



Principal: Mrs. C. Stewart

Secretary: Mrs. H. Epp

Contact us at (519) 688-2110



Welcome to a new school year! I am very pleased and excited to be the new principal at Courtland Public School. When I met the students and staff in June, I was most impressed by the politeness and friendliness of the students and the warm and welcoming atmosphere in our school. I am looking forward to getting to know all of the families at Courtland P.S. and would like to invite you to drop in to my office any time so that I can meet you. It is my belief that we are all partners in your child's development and growth and I look forward to working with you to enable your children to reach their full potential. If you ever have any questions or concerns, please do not hesitate to call me or visit the school.

The staff of Courtland Public School are looking forward to the new school year, filled with a variety of learning opportunities. I would encourage all of our families to become as actively involved with our school as possible. Your support is welcome and needed to help us provide the wide range of experiences we want to make available to our students.

I would like to welcome our new staff members. Miss Jessica Varga is our grade 3/ 4 teacher, Mrs. Emily Jansen returns again this year as our grade 4 / 5 teacher, Mrs. Tania Kirby joins our staff as an ECE in our kindergarten and Miss Rebecca Chamberlain is our new E.A.

I know that we are going to have an excellent year at Courtland Public School. We strive to provide an outstanding education for your children and also lots of opportunities to grow emotionally and socially. I look forward to working with you over the 2017-2018 school year

Important Dates for the Month:


Wednesday, September 13th	COPE Council meeting and elections at 6:30 p.m. in the library
Thursday, September 14th	Fire drill #1 at 10:15
Friday, September 15th	P.A. Day, no school for students
Monday, September 18th	School Photo day
Wednesday, September 20th	Meet the Teacher Night
Friday, September 22nd	Lock Down Drill #1 at 12:30
Friday, September 29th	Month End Assembly at 12:30

2017 – 2018 Staff List:

Principal	Mrs. C. Stewart	Secretary	Mrs. H. Epp
Custodian	Mrs. M. Medve	Kindergarten A	Mrs. E. Devlin, Mrs. T. Kirby
Kindergarten B	Ms. M. Fick, Ms. K. Piazza	Grade One	Mrs. L. Sergeant
Grade One/Two	Mrs. K. Hayes	Grade Two/Three	Mrs. J. Varga
Grade Three/Four	Mrs. M. Willson	Grade Four/Five	Mrs. E. Jansen
Grade Five/Six	Mrs. C. Scruton	Grade Six/Seven	Mrs. M. Box
Grade Eight	Mr. G. Smith	French/Prep	Mr. C. Antonioli
Prep	Ms. L. Glaves	Learning Resource Teacher/Prep	Mrs. J. Swayze
Educational Assistant	Miss R. Chamberlain		

Please be aware that classes/teachers may change by the end of September, if our enrolment changes. If class changes need to occur, parents will be notified.

Daily Schedule:

8:30 – 8:45 a.m.	Buses arrive and yard supervision begins * Please do not drop your child off before this time*	
8:45 – 10:45 a.m.	Instructional Block #1	
10:45 – 11:05 a.m.	Nutrition Break	
11:05 – 11:25 a.m.	Recess	
11:25 – 1:05 p.m.	Instructional Block #2	
1:05 – 1:25 p.m.	Nutrition Break	
1:25 – 1:45 p.m.	Recess	
1:45 – 3:05 p.m.	Instructional Block #3	
3:05 – 3:25 p.m.	Walkers are dismissed, recess for bussed students	
3:25	Buses are loaded and dismissed	

We Are a Nut Free School:

We have children in the school who have severe, life threatening food allergies (anaphylaxis) to nuts. This includes food which contains peanuts, peanut oil, or any other kind of nuts or traces of peanuts/nuts/shellfish in them. Products which contain nuts like Nutella are not permitted. Anaphylaxis is a medical condition which causes a severe reaction to specific foods and can result in death within minutes. This requires the attention of our entire school community to ensure students are safe. All of our staff is aware of the situation and they have been instructed in the correct procedures regarding anaphylactic shock. We have a poster on the front door of our school so visitors know we are a nut free school. Thank you for your help.

Administration of Medication:

It is the policy of the Grand Erie District School Board that students bringing non-prescription medicine to school are responsible for caring for it. School staff are not permitted to dispense non-prescription medication at any time or to store it for students. Students requiring assistance with non-prescription medication need a parent or guardian to come to the school at the appropriate time to administer it. In the case of doctor prescribed medication, a “*Request for School Assistance in Health Care*” form must be completed and given to Mrs. Stewart. This form is available, upon request, from the school office. A portion of this form must be completed and signed by a doctor. The medicine must be in the original container, clearly labeled with dosage instructions.

SUCCESS FOR EVERY STUDENT

**Pick Up Routine:**

Students waiting to be picked up by a parent or guardian at the end of the day will exit through the front doors of the school. It is not necessary for parents to come to the office to sign their child(ren) out. This will ensure that our busy, end of the day hallway is clear for people to walk to and fro. If someone other than the regular person is picking up a child a note must be sent to the teacher and they also must come to the office, show identification and sign the child out. This practice will ensure the safety of our students.

Off to a Great Start Using Our School Agendas:

Students in Grades 1 - 8 receive an agenda. The agenda is a communication tool for students to record homework and other daily reminders. Please take a few moments each evening to read your child's agenda and respond as you feel necessary. Parents are also encouraged to write notes to the teacher(s) in the agenda, as needed. The agenda will assist with teaching your child important study habits, organizational skills and time management skills. It will also help to maintain regular communication between home and school. The cost of each agenda is \$6.00. Exact change is appreciated. For families with more than two children receiving agendas, the payment requested per family is \$12.00 in total.

Every student will receive a copy of the Courtland Public School Handbook in the front of his/her agenda. Kindergarten students receive a copy from the teacher, as they do not use agendas. This handbook clearly outlines rules and procedures for our school. Please take the time to read it, sign the first page and contact the school if you have any questions. Your child's homeroom teacher will review the contents of the handbook with the class during the first days of school and refer to it when necessary throughout the school year.

Busing

Schools are not permitted to issue bus permission slips to allow students to go to a different drop off spot in the afternoon than their regularly scheduled drop off point. Our transportation department policy states that "transportation cannot be provided for custom services such as different addresses on different days, or short term changes" (for example, birthday parties or sleepovers.) To assist families that require before or after school care, transportation may be arranged providing these arrangements are on a consistent, weekly basis.

Terry Fox Run:

Students, Kindergarten to Grade 8, will be participating in the school's Terry Fox run on Thursday, September 28th. Family members are welcome. More information will be sent home later in the month regarding this special event.

Picture Day

All students should have their individual pictures taken on school photo day, regardless of intention to purchase a package, as an up to date photo is used by the office for student records. Class photos will also be taken. Edge Imaging will be at the school on the following dates to take photos:

JK/SK – Grade 8: Monday, September 18th

Retake Day for all Students: Wednesday, October 25th



Meet the Teacher Night:

We hope that your family can join us for Meet the Teacher Night on Tuesday, Wednesday, September 20th! For those who choose to have supper at the school, food will be served in the gym from 5:30 p.m. - 6:15 p.m. Classrooms will be open for visits from 6:15 p.m. - 7 p.m.

All food must be pre-ordered. No food will be sold the on the evening of the event. Juice, water and ice cream is provided free of charge by COPE Council. Each family must fill out and return the order form attached to this newsletter, by the requested due date, to purchase or request the free food items offered on this evening. Hope you can join us

Our Nutrition Program:

Starting the first week of October, students will receive free nutritious food at 8:45 a.m., five days per week. In order for this to happen, we need the help of parent, staff and community volunteers. Helpers will need to arrive at 8:15 a.m. and stay until 8:45 a.m. on the mornings they would like to help. Even if you can commit to helping one morning per month, this would be greatly appreciated. You may bring your child(ren) with you. Please fill in your contact information below if you would like to help and return this slip to your child's teacher.



I, _____, would like to help with the school's nutrition program. I have checked off the days of the week I am available to help:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

My phone #: _____ My e-mail address: _____

I have a valid police check: Yes _____ No _____

Lost and Found:

The school has a lost and found box by the school library steps. Every year this box is well used. Please label your child's belongings so we can return items to their rightful owners. Parents, please feel free to check the box when you are at the school.

Fire, Lock Down, Severe Weather Evacuation Drills:

Fire drills, lock down drills, severe weather drills and evacuation drills are held and emergency procedures are reviewed regularly. We will be having three fire drills, a lock down drill, a severe weather and an evacuation drill during September and early October

Students practise an evacuation drill in the event of a real emergency situation. A variety of reasons may necessitate the immediate evacuation of a school at any time. If circumstances warrant evacuation of the school, the students will remain safely at the school beside the church, Grace Family Bible Fellowship. It is imperative that students wear indoor shoes while at school. Leaving a pair of indoor shoes at the school is required. It is also essential that each child's medical and emergency contact information is up to date, so any necessary medications can be taken by staff during an evacuation. We take our emergency contact information with us if we need to evacuate as well.

Field Trips, Health Cards and the Walking Permission Form:

Just a reminder that your child will be asked to carry his/her own health card (or a photocopy) when going on field trips outside the area i.e. Norfolk County. A walking permission form is attached to this newsletter. This form gives your child permission to go off school property within the Courtland community i.e. evacuation drill to the church next door, walking to the Courtland Community Centre to participate in a school luncheon, and visiting such places as the fire station or post office. Should your child go on an extended field trip, a separate permission form will be sent home. Students are not permitted to call home if a permission form is overdue and verbal permission from a parent/guardian over the phone is not acceptable.

Computer Use

Please see the "Student Acceptable Use of Computers and the Internet Agreement" form your child has brought home and return it signed to your child's teacher as soon as possible. Every child must have this form signed by a parent before he/she can use the school's computers. Teachers will also review safe computer use with the students

Attendance

Parents are reminded that students dropped off in the morning are expected to be at school by the time the 8:45 bell rings, but no earlier than 8:30 when yard supervision begins. Students who are not prepared for class at this time are considered late and must be signed in at the office to obtain an admit slip. Similarly, students who leave at some point during the day will be required to "sign out" at the office. An accurate sign-in/out log is a Ministry of Education requirement for attendance purposes as well as a safety precaution.

Getting Involved in Your GRRRRRRRRRRREAT School!

Volunteers Needed:

Volunteers are always welcomed and appreciated at the school. To be a school volunteer, in any capacity, you must have a valid police check, including vulnerable sector screening. A police check is valid for two years and free, if you take a letter from the school, signed by the principal. You can request one of these letters from Mrs. Epp in the school office. We keep all of our volunteer police checks on file in the office, so if you are not sure when your police check expires, just ask. We can look it up for you.

NEW: Volunteers must complete a one-time Accessibility for Ontarians with Disabilities Act (AODA) training if you wish to volunteer at the school. Here is the link to a brief training video.

<http://www.granderie.ca/board/elementary/parent-portal/volunteers>. After completing the video, please print off the certificate and bring it into the school. We will also make the training available to anyone who wishes to complete this training at the school during our Meet the Teacher.

Volunteers are required to sign in and out at the office and to wear a volunteer name tag while helping in the school. Not sure what we need help with? Just ask! But here are some suggestions:

- Drive students to sporting events
- Help in the school library
- Make materials for classrooms at home
- Serve at school dinners
- Help in a classroom
- Accompany a class on a school trip
- Help with our nutrition program

A note to your child's teacher in his/her agenda or Kindergarten communication book is the best way to express your interest in helping. You can provide details about when you are available, what you'd like to help with and how to best contact you.

COPE Council:

One of the ways you can learn more about your child's education and become an active part of the school is to join our Parents' Council. Our group is called COPE Council (Courtland Organization of Parents and Educators). The group meets monthly in the school library. Parents are encouraged to come to any meetings they can make it to, as we know everyone's schedule is a busy one! The first meeting of this school year will be held on Wednesday, September 13th at 6:30 p.m. All interested parents are invited to attend. You may bring your children to the meeting.

Parent Council elections will be held at the first meeting, for the executive positions of chair, vice-chair, secretary, treasurer and voting members. In addition to our executive, our goal is to have a least one parent attend from each classroom/grade in the school. A expression of interest in participating on the school council is attached. Please complete and return to the school or alternatively, you may bring it to the first meeting.



Accident Insurance Requirements for Students:

Student accident coverage is recommended and voluntary for parents to consider for their child. It is important for parents to understand that the Board does not provide insurance for students against any accidental death, disability, dismemberment or medical expenses that might occur as a result of accident during school activities, including sporting events and field trips.

Insure My Kids protection plan is made available to parents, at low cost, to provide benefits for dental injuries and other accidents which may occur through participating in school activities. In fact, there are options in the package for coverage outside of school hours including holidays and weekends. Please see the brochure for information or visit www.insuremykids.com.

Parents may have accidental coverage as part of their employers benefit plan. It's important for parents to review their plans to make sure they have the necessary coverage for accidents that may occur during school activities. Parents may want to consider purchasing additional personal coverage through Insure My Kids.

The Grand Erie District School Board requires that all parents declare whether or not they have accident insurance.

An "Annual Declaration of Student Accident Insurance" form is attached for a parent/guardian to complete and return to the school.

Illness or Injuries:

An illness or injury can happen at any time and our first concern is to give immediate attention to the student. If the injury is minor, the student receives first aid and when ready, returns to class. Parents will be contacted to pick up a child who is not feeling well enough to participate in the classroom program.

For serious injuries, emergency personnel will be called and parents will be notified immediately. If a child is in distress, an ambulance may be called. Parents will be responsible for the cost of the ambulance. This emphasizes the importance of accurate, up to date information being kept on file at the office. Notify the office as soon as possible if there are any changes in your family such as telephone numbers, employment, emergency contacts or guardianship/custody.

News from the Grand Erie District School Board:

The Grand Erie District School Board is committed to providing a working and learning environment that is free of harassment and objectionable behaviour, which supports productivity and the personal goals of dignity and self-esteem of every individual. The Board expects all students, staff and visitors to behave in a respectful, courteous and appropriate manner at all times. The Board will not tolerate any forms of harassment or objectionable behaviour. The Board will respond to all forms of unacceptable behaviour in a manner consistent with the Board Policy and Procedure on Harassment/Objectionable Behaviour and the response will be appropriate to the

Inserts to this Newsletter:

Please complete the following and return these pages to your child's teacher. Thank you.

_____ "Student Guide to Acceptable Use of Computers and the Internet Agreement" form

_____ Walking Permission Form

_____ "Annual Declaration of Student Accident Insurance" form

_____ Meet the Teacher Night Food Order Form (if interested in participating)

Don't forget to cut out and return the portion of this newsletter to express your interest in:

- Helping with our nutrition program
- Participating in COPE



Your interest in Courtland Public School and your continued support is appreciated. Please call Mrs. Stewart if you have any follow up questions or concerns regarding this newsletter.



I am interested in participating in COPE (Courtland Organization of Parents and Educators).

Name: _____

Phone: _____

Children Attending Courtland: _____
