

# Mutchmor Public School

Ottawa Carleton District School Board  
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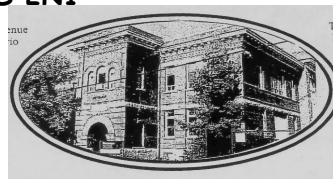
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OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

Volume 1, September 11, 2009



## Principal's Message

Welcome to the 2009-2010 school year. I would like to thank the care staff, the support staff and the teachers for their hard work to ready the school and classrooms for Opening Day; all contributed to a very smooth start to the new school year as we welcomed 330 students on September 1<sup>st</sup>.

I would like to extend a warm welcome to the many new students in JK to Grade six classes. I know all of these students will readily be accepted by teachers and peers and will quickly feel at home here at Mutchmor P.S.

We welcome new staff members, Ms. Quart (LRT – Spec. Ed.), Mme Lori (Core French), as well as, Mr. Cook (Gr. 5/6), Mrs. Farrell (LRT – Spec. Ed.) and Ms. Lynch (EA), who are replacing teachers presently on leave.

A monthly school newsletter will be posted to the school website on the second Friday of every month. If you would like to receive a paper copy, please complete the attached tear off form and return it to the office prior to Friday, October 9th. At various times throughout the year, teachers will also send home Classroom Newsletters with items that are specific to your child's class. However, as much as possible, classroom teachers are making an effort to use their class websites to disseminate information.

This year our School Council Chair is Margo Williams, who is actively seeking the assistance of a Co-Chair for the year. You can meet Margo and other members of the School Council at the Meet the Teacher Night on September 17<sup>th</sup> and at the first School Council Meeting in the Computer Lab at 7:00 p.m. on September 21st.

We remind parents and care givers that we are now on a Balanced School day schedule and that our school day begins and ends five minutes later than last year. The start and finish times, as well as, the day's schedule are included in this newsletter.

Please do not hesitate to contact your child's teacher or myself throughout the year if you have any questions or concerns.

Sherri Bonneville

## Dates to Remember

Sept 17 – Meet The Teacher  
5:30-7:30 pm.  
Plenary session at 6:00 pm in large gym

Sept 17 – Usborne Book Fair (11:30 am -8:30 pm)

Sept 21 – Dental Screening for JK, SK and Gr. 2

Sept 21 – School Council Meeting  
7:00 PM in Library

Sept 24 – Picture Day

Oct. 6 – QSP Kick-off  
Assembly at 2:45 pm

Oct. 9- P.A. Day – NO CLASSES

Oct. 12 – Thanksgiving – NO CLASSES

## **School Organization September 2009-2010**

Below you will find our tentative school organization:

### **English Program**

|                   |       |
|-------------------|-------|
| Betty Taylor      | JK    |
| Betty Taylor      | SK    |
| Rhonda Birenbaum  | 1     |
| Anne Ballard      | 1 / 2 |
| Larry Stonebridge | 2/3   |
| Dorilyn K-R.      | 3     |
| Zak Firestone     | 3/4   |
| Sean Aston        | 4     |
| Angela Ward       | 5     |
| Chris Cook        | 5/6   |
| Shaun Bourassa    | 6     |

### **Gifted Program**

|                   |     |
|-------------------|-----|
| Emily Eacrett     | 1/2 |
| Lori Sheehy       | 3   |
| Cathy Hall        | 4   |
| Kimberly Hodges   | 5   |
| Janet Zylberstein | 6   |

### **Core French/FSL**

Joanne Cameron  
Chloe Lambert  
Lori Brown

### **Special Education**

|                 |     |
|-----------------|-----|
| Peter Knight    | LST |
| Christine Quart | LRT |
| Norine Farrell  | LRT |
| Donna Pattee    | ESL |

### **Educational Assistants**

Elizabeth Campbell  
Sarah Lynch

## **Note**

**The school organization is tentative until October and is subject to possible change depending on enrolment.**

## **Office Staff**

Jean Neidy  
Kathleen Neville

## **Chief Custodian**

Vince Gobeo

## **Safety and Security**

Mutchmor provides a very safe and secure environment. I would like to review some of the safety procedures that are in place.

All outside doors are kept locked during school hours. Cameras are placed at both the Fifth Avenue and Fourth Avenue doors and you can be buzzed in at either door. You are still expected to go to the office to sign in.

## **Emergency Evacuation**

In the event of a prolonged evacuation of the school building, Mutchmor's evacuation site is Corpus Christi Catholic School across the street on Fourth Avenue.

We would hope that sufficient time would be provided for the school to notify the parents, via the school's Emergency Phone tree, prior to an evacuation. However, that may not be possible. In any event, parents will be notified following an evacuation about where and when to pick up their child(ren). Once again, accurate and up-to-date contact information is crucial in such an event.

## **Balanced School Day - September 2009**

Mutchmor Public School has adopted a Balanced School Schedule beginning for students in Grades 1-6.

The Balanced School is an organizational change within the structure of the current school day (9:15 a.m. to 3:45 p.m.\*). Instructional time is organized

into larger, uninterrupted blocks of time in order to maximize learning. Recess and nutrition breaks are reorganized into two larger blocks, instead of three (two short and one long).

This is not a new concept and is currently being implemented in a number of OCDSB schools and in many school districts throughout the province.

Research indicates there are many benefits to this type of reorganization. There is increased on-task learning time for students; fewer transitions times during the day; decreased discipline problems on the yard; fewer problems during inclement weather (both hot and cold); and additional options for extracurricular activities (2 blocks of time).

The structure of the day at Mutchmor is as follows:

9:15 - arrival\*\*

9:15- 9:25 - homeroom, attendance, announcements, opening exercises

9:25-11:25 a.m. 1<sup>st</sup> Instructional block

11:25-12:10 a.m. - Break

11:25 - 11:45 - lunch

11:45 - 12:10 - recess

12:10 - 2:10 2<sup>nd</sup> Instructional block

2:10-2:55 p.m. - Break

2:10 - 2:30 - nutrition break

2:30 - 2:55 - recess

2:55-3:35 - 3<sup>rd</sup> Instructional block.

3:35-3:45 - homeroom and dismissal.

With these few simple changes, it is estimated that 30 minutes a day of instructional time can be gained. This results in a minimum of 24 days over the school year! Should you have any questions, please direct them to the Principal.

\*The new start and finish times are due to the combining of bus routes for First Avenue, Corpus Christi and Mutchmor.

## Supervision on the yard

### \*\* Note

**Parents, Visitors and Volunteers to the school are reminded to come to the office to sign in before proceeding to a classroom/hall area before school starts or during school hours.**

The school yard is supervised from 9:00 to 9:15. Parents are asked to ensure that their children do not arrive at school before 9:00 a.m. Students who are dropped off early or who arrive before staff supervision begins will be on the yard unattended - students will not be permitted to wait in the school or office until 9:00 a.m.

Students are expected to leave the school grounds following afternoon dismissal unless they have direct adult supervision. No after school supervision is provided. Please do not assume other parents will care for your children until you arrive.

If an adult who is picking up a student is unavoidably detained, students are instructed to go to the office to wait. No parking is permitted in the bus lanes on Fourth Avenue and Fifth Avenue. Your cooperation in regards to pick up areas is very much appreciated. The safety and well being of our students is always our first consideration. **As parking for staff is at a premium, we cannot accommodate parents parking in the staff parking areas.**

**Please note, as well, that new parking restrictions are in effect for parking on the road. Ottawa Bylaws officers**

**regularly patrol the area and impose \$90.00 fines.**

Parents are asked to wait in the Primary yard to pick up their children after school. Students may only be picked up from school by their parents or by persons other than their parents **provided the school has received written notice.**

### **Nutrition Breaks and Recess**

Our first nutrition break is from 11:25 to 11:45 and our second one is from 2:10 to 2:30. We are designating the first nutrition break as 'lunch' as this is when the milk program, pizza program and Lunch Lady hot meal program will be distributed.

Some classes eat their lunch in their classrooms while some junior classes have lunch in the lunchroom which is located in the basement.

Supervised recesses are from 11:45 to 12:10 and also from 2:30 to 2:55.

Students will have this opportunity to get fresh air and exercise. Please ensure they have appropriate dress for the weather. Students will only remain inside for recesses in cases of extreme weather.

\*If your child is going home for lunch please provide a written note with instructions for them to sign out and then sign in at the office upon their return to school. If your child goes home for lunch regularly one note may be written for the year.

### **Attendance**

If your child is going to be absent please call the attendance line at 613-239-0535.

Students arriving after the 9:15 AM announcements must report to the office

for a late slip before making their way to class.

### **Administration of Medication**

The school is not able to administer prescription or non-prescription drugs without having the proper OCDSB forms filled out. This also applies to children with food allergies that require an **Epi-Pen**. We ask that the parents of these students contact the office as soon as possible.

#### **Note**

**A Doctor's Signature is required on these forms which have to be updated every year.**

To ensure a safe environment for the children who have life-threatening allergies we would like to ask that you do not send any peanut and nut products to school in lunches or snacks.

In some classrooms there are additional life-threatening allergies, you will be notified by the classroom teacher if this is the case in your child's classroom and what appropriate measures need to be taken.

Thank you, in advance, for helping us to ensure the safety of all of our students.

### **Homework**

The following is a *Guideline* for homework.

#### **Guidelines:**

Grades 1 and 2 up to 20 minutes

Grades 3 and 4 up to 40 minutes

Grade 5 and 6 up to 60 minutes

Parents play a key role in reference to homework. They are requested to support their child by providing a quiet place to work, ensuring consistency and management of time, showing interest and providing help such as clarification,

editing and listening. Regular reading to your child in their first language is shown to greatly enhance learning.

If there are times when the assigned homework cannot be completed, a written note should be provided.

### **Busing Information for 2009-2010**

We continue to work with OSTA, Ottawa Student Transportation Authority to finalize busing for our students. You can access their website at [www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca) or can reach them by phone at 613-224-8800 should you have any questions or concerns regarding busing for your child. There is a new process to follow for accessing empty seats on buses. A request form must still be completed and submitted to the school. These forms will be forwarded to OSTA who will assign the empty seats. Due to sharing of buses between First Avenue P. S., Corpus Christi School and Mutchmor P. S., there are fewer empty seats available for distribution, this year.

### **Technology Update**

Money raised by the Mutchmor Dance a thon for more technology in the classrooms has been used to purchase four mini media carts (cart, laptop computer, projector, speakers) and four ELMO document cameras. Additionally, the School Council also purchased an additional two ELMO document cameras for our two existing media carts. The goal is to have one media cart and document camera to share between two classes. This will allow classroom teachers to have access to this technology during their literacy block on a daily basis, thus allowing them to better access and enhance the curriculum through the use of technology.

We have also received delivery of a SMART board for the Computer Lab, which we are currently waiting to have installed; this will round out the technology available for instructional purposes.

### **H1N1 Influenza Update**

H1N1 is a respiratory illness that causes flu-like symptoms. Symptoms may include fever, headache, severe fatigue, lack of appetite, coughing and sore throat. If individuals experience these flu-like symptoms, have a fever over 38°C/100.4°F they are advised to limit close contact with others and to consult with their health care provider\*.

Families are reminded of several simple measures they can take to minimize the risk of being infected. These steps include:

- washing your hands well and frequently
- coughing and sneezing into your sleeve instead of your hands
- staying home when you are sick

Ottawa Public Health has initiated enhanced surveillance measures to work with the health care community. Ottawa Public Health is in close communication with local first responders, health care providers and physicians as well as other public health agency partners, including provincial and federal agencies to protect the health and well-being of all residents and visitors to Ottawa.

The OCDSB has provided hand sanitizers for all instructional areas and lunch rooms. As educators we are vigilant about reminding students about hand hygiene and coughing etiquette. Our Care Staff will also be vigilant in their cleaning and

sanitizing of common areas and objects (lunch rooms, classrooms, banisters, door knobs etc.).

As more data becomes available we will inform parents via our school website and school newsletters.

### **Mutchmor Drama Club News**

Mutchmor Drama club has begun. Meetings will be held every Thursday at last recess. Auditions for the mostly original play *Patricia* will begin in late September. Please visit the school website for more information.

### **Soccer News**

Soccer has begun at Mutchmor. The girls (Grade 3,4,5 and 6) will play every Monday and Wednesday at last recess in the field.

### **French News**

Bonjour chers parents,

Welcome to the Core French class. This year in an effort to decrease our carbon foot print, Mme Joanne and Mme Chloe will continue to use the school website instead of sending hard copies home. The website will include assignments, homework, songs, poems, plays, vocabulary, deadlines, projects and evaluations. You are encouraged to check the website weekly.

[www.mutchmorps.ocdsb.ca](http://www.mutchmorps.ocdsb.ca) .

Looking forward to meeting you at Meet the Teacher Night!

Joanne Cameron and Chloe Lambert

### **USBORNE BOOK SALE - SEPT. 17<sup>TH</sup> IN THE LIBRARY**

On September 17<sup>th</sup>, from 11:30 a.m. to 8:30 p.m., there will be an Usborne Book Sale in the library. This will coincide with the Open House to be held that evening. Profits from the sale will be used to purchase Usborne books for the library. The books are good quality, well-researched and are filled with activities for children. There will also be a draw for a free book when you enter your child's name. **Please take some time to come by to visit the library on Sept 17th.**

You can browse the full catalogue ahead of time at [www.usbornebooksathome.ca](http://www.usbornebooksathome.ca)

### **COME TO VISIT THE NEW PARENT RESOURCE LIBRARY - SEPT 17<sup>TH</sup>**

With money from a Parents Reaching Out grant and the Mutchmor School Council, over 35 books have been purchased for a new Parent Resource Library. These books will be available to see at the Open House evening. The books are part of our library collection and parents will be welcome to borrow books on topics related to children and school. Subjects include: gifted children; helping with homework and getting organized; home/school communication; games for reading and math; and others. **While you browse the Usborne Book Sale, please take a moment to view the books in the new Parent Resource Library.**

## News from School Council

Mutchmor School Council welcomes all families to the 2009-2010 school year. We will have a table outside of the library at Meet the Teacher Night and hope to be able to greet many of you at that time. We will be highlighting our programs and events and answering any questions. A limited selection of Mutchmor t-shirts, hoodies, pencil cases, lunch bags and stapleless staplers will be available.

Our first council meeting will be held on Monday, September 21st at 7pm in the computer lab. All are welcome to join us! We will be electing our 2009-2010 council members at that time. Council consists of the following members:

10-14 Parents

Principal

1 Teaching Staff

1 Non-teaching Staff

1-3 Community Members

Past Chair

The following people are nominated for the 2009-2010 Council as follows:

Co-Chair - Margo Williams

Treasurer - Judy Silvestro

Treasurer's Assistant - Carol Watson

Co-Secretary - Kristal Davis

Community Member - Margaret Back

Parent Members - Shonna Tuck, Cindy Kirk, Daood Aidroos (Past Chair)

We have many openings for new members. A co-chair or vice chair is required as well as a co-secretary (taking minutes every 2nd meeting). We also need parent members to represent Mutchmor at OCASC meetings (Ottawa Carleton Association of School Councils) and to be involved in our programs (ex.milk volunteer coordinator) and events. Please consider volunteering for council....it's a great way to meet many other parents throughout the school and to learn about what's going on within our school and the school board! Your children will benefit from your involvement.

Our milk program registration is underway. The Class Rep network is developing - more parents are needed to represent their child's class as the liaison between school council and the families. Our School Directory information request was sent out last week. Our Pizza Program coordinators will be sending out information soon regarding our popular pizza program. The QSP Reader's Digest Magazine subscription program will kick off the week before Thanksgiving. Our new "Upcoming Mutchmor Events and Volunteer Opportunities Bulletin Board at the Fifth Ave entrance will soon be up. Please e-mail Margo Williams at [margoewilliams@yahoo.ca](mailto:margoewilliams@yahoo.ca) if you need more information on any of these school council initiatives.

THIS IS OUR LAST HARD COPY NEWSLETTER! IN ORDER TO HELP DECREASE COSTS SUCH AS PHOTOCOPYING AND PAPER USAGE, ALL SUBSEQUENT MONTHLY NEWSLETTERS WILL BE POSTED TO OUR SCHOOL WEBSITE. IF YOU CONTINUE TO REQUIRE A HARD COPY, PLEASE COMPLETE THE TEAR OFF FORM BELOW AND RETURN IT TO THE OFFICE BEFORE FRIDAY, OCTOBER 9th.

\_\_\_\_\_ YES, I WANT TO CONTINUE RECEIVING A  
HARD COPY OF THE MONTHLY NEWSLETTER  
HOME WITH MY CHILD

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
TEACHER'S NAME