supervision, by all students, from grade 1 to grade 6, in the school. An agenda is an invaluable tool to organize school work, to record homework and as a vehicle of regular communication between home and school. There is no cost to parents this year for the agendas. **This year agendas will be given to students but we are unable to send them back and forth from home to school.**

Board Wide Communication System: EDSBY

- Kawartha Pine Ridge District School Board uses an enhanced communication system. We believe that better access to information about your own child will empower you to have richer and more engaging conversations at home which will ultimately assist your child academically. <https://kpr.edsby.com/>
 - As a school we will use the calendar in Edsby (which also appears on our website).
 - Edsby allows the office staff to email you our newsletters.
 - We will post updates on our School News Feed.
 - Some teachers may use Edsby to communicate with you or to maintain an electronic portfolio on your child.
- Edsby keeps everything safe and secure within the confines of our school district meaning there is no access to the internet nor is anyone from the outside world “allowed in”.
- Ensure the school secretary has your current and correct email address. Edsby provides each parent with their own account so if there is a Mom and a Dad at home, we encourage you to ensure we have both addresses.
- Parental consent
 - Please note that we do inform parents through our Student Registration form and the Information and Communications
 - Release form that *“on-line digital tools and resources will be used in accordance with Kawartha Pine Ridge District School Board’s roles, responsibilities, guidelines and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) legislation for the purpose of education.”*
- Privacy of information in Edsby
 - Edsby is a secure and closed platform designed specifically for school boards. Unlike many other social media platforms used by schools across North America, the data contained in Edsby is limited in access to the Kawartha Pine Ridge School Board. Furthermore, information is not searchable or accessible outside of Edsby or to any other school board customers. Individuals outside of KPR could not do a google search of a student’s name and bring up information about a student.
 - All data is transmitted using SSL (secure socket layer) so there is no risk of information being intercepted over the Internet.
 - Within Edsby:
 - parents cannot see other students or parents including any demographic details)
 - students cannot see other students that are not in their class or groups
 - All data is stored in Canada.
- The board has contracted the use of Edsby with privacy and security very much in mind. It is in part a step to address the concern of students and teachers using social media tools like Facebook, Instagram, and Edmodo without being fully aware of the privacy risks involved. Edsby is not at all like

Facebook. Edsby is a closed and secured network and in many ways is an extension of the KPR network. All access to KPR information in Edsby is controlled through KPR's Active Directory Services which means there is no possible way for outside users to obtain access. Edsby's Privacy Overview states they will not sell personal information or the content we provide. They will also not disclose or provide any personal information or content to third parties for any purposes except as described in their Privacy Policy.

Possible Parental Concerns and Route to Follow

Unhappy child or concerns in the classroom:

- Contact the teacher, set up an interview
- Work together towards a solution
- Monitor progress
- Continually feed positive comments to the child, to the parent, to the school
- Seek assistance from the vice principal or principal if required

Problem with other students or other concerns:

- Contact the classroom teacher
- Explain the problem in a quiet and rational manner
- Monitor progress
- Follow up to ensure all concerns have been addressed

Please note: Parents should never speak to another child about concerns.

Our school also has access to a School Board Counsellor. If you require any further information on these services, please contact the school.

School Policies

Code of Conduct

- [Click here to access our Code of Conduct](#)

Bullying Prevention and Intervention Program

- [Click here to access our Bullying Prevention Plan.](#)

Food at School

- At the teacher's discretion, students may be allowed to have a bottle of water on their desk during instructional time. During the day, there will be two periods where students will have either their lunch or a healthy snack. During this time, students are to sit in their desk and ensure that all garbage is properly disposed of. We do encourage students using reusable (not glass) containers. As an ECO school we support litterless lunches.
- No gum is allowed in the building or on the school grounds.
- No peanut or nut products.
- No food or drink is allowed on the school yard.
- **No food is allowed to come into the classroom to be shared for celebrations due to COVID-19 restrictions.**

Learning Resources

- **We are still waiting for direction on the use of Library books during COVID-19 restrictions.**
- Respect for, and care of, all learning resources is an expectation of everyone at Dr. G. J. MacGillivray Public School. Students are responsible for the books and resource materials they use. Where students use a textbook, calculator, math manipulative or other materials during a lesson and then take them home to complete an assignment, it is expected that those materials be returned to the school on the next day. In some cases, such as the use of library materials, students are expected to return the learning resources on the specified return date.
- When a student has been assigned a textbook for the year, the student is responsible for returning the text to the school in June in good condition. **Damage to or loss of learning resources will result in a replacement charge.**

Assessment and Evaluation

- Assessment and evaluation are an important part of the learning process for both the student and the teacher. The purpose of assessment and evaluation is not only to measure and describe learning, but to improve learning so that a student may achieve to his or her learning potential.
 - **Assessment FOR Learning:** Assessment *for* learning is the ongoing process of gathering and interpreting evidence about student learning for the purpose of determining where students are in their learning, where they need to go, and how best to get there. The information gathered is used by teachers to adjust instruction and provide feedback and by students to focus their learning and next steps. Assessment for learning takes place while the student is still learning and serves to promote learning.
 - **Assessment AS Learning:** Assessment *as* learning is the process of developing and supporting students' awareness of their own thinking while learning and conditions that lead to success during their learning. The practice of using this information makes the student a part of the assessment process. Students monitor their own learning, use feedback from teachers and peers to determine their next steps, and set their own learning goals. Students are required to

have a clear understanding of the learning goals and what it means to be successful, as they are the critical connector between assessment and learning.

- **Assessment OF Learning:** Assessment of learning is the process of collecting and interpreting evidence for the purpose of summarizing learning at a given point in time, to make judgements about the quality of student learning on the basis of established criteria, and to assign a value to represent that quality.

Assessment

- Assessment is the gathering of information about a student, or a group of students, using a variety of tools and techniques. There is no judgement involved. A variety of assessment tools and strategies are used to gather information and provide feedback to the student, parents and the teacher. Some examples of assessment strategies include, but are not limited to:
 - anecdotal observations of the student in action (e.g.: cooperative group work, Physical Education, the Arts, Reading, Mathematics, Technology)
 - quizzes and/or tests at the end of the week or the end of a unit (e.g.: Spelling, Mathematics)
 - electronic portfolios which include typical samples of student work (e.g.: Writing, taped reading, Art)
 - student portfolios which include selections made by students (e.g.: best work, work which shows growth)
 - teacher-student conferences (e.g.: Reading, Writing, Mathematics)
 - photographs or videos of students in action (e.g.: Drama, Science projects)
 - checklists of task completion (e.g.: daily work, homework, responsibility)

Authentic Assessment

- Authentic Assessment involves the teacher and student together, and the parent, through communication. In authentic assessment teachers:
 - state their goals and expectations clearly to students at the beginning of instruction
 - (sometimes) send home a written copy of the expectations for parents
 - assist students to meet the expectations at varying levels according to the student's abilities, needs and interests, and
 - use the results of the assessment to plan further instruction

[KPR Assessment, Evaluation and Reporting Guidelines](#)

[KPR Assessment Resources Folder](#)

Evaluation

- Evaluation takes place throughout the school year. Evaluation is the process of integrating the information gathered in assessment and applying some judgement to it. Usually this judgement takes the form of a letter grade or mark. Evaluation involves ascribing a >value= to the information gathered. Assessment and Evaluation are used to help the learning process in some of the following ways:
 - **Student:**
 - setting personal expectations and goals
 - deciding what to study, when to study
 - understanding teacher expectations

- practicing and consolidating
 - developing feelings of self-worth
 - **Parents:**
 - setting expectations
 - setting a home study environment
 - planning resources for child's future
 - rewarding
 - self-evaluation
 - deciding about the value of school
 - **Teacher:**
 - diagnostic
 - revealing expectations
 - communicating student progress
 - providing practice
 - grouping, selecting
 - motivating
 - programmed evaluation and planning
 - placement
 - **Other:**
 - placement in special program
 - setting expectations
 - access to courses/jobs
 - curriculum planning
 - curriculum reviews
- Evaluation is based on assessments of learning that provide data on student achievement at strategic times throughout the grade/subject/course, often at the end of a period of instruction.
 - **Learning Goals:** Learning Goals are brief statements that describe, in student friendly language, what a student should know or be able to do by the end of a period of instruction. The goals represent clusters of knowledge and skills that the student must master to successfully achieve the overall curriculum.
 - **Success Criteria:** Success Criteria describes what it “looks like” when a student successfully meets the learning goals. Success criteria are used to determine to what degree a learning goal has been achieved. Success is defined by criteria in the achievement chart, and discussed and agreed upon in collaboration with students. Using success criteria, students and teachers are able to evaluate the progress being made in the process of completing a task and then evaluate their achievement on completion.

Learning Skills and Work Habits:

- *Responsibility, Organization, Independent Work, Collaboration, Initiative, Self Regulation*
- Learning skills and work habits will be intentionally taught, assessed and evaluated separately from the curriculum. They are strong indicators of potential successes and difficulties.

Student Achievement and School Improvement Plan

- Student achievement is communicated informally to parents over time through telephone calls, notes home, parent signature requests and conferences (teacher or parent initiated).
- The school improvement plan is updated on a yearly basis, with input from the staff and school council. Changes in curriculum delivery are closely linked to the key findings of the EQAO assessments over the last 5 years.

- The School Improvement Plan is a working document, subject to changes as the year progresses.
- Each school year we will focus our learning to improve student achievement through the lens of [School Effectiveness Framework indicators](#).
- Teachers meet on a regular basis to analyze student learning and share strategies for best practices, in order to improve instruction, evaluation and assessment strategies. Reading, writing and math tasks are being structured to address the curriculum expectations outlined in the Ontario curriculum guides. Teachers are incorporating research-based strategies to improve student achievement.

Parent-Teacher Interviews

- Student achievement is communicated formally to parents through a parent-teacher interview in late October after the Progress Report. Interviews may be requested by either the parent or the teacher at any time there is a concern. **We are still waiting to hear how interviews will look this year.**

Progress Reports and Report Cards

- Progress Reports and Reports Cards for students in Kindergarten, as well as students in grades 1 through 6 will be issued according to guidelines established by the Ontario Ministry of Education and the Kawartha Pine Ridge District School Board.
- Please note that families are encouraged to maintain an ongoing and informal communication with the teacher as the year progresses to fully participate in their child(ren)'s learning.

Class Trips and Excursions: ON HOLD DUE TO COVID-19

- Throughout the school year students leave the school site to go on trips as part of the regular program. Class trips are approved through the school office as worthwhile, safe learning experiences. Adult supervision is mandatory on all excursions. Permission forms, for excursions beyond walking distance, must be signed by a Parent/Guardian and returned to the school **or the child will not be allowed to participate. Verbal permission is not accepted.** Parents are welcome to attend and assist with the supervision, as long as a **current Police Check is on file.**
- Non-participating students will attend school and work under supervision in an alternate classroom.
- In some cases there may be a charge to students to pay for consumable items, travel costs, or special events. Every effort will be made to ensure that all students wishing to participate will be included. If there are financial circumstances which make it difficult to pay for the charges, please telephone the Principal.
- If you are picking your child up from a class trip you will be required to complete a Departure from Itinerary form.

School Excursion Drivers

- Parent and teacher drivers are very beneficial to our school programs. However, parents and teachers are advised that a detailed form must be completed prior to transporting students by private vehicle and that a minimum \$1,000,000 liability coverage is required. This form is to be completed each school year. Please note that younger children require properly installed car seats in passenger vehicles and therefore will only be transported by school bus.

Custody Orders

- If particular arrangements need to be made please speak to and advise the school office and provide documentation.

Scent Awareness

- In order to keep our school a safe environment for all and due to the number of allergies in the school, students are not to wear or bring spray deodorants, colognes, perfumes, etc., to school.

Lost and Found

- We are still waiting for direction on how Lost and Found will work this year.
- Students are reminded that if they bring toys or other personal objects to school they do so at their own risk. There are no locked storage areas and the school is unable to guarantee the security of these items. It is recommended that, where possible, all items of a personal nature are identified with the child's name. As well, please label all items of outer clothing, boots, gym shoes, etc.
- When items are misplaced, children are encouraged to look for such items in the Lost and Found boxes. From time to time, these items will be displayed for parents and students.
- Unclaimed items will be given to charity at the end of every month.

Dogs on the Schoolyard

- We recognize that many parents use the walk to school in the morning and afternoon, as a time to walk the family dog(s). Due to the number of students on the yard, we request that dogs not be brought onto the schoolyard (beyond the yellow gate on the east side of the school). We do not know which children may be nearby - - there may be those with allergies or who are afraid of dogs. As well, even the most well behaved dog may have difficulties with all the students, involved in a variety of games and activities before morning bell, or the number of students leaving the school at dismissal time. In the afternoon, parents arriving early and going onto the schoolyard would be disturbing classes using the yard for Physical Education classes or Daily Physical Activity (D.P.A.) sessions.