



SILVER BIRCHES ELEMENTARY

65 Marshall Ave., North Bay, Ontario P1A 3L4
Tel: (705) 475-2322 Fax: (705) 474-5720

Near North District School Board
www.nearnorthschools.ca/silver-birches

Alison Herst
Principal

Kathy Larochelle
Tanya Hill
Administrative Assistants

September 7, 2022

Welcome back to those returning to Silver Birches and a special welcome to those families new to our school community. The Staff has worked hard to prepare for the school year and for many exciting new challenges for our students.

With support from our families, we strive to support each child through:

- Continued safe COVID-19 protocols in place
- clear and fair expectations for behaviour so that the focus of teaching time is on learning
- sound classroom teaching practices
- support through the resource team when needed
- promote student mental health
- lead with compassion and empathy
- ongoing monitoring and assessment
- parent support and involvement

First day of school we are sending home a folder that contains all of the start-up information needed for this school year. Enclosed in the folders you will find documents, some which need to be completed and returned to the school by **September 10th due date.**

Any contact information
notify the office



that has changed please
immediately.

Thank you and we look forward to working with you this upcoming school year.

Silver



Birches Elementary

65 Marshall Avenue
North Bay, ON
P1A 3L4

Phone: 705-475-2322

Fax: 705-474-5720

www.nearnorthschools.ca/silver-birches

Principal:

Alison Herst

alison.herstjackson@nearnorthschools.ca

Secretaries:

Kathy Larochele
Tanya Hill

kathy.larochele@nearnorthschools.ca
tanya.hill@nearnorthschools.ca

Handbook for Families

We endeavor to do all we can to reduce nut allergens in our school.

INTRODUCING OUR SCHOOL STAFF:

Our Kindergarten Team Jennifer Witmer, Darryl Barnhardt/Jennafer Dabous

Our Primary Team
Natalie Mathieu
Cassandra McCarron
Sheena Ringler
Laurie Clayton
Jodi MacFarlane
Carol Hampel (DLRT)

Our Junior Team
TBD
Kelly Jones
Shannon Falconi
Jodi MacFarlane (Resource Support)

Learning Assistance Program
Lucia Marut

Primary Developmental Disabilities Class
Courtney Lester

Math Lead Laurie Clayton
French Emily French
Resource Carol Hampel/Jodi MacFarlane
Early Literacy Carol Hampel
Prep Mrs. Dabrowski, Mme French

Educational Assistants Laurene Boileau, Christine Johnson, Tamara Brookes, Kim Ethier, Joelle Boyle, Nicole Cadieux, Lise Murphy, Elisa Germain, Cristina Moyer, Trevor Cresswell, Anne McCrank, Jennifer Lebel, and Elisa Germain

Custodians
Bob Lariviere
Bryn Attwood
Claudette Bouchard

Secretaries
Kathy Larochelle, Tanya Hill

Principal
Alison Herst

Parents/Guardians: Please note – The above organization is subject to review and revision as new students register and some leave. This may result in a restructuring of grades and classrooms. If revisions do happen then they will be shared with you as soon as possible.

School Calendar 2022-2023

September 7 th	First Day
October 11 th	Thanksgiving Holiday
November 19 th	PD Day
December 21 st	Last Day before Christmas Holidays Begin
January 5 th	School Reopens
January 28 th	P. D. Day
February 21 st	Family Day (Holiday)
March 11-18 th	March Break
April 15 – 18 th	Easter Holidays
April 29 th	P.D. Day
May 23 rd	Victoria Day (Holiday)
June 10 th	P.D. Day
June 29 th	End of School Year (No Early Dismissal)



SCHOOL TIMES AND BELLS

8:00	OFFICE OPENS
8:15	PLAYGROUND OPENS (Supervision Begins)
8:30 - 10:30	INSTRUCTIONAL BLOCK
10:30 – 11:10	NUTRITION AND RECESS
11:10- 12:40	INSTRUCTIONAL BLOCK
12:40 – 1:20	NUTRITION AND RECESS
1:20 - 2:50	INSTRUCTIONAL BLOCK
2:50	DISMISSAL
3:05	BUS SUPERVISION ENDS
4:00	OFFICE CLOSSES

ENTRY AND DISMISSAL

Important

Anyone experiencing new or worsening symptoms consistent with COVID-19 must not attend school and should seek appropriate medical attention as required, including getting tested at a COVID-19 testing centre.

Yard supervision begins at 8:15 a.m. **Students should not arrive before this time.** Children are the responsibility of their parents or caregivers until 8:15 am.

Please work together with us to ensure the safety of your children by not allowing them to arrive at school before supervision begins.

Students will enter the school using the designated door, and only enter the front doors if classes are in progress. If students are late please stop at the office to sign in or call our office. When exiting, students are asked to use the designated door unless accompanied by an adult. At the end of the school day, students are to head for home at 2:50 pm unless they are part of a supervised school activity, which has been communicated with parents.

ATTENDANCE AND PUNCTUALITY

All students must self-screen every day before attending school.

Instruction begins at 8:30 am. Please be sure that your child is at school on time. **Daily attendance is key to success in school.** Students are required to attend school regularly and on time, except in the case of illness or injury. Lengthy absences or irregular attendance will influence learning. When your child must leave the school before the regular dismissal time, please provide the teacher with a signed and dated note.

Your child's safety is our greatest concern!



Visitors to the school continue to be monitored and restricted to ensure staff and student safety as the school continues to follow all COVID-19 protocols.

Student Safe Arrival Program

705-475-2322



The first order of business in our day is to make sure that we know the whereabouts of each of our students. Parents are asked to call the school if their child will be away. If you do not reach the secretary directly, please leave a voice-mail message regarding your child's absence. Teachers take attendance first thing in the morning and after each of our two recess breaks. It is our safe school policy to call your home or your work place if we have not been notified of the absence. Absences and lates are recorded and kept on file.

Children who are too ill to go outside are too ill to be at school. Children coming to school ill are unable to function and they are a source of infection for other children. If a child is sick at school, parent or guardians will be called to make arrangements to be picked up.

Parking Lot



The safety of your child is important to us. In order to keep our students from potential danger, please observe the following when picking up or dropping off your children.

- Only buses are permitted in the bus drop off and loading area (along sidewalk). This area is "One Way" only. We ask that you do not drive in the exit as this will prove difficult for those trying to exit the area.
- **DO NOT** park in the bus area - even for only a few minutes.
- When picking up your children, please park your car first, and meet

them in the bus loading area. A staff member will be there to ensure safe departure. (Check in with the teacher before leaving with your child.

Bikes, Rollerblades, Skateboards, Scooters ...

If your child walks or rides a bike to school, be sure to review and practice a safe route. Students are to lock their bicycles along the side of the school near the front office. Students riding bicycles, skateboards, scooters, or in-line skates to school may ride them up to the school property only. *Students will lose the privilege of arriving to school in this manner if this rule is not followed.*



Bus Transportation



The same rules for behaviour apply on the bus as at school. Children are expected to obey the bus driver and sit quietly in their seats. The bus driver should not be distracted from driving by loud talk or movement on the bus. There is to be no eating or drinking on the bus. Remember that riding the school bus is a privilege and this privilege may be removed if safety rules are not followed. Students are permitted to ride only on their assigned bus. They must get on and off the bus at their assigned stops. If you wish for your child not to take the bus home after school on a given day, you must send a note or call the office and speak directly to the secretary.

Transportation Services: 705-472-8840
East Ferris Transportation: 705-752-1326

Inclement Weather Procedures

In the case of rain, outdoor recesses will be cancelled and your child will participate in indoor activities. Indoor recesses will also apply if the temperature, including the wind chill factor reaches -20C. Please ensure that your child is properly dressed for inclement weather.



In the event of severe weather conditions resulting in school closures or the cancellation of transportation, the Board will notify the local radio stations before 7:00 am. Please listen to your local radio station for this information. It is important that you keep our office up to date with any changes to childcare and phone numbers in the event of an emergency school closure.



If the school is open, but buses are cancelled, any students transported to school by parents must be picked up by parents at the end of the school day.

In the rare event of an early dismissal due to severe or worsening weather, contact with a parent or alternate must be made before students are permitted to leave the school.

Please be at your stop on time: When buses are operating it is always important to be at your stop a few minutes prior to the scheduled pick-up time. If the bus driver waits 30 seconds for each student to run to their stop, a bus run with 60 students will take 30 minutes longer to complete. Students at the end of the bus route could be exposed to very cold temperature or wind chill long enough to experience frostbite.

TRANSPORTATION DISCIPLINE REPORTING

Parents are asked to go over the accompanying policy regarding bus discipline protocol and help familiarize themselves and their children with it.

When there is an incident on the bus that contravenes the bus policy, the bus driver is required to document it on the proper form and forward it to the school office for the Principal to investigate. The following are the steps that will be followed when a student has been reported to be in breach of school bus policy:

1st Report: Parents are contacted and a copy of the report is sent home for them to sign and return to the school.

2nd Report: Parents are contacted and a copy of the report is sent home. The child's transportation privileges are suspended for up to one day.

3rd Report: Parents are contacted and a copy of the report is sent home. The child's transportation privileges are suspended for number of days depending on the severity of the infraction.

Serious Incident: Parents are contacted and a copy of the report is sent home. The student's transportation privileges are subject to permanent suspension.

Under the Education Act (section 23 (4c) of Ontario Regulation 298) the following statements will govern Board-provided transportation:

1. Bus passengers are not allowed off the bus except at their regular stops unless approved by the Principal.
2. On the bus, the bus driver is in complete charge of the passengers.
3. Infringement of the bus rules will be reported directly to the Principal or designate by the bus driver.
4. For serious violations, bus reports will be issued and the school will contact parent.
5. Continued violations could result in suspension of bus privileges.

*****PERMISSION REQUESTING THAT CHILDREN BE ALLOWED TO RIDE ON A DIFFERENT BUS THAN THEIR ASSIGNED BUS WILL NOT BE GRANTED BY THE SCHOOL. WE CANNOT ENSURE AVAILABILITY ON OTHER BUSES*****

We will require a written note or a phone call to the office from the parent/guardian notifying the school of any change in home transportation that is different from the usual transportation arrangements.

THE NEAR NORTH DISTRICT SCHOOL BOARD PERMITS SCHOOL BUS OPERATORS TO USE VIDEO CAMERS ON SCHOOL BUSES FOR THE PURPOSE OF PROMOTING PROPER BEHAVIOUR AND SAFETY OF STUDENTS



NUTRITIONAL BREAKS

Most of our students stay at school for nutritional breaks. Students who eat at school are not permitted to leave the schoolyard during these breaks. Regular supervision by school staff and noon hour supervisors is provided. If you are going to bring your child home for one of the breaks, we ask that the second break be used for that purpose.



Our lunch rules are simple:

- ✓ Remain seated.
- ✓ Talk quietly.
- ✓ Clean above and below before you go!

Healthy lunches, snacks and drinking water can improve your child's concentration at school. They help your child be the best that he or she can be. Please pack snacks that are good for the body and teeth, e.g. muffin, cheese and crackers, fresh fruit and vegetables.

PUT SOME PUNCH IN YOUR LUNCH!

SPECIAL FOOD DAYS

Pizza Days will be on to be decided.

More information on a start date and pricing for pizza will be sent home soon



We will be selling both white and chocolate milk at lunch. These will be available during the second nutrition break. There will be more information sent home soon.

MAINTAINING A HEALTHY SCHOOL

Medication



Please contact the school secretary to obtain the appropriate form if your child requires prescription, over-the-counter medication, or the use of an Epi-Pen or aerosol medication. The doctor and a parent or guardian must sign a special authorization form when a child needs to take prescribed medication while at school. These forms may be obtained at the school office to be completed before the office staff can administer medication.

Anaphylaxis

Anaphylaxis is a life-threatening allergic reaction to a specific trigger (e.g. food or insect sting). Anaphylactic shock can occur with the mere touch or smell of a specific food. In our school we have some severe allergies to peanuts, nuts, sesame and tree nuts. **We need to**



work hard to ensure that products containing peanuts, nuts, and tree nuts do not come to school so that we all do our part to keep our students safe.



Please avoid the use of perfume, and other scented products. These scents can aggravate health problems such as asthma and allergies.

Administering Emergency Medication (e.g. EPI-PEN)

The Near North District School Board's Emergency Protocol requires the collection of information from your doctor and from the parent, complete with signatures, in order to administer medication to your child in an emergency situation. If your child has a serious diagnosed allergy or medical condition that may require the administration of emergency medication, please ensure that all forms are completed and returned to the school. It is the responsibility of parents of students with severe health concerns, including those who are endangered by anaphylaxis, to provide recent medical documentation and to work with the Principal in developing a plan, which addresses the needs of the student at-risk within the school setting.

Administering Medicine

It is up to parents/guardians and/or, where appropriate, students to be responsible for administration of medication when it is required during school hours; however, when a student requires the administration of medication at Silver Birches we will ensure children get their required medication. A special authorization form must be completed and signed by the doctor and parent/guardian. These forms can be obtained from the office. **Please do not send in medication with hand written notes or without having this authorization completed.**

Please inform the school immediately if your child comes down with any of the following contagious illnesses: German measles, whooping cough, meningitis, strep throat, red measles, chicken pox, hepatitis, or scarlet fever. We are required to report any cases of the above illnesses to the Health Unit.

Pediculosis

Through regular head checks at home, parents can help us to keep from having any major outbreaks of head lice at school. Head lice and nits are usually most common after each major break away from school: following summer, Christmas and March Break..

The District School Boards in consultation with the local Health Unit have jointly initiated a policy to deal with occurrences of head lice. The policy is as follows:

If a case is verified:

- 1) The Principal is notified
- 2) The child is excluded from school until treatment is started and nits are removed.
- 3) The parent should obtain an appropriate treatment from the pharmacy.
A parent needs to consult a physician about appropriate treatment for: anyone with seizure disorders, children under 2, lice in eyebrows, eyelashes or beard, broken or infected skin/scalp, anyone who is pregnant or breastfeeding.
- 4) The parent should follow through on these recommendations quickly and effectively.
- 5) A note will go home with the class letting families know to check children's hair.

The school Code of Conduct is reviewed on a yearly basis. Input from staff and School Council will take place in September. Once it has been completed teachers will take time to review the Code of Conduct with their students and a copy will be sent home so that you may review it with your child(ren).



LOST AND FOUND

Periodically the lost and found items will be on display in the front foyer. Please ensure your child(ren) checks the LOST AND FOUND regularly to claim lost items. Smaller and more precious items can be claimed at the front office. At the end of each term, unclaimed items will be donated.

Note: Valuable items such as Gameboys, MP3 players, IPODS, cell phones, and collection cards should not be brought to school. The school will not be held responsible for lost or damaged personal items.

CLOTHING

Please be sure that shoes are practical. High heels or sandals without straps may cause a child to trip and fall. Children are encouraged to participate in active play during recesses. Each child is required to have a pair of running shoes at school for the Phys. Ed. Program. Students are not permitted to wear the following to school:

- Clothing displaying inappropriate language, violent slogans, discriminatory expressions and or drug or alcohol advertising
- Tops and bottoms that do not overlap
- Tube or halter tops
- Skirts/shorts that are above mid-thigh
- Chains attached to clothing



EMERGENCY PLANS FOR SILVER BIRCHES

The health and safety of our students and staff at Silver Birches will always be of highest concern. For this reason, staff will practice fire drill and evacuation procedures throughout the year. In the event that Silver Birches would have to be evacuated for any reason, arrangements have been made for all staff and students to be supervised safely at West Ferris Secondary School. If an alternate site is required, then Our Lady of Fatima Catholic School be used.



VISITING OUR SCHOOL

Our front entrance is locked and equipped with a security system. Parents and other visitors **MUST** request entry using the intercom system. Visitors will then be "buzzed" in and are asked to sign in at the office upon entering the school.

If you wish to meet with your child's teacher, please call ahead and set up a convenient meeting time. If you wish to meet with your child during the day, please come to the office and the school secretary will call your child to the office.

We ask parents to work with us to minimize interruptions to valuable instructional time.

For security reasons, we ask that all visitors to the school enter through the front doors. We want to keep Silver Birches a safe school and appreciate your cooperation in this matter.

How Can Parents Get Involved?

Parent involvement is important for children's learning, their attitudes about school and personal aspirations, so...

SCHOOL ADVISORY COUNCIL
Meetings will be done virtually.

Student success in school is greatly enhanced when parents are involved and informed about their child's education. We invite any interested parents to participate in our School Advisory Council. Meetings are held once a month in the evenings. All parents/guardians are welcome to attend School Council meetings. Look to our newsletters for meeting dates.

HOMWORK HELP

We know that time spent learning at home is an essential part of your child's education. When you are involved in your child's education, your child is more likely to experience success in learning. Homework is a perfect opportunity to become involved in your child's learning. A regularly scheduled reading period is the most important kind of homework for all children in their elementary years.

Make homework time family time!

Acceptable Use of the Internet and Other Technologies

The Internet or other technologies are not to be used to threaten, harass or demean another member, or members, of the school community. They are also to be used appropriately and for educational purposes. When students are using technology inappropriately, they will be subject to loss of privileges and or other disciplinary actions depending on the nature of the incident. Please review the Acceptable Use policy with your child, and ensure that your child brings back the form, signed at the beginning of the school year.

Cell Phones, Digital Cameras and Other Electronics

*The use of the Internet and text messaging for bullying and harassment is a serious problem of increasing magnitude in society. These activities, when taking place off the school site or outside school hours, normally are not a school matter, but rather community or police matters. On occasion, however, these activities can have an impact on the school and negatively affect the safety and the learning environment at the school, and thereby become school matters and issues of concern for school administrators. **The use of cell phones, digital cameras, and other such technology used by students (other than directed by staff) on school property is NOT permitted.** If they are brought on school property, they must stay in a student's backpack. If students are caught using cell phones, iPods, digital cameras or other such personal devices (not related to school use and with staff permission), they will be confiscated and either returned at the end of the day, or it may be such that a parent/guardian must come to the school to pick the device up. Please also note that the school is not responsible for lost or damaged personal electronic devices.*

Playground Safety Rules

1. Keep hands and feet to yourself
2. No running around play structures.
3. Take turns.
4. In case of an injury – **DO NOT MOVE THE PERSON.** Report to supervisor immediately.

5. No throwing sticks, stones or other objects.
6. No eating while on playground equipment.
7. Playground equipment is off limits during rainy weather or during winter months.
8. Skipping ropes, ropes or strings are not permitted on playground equipment.
9. No scarves or loose drawstrings are permitted on playground equipment.

Insure My Kids Protection Plan

At times student injuries may result in medical and dental care. We encourage you to look at the “Insure My Kids Protection Plan”. The plan is inexpensive and a comprehensive way to protect families from financial hardships sometimes faced should such an injury occur. Families have to complete the application online at www.insuremykids.com where further information is also provided.

School Trips, Sports, Clubs and Excursions

Lockers

1. Students will keep my locker in good condition.
2. Students will clean out their locker at the end of semester one, and at the end of the year the locker will be left clean or the contents will be disposed.
3. Students will keep their assigned locker and will not share lockers.
4. Lockers are the property of the school and may be searched by administration.

Sports and School Trips

- Sports and school trips will initiate again this school year. More information will be forthcoming.