



Arklan CPS News

September 2023



Message from the Principal

Welcome, Wildcats!

My name is Katherine Culhane and I am delighted to have the privilege of serving the Carleton Place community as the principal of Arklan Community Public School.

Arklan is a school that takes pride in our community, staff, and students. Our team believes in the power of collaboration, and we show this through our school, community, and parent/guardian partnerships. We value the importance of providing an engaging learning environment as we support and encourage our students to prepare for successful lives.

Mrs. Nikki Desrosiers, the vice-principal, and I feel very fortunate to be serving this caring and committed community. As we move through this school year, we are looking forward to working to ensure that every child has a safe and successful year.

We welcome you to check out our [Facebook page](#) for information on what is happening at our school. I would like to wish all our staff, students, family, and community members all the best for the upcoming school year!

Meet the Arklan Staff:

Kindergarten Team:

Jane Best, Angie Flynn, Amanda Carrion, Alyssa Sadler, Sara Hudson, Melanie Duncan, Jody Trant, Tammy Reid

Primary Team:

Caitlyn Davey, Natalie Flanders, Laura Hewitt, Carley McDonell, Megan Bell, Tracy Pentz, Andrea Doherty, Braeden Brown, TBD

Junior Team:

Tracy Pentz, Andrea Doherty, Braeden Brown, Kristen Skillen, Heather Strachan, Lauren Atkinson, Lana Mitchell, Courtney Baronette, Rhys Solymar, Meredith Wood

Special Education:

Jen Hamilton, Kate Fergusson, Meredith Wood, Nikki Desrosiers

Preparation Team:

Lia Thompson, Alexa Baird, Meredith Wood, Lauren Atkinson, TBD

Educational Assistants:

Hunter Labelle, Kirsten Barber, Darryl Lake, Lada Kiryanova, Cyndy Courtland, Dakota Bell, Christine Sonnenburg, Briana Lavergne

Custodial Team:

Allan Carpenter, Shelly McGonegal, Brandon Armstrong

Administration Team:

Katie Culhane (P) & Nikki Desrosiers (VP), Office Administrator TBD, Stephanie Naraine (Office Assistant)



Student Verification Forms

Students will be bringing home “Student Verification Forms”. It is important that information on these forms is reviewed and updated. Please return ALL forms to homeroom teachers, even if there are no updates/changes.

UCDSB Safe Arrival and Dismissal

We, as educators, and you as parents/guardians, all have a duty to ensure the safety of our students. Safe Arrival procedures are a legislated requirement for elementary students in Ontario. Within the UCDSB, protocols are required to be followed in all K-6, K-8 and 7-12 schools that serve elementary students. While school departure procedures are not a legislated requirement, there is an expectation for schools to ensure an effective student departure process as well.



We recognize that it is the responsibility of principals, office staff and parents to work diligently every day to ensure the safety of our students. To this end we would like to remind parents/guardians to notify the school if:

1. your child is going to be late or absent
2. alternative arrangements have been made for your child at the end of the day, i.e. he/she is being picked up instead of taking the bus
3. your child is going to be picked up by another party.

For those students who are bused, please review STEO procedures: Remember that parents/guardians are responsible for your child’s safety and conduct prior to boarding the bus and following drop-off at a designated stop. This includes walking or driving your child to and from the bus stop. In the case of a JK-SK student, or in a special situation that has been approved by the school, STEO, and bus operator, a trusted responsible person must accompany your child to and from the bus stop. If no one meets the child at the bus stop, drivers are directed to take the child back to school or to the proper authorities. It is a parental responsibility to ensure that children arrive home safely from the bus stop.

Please leave a message via <https://myfamilyroom.ca> or the school’s telephone message system. If we are unable to contact you through the phone numbers you provide, we will attempt to phone your emergency contacts. If we are unsuccessful in reaching any contact, the board protocol is to report unknown absences to the OPP.

Late Arrival/Early Dismissal

Students arriving late to school (after 9:25 bell) should enter the school and report to the main office. Parents are asked to sign their child in with office staff and then students will proceed to class. If students need to be picked up early during the school day, parents should call to inform the school by 2:30 pm so that we can pass on the information in a timely manner. When parents arrive, they should come to the main office to sign-out their child. Students will then be called down to the main office to leave with the parent/guardian.



Administration of Medication

The Upper Canada District School Board has implemented a procedure for the administration of medication at school. If your child needs to take medication at school an “Authorization for the Administration of Medication” form must be on file at the office. If needed, we will be glad to supply additional forms.

Severe Allergies



We would like to remind you that our school has students and/or staff with various allergies. Communication from your child’s teacher will advise of specific allergies within their classroom. Therefore, we are requesting your cooperation in not sending products which contain nuts to school with your child.

Concussion Protocol

The Upper Canada District School Board recognizes concussions as a serious injury which requires appropriate follow-up measures to reduce risk of potential additional injury. Concussion awareness, prevention, identification, and management are a priority for the Board. Board Policy here. For more information, please visit ucdsb.on.ca We ask that you please notify the school if your child has suffered a concussion at any time, even outside of the school schedule.

Bus Safety

For the safety of our children, the front driveway of the school is for buses only between 8:50-9:30, and again from 3:20-4:00. Student dismissal is 3:45 PM. If you wish to pick up your child before regular dismissal time, please come to the main office to sign her/him out. Whenever possible, please notify the school at <https://myfamilyroom.ca> or call the office before 2:30 pm in order that we may pass on end-of-the day information in a timely manner.



My Family Room

My Family Room is a custom application developed specifically for the UCDSB. This is confidential data about our students and their parents and cannot be sold or shared. My Family Room provides 24/7 access to useful information related to your child. All parents and guardians with legal custody can register for a My Family Room account. The email used to register your My Family Account is used for Board Communications and is put on School and Class mailing lists.

Parents can self-register from the My Family Room login page at <https://myfamilyroom.ca>. Parents can then choose to authenticate with their preferred social media or email account – Yahoo!, Gmail, Outlook.com, Facebook or Twitter – OR they may choose to create an account using their email address as their username and set their own CUSTOM MY FAMILY ROOM password.

The My Family Room mobile app can be downloaded for free for Android devices from Google Play and the iOS app is available from the App Store. Search for My Family Room UCDSB. Parents may review and update their contact information. Parents do not have the ability to change their children's information in My Family Room. Parents must still contact the school to update demographic information. Parents may submit lates and absences for their children with My Family Room. Parents may choose how (voice, text message and email) and where they wish to receive notifications about unexplained absences, urgent issues, and bus cancellations.

By default, ALL parents MUST have at least 1 option selected for Absences AND Urgent Notifications. This is to ensure that you can be reached quickly when serious situations occur at your child's school.

To resolve any added costs from mobile carriers, parents may log into My Family Room and change contact preferences in the Profile page and choose to only receive notifications by email as there are no associated costs for email notifications.





September 2023

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---|-----------|---|--|
| | | | | 1 PD Day  |
| 4 | 5 1 st day of School | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 Fire Drill #1 School Council Meeting 5:30pm * | 20 | 21 | 22  Arklan Terry Fox Run |
| 25 Franco-Ontario Day  | 26 | 27 | 28 Open House 4:30 – 6:00pm  | 29 Lock Down Drill #1 |

Other Important Dates:

* Sept 19 – School Council Elections to take place

Sept 24: Yom Kippur Begins

Sept 30: Orange Shirt Day – National Truth and Reconciliation Day

Oct 16: School Picture Day (individual photos)

Nov 9: Photo Retake Day and Class Picture Day



**UPPER
CANADA**
DISTRICT SCHOOL BOARD

225 Central Avenue West
Brockville, Ontario K6V 5X1
613-342-0371
or 1-800-267-7131
www.ucdsb.on.ca

**ELEMENTARY SCHOOL
SCHOOL YEAR CALENDAR
2023-2024 – 5 Day Cycle**

| SEPTEMBER 2023 | | | | |
|----------------|---------|---------|---------|---------|
| M | T | W | T | F |
| | | | | 1 PA |
| 4 H | 5 1 | 6 2 | 7 3 | 8 4 |
| 11 5 | 12 1 | 13 2 | 14 3 | 15 4 |
| 18 5 | 19 1 | 20 2 | 21 3 | 22 4 |
| 25 5 | 26 1 | 27 2 | 28 3 | 29 4 |

| OCTOBER 2023 | | | | |
|--------------|---------|---------|---------|----------|
| M | T | W | T | F |
| 2 5 | 3 1 | 4 2 | 5 3 | 6 4 |
| 9 H | 10 5 | 11 1 | 12 2 | 13 3 |
| 16 4 | 17 5 | 18 1 | 19 2 | 20 3 |
| 23 4 | 24 5 | 25 1 | 26 2 | 27 PA |
| 30 3 | 31 4 | | | |

| NOVEMBER 2023 | | | | |
|---------------|---------|---------|---------|----------|
| M | T | W | T | F |
| | | 1 5 | 2 1 | 3 2 |
| 6 3 | 7 4 | 8 5 | 9 1 | 10 2 |
| 13 3 | 14 4 | 15 5 | 16 1 | 17 2 |
| 20 3 | 21 4 | 22 5 | 23 1 | 24 PA |
| 27 2 | 28 3 | 29 4 | 30 5 | |

| DECEMBER 2023 | | | | |
|---------------|---------|---------|---------|---------|
| M | T | W | T | F |
| | | | | 1 1 |
| 4 2 | 5 3 | 6 4 | 7 5 | 8 1 |
| 11 2 | 12 3 | 13 4 | 14 5 | 15 1 |
| 18 2 | 19 3 | 20 4 | 21 5 | 22 1 |
| 25 H | 26 H | 27 H | 28 H | 29 H |

| JANUARY 2024 | | | | |
|--------------|---------|---------|---------|---------|
| M | T | W | T | F |
| 1 H | 2 H | 3 H | 4 H | 5 H |
| 8 2 | 9 3 | 10 4 | 11 5 | 12 1 |
| 15 2 | 16 3 | 17 4 | 18 5 | 19 1 |
| 22 2 | 23 3 | 24 4 | 25 5 | 26 1 |
| 29 2 | 30 3 | 31 4 | | |

| FEBRUARY 2024 | | | | |
|---------------|---------|---------|---------|---------|
| M | T | W | T | F |
| | | | 1 PA | 2 5 |
| 5 1 | 6 2 | 7 3 | 8 4 | 9 5 |
| 12 1 | 13 2 | 14 3 | 15 4 | 16 5 |
| 19 H | 20 1 | 21 2 | 22 3 | 23 4 |
| 26 5 | 27 1 | 28 2 | 29 3 | |

| MARCH 2024 | | | | |
|------------|---------|---------|---------|---------|
| M | T | W | T | F |
| | | | | 1 4 |
| 4 5 | 5 1 | 6 2 | 7 3 | 8 4 |
| 11 H | 12 H | 13 H | 14 H | 15 H |
| 18 5 | 19 1 | 20 2 | 21 3 | 22 4 |
| 25 5 | 26 1 | 27 2 | 28 3 | 29 H |

| APRIL 2024 | | | | |
|------------|---------|---------|---------|----------|
| M | T | W | T | F |
| 1 H | 2 4 | 3 5 | 4 1 | 5 2 |
| 8 3 | 9 4 | 10 5 | 11 1 | 12 2 |
| 15 3 | 16 4 | 17 5 | 18 1 | 19 2 |
| 22 3 | 23 4 | 24 5 | 25 1 | 26 PA |
| 29 2 | 30 3 | | | |

| MAY 2024 | | | | |
|----------|---------|---------|---------|----------|
| M | T | W | T | F |
| | | 1 4 | 2 5 | 3 1 |
| 6 2 | 7 3 | 8 4 | 9 5 | 10 1 |
| 13 2 | 14 3 | 15 4 | 16 5 | 17 1 |
| 20 H | 21 2 | 22 3 | 23 4 | 24 5 |
| 27 1 | 28 2 | 29 3 | 30 4 | 31 PA |

| JUNE 2024 | | | | |
|-----------|---------|---------|----------|---------|
| M | T | W | T | F |
| 3 5 | 4 1 | 5 2 | 6 3 | 7 4 |
| 10 5 | 11 1 | 12 2 | 13 3 | 14 4 |
| 17 5 | 18 1 | 19 2 | 20 3 | 21 4 |
| 24 5 | 25 1 | 26 2 | 27 PA | 28 4 |

| JULY 2024 | | | | |
|-----------|----------|----------|----------|----------|
| M | T | W | T | F |
| 1 8 | 2 9 | 3 10 | 4 11 | 5 12 |
| 8 15 | 9 16 | 10 17 | 11 18 | 12 19 |
| 15 22 | 16 23 | 17 24 | 18 25 | 19 26 |
| 22 29 | 23 30 | 24 31 | | |

| AUGUST 2024 | | | | |
|-------------|----------|----------|----------|----------|
| M | T | W | T | F |
| | | | 1 1 | 2 2 |
| 5 6 | 6 7 | 7 8 | 8 9 | |
| 12 19 | 13 20 | 14 21 | 15 22 | 16 23 |
| 19 26 | 20 27 | 21 28 | 22 29 | 23 30 |

Instructional Days:

First Day of School: September 1, 2023
First Day of School for Students: September 5, 2023
Last Day of School: June 27, 2024
Last Day of School for Students: June 26, 2024

Secondary:

Sem. 1: September 1, 2023 – January 31, 2024
Sem. 2: February 1, 2024 – June 27, 2024

Examination Days:

Sem. 1: January 25, 2024 – January 31, 2024
Sem. 2: June 20, 2024 – June 26, 2024

Designated on calendar as 'E'

Winter Holiday Break:

December 25, 2023 – January 5, 2024

March Break:

March 11, 2024 – March 15, 2024

Statutory Holidays:

September 4, 2023 - Labour Day
October 9, 2023 – Thanksgiving
February 19, 2024 - Family Day
March 29, 2024 - Good Friday
April 1, 2024 - Easter Monday
May 20, 2024 - Victoria Day
Designated on calendar as 'H'

Professional Activity (PA) Days:

September 1, 2023
October 27, 2023
November 24, 2023
February 1, 2024
April 26, 2024
May 31, 2024
June 27, 2024