

**September Newsletter**

**Our Mission Statement**

*We, the community of St. Marguerite Bourgeoys Catholic School, in keeping with our namesake’s mission of living a life of prayer and service, will work in harmony to provide all students with the opportunity to develop to their fullest potential by promoting spiritual growth, academic excellence, and a lifelong love of learning.*

**Prayer: Walking in the Light of Christ**

*God of grace and goodness, as we stand on the threshold of the potential and promise of this school year, we ask You to guide our steps. We pray that our eyes and our ears will be open to listening to Your words of hope and kindness as You whisper them. We pray that our minds will focus on learning the lessons that You teach about gratefulness and God’s love for each of us. We pray that our hands, feet and voices will be guided to courageously live in such a way that we will grow as a family and a community of faith. We pray that our hearts will love as You do and that we will encourage and support one another in our efforts to change the world. We pray that our spirits will see the potential and promise leading us to accomplish great things together as Your disciples and friends. May Your Word be a lamp to our feet and a light to our path as we walk in Your light, O Christ. Amen*

**Principal’s Message**

Dear Parents and Guardians,

Welcome back to school! We hope that everyone enjoyed a safe and restful summer and that you are all rejuvenated and excited as we embark on a new school year. Thank you to our custodial and secretarial staff who always do a great job to ensure our school is ready to go for September.

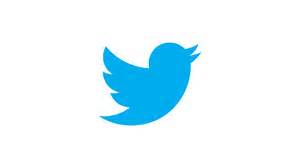
Information for parents will be communicated through notes home, the daily agenda, and on the school website at <http://www.alcdsb.on.ca/school/marg/Pages/default.aspx> . Please make sureto check our school website regularly for important updates. We firmly believe that ongoing and open communication between the home, school and parish is what makes the difference in the success achieved by our students. Feel free to contact the school at any time should you have questions or concerns.

## Thank you in advance for your ongoing support of our school, and we look forward to achieving, celebrating, and worshiping with all of you this year. Have a great school start up!

Blessings,

Mr. Carmine Minutillo Ms. Lori Bryden

Principal Vice-principal

*Follow us on Twitter!*

**@alcdsb\_marg**

**Staff Update**: We welcome our new staff members this year: Gosia Rutkowska, Lee Ann Laframboise, Lori Bryden, Peggy Sheridan, and Caitlin Purcell. We wish them all the best during this school year. Please see our complete Staff List below.

**2018-2019 Staff List**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** | **Name** | **Ext. #** | **Position** | **Name** | **Ext. #** |
| Principal | Mr. C. Minutillo | 222 | French Teacher | Ms. J. Babic | 327 |
| Vice Principal | Ms. L. Bryden | 225 | Kindergarten Planning Teacher | Ms. C. Purcell | 221 |
| Kindergarten Teacher | Ms. M. MacLeod | 337 | Special Education | Ms. L. Bryden | 225 |
| Kindergarten Teacher | Ms. C. Campbell | 338 | Special Education | Ms. R. Lesslie | 326 |
| Kindergarten Teacher | Mrs. L. Laframboise | 344 | Early Childhood Educator | Ms. K. Valente | 337 |
| Grade 1 Teacher | Ms. E. Grey | 334 | Early Childhood Educator | Ms. B. Egan | 344 |
| Grade 1 Teacher | Ms. D. Albrough | 333 | Early Childhood Educator | Ms. S. McLaren | 338 |
| Grade 1 Teacher | Ms. M. Sheppard | 335 | Educational Assistant | Ms. B Gottlieb | 337 |
| Grade 2 Teacher | Ms. E. Conlon | 340 | Educational Assistant | Ms. M. Alexander | 221 |
| Grade 2 Teacher | Ms. M. Pikaart | 332 | Educational Assistant | Ms. R. Goodfellow | 344 |
| Grade 3 Teacher | Mr. S. Lonergan | 341 | Educational Assistant | Ms. D. Porter | 221 |
| Grade 3/4 Teacher | Mr. C. Coleman | 339 | Educational Assistant | Mr. J Laplante | 340 |
| Grade 4 Teacher | Ms. T. Lollar | 345 | Educational Assistant | Ms. A. Garrison | 338 |
| Grade 5 Teacher | Ms. A. Bogle | 348 | Itinerate Art Teacher | Ms. J. Berry | 327 |
| Grade 5/6 Teacher | Ms. G. Rutkowska | 386 | Learning Resource Assistant | Ms. I. Wimmer | 336 |
| Grade 6 Teacher | Mr. S. Griffin | 388 | Secretary | Ms. L. Birtch | 0 |
| Grade 6/7 Teacher | Ms. T. Bulmer | 331 | Secretary am only | Ms. P. Sheridan | 323 |
| Grade 7 Teacher | Mr. A. Ledoux | 330 | Custodian | Mr. A. Eves | 342 |
| Grade 8 Teacher | Ms. M. Markotich | 329 | Custodian | Mr. M. Thompson | 342 |
| Grade 8 Teacher | Ms. P. Coppens | 343 | Youth Worker | Ms. L. Lodge | 387 |
| French Teacher | Ms. J. Benevides | 349 | Pastor | Fr. S. Amato |  |
| French Teacher | Ms. J. Lamarche | 349 |  |  |  |

|  |  |
| --- | --- |
| Entry | 9:05 |
| Morning Recess | 10-25 -10:45 |
| Lunch | 12:05 – 12:55 |
| Afternoon Recess | 2:35-2:55 |
| Dismissal | 3:35 |

**School Hours:**

**School Photos**

Individual and class photos will be taken on Tuesday, October 9th by Life Touch Photography. Additional information will be provided in the near future. Picture retake day is Wednesday, November 14th.

**Criminal Background Checks for Parent Volunteers:** The School Board requires that parent volunteers produce Criminal Background Checks. If you anticipate that you would like to serve as a volunteer in our school or be a chaperone for a school activity, you are encouraged to initiate the process as soon as possible in anticipation of a possible delay. Thank you in advance.

**Nut/Peanut Friendly Environment**

Due to the increasing number of students who have severe and life threatening allergies to nut/peanut and nut/peanut products, St. Marguerite Bourgeoys Catholic School will continue to be a nut/peanut friendly environment. Parents are to ensure that their children do not bring any food items containing nuts/peanuts to school for snacks and lunches. Students who go home for lunch are asked to wash their faces, hands and brush their teeth if they have been exposed to nuts/peanuts or their byproducts. **We also ask parents to please refrain from bringing ‘Wow Butter’ into the school as it is very easy to confuse with real peanut butter. As a further preventative step, please refrain from bringing food products for birthdays or special events (birthday cakes, cupcakes, classroom treats, etc.)**. As our school community embarks on a new school year, we are continuing to ensure the school is a safe environment for all our students and we greatly appreciate your cooperation and support. With your help, our students will continue to develop their concern, compassion, and empathy for all the individuals in the school.

**“Family Information”**

Please **return** the “Family Information” form that is being sent home with students **as soon as possible** after noting any necessary changes and/or adding additional information. It is critical that we know right away about any special medical conditions, such as bee or peanut allergies or asthma so that our staff can be prepared in the event of an emergency. If it is necessary for your child to have medication at school or if you need to leave an EpiPen at school for allergy purposes, School Board policy requires that you and your doctor complete and submit the appropriate medical/consent forms to the school. Please contact Ms. Birtch or Mrs. Sheridan to make these arrangements. It is also important that we have at least one alternate phone number so that we can contact you in an emergency. We always make the safety of your children our first priority, and therefore appreciate your cooperation in this matter.

**School Newsletter**

The school calendar, news items, and upcoming events will be posted on our school website at <http://www.alcdsb.on.ca/school/marg/Pages/default.aspx> . We are encouraging families to refer to the school website for information updates and notices regularly. This September newsletter will be the only newsletter sent out this year as we will continue to post relevant information to our website as it occurs throughout the year. There is also a monthly calendar available on our website that contains relevant dates for school events.

**School Security**

All parents and visitors are required to sign-in at the office and wear an appropriate identification tag (parent - volunteer - visitor) between the hours of 9:05 a.m. - 3:35 p.m. ***This procedure is implemented solely in the interest of student safety***. Please report to the main office upon entering the school to obtain the identification tag and to sign in.

**Student Agendas**

Today your children will be receiving a Student Agenda. The Agendas have proven to be a useful communication

tool between home and school as well as providing the opportunity for all students to learn responsibility by recording important information and dates for success at school. ***We are asking that each student in Grades JK – 8 contribute $7.50*** *or* ***a maximum of $15.00 per family***to help cover the cost of this resource. Students come to rely on their agendas for daily organization and routine. Thank you for your continued support. Please submit payment by the end of this week. Thanks!

**Code of Conduct**

The “Code of Conduct” is included in the student agendas. The Code is based on directives from the Provincial Government and Board Policy. Please note that many sections apply to parents, visitors, and staff, in addition to students. Please take some time to review the Code of Conduct with your child.

**YMCA Before / After Care Program**

The YMCA will continue to operate a care-giving program at the school from approximately 7:30 a.m. to 9:00 a.m., and from 3:35 p.m. - 5:30 p.m. daily for those who require this service. For more information, please contact Bev Blakely (Y.M.C.A) 546-2647 (ext. 234), or drop in during the times noted above to speak directly to Y.M.C.A. personnel.

**Answering Machine:**

Secretarial hours are 8:00 a.m. - 4:00 p.m., Monday - Friday. If you call the school before or after these times, you may leave a message on the answering machine. At times, all lines may be busy when you call during the day. In these cases, the answering machine is available for you to leave a message. You may also leave a message at a teacher’s extension, which is listed on page 2 of this newsletter.

**Safe Arrival Program:** This initiative exists simply to assist in ensuring that all students arrive safely at school.

PROCESS: - Parents phone the school prior to 9:00 a.m. if a child is to be absent;

- We take messages and compare these lists to students who are absent;

- Contacts are initiated in cases where a child is absent but no call was made to the school to explain the absence.

j0271178This is a very important program, but it is much less efficient if parents do not phone in messages regarding student absence. Student absent information can be left on the answering machine at anytime. Thank you for your diligence.

**Late Arrivals**

Students who arrive after the 9:05 a.m. bell are late and must report to the office for a “late slip”. All “lates” must be recorded in the “Register of Daily Attendance” as well as recorded on all Report Cards. It is important to be present daily and on time to begin classes, as this contributes to student success.

**Student “Sign Out”**

If a student needs to leave the school or grounds for any reason after arriving, a note or phone call from a parent is required before the student signs out at the office. In cases where a parent is picking up a child during the school day, it is necessary for the parent to report to the office in order to sign out the student. As noted in the previous item, no one should proceed to any part of the school without first reporting to the office in the interest of student safety and school security.

**Students Leaving School Grounds at Lunch**

Students are expected to remain on the school grounds during the school day. For students who take the bus to school, this includes the time of bus arrival until the time of bus departure. The only exception would be if the student’s parent/guardian give written notification to the school stating that the child is allowed to the leave the school grounds during the lunch break to go directly home for lunch. Students should not be stopping at business establishments at this time. Once written notification is given to the principal by the parent/guardian to go directly home for lunch, the school is absolved of any responsibilities for the child’s welfare and behaviour during the lunch period. The parent/guardian is taking over this responsibility by giving the child permission to leave the school grounds. Students who are bussed to school will not be allowed to the leave the school at lunch unless a parent/guardian picks up the student.



**Student Pick-Up/Drop-off**

j0092129The paved lane in front of the school is reserved for transportation vehicles (bus, taxi), from 8:30 a.m. - 9:15 a.m. and 3:15 - 4:00 p.m. daily. ***For the safety of students*** who arrive/depart by school bus, visitors/parents are asked to utilize the parking lot or city streets when either visiting or dropping students off at the school during the times noted above.

**Student Illness**

We do not have facilities at school to accommodate children who are ill. Whenever a child becomes ill, we will telephone home to request that someone pick him/her up. We therefore require an emergency contact number in

case no one is available at home. (Refer to “Family Information” form).

School Bus Emergency Phone Number

Because emergency issues related to school bus transportation can occur before or after regular secretarial hours at schools, please take note of the following phone number. This number will connect you to the Tri-Board Transportation Authority between 7:00 a.m. and 5:00 p.m.: **613-354-1981 or 1-866-569-6638**. Please visit an updated Tri-Board website <https://triboard.ca/#null> This site will inform you of any bus cancellations. If you wish to be informed immediately as to your child's bus being cancelled or delayed please sign up for Email Notification by doing the following:  Go to <https://triboard.ca/#null> Click on "Delays and Cancellations”, then "Sign Up for Delays and Cancellations”.

**Lost & Found**

Parents are requested to ensure that their children’s clothes, and belongings are marked with their child’s name. Clothing does get misplaced and many children have identical or similar clothing. If a child has lost or misplaced an article of clothing, there is a good chance it will be in the Lost & Found Box. Parents are encouraged to come to the school and look through the Lost & Found box. Every year many excellent articles of clothing are left behind. At certain points during the year, unclaimed lost and found items are collected and sent to charitable organizations.

**Student Accident Insurance**

Information will be sent home shortly, if not included with this newsletter. **DO NOT RETURN ENVELOPES TO THE SCHOOL**. Forward them directly to the company.

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**Monthly Mass:**

Our first Mass will take place for students in Grades 1 – 8, on **Wednesday, September 26th, 10:45 am** at St. Paul the Apostle Church. **You are most welcome to join us.**

**BBQ & Open House**

Our Open House is scheduled to take place on **Thursday, September 27th, 5:30 – 7:00 p.m.** The BBQ will begin at 5:30, which will be followed by the Open House. Parents are encouraged to accompany their children to meet the teachers and view the classrooms in an informal manner. More information about this event will be available on our website following our first School Council meeting.

**School Cash Online**

The Algonquin and Lakeshore Catholic District School Board uses School Cash Online as its preferred method of payment for all school fees, everything from field trips to milk cards. School Cash Online allows parents to pay for school related fees safely, quickly, and easily. By using School Cash Online, you help increase efficiency and security at schools. Teachers and secretaries are then able to focus on helping students, and not counting cash. St. Marguerite Bourgeoys Catholic has implemented certain events and other school fees available for your child/children for online purchases. You can keep track of which school fees require your attention by registering at <https://alcdsb.schoolcashonline.com/> .More information can be found on [www.alcdsb.on.ca](http://www.alcdsb.on.ca/) and on our school website <http://www.alcdsb.on.ca/school/marg/Pages/default.aspx> . You must register first at <https://alcdsb.schoolcashonline.com/> . If parents run into problems finding their school or student when registering, please visit: <https://schoolcashonline.com/Home/Support> . Here at SMB, we will be using School Cash Online for all school purchases (agendas, field trips, milk cards, hot lunch, etc.) online for parents/guardians. Thank you for support as we implement our new cashless program in our school as well as throughout our school board.

**Canteen**

A milk/popcorn canteen will be available to students each day during the lunch period (12:05 – 12:55). The cost of milk, chocolate milk, or popcorn is **$1.00**. Should you be interested in purchasing “milk cards”, please visit School Cash Online for payment at <https://alcdsb.schoolcashonline.com/> .

**Student Dress**

Student dress is expected to be in good taste and to be reflective of the Catholic nature of our school. This is especially relevant to T-shirts and “summer” wear. Please refer to the “Code of Conduct” for details. All staff will be monitoring compliance with this school and school board expectation. Students are required to have indoor and outdoor footwear. Fire Safety regulations require that students wear shoes at all times.

**School Council**

The date of our first school council meeting will be Monday, September 10th at 6:30 p.m. At that time, we will finalize our plans for the Open House BBQ. A subsequent meeting will be held on Tuesday, September 25th at 6:30 p.m. to hold elections and to discuss any school business. Any parents/guardians within our school community who would like to come out to each meeting are more than welcome to attend. School Council serves as a wonderful opportunity to share your thoughts about how we can continue to make our school a great place for students to learn and grow. Likewise, School Council has been instrumental over the years in many initiatives that have greatly benefited our school community.

**School Yard**

Supervision begins at **8:50 a.m**. on the yard.

**Back To School Supplies:** School supplies are important for students of all ages. Starting the school year with the right supplies can make a big difference to a student’s self-esteem and allow them to fully participate in classroom activities. Please look for a list of school supplies that will be required for children in each division on the school website <http://www.alcdsb.on.ca/school/marg/Pages/default.aspx> . Thank you for your attention to this matter.

**Confirmation**

Confirmation for our students in Gr. 8 who are receiving the Sacrament takes place on Sunday, November 25th at 1:00 at St. Paul the Apostle Catholic Church. Kevin Alexander, the Parish’s youth minister, and Christina Alaimo are the leads for Confirmation preparation. There is a mandatory Candidate Meeting on Tuesday, September 11th at 6:00 in the Church Hall. Kevin and Christina will also speak with the students in Gr. 8 on the Monday, September 10th to answer any questions regarding Confirmation.