

Mooretown Courtright Public School



104 Moore Line, Mooretown, ON, N0N 1M0

519-867-2836 Fax- 519-867-2661

Secretary: Ms. Gvozdenovic

Principal: Ms. J. Morrison

Zone 3

Welcome back to school! After a relaxing and enjoyable summer, our staff is looking forward to working with you and your children as we provide an inspirational, exciting, and safe learning environment for everyone. I look forward to getting to know your children and meeting you at our Open House. Please contact me should you have any questions or concerns.

Our staff for the 2023-2024 school year:

FDK- Mrs. K. Heaton

ECE- Mrs. B. Pask

Grade 1/2 Mrs. L. Miller (LTO)

Grade 3/4- Mr. Greenaway (am), Mrs. A. Dawson (pm)

Grade 5/6- Miss R. Founk

Grade 7/8- Mr. K. Faulkner

French/Prep- Mrs. A. Dawson

EA- Mrs. C. Young

ESS- Mrs. M. Westbrook

Resource/Learning Commons/Prep- Mrs. M. Souldard

Secretary- Ms. S. Gvozdenovic

Custodian- Mr. C. Butcher

Principal- Ms. J. Morrison

School Day

Begins at 9:10 a.m.

Dismissal at 3:30 p.m.

All students are to be in class and prepared for their school day at these times. If late, they are to report to the office to receive a late slip from the school secretary. Attendance, lates and absences are documented daily in the school's computer records.

Yard supervision starts 10 minutes before the bell. For the safety of the child, parents are asked to please ensure their child does not come before these times as there is no supervision.

Balanced Day Schedule:

9:00 Yard Supervision begins

9:10 – 11:10 Classes

11:10- 11:30 Nutrition Break (20 min.)

11:30- 11:50 Outdoors (20 min.)

11:50 - 1:30 Classes

1:30-1:50 Nutrition Break (20 min.)

1:50-2:10 Outdoors (20 min.)

2:10- 3:30 Classes

3:30-3:40 Dismissal

Telephone-

Mooretown Courtright has a telephone answering service for your and our convenience. If your child will be absent, please call the school to let us know. You may leave a message any time of day (24 hour service). This will assist us in calling all absent students for Safe Arrival each day.

Messages left near the end of the day may not be received until after dismissal. Hence, if it is an important message that needs to be received before dismissal, please call back until you get a live person.

To decrease the amount of office/class interruptions and phone calls home from students, we request that students take time at home to ensure they have what they need to be adequately prepared for classes. Lunches, notes, books, projects, supplies, etc. should accompany the students when they leave for school each day. Also, transportation arrangements should be made for extracurricular events prior to game day or practices. We do appreciate your cooperation and support in preparing them to become responsible citizens.

Update Student Information

In case of emergency, it is essential that our computer information is accurate. Please ensure that the office has updated student information re: emergency contact phone numbers, new address, cell phone numbers. Also, if someone other than yourself is to pick up your child, please send a note to your child's teacher each day. Emergency forms will be coming home with your child today.

School Visitors

We remind everyone that it is necessary to enter through the front doors and report to the school office immediately upon arrival. This always ensures the safety of our students and eliminates class disruptions. This procedure also enables the office to locate students easily when necessary. We ask that parents wait for their children at the appropriate exit doors and not in hallways prior to the dismissal bell. Also, we ask that you do not walk through the hallways without a visitor badge to ensure students comfort and safety.

We continue to have a secure entry where visitors need to buzz the office to be let in. Please be patient as the secretary may be out of the office for a few moments and you may need to buzz again.

Medication

Please let the office know if your child has a special health problem such as asthma, diabetes, allergies, etc. It is important that we be informed of any changes in your child's medical status. Medication can ONLY be administered at school by a staff member if the appropriate doctor's form has been completed. Forms are available at the office. Medication is to be transported to the school by the parent to ensure the safety of children. Medication is to be provided in the pharmacy bottle with the pharmacy directions attached. **Please do not send over-the-counter medication for dispensing at school as it does not meet the above criteria.**

Communication

It is essential that communication between home and school be ongoing. Should you have questions or concerns please feel free to contact your child's teacher or Mrs. Morrison, Principal. Appointments for parent-teacher conferences can be arranged by contacting the office.

Cell Phones:

Students will not be permitted to have their cell phones at school. If you feel that your child needs their cell phone at school for an after- school job / safety etc. then a signed note from home will be required. Phones will be locked in the office all day and can be retrieved at the end of the day.

Computers

Your child will have many opportunities to access computers daily. They will be made aware of the Lambton Kent District School Board's Acceptable Use of Computers policy during the first week of school. It is our expectation that each time they use a computer they adhere to the rules,

or their privileges will be revoked. You may access the Board's Computer policy on the Board's website: @ www.lkdsb.net.

Student safety is a priority within the Lambton Kent District School Board and at Mooretown Courtright. The Board's emergency preparedness plan involves anticipating many types of dangers and discussing with students' various safety procedures to follow in each of these situations.

We hope that we never need to deal with any of these situations, but we are confident that if one does arise, our students and staff will know how to respond. The best way for us to learn how to respond is to practise. We will soon practice fire drills and tornado safety drills, school evacuations, and intruder drills.

We will discuss with students how to keep themselves safe from strangers and how to respond if an unwelcome intruder (possibly armed with a weapon) comes to the school. We will be practising tornado drills and a "lockdown" throughout the year.

Another safety drill to practise is a school evacuation in case our building becomes unsafe due to situations such as a gas leak, bomb threat, etc. In this situation, we will evacuate the school and assemble at The Mooretown arena. This practice drill will take place soon.

We do not intend to scare our students. We will present this information to them in a way that lets them know that it is a serious event, and their main role is to "listen to and follow the teacher's directions".

Please continue these safety discussions with your child at home to reinforce the importance of their safety at home, at school and in the community.

Janice Morrison

Principal