



Armstrong Elementary School

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Respect Self, Others, Property and Learning

September 07, 2018

OWN IT WITH KINDNESS!

Dear Students, Parents and Guardians

The staff of Armstrong Elementary School (AES) are pleased to welcome back the returning students. We extend a warm greeting to those children and their families new to our school community. A special hello goes out to our kindergarten and new students. Over the summer, the staff have been working very hard to plan for another exciting year!!

The staff set goals last spring! We are excited to continue to increase the amount of time the students will spend learning outside. Our math goals include improving basic math facts and learning critical grade level concepts in numeracy. A third goal is to increase respectful play. Both the staff and Ms. Langston are available and we welcome your input and thoughts on the operation of the school. We will all work together to make this a rewarding and successful year for your children. Our students will be experiencing many wonderful learning opportunities and we are looking forward to you being partners with us, in your child's educational journey! **Please stop by and say hello we love having visitors at our school.** Teachers welcome meeting with parents/guardians. If you wish to meet with your child's teacher, please call or write a note in the planner requesting a meeting and provide a contact number. They will get back to you as soon as possible. **Unexpected drop ins** before, during or after school can disrupt teacher planning, meetings, and student learning. If you need to drop off items for your child, please bring them to the office and they will be delivered at a break time.

Communication

School Newsletters



This will be the only paper newsletter sent home with all students from AES. It is our goal to keep strong communication lines open between home and school. We have a number of ways to keep

in touch with parents and the community. Please see the following list.

School website: www.aes.sd83.bc.ca we will keep this updated with important dates and information. You can access our newsletters from the website as well.

School Newsletters: newsletters are posted to our website. Our secretary Ms. Brown emails all parents to let you know when a newsletter has been posted. Hard copies are always available at the office for you to pick up.

Agenda Books

Agenda books are great tools for back and forth communication and letting families know about upcoming events, homework, other reminders and requests. Please write a note in your child's planner, if they will not be travelling home in their usual manner, or if they will be absent from school. You can also request the teacher to call you or to make an arrangement to meet. Please include your contact information. For private communication between the teacher and parent/guardian, please send a separate note so it remains private and your child has room left in the agenda to write classroom messages.



Family Night

We are hosting a **Family Night** on September 20th from 6:00-7:30pm. We invite you to join us for an evening of classroom visits and a potluck dessert. Yes...please bring a dessert to the gym before visiting your child's classroom. **No nut products please**, we are a nut sensitive school. After the classroom visits we will meet in the gym for dessert and a chance for our school community to meet one

another and hear a short presentation on our goals and focus for the year. More info to follow!



We Welcome To AES

We have several new staff members this year and we feel fortunate to have them as part of our team. Mr. Matt Purdon joins us and will be upstairs teaching grades three/four. Ms. Joanne Merriman joins us as our part time LRT. She will work at AES Mondays and Tuesdays. Our Numeracy Helping teacher is Mr. Doug Smith and Miss Lee will be teaming with Ms. Brianne Mooney to offer Library this year. Ms. Jenn Belec is a new CEA. Mr. Brandon Byers is our new head custodian and he works with Mr. Clint Morris. Welcome to AES! Music will continue to be held in the library three days a week and will be in the gym two mornings a week. Mrs. Tanya Normandeau and Ms. Kyla Kalf will continue as our music teachers. Classes will be taking PE outside as part of our Outdoor Learning goal! We also have students that are entering AES for the first time. We know that our school community will do it’s best to help our new AES citizens and new staff numbers feel accepted.

PAC News and Updates

PACs are crucial for developing the school culture and we appreciate the support this hard working parent group provide. The next meeting is Sept. 12 at 6:00 pm in the library. Please join us!

School District Permission Forms

Please see the attached letter for very important information regarding our Parent Connect program and a number of forms that need to be reviewed and authorized on line. Paper copies of these forms are available at the office.



Fees School activity fees allow our students to have agendas and attend cultural performances. If possible, we would prefer payment by cash or cheque (post dated cheques are accepted).

Type of fee	Amount	Acquisition details
Agenda books	\$7.00	Provided for each child
Cultural Performances	\$6.00	Covers three to four performances per year.
Kindergarten Fees	\$23.00	Covers special occasion treats, nutritious snacks and supports the cooking program.

This fee schedule is on Pg. 6 of the AES Handbook, inside your child’s planner. **New Kindergarten**

parents: Please note the agenda & Cultural Performances are included in the \$23.00.

During the year, we will be collecting for busing on field trips and other special events. If you are unable to pay your school fees, please contact our principal Ms. Langston.



The Way We Do Things at AES

We would encourage all students to have inside shoes to keep our school clean and tidy. Although students like to wear skate board shoes, these do not provide the necessary support for physical activities. Please purchase non marking athletic running shoes. Please leave Heelies at home they mark up our floors. On rainy or muddy days, please remove your outside shoes at the door and carry them to your room, as you enter through any of our doors. Please dress for the weather as we go outside through most weather conditions. We request that rollerblades, scooters, bikes and skateboards need to be walked or carried on school property. This is to ensure the safety of all students at our school. Supervision is provided before and after school for the safety of your children. Supervision begins at **7:45 am and ends at 2:20 pm**. Although our supervision begins early, we encourage students to arrive as close to the bell time as possible.



School Dress Code

- ✓ Wear your hats outside
- ✓ All undergarments need to be covered
- ✓ Shorts need to be modest and respectful
- ✓ No Beach wear
- ✓ Tummies and chests covered
- ✓ No flip flops or Crocs for PE
- ✓ No inappropriate words or advertisements



Busing

Students require a note (we have the yellow notices in the office) from their parents to ride a bus other than their regular bus. These notes are given to the bus driver who may grant permission to ride the bus if there is adequate seating. Arrangements must be made the night before as our school phone is for emergency only. Thank you!



Booster Seats

It is a requirement that all students under the age of nine must be in a booster seat which is designed for the vehicle. Students riding the buses do not require booster seats.



Allergies and Medication

Just a reminder, that AES is a peanut and nut sensitive school. Ensure the food items you send to school are peanut and nut free. If you forget we will send a reminder through the planner. Thank you!!

Should your child have a severe allergy, let the office staff and your child's teacher know immediately. Please ensure that you pick up a **Request for Administration of Medication** form which needs to be completed and signed by the parent. An epi-pen or other medication needs to be provided to the school and a **Request for Medical Alert Planning Form** needs to be completed by your child's physician and signed by you. (Please see Ms. Langston if this poses a problem for your family) These forms need to be updated annually so if you have filled out these forms in the past, please complete new forms for this school year. Both of these forms are available at the office.

It is a school district policy that all children with medical concerns wear a medical bracelet. The health unit will provide them free of charge if cost is an issue. In addition, all students requiring an epi-pen will have the epi-pen on their person to ensure a quick response in our vast playground. We appreciate your cooperation with these safety matters.



Head Lice Each year we ask parents to check their child's hair on a regular basis for head lice. September and January are often times when there is an increased incidence of these pests. If you are willing to help with routine checks in the school, please call and leave your name and number with Debbie, our school secretary. Thank-you.

Food Programs at AES

The Fruit and Veggie Program will be offered again this year. The first fruit delivery will be soon. If you do not want your child to participate in this program please advise the school in writing. In

addition, if your child has allergies please advise the school so we can accommodate your child's needs.

The Breakfast Program: will start this week. A huge thank you to Kate Melvin for volunteering to organize this popular program this year! Thanks to Askews, Tim Hortons, and Suputo for their food donations. **We believe that having breakfast helps students to be better learners and AES is committed to providing healthy foods that meet our District's "healthy foods in school" guidelines.** Breakfast club volunteers are needed this year. If you would like to volunteer and are available between 7:20 am and 8:10 please contact Kate at katemelvin8@gmail.com for more information.

Thank you to the Glad Tiding's Church for their support of our lunch program.



One to One Reading

We will be looking for One to One reading volunteers. If you would like to donate 1 ½ hours a week to read with students, please call our office, training is provided.

Volunteers

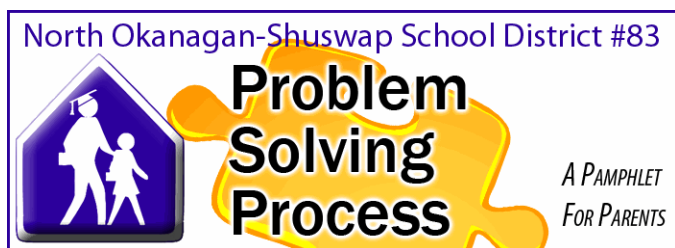
The school district is requiring that all volunteers that could potentially be alone with a student complete a criminal record check. They are free in Armstrong. The school will require a copy. If you plan to be a parent driver this year, please complete this task asap. Thank you for your cooperation. Safety is our top priority!



Cultural Performances and

Assemblies

As always, younger members of our school community are welcome to attend special performances at our school with their parents. However, we do ask that children remain seated and do not behave in a distracting manner during performances. Thank-you for your cooperation.



We Believe...

Students...

- Have the right to a safe environment and quality education.
- Have the responsibility to try and solve their own problems when possible and be good school citizens.

Parents...

- Have the right to take part in their child's education and talk with the teacher.
- Have the responsibility to talk to the teacher directly and model socially acceptable behaviour.

Teachers...

- Have the right to use professional judgement and be treated with proper protocol.
- Have the responsibility to teach in a professional manner and model socially acceptable behaviour.

Support Staff...

- Have the right to use district procedures and be treated with proper protocol.
- Have the responsibility to work in a professional manner and model socially acceptable behaviour.

Administrators...

- Have the right to use professional judgement and be treated with proper protocol.
- Have the responsibility to administer in a professional manner and model socially acceptable behaviour.
- Provide leadership, in consultation with staff and community, which reflects the expectations of parents and the school community and that is consistent with district and provincial guidelines.

All of us...

- Have the right to be respected, be heard and be informed.
- Have the responsibility to treat each other fairly and with respect and to act on our own behalf.

Steps to follow when you have a concern...

- When you advocate on behalf of your child the way you express your concerns has an effect on the outcome.
- Do your best to control your emotions, be reasonable and respectful. The less defensive people act, the easier it is for them to listen to your concerns. You can provide information that will help professionals make a decision that meets the needs of your child.
- Consider the views of others. You may not agree, but by listening you will understand where they are "coming from" and where a solution might be found. When both sides are heard, it is easier to work together to find solutions.

- Document your information. It is easy to get confused or forget. Jot down notes, record the dates of meetings, phone calls, etc. Keep copies of everything you send and receive.
- Commit to resolution. Ensure you are working to solve the problem. Be honest with yourself and others. Plan how the problem will be solved. Think of the effect your suggested plan will have. Act in good faith; assume the best of others. Be both flexible and open-minded. Another plan might work or be even better.
- Stay involved. Confirm action plans and arrange for follow up. Help to define reasonable deadlines for each goal and ensure you and your child are part of the resolution's evaluation. If one solution is not working, try another. Plans must be workable.

Q. I have a concern. What should I do?

A. Act as soon as possible, do not let the problem get out of hand or remain unresolved. Listen carefully to what your child is saying. If you are uncomfortable seek advocacy. Try to understand all viewpoints on the issue. Do your best to look at the issue logically, leaving your emotions out of the picture for the time being. Determine clearly in your mind what the issue is. Establish what the facts are and what information may be missing. Begin to form questions. Request a meeting with the person directly involved at a mutually convenient time.

Q. Where do I start if I have a concern or problem?

A. Always start with the person directly involved. For example, if the problem is in the classroom a face-to-face meeting between teacher, support staff, parent and student may be the best approach. Most problems will be successfully solved at this level. (For further information refer to School District Regulation 9052: Process for Resolution of Concerns available at the school, the district board office, or on-line at www.sd83.bc.ca)

Q. Where do I go next?

A. If your concerns are not addressed at this level, contact the individual's immediate supervisor. The vice-principal or principal will make every attempt to solve the problem at the school level and can help you contact appropriate people as necessary.

Q. What if my problem cannot be solved at the school level?

A. You may wish to speak to a Director of Instruction of the school district. If you are not satisfied, referral to the superintendent may be necessary.

Q. Where would I go from here?

A. You have the option of writing a letter to the school board or asking to make a formal presentation at a board meeting. The result of this appeal will be given to you in writing. (For further information refer to School District Regulation 9052: Process for Resolution of Concerns available at the school, the district board office or on-line at www.sd83.bc.ca)

Q. Would it be appropriate to ask the PAC for help?

A. Perhaps. If concerns are of a general nature (not confidential issues) it may be brought up at a PAC meeting for discussion. However, if the issue is of a personal or personnel nature then it must be dealt with in private.

Q. Could I contact the Ombudsman?

A. Yes, however, the Ombudsman can only look at whether a fair process was followed by all parties, and if not, their action is restricted to recommendations only.

Important Dates:

Sept. 12	PAC meeting 6:00 in Library
Sept. 17	Curriculum Day, students do not attend
Sept. 18	First Full Day for Kindergarten
Sept 20	Open House 6:00-7:30
Sept. 21	Terry Fox Run
Sept. 28	Orange Shirt Day
Sept 28	September Celebration Assembly
Oct. 2	Student Photo Day
Oct. 5	Professional Development Day, students do not attend
Oct. 8	Thanksgiving
Oct. 9	Kindergarten Registration/French Immerersion/Outdoor Learning Registration opens for 2019