

St. Marguerite Bourgeoys Catholic School

355 Waterloo Dr., Kingston, Ontario K7M 8P5
Tel: 1 (613) 549.4499 Fax: 1 (613) 549.9903
flhpmarg@alcdsb.on.ca www.alcdsb.on.ca/school/marg



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.

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, our automated School Messenger messaging system and on the school website at <http://www.alcdsb.on.ca/school/marg/Pages/default.aspx>. Our Twitter handle is @alcdsb_marg for those who use Twitter as well. Please be sure to check our school website regularly for important updates. We firmly believe that ongoing and open communication between the home, school and parish 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 as we look forward to achieving, celebrating, and worshipping with all of you this year. Have a great school start up!

Blessings,

Mr. Carmine Minutillo
Principal

Mr. Chris Gencarelli
Vice-principal



Follow us on Twitter!
@alcdsb_marg

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

Staff Update: We welcome our new staff members this year: Chris Gencarelli, Brittany De Sa, Rebecca Hurley (starting in October), Courtney Jarus, Sarah White, Melinda Devlin, Brandy Young, Victoria Pots and Helen Parfitt. We wish them all the best during this school year. Please see our complete Staff List below.

2019-2020 Staff List

Position	Name	Ext. #	Position	Name	Ext. #
Principal	Mr. C. Minutillo	222	French Teacher	Ms. J. Babic	389
Vice Principal	Mr. C. Gencarelli	225	JK/SK PPT (am only)	Ms. S. White	349
Kindergarten Teacher	Ms. M. MacLeod	337	Special Education	Ms. R. Lesslie	326
Kindergarten Teacher	Ms. C. Campbell	338	Special Education	Ms. M. Devlin	387
Kindergarten Teacher	Ms. L. Laframboise	344	Early Childhood Educator	Ms. S. McLaren	338
Grade 1 Teacher	Ms. J. Grey	334	Early Childhood Educator	Ms. K. Valente	337
Grade 1/2 Teacher	Ms. D. Albrough	333	Early Childhood Educator	Ms. C. Rots	344
Grade 1/2 Teacher	Ms. M. Sheppard	335	Educational Assistant	Ms. S. Tait-Lowe	
Grade 2 Teacher	Ms. B. DeSa	340	Educational Assistant	Ms. B. Young	
Grade 2/3 Teacher	Ms. M. Pikaart	332	Educational Assistant	Ms. V. Potts	
Grade 2/3 Teacher	Mr. S. Lonergan	341	Educational Assistant	Ms. R. Goodfellow	
Grade 3/4 Teacher	Mr. C. Coleman	339	Itinerant Arts Teacher	Ms. J. Berry	327
Grade 4 Teacher	Ms. T. Lollar	345	Learning Resource Assistant	Ms. E. Parfitt	336
Grade 5 Teacher	Ms. A. Bogle	348	Secretary	Ms. L. Birtch	0
Grade 5/6 Teacher	Ms. T. Bulmer	388	Secretary (am only)	Mrs. C. Jarus	323
Grade 6 Teacher	Mr. S. Griffin	329	Caretaker	Mr. A. Eves	342
Grade 7 Teacher	Mr. A. Ledoux	330	Caretaker (Evenings)	Mr. J. Gowdy	342
Grade 7/8 Teacher	Ms. M. Markotich	331	Child and Youth Worker	Ms. L. Lodge	225
Grade 7/8 Teacher	Ms. P. Coppens	343	Pastor	Fr. S. Amato	
French Teacher	Ms. J. Benevides	349			
French Teacher	Ms. J. Lamarche	349			

School Hours:

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

School Photos

Individual and class photos will be taken on Tuesday, October 15th by Life Touch Photography. Additional information will be provided in the near future. Picture retake day is Friday, November 15th.

Criminal Background Checks for Parent Volunteers: Our 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 in 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 and peanut allergies or asthma so that our staff can be prepared in the event of an emergency. If it is necessary, you will need to leave an EpiPen at school for allergy purposes. Our School Board policy requires that you and your doctor complete and submit the appropriate medical/consent forms to the school. Please contact Ms. Birch or Mrs. Jarus 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 or send information out via the automated School Messenger system 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. In light of this safety procedure, we ask that parents/guardians please refrain from entering the school and going directly to a classroom without checking in at the main office. This is particularly important when picking up children from school.

St. Marguerite Bourgeoys Catholic School

355 Waterloo Dr., Kingston, Ontario K7M 8P5

Tel: 1 (613) 549.4499 **Fax:** 1 (613) 549.9903

flhpmarg@alcdsb.on.ca www.alcdsb.on.ca/school/marg

Student Agendas

Students in Ms. Bogle's, Mr. Lonergan's, Ms. Bulmer's, Mr. Griffin's, Mr. Coleman's, Ms. DeSa's, Ms. Lollar's and Ms. Pikaart's classes have been issued a "student agenda" today. Student agendas have been found to be a useful communication tool and an assistive device to monitor assignments, tests and homework. **We are asking that each student in the above mentioned classes contribute \$7.00 or a maximum of \$14.00 per family** to help cover the cost of this resource. **Please make payment using our School Cash On-line system**, which can be accessed from our school website (click the School Cash icon in the middle of the page). If possible, please do not send payment to the school. Thank you!

Code of Conduct

The "Code of Conduct" is available on our website:

(<https://portal.alcddb.on.ca/School/marg/Lists/Calendar/Attachments/215/SMB%20Code%20of%20Conduct%2019-20.pdf>). 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.

This 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 any time. 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 to sign in. 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.

St. Marguerite Bourgeoys Catholic School

355 Waterloo Dr., Kingston, Ontario K7M 8P5

Tel: 1 (613) 549.4499 Fax: 1 (613) 549.9903

flhpmarg@alcddb.on.ca www.alcddb.on.ca/school/marg

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 encompasses 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 leave the school grounds during the lunch break to go directly home for lunch (please note this is only for students who are able to walk to school from home). 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 leave the school at lunch unless a parent/guardian picks up the student.



Student Pick-Up/Drop-off

The 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 required to utilize city streets when either visiting or dropping students off at the school during the times noted above. Our side parking lot is also a busy place. We ask that parents/guardians consider using the city streets instead of our parking lot to pick up and drop off students.



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 the student up. We therefore require an emergency contact number in case nobody 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. Parents are encouraged to come to the school and look through the Lost & Found. 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

Please visit <http://www.alcddb.on.ca/community/Pages/default.aspx> and click on Student Accident Insurance.

Monthly Mass:

Our first Mass will take place for students in Grades 1 – 8, on **Wednesday, September 25th, 10:45 am** at St. Paul the Apostle Church. **You are most welcome to join us.**

St. Marguerite Bourgeoys Catholic School

355 Waterloo Dr., Kingston, Ontario K7M 8P5

Tel: 1 (613) 549.4499 Fax: 1 (613) 549.9903

flhpmarg@alcddb.on.ca www.alcddb.on.ca/school/marg



BBQ & Open House

Our Open House is scheduled to take place on **Thursday, September 26th, 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 School has posted 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.schoolcashionline.com/>. More information can be found on 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.schoolcashionline.com/>. If parents run into problems finding their school or student when registering, please visit: <https://schoolcashionline.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 your support as we continue to implement our cashless program. Please note that annual registration for Cash Online is not necessary. Once you have registered once, your child is registered until they leave our school.

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.schoolcashionline.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 23rd at 6:30 p.m.** At that time, we will finalize our plans for the Open House BBQ, hold our elections for the current school year, and introduce information for the new school year. 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. You are welcome to drop off students on the school yard after this time.

St. Marguerite Bourgeoys Catholic School

355 Waterloo Dr., Kingston, Ontario K7M 8P5

Tel: 1 (613) 549.4499 **Fax:** 1 (613) 549.9903

filhpmarg@alcdsb.on.ca www.alcdsb.on.ca/school/marg



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 Saturday, November 30th at 11:00am at St. Paul the Apostle Catholic Church. Kevin Alexander, the Parish's youth minister, is the lead for Confirmation preparation. There is a mandatory Candidate Meeting on Monday, September 9th at 6:00pm in the Church Hall.