



# Highland Heights Public School

September 2020



## Principal's Message

### Principal

Mr. Drew Beaton

[Drew\\_beaton@kprdsb.ca](mailto:Drew_beaton@kprdsb.ca)

### Superintendent of Student Achievement

Ms. Anne Marie Duncan

[Anne\\_duncan@kprdsb.ca](mailto:Anne_duncan@kprdsb.ca)

### Trustees

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Mr. Steve Russell

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### Administrative Assistant

Ms. Dawna Peltenburg

### Head Custodian

Mr. R. Killen

430 Highland Road,  
Peterborough, Ontario.

Tel: (705) 742-8321

Fax: (705) 742-7340

Safe Arrival: 1-866-740-2902

[www.highlandheights.kprdsb.ca](http://www.highlandheights.kprdsb.ca)

Transportation Information:

[www.stsco.ca](http://www.stsco.ca)

Welcome back Highland Heights families!

We have so missed seeing you all - and we are all looking forward to welcoming your children back to school very soon. Please know that whether you have chosen to engage in face-to-face, in-person learning with us, or online learning at the Virtual School, we fully understand and respect whichever choice your family has made.

Thank you to everyone who has been in touch - with questions, notes of support and information to share. We recognize what a very challenging time this is and how little information is available. There is no doubt that things will continue to evolve and change over the coming weeks and months. However, what we do know is that our amazing Highland Heights team is committed to doing all within our power for a safe, healthy and happy start up! This first newsletter is to provide you with some basic, but very important information that we know right now. As more questions are answered, we will continue to communicate with you as quickly as we can.

As always, we look forward to working together with parents and guardians on our School Council. Unfortunately, this year, we will not be able to meet in-person inside the school as there just simply isn't any space inside the school where we could be safely physically distanced from one another. The inside of the school looks very different, and every space is being used. If you haven't joined us before, please consider joining us virtually by joining my WebEx room at this link: <https://kprdsb.webex.com/meet/dbeaton>. Our first meeting is **Monday, September 28th at 6:30 p.m.** We would love to have you join us! Although this will be quite different than normal, we are hoping that it will remain a great way to get to know other parents and hear first-hand about some of our school policies, procedures and priorities. You can find our minutes and financials on the School Council page of our website:

<https://highlandheights.kprdsb.ca/Community/School%20Council>. Starting this year, you should also know that agendas for each of our meetings will be posted 48 hours in advance so that you can be fully aware of all matters under consideration and have the opportunity to have your voice heard. As always, Council welcomes any input. Should you have additional questions or concerns, please do not hesitate to contact us at (705) 742-8321. We always welcome your questions and comments, and we look forward to seeing you soon!

Sincerely,

Drew Beaton  
Principal

### Upcoming Events

Sept. 14<sup>th</sup> -17<sup>th</sup> –  
Staggered Entry

Sept. 18<sup>th</sup> – All students  
in class

Sept. 28<sup>th</sup> – School  
Council Meeting @ 6:30  
p.m.

## Covid-19 Updates

First and foremost, we would like to share what actions we are taking to mitigate the impact of COVID-19 in our school. This also includes information about what you can do to protect yourself and your family.

The most common symptoms of COVID-19 (PDF) include:

- Fever (temperature of 37.8°C or greater)
- New or worsening cough
- Shortness of breath (dyspnea)

Other symptoms of COVID-19 can include:

- Sore throat
- Difficulty swallowing
- New olfactory or taste disorder(s)
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion (in absence of underlying reasons for these symptoms such as seasonal allergies, post-nasal drip, etc.)

**You must screen your child for symptoms every day before they come to school.** You can use the Ministry of Health's Ministry of Health's Ontario COVID-19 self-assessment tool for this purpose, but it is extremely important that you screen your children for any symptoms at home every morning before you send them to school. If your child has any symptoms of COVID-19 or if they are ill, they should not attend school. You should report your child's absence from school by contacting us at our Safe Arrival Number: 1-844-434-8119. Students who become ill during the day will be isolated and must be picked up from school as soon as possible. Symptomatic students will also not be able to use student transportation.

If you're worried your child or any member of your household has been exposed to COVID-19 or has symptoms, you should use Ministry of Health's Ontario COVID-19 self-assessment tool. You will get a recommendation on what to do next.

We are working with our local Public Health Unit to take steps to prevent the spread of COVID-19 in our school and will keep you updated with new information as it becomes available. To reduce the risk of COVID-19 in our school, multiple measures have been implemented, for example, enhanced cleaning and reducing the number of contacts among individuals in the school, including students, staff, and others.

In line with the Ontario Ministry of Health advice, we are asking everyone to take an active role in protecting themselves from COVID-19. Here are a few things that you and your family can do:

- wash your hands often with soap and water or alcohol-based hand sanitizer
- sneeze and cough into your sleeve
- avoid touching your eyes, nose or mouth
- avoid contact with people who are sick
- stay home and isolate if you or anyone in your household is sick

For more information on COVID-19 please visit [www.Ontario.ca/coronavirus](http://www.Ontario.ca/coronavirus)

## School Organization(s) for 2020/2021

In a normal year, we begin an organizational process in March that takes us through to the end of June. This process includes determining our classes (how many of each grade, etc.), moving and hiring teachers, ECE's and support staff to work with our kids, creating class lists, creating class schedules, etc.

As we are all acutely aware, this has not been a normal year. In fact, this has been unlike any other startup that I have ever experienced. Over the last few weeks, our staff has had to completely reorganize two separate times as our numbers have fluctuated due to a number of factors related to COVID. I can now tell you that we had over 40 Highland Heights students register for online learning, we had fewer new enrollments in Year 1 Kindergarten than previous years, and we had several new registrations in our Junior and Intermediate classes. After the second reorganization which has taken place this week, we have ended up only losing one full class, and I am very pleased to say that we have managed to keep our numbers reasonable in all of our remaining classes. Although Mr. McBride, Mr. Conlin and Mr. Perrin will still physically be at our school, they will actually be teaching in the Virtual School.

Due to the decrease in the number of classes, many of our students have had to shift classes. The information you were given at the end of June regarding your child's teacher for September may very well be out of date. Your child's teacher will be contacting you soon to open up lines of communication and to inform you of how and when your child will be starting. At this time, this is our organization for the 2020/2021 school year. Please note that, as usual, staff and organizational changes can still occur at any time, but we are hopeful we are getting close.



**Principal:** Drew Beaton  
**Secretary:** Dawna Peltenburg  
**Custodian:** Rob Killen & Kevin Hobbins (Evening)

### Teaching Staff:

Ms. Pavlonis	JK/SK	Ms. Chapman	LLS A
Ms. Zischler (ECE)	JK/SK	Mr. Gibson	LLS B
Ms. Snowball	1/2	Ms. Wood	SERT
Ms. Lawson	2/3	M. Perrin	Virtual School
Mr. Ritchie	3/4	Mr. McBride	Virtual School
Ms. Tees	5/6	Ms. Swales	Reading Recovery
Ms. Peters	6/7	Ms. Hipgrave	ELL Itinerant
Ms. Brown	8	Mr. Leeder/Ms. Wilson	LLS/Planning
TBA	Core French		

### Support Staff:

Kylie Hainer	EA - Brailist	Kristine Hamilton	EA
Nicole Mathews	EA - Brailist	Steven Malatesta	EA
Donna Hames	CYW	Laura Moss	EA
Ashley Chelchowski	CYW	Daniel Murphy	EA
Meagan Beaudoin	EA	Jennifer Ridley	EA
Megan Ferguson	EA	Michele Waterworth	EA
Hannah Fuderer	EA	Carrieanne Wilkins	EA

## School and Classroom Set Up

Many of you have been asking great questions about what classrooms and our school will look like this fall. While we still have many things to figure out, for now I can tell you that things look quite different, in many respects.

One of the first things you need to know is that parent and guardian access to the school is going to be much more restricted than it has been in the past. As of this September, the only way for parents to enter the building is going to be through a scheduled appointment. This means that parents will not be able to enter the building with little ones who may be reluctant to come in on their own, which is very unlike what we have always typically done during the first days and weeks of school. During scheduled appointments, all visitors are screened and must wear medical grade masks that we will provide.

We are also requesting that parents and guardians do not linger when you drop off your children. When you arrive in the morning, students need to go directly to their “Classroom Zone” out on the yard where their classroom teacher will be waiting for them. Parents and guardians must remain out of designated student areas and stay on the pavement. As soon as you can, we are requesting that you leave the school yard. Almost all of our gates will be locked as soon as the day gets started, so if you need to exit by one of our yard gates, you will need to do so before 8:50.

Physical distancing and hand hygiene protocols will be implemented. Hallways and classes have lanes intended for physical distancing and arrows that will show the direction for walking and flow of foot traffic. Students in Grades 4 and up are required to wear non-medical face masks while indoors at school, while students in Kindergarten to Grade 3 are strongly encouraged, but not required, to wear masks in indoor spaces. We will also be scheduling breaks within the school day to provide students with scheduled opportunities to safely take off their masks.

Classrooms also have very minimal furniture in order to maximize physical distance between desks. Classes will be staying together in their classroom groups with one teacher to the best of our ability, so that means no assemblies or gatherings and means some very different ways of teaching and learning. Specialized teachers, such as French teachers, will still be able to go into classrooms to provide full programming for students.

Something very important to know is that we will only be using water bottle filling stations for the foreseeable future. No water fountains will be in use. Please make sure that your child brings at least one water bottle to school daily.

Students will also no longer keep personal belongings in the hallway, so we can maximize distance between students in hallways, and minimize physical contact between classes. All students will keep their personal belongings in their desk area. We ask that you please send your child with a backpack with their lunches and snacks, but otherwise minimize what is sent between home and school.

Of course, there will continue to be a great emphasis on online communication this year – and all of our classes will be using the same platform this year which is Google Classroom. Your primary line of communication will continue to be your child’s classroom teacher. School newsletters will be emailed to you and will also be published on the website. Important dates and events, although minimal at the moment, will also continue to be published on the calendar on our website.

We are also expecting a much greater emphasis on outdoor learning time this year, so please make sure your children are dressed and prepared for outdoor learning every day. We are very fortunate to have a large and

beautiful yard, and we will be taking advantage of it extensively. Each class will have their own designated zone in the yard for individualized classroom learning as well as staggered access to larger play and learning spaces. Unfortunately, we have been told that the play structures must temporarily remain out of bounds during the instructional day, as we cannot keep them sufficiently clean between uses. As posted on our yard, the play structures continue to be available for public use before and after school for people to use at their own risk.

## Staggered Entry

As you are aware, KPR is implementing a staggered entry to the school year with all students will starting to attend school full-time starting on Friday, September 18<sup>th</sup>.

Last week, in the four days from September 8<sup>th</sup> to 11<sup>th</sup>, our staff were very, very busy. They reorganized their classrooms very differently, moving furniture, painting lines, laying down directional tape and signage, figuring out all the new protocols and procedures that we needed to have in place to keep everyone safe. They have also been preparing for, and becoming familiar with, many new pandemic-related school practices.

As you can imagine, finalizing planning for the smooth, safe and healthy return of our students and staff in a pandemic is a complex task with many interrelated factors. This is particularly true given the constantly changing environment that COVID-19 has brought about. We fully understand and appreciate that you may be frustrated, as we all have been, but we want you to know that our team have been doing their best to plan for a safe return to school, given the fluid nature of this situation, and evolving guidelines from the Ministry of Education and Public Health.

We appreciate that many families have had to make new arrangements, such as changing child care plans, to accommodate the staggered entry. We also know this change has been disappointing to many families and students who were eager to get back to school with their friends. The reality, however, is that we needed to take the time to get things right from the start.

During the second week, from September 14<sup>th</sup> to 18<sup>th</sup>, each classroom teacher will be meeting with small groups of students to make sure that everyone is welcomed individually and has the opportunity to learn and practices all these new school routines and procedures with the full attention of their teacher in a small group. Teachers are working now to ensure that those small groups are organized so that all family members in the same household will attend on the same day. Details of this process will be finalized and communicated to you very soon by your classroom teacher. And then September 18<sup>th</sup> is the big day when all of our students will start attending school every day.

## Vaccines

As schools prepare to reopen, Peterborough Public Health is asking parents and guardians to ensure their child is up to date on all required vaccines. To catch up on any missed vaccinations, just book an appointment with your healthcare provider before school starts. If you don't have a healthcare provider, you can contact Peterborough Public Health to book an appointment in our Immunization Clinic at 705-743-1000, ext. 129.

By making sure student immunization records are complete, you can avoid school suspensions. Under the Immunization of School Pupils Act, students under the age of 18 must provide proof of up-to-date immunizations. Often the student's immunizations are up to date, and it's just the student's record that needs to be updated. This can be accomplished by calling 705-743-1000, ext. 139, asking your healthcare providers to fax immunization information to Peterborough Public Health, or submitting updates online via the secure portal found at

[www.peterboroughpublichealth.ca](http://www.peterboroughpublichealth.ca) and searching for “update your child’s record”. With all the uncertainty and fear that COVID-19 has created, ensuring that your child is up to date with their vaccines is one less thing to worry about!

## Student Absence Reporting

At KPR, student safety continues to be our highest priority, and we thank families for adopting the automated Safe Arrival system to help ensure students arrive safely at school each day. If your child is going to be **absent** or **late**, please call the **Student Absence 1-844-434-8119** or go to **[studentabsence.kprdsb.ca](http://studentabsence.kprdsb.ca)** and set up your account. For new texting option see details below.

## Safe Welcome Program

As we work to ensure the safety of all our students through the implementation of the Safe Schools Program, we are continuing to lock all our doors at 9 a.m., before school starts. It will be much easier for your child if they arrive between 8:50 and 9:00, so they can enter the school with their cohort of students and their classroom teacher. If your child is late arriving in the morning (after 9:00 a.m.), please have them come to the front doors so that your child can notify the office of their arrival and we can mark our attendance appropriately. Just a reminder that our school has a front door security system which includes a camera and intercom connected to the school office. A reminder that parents and visitors may not enter the building with a late student. As soon as we can, which might not be right away, late students will be buzzed in by office staff who will release the door lock from the inside. We understand that this may cause considerable inconvenience, but the safety of our students is our highest priority. If there is more than one late student waiting outside to be admitted into the school, students are requested to wait in a physically-distanced line outside the front door,

## Anaphylactic Allergies

As we begin a new school year, please remember that we do have students in our school with life-threatening nut allergies. For students with food allergies, it is crucial that a safe environment be created for them which requires concerted cooperation from students, parents and staff. Together, a nut-free environment is possible. Remember that the best way to avoid bringing unsafe products into school is to read labels. We kindly ask that you do not send any products containing nuts to school in lunches or snacks. Thank you for your understanding.

## Plans of Care



Every year, we re-establish Individual Plans of Care for everyone in our building who has a medical condition that could potentially be life-threatening. It is our belief that collaboratively creating a Plan of Care is vital to promoting the safety of each individual who suffers from a life-threatening condition.

Essentially, these plans are a set of directions and cautionary advice to help our staff through a potential emergency medical situation that an individual might face. The plan includes all the information that a first responder would require, as well as step-by-step instructions on how to respond to the medical crisis. All our staff members are familiarized with the plans, and they are posted in central locations for administration to refer to in the event of an emergency. If you are a parent / guardian of a child with a potentially life-threatening illness or a medical condition, please ensure that you:

1. Inform the school of your child’s medical needs;
2. Schedule a meeting with your child’s teacher to review the medical needs of your child;

3. Working with our Administrative Assistant, Ms. Peltenburg, complete a Plan of Care for your child. If this has already been established, please make necessary changes to the form and send back to the school as soon as possible;
4. Complete the Administration of Medication form which details the request and authorizes the administration of prescription medication;
5. Provide the school with up-to-date epinephrine auto injectors (preferably a minimum of two), and any other prescribed medication, and keep them current;
6. Teach your child to take as much responsibility as possible for his/her safety;
7. Provide your child with a medic alert bracelet.

If you have any concerns or questions, please contact the office - and thank you for your full cooperation in keeping all our students and staff safe!

## Bullying Prevention Measures



At Highland Heights, we take the issue of bullying extremely seriously. We believe that everyone has the absolute right to be safe and feel safe at our school, and we consistently strive to make our school environment a secure place for everyone. Students are given consequences such as restricted recess times or community service for smaller issues, and they are suspended for more serious infractions. Research indicates, however, that sometimes children don't report when they are being bullied, so we rely on you for information. Please call Mr. Beaton at the school if you ever think your child is either being bullied or is bullying others.

## Picking and Dropping Off Your Child



Due to pandemic-related restrictions, picking up and dropping off students will also look somewhat different.

When your child arrives at school, they will need to go to their assigned "Classroom Zone" on the yard which they will be clear about before September 18<sup>th</sup>. Parents and guardians are strongly encouraged to leave the school yard as soon as they reasonably can – and will be required to stay on the pavement and physically distant from one another. Unfortunately, for safety reasons, parents and guardians will not be permitted to enter the school, even with the youngest children.

For the safety of all students, please notify the school if anyone other than a parent or guardian will be picking up your child or children. Without notification, students must follow the regular arrangements made for travelling home. Also for student safety, please use the back parking lot off of Highland Court, not the front area of the school.

We also ask parents or guardians to make arrangements to meet your child or children at a designated spot outside the school, on the pavement, at the end of the day. You will need to wait on the pavement for the school bell to ring and make every effort to maintain physical distance from others while you wait and while you exit school property.

If you need to take your child out during school hours for an appointment, etc., please come at least 10 minutes early to the front doors and buzz the office. The secretary or the principal will then call in to the classroom to have your child or children meet you at the office. We will not be able to have students waiting for you at the office so please make sure you arrive early and leave yourself ample time. We simply are not going to be able to

have students ready to go at a moment's notice. A reminder that parents and guardians are not allowed to enter the school except by appointment.

## Walking and Riding



Please review the basic safety rules with your children. We will be stressing safety at school and, hopefully between us, we can get the message across. All children should use the sidewalk where possible and cross in front of the school with our crossing guard. Bicycle riders are reminded that they are considered vehicles and are required by law to wear helmets and obey traffic rules. Parents are asked to make sure their children have and wear their helmets. Bikes are never to be ridden on school property during school hours. Students riding bicycles are expected to dismount at the property's edge, walk their bikes to the racks provided, and lock them there for the day. Please note that we cannot be responsible for any damage that may occur to bikes. As in the past roller blades, skateboards, ripsticks and scooters are not permitted on school property.

## Student Verification Forms

To reduce the amount of paper handling between home and school, the ICT department is in the midst of developing another portal to share Pupil Data Verification Forms and Student Acceptable Use of Technology Agreement forms with parents. More information will follow early next week regarding instructions for parents/guardians to access this portal.

## No Dogs on School Property



Please do not bring your dogs on school property at any time and especially not during the school day. The presence of visiting dogs creates several potential problems and we appreciate your consideration of student safety, not to mention the obvious hygiene issue. Even though responsible dog-owners "stoop and scoop" when walking their pets, we are still left with a significant problem of remnants that end up being lost, forgotten or left behind. Please remember that we have a lot of little people that are crawling and playing on our yard, and even when a mess has been picked up, children still end up being negatively affected. On behalf of all of our students and staff, thanks for your cooperation and understanding.

## Sun Savvy

Although the heat of summer is fading, the sun can still be dangerous for our health. Damage to eyes and skin from too much sunshine is easily prevented with the few simple steps below:

- Limit time in the sun between 10 a.m. and 4 p.m.
- Look for shaded areas or create shaded areas to do outdoor activities.
- Wear clothing to protect as much skin as possible.
- Wear a hat with a wide brim or a back flap.
- Put on UV protection sunglasses.
- Use sunscreen with SPF 15 or higher that gives protection from both UVA and UVB rays.

## School Council



### **What is School Council?**

The purpose of School Council, through the active participation of parents, is to improve student achievement and enhance the accountability of the education system to parents. School councils play a vital role in the education system in Ontario. They provide a forum through which parents and other members of the school community can contribute to improving student achievement and school performance.

“Partnering to Make Our Schools Strong”... Education is a partnership involving parents, students, teachers, principals, school boards, government and the community. By being a part of the school council team, we work together to ensure a high quality of education for our children.

### **Why be involved?**

Parents play the first and most important role in their children’s education and are key partners in building a quality education system. One purpose of the school council is to promote and support the involvement of all parents in their child / children’s learning. This involvement contributes both to the child / children’s success in school and to the quality of the school environment. Participating on a school council is a rewarding experience for all those who value the opportunity to make a difference in their child / children’s education. Membership on a school council benefits the individuals involved by providing the following personal advantages:

- being an important partner in the education system, whose views are valued;
- contributing to the shared goal of improving student achievement;
- having a vehicle through which to express opinions;
- being able to keep informed about what’s happening at the school, the board and at the provincial level of education.

### **When & Where are the School Council Meetings Held?**

School Council meets once per month in the School Library in the evening. Please check the school newsletter for specific details.

### **Who attends School Council Meetings?**

If you have a child / children enrolled at Highland Heights P.S., you are eligible to attend meetings. No experience is required! Just bring your ideas and your enthusiasm... everyone has a voice at the table.

The membership of the School Council reflects the diversity of the school community. Parents and guardians form the majority of members on the School Council.

### **What is discussed at School Council Meetings?**

“To consult” means to seek advice, to confer, to discuss or to deliberate on the views and opinions held by others. In the spirit of the regulations regarding School Councils, there are clear expectations that all partners be consulted:

- School boards and principals are to seek advice from their School Councils.
- School Councils are to seek input from the parents of their school community about matters under their consideration.

**Topics of discussion at the Council table include:**

- Current Events
- Bullying Prevention
- School Culture
- School Spirit
- Student Recognition
- EQAO Results
- Code of Conduct
- School Improvement Plan
- Literacy and Math Initiatives
- Improving Communication
- Parental Engagement Activities

**Elected Positions on School Council**

Along with parent membership, the School Council is comprised of elected positions, including Chair, Vice-Chair, Treasurer, Secretary and Regional Representative. Any parent representative may be nominated to one these positions. If you are interested in participating on School Council or would just like to attend a meeting, School Council will host its first meeting of the 2019/2020 school year on **Monday, September 28<sup>th</sup> @ 6:30 pm**. **This year, meetings will be virtual to start and you may attend via the WebEx platform by clicking on the following link: <https://kprdsb.webex.com/meet/dbeaton>. WebEx works on iPhones, Android phones, computers and tablets, so we look forward to seeing some of you virtually at the end of September!** For your information, minutes from monthly meetings can be found on the school website – <https://highlandheights.kprdsb.ca/>