

# DUNCAN J. SCHOLAR PUBLIC SCHOOL NEWSLETTER SEPTEMBER 6<sup>th</sup>, 2005

## Principal's Message

### It's Great to be Back!

We are happy to see each and every happy, smiling face enter our school yard. It has been a while since we've seen most of you...welcome back. We are looking forward to another great year. Once again we have a wonderful team just waiting to work with your children, answer questions or to help you out in every way. Your first point of contact will be with Mrs. Kerr & Mrs. Mork in the school office who are our office administrators. Please note the staff list in order to familiarize yourself with everyone at our school. Please do not hesitate to call upon us at anytime. We are here for you and your children.

All The Best,  
Mr. Graveline

## Vice-Principal's Message

Welcome back to our returning students and our new registrants. I am thrilled to be back this fall continuing in my role as vice-principal. I look forward to working with students, staff, parents and the community to make Duncan J. Schoular School the best school it can possibly be. Please feel free to stop by to just chat or to discuss any concerns that you may have. My door is always open!!!

Mrs. Sharon Halladay

### PEANUT & NUT ALLERGIES

It is important to note that we have several students who are very allergic to nuts and peanuts. If at all possible, we ask that you do not send peanut butter or nuts to school. **It is most important that students who are in the same classroom as a student with a severe allergy to nuts NOT bring peanut butter or nuts to school.**



Students will be made aware the first day if there is a student in their class with a nut allergy. The only way to ensure a safe learning environment for all of our students is to work together. Please do your best to help our children.

### School Agendas

We have purchased a school agenda for all of our students from grades one to eight. Agendas are highly recommended as a means of communication between home and school as well as a source of information regarding the daily operation of our school. **Our school handbook, and the full school year calendar is now included in our agenda.** Teachers and students will work closely together at the beginning of the year in order to establish routines and expectations concerning agenda use.

### **This year's agenda is priced at \$ 7.50**

This does not cover the entire cost of the agenda but because it will become an essential tool we felt we should subsidize the cost in order to ensure every student has one in their possession. **We ask that you submit the \$ 7.50 fee to your child's classroom teacher at your earliest convenience, but no later than September 30<sup>th</sup>.**

### Kleenex

In an ideal world children would always have a Kleenex at the ready. Since this is unlikely to happen, another solution is for each student to bring in one box of Kleenex to the classroom.

### Activities Co- Curricular

These activities offer a significant dimension to your child's education. During the next few months the staff will be offering a number of opportunities for children to join in some extra-curricular activities. We are looking for parent volunteers who wish to help in running the activities. If you are interested in volunteering some of your time for one or more of the activities, please contact the school office. E.g. Sport events, hot lunch programs, library etc..

**Cards No Longer Welcome-  
Valuable/Sentimental Items**

It's unfortunate that trading cards can no longer be traded at school. We must enforce a ban on these cards due to problems brought to the office on a continual basis. We have had parental complaints that cards have been stolen. All good things come to an end once the situation gets out of hand. Please note that no investigation of missing articles will be made if the articles lost have nothing to do with academics. Walkmans, stereos, game boys and the like are brought to school "at owners' risk".

**Last Minute Calls Difficult to Manage**

Please help us help you – by calling the school early in the day to make alternate transportation arrangements. In fact, it would be in your child's best interest to wait for dismissal. The end of the day is an important time for teachers and students so please help us to avoid disruptions. No parents should be in the halls unless they have signed in at the office. Please make arrangements to meet your child outside the school.

**Bus Area**

Parents are reminded NOT to park in the bus loading/unloading area during designated bus arrival/dismissal times. When you are picking up or dropping off your child please park on McKenzie Street, off Queen, or along McGill Street. In order to cause less disruption to the classroom we ask that parents **pick-up their child at the atrium or back doors, not at the classroom.**

**Notes are Essential to Ensure Safety**

A written note or a phone call is always necessary if a change of daily routine is to take place. We will not allow students to independently make plans without parental permission, nor will we allow your child to leave the building with an individual who does not have parental permission.



**Student Absences**

Thanks to all those parents who continue to contact the school when your child is going to be late or absent. It is very helpful and prevents time consuming calls home. We are very conscious of the safety of all our students. The Safe School Policy requires the office to contact someone for

every child who is not in school if we have not heard from a parent/guardian. If your child is going to be late or absent please contact us before 9:00 a.m. Our answering machine is on at all times so calls can be made during evenings and early in the morning. At your convenience, please phone and leave a message concerning your child's absence.

**Criminal Reference Checks**

It is required by the Upper Canada District School Board that criminal reference checks are on file at the school.

**If you plan on volunteering at the school or accompanying your child on a class trip you must have a criminal reference check on file at the school office.** Please contact the school office for the necessary forms. Please note you will be required to show two pieces of identification, both of which must contain the person's name and date of birth and one must include a photograph.

**Breakfast Program**

For various reasons we will no longer be providing a full sit down breakfast for students at 8:30 a.m. We will be moving to a nutrition basket format where students will be allowed to choose a nutritious supplement which will be served in the classroom. This program will begin on Sept. 12<sup>th</sup>.

**The School Day**

Please note our format for the school day.

- 8:35 a.m. Playground Supervision Begins
- 8:45 a.m. Morning Bell Rings
- 8:50 a.m. Classes begin
- 9:00 a.m. Morning Announcements
- 11:20 to 11:40 a.m. Recess
- 12:40 to 1:40 p.m. Lunch
- 3:10 p.m. Dismissal

**Important Forms**

Over the next week your child will receive a number of important forms from their classroom teacher. Please complete the forms and return them to your child's teacher promptly. Please do not hesitate to contact the office if you have any questions or concerns.

**Due date September 16<sup>th</sup>.**

### **Medication Forms**

Any medication to be administered at school will be stored at the office. A medication form must be completed for this purpose.

### **Gum Free School**

Gum is not allowed at school as it damages equipment, floors and musical instruments. We appreciate student not bringing gum to school.

### **Improper Clothing**

In creating a positive atmosphere, dress and appearance play an important role in both school and life in general. Certain standards of dress and appearance are expected.

- Shirts must have two straps and cover the upper body in a respectable manner.
- Clothing must cover the midriff.
- Skirts and shorts need to be an appropriate length (when arms are straight down shorts or skirt must go to the bottom of fingertips).
- No undergarments are to be showing.
- Inappropriate sayings and advertising on clothing is unacceptable.
- Clothing displaying messages that are racist, sexual or obscene in nature are not acceptable. Beer logos or drug slogans are not suitable for school.
- Hats are to be removed while in the building.

We do have clothes from lost and found that students will be asked to change into if they wear inappropriate clothing or we will have them wear their clothing inside out.

### **Bus Transportation**

The bus driver's job is to transport the children safely to their destination and the students'

responsibility is to co-operate and assist in the process. Since the driver must drive and supervise at the same time, they must have the support of the principal in disciplinary matters. There can be little room for debate if a driver requires a change in a student's conduct. Students must meet acceptable standards of behavior to receive bus service. We appreciate your co-operation in this matter. Any busing questions may be directed to The Upper Canada District School Board Transportation Department at 1-800-818-3679.



### **Meet the Teacher Night**

We invite all parents and guardians to drop into Duncan J. Schoular School to meet with their child's teacher on Meet the Teacher Night, **September 20<sup>th</sup>, 2005** from 6:30 to 7:30 p.m. Please mark this date on your calendar and more details will follow.

### **Milk Program**

Once again we will be running our milk program. **White or chocolate milk is available to students at a cost of .60 cents.** The milk will be delivered to the classrooms daily at lunch time. Orders are placed for the month by filling out the order form that goes home. The forms are to be returned to your child's teacher. We are asking that you send cash for the milk **NO** cheques please. **Milk will be sold beginning Monday, September 12<sup>th</sup>.**

### **Parent Council**

Our first meeting will be held on Wednesday, September 14<sup>th</sup>, 2005 at 6:30 p.m. in the school library to discuss new projects. Elections will be held at the October meeting. We hope to have an exciting and busy year for our Council. Please feel free to join us for a meeting. All are welcome.

### **School Photographs**

School Photographs will be taken on OCTOBER 18<sup>th</sup> & 19<sup>th</sup>.

Please try to avoid making appointments on these days as class photos are not re-taken and children like to be part of their class picture.

### **School Calendar**

Be sure to check out the attached calendar for important upcoming September events that are happening here at Duncan J. Schoular School.

### **Head Lice (Pediculosis)**

Head lice is a subject that none of us like to discuss however here at Duncan J. Schoular we hope to have monthly head lice checks done by community and parent volunteers. If we can have the children checked each month it will cut down on the number of cases. If you can spare 3 hours, at anytime during the month to volunteer for this task please call Mrs. Kerr, Mrs. Mork or Mrs. Halladay in the school office.

### Piano Lessons

Arlene Sharpe a piano teacher with 15 years experience is offering piano lessons here at Duncan J. Schoular School during the school day. If you would be interested in having your child take piano lessons or would like more information please call 284-0007.

### **Duncan J. Schoular School STAFF 2005-2006**

Mr. P. Graveline	Principal
Mrs. S. Halladay	Vice-Principal
Ms. L. Smith	Kindergarten
Mrs. A. Callan	Kindergarten
Mrs. L. Robinson	Kindergarten
Mrs. A. Muldoon	Grade 1 / 2
Mrs. J. Brandino	Grade 1 / 2
Mrs. B. Tyler	S.D.C.
Mrs. E. Ireland	Grade 2
Mrs. J. Nelson	Grade 3
Miss L. Gittens	Grade 3/4
Mrs. A. Kennedy	Grade 4 / 5
Ms. K. McRae	Grade 5
Mr. P. Hunter	Grade 6
Ms. B. Clarke	Grade 4 / 5 / 6
Mme. A. Dufort	French Imm.
Ms. B. Johnson	Grade 7
Mrs. T. Boisclair	Grade 6/7 / 8
Mrs. D. Graham	Grade 8
Mrs. S. Morton	Reading Recovery
Mrs. B. Hewitt	Special Education
Mrs. L. Brennan	Learning Resource Coach
Mr. D. Abbott	Science/Music/ History
M. R. Lacombe	Core French
Ms. S. Cross	Educational Assistant
Mrs. B. Starks	Educational Assistant
Mrs. K. Ritchie	Educational Assistant
Mrs. M. Stranberg	Educational Assistant
Ms. S. Hart	Educational Assistant
Ms. J. Dalgleish	Educational Assistant
Mrs. K. Tremble	Educational Assistant
Mrs. K. Matte	Social Skills Worker
Ms. B. Kerr	Office Administrator
Mrs. V. Mork	Office Administrator
Mr. B. Mackie	Custodian
Mr. A. Coughlin	Custodian
Mrs. S. Topping	Custodian
Mrs. B. Woods	Library Technician

### School Trustee

Susan Richards is the Board Trustee for Duncan J. Schoular School area.

E-Mail [susan.richards@ucdsb.on.ca](mailto:susan.richards@ucdsb.on.ca)  
Phone 283-3709 or fax 283-2738

### \*Hats off to our Custodial Staff\*

A big Duncan J. thanks to our school custodians; Mr. Mackie, Mrs. Topping and Mr. Coughlin. Students and staff are returning to a spotless school. We are proud to announce that we have had our gym floor replaced over the summer.

### Hot Lunches

Once again this year we will be having some special lunch days. Tuesday is hot dog day and hotdogs can be ordered for \$1.00 Money is due by Tuesday morning. Friday is pizza day at \$1.25 per slice. Money due by Friday morning. If you are available to help with these programs please contact the school office. Please NO phone in orders to the school office for pizza or hotdogs – money needs to be sent to the school in the morning with your child.

### Questions or Concerns

If you have any questions or concerns regarding any issues in the newsletter or happenings at Duncan J. Schoular School, please don't hesitate to contact the school office at 283-1367.



### LATE ARRIVALS

The school is encouraging the timely arrival of all students this year. The bell to come into the school rings at 8:45 and classes begin at 8:50. Let's get our students here on time to make the most of that optimal learning time. \_