


# October Newsletter



Newsletter #1

October 2011

<p>Inside you will find:</p> <ul style="list-style-type: none"><li>Staff List</li><li>Operational Information</li><li>Communication Tools</li><li>School Safety</li><li>Events This Month</li><li>Health Information</li><li>We Need You</li><li>School Advisory Council News</li><li>Important Dates for the Year</li></ul> <p>And much, much, more...</p>	<p><b><i>A New School Year full of Bucket Filling...</i></b></p> <p>It is with excitement that we look toward to this new school year and the many things that we are planning for our school community. The students are so wonderful and the parents are so supportive.</p> <p>Help us to always be able to fill each other`s buckets as we go through this year. Our major theme is Respect with the three main components being: <b>RESPECT YOURSELF, RESPECT OTHERS, RESPECT OUR ENVIRONMENT.</b> This year let`s all work together to make the 2011-12 school year our best yet. Please feel free to contact the school at any time if you have any concerns or questions regarding school programming.</p> 
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Dear Parents and Guardians;  
It is with great enthusiasm that we welcome everyone to the 2011-2012 school year. I especially welcome new families and students to the Swan Hills School community. This year we have a few new staff members, as well as a few others who

will be joining us throughout the upcoming year. I am confident that as we spend our first few months together it will be comforting to realize what a very special community we have at Swan Hills School.

This year we will be embarking upon a bucket-filling theme. We commenced the year with the entire school reading together the book, "How full is your bucket?" by Tom Rath and Mary Reckmeyer. In it a boy learns that all people, including children, teenagers, adults, grandparents and even pets, carry an invisible bucket in which we keep our good thoughts and feelings. When our buckets are full, we are happy; when they are empty, we are sad. It's important to know that when we fill someone else`s bucket, we fill our own and when we "dip" in someone else`s bucket, we dip in our own bucket, too.

This book encourages positive behaviour as the students see how easy and rewarding it is to express kindness, appreciation and love on a daily basis. We will use the bucket-filling concept throughout the year and will expand on the concept through a connection to our continued examination of the Seven Habits of Highly Effective People. The first three habits focus on ourselves and our own character, the next three habits concentrate on how we relate with others and the last habit ensures that we remain balanced in our approach to life.

As you can see, we have a wonderful year ahead of us. We look forward to working with you and your children to make this a happy and joy-filled year for us all.

Bryan Richardson – Principal

Kim Hooey – Associate Principal

## MEET OUR STAFF

### **STAFF LIST 2011 - 2012**

Mr. Bryan Richardson	Principal
Mrs. Kim Hooey	Associate Principal
Mrs. Irene Crozier	Business Manager
Miss Natasha Leger	Admin Assistant
Ms. Jillian Chisholm	Pre-School Teacher
Miss Shanna Stockwell	Kindergarten Teacher
Mrs. Colleen Smart	PUF Program Assistant
Mrs. Evelyn Christensen	Grade 1 Teacher
Ms. Shelley Weaver	Grade 2 Teacher AM
Miss Shelley Witwer	Grade 3 Teacher
Ms. Julia Fife	Grade 4/5 Teacher
Mrs. Jessica Bourque	Grade 5/6 Teacher
Mr. Ben Maklowich	Music Teacher/Grade 2 PM
Ms. Crystal Cochran	Grade 7 Teacher
Mrs. Pauline Payne	Grade 8 Teacher
Mr. Scott Bourque	Grade 9 Teacher/Athletic Director
Mr. Ian Glynn	Grade 12
Mrs. Lisa Pearson	Teacher
Mrs. Cindy Kilpatrick	Librarian
Mrs. Roxanne Schmidt	Instructional Support
Mrs. Joan Hosking	Speech Language/Occupational Therapy Rehabilitation Assistant
Mrs. Dawna Stuart	Bus Driver
Mrs. Lynn Johnson	Program Assistant
Mrs. Jackie Acorn	Program Assistant
Mrs. Alicia Dyck	Program Assistant
Mrs. Anessa Lucas	Program Assistant
Mr. Kevin Bishop	Head Custodian
Mr. Larry Tiedemann	Light Duty Custodian

### **Mental Health Team**

Mrs. Sheila Gardiner	Coordinator
Mrs. Ria Young	Counselor
Ms. Trina Bohn	Family Liaison Coordinator
Mrs. Susan Ulloyt	Therapist

## OPERATIONAL INFORMATION

### IMPORTANT DATES FOR OCTOBER

Parent Teacher Interviews	October 4 <sup>th</sup> and 5 <sup>th</sup>
Picture Day	October 6 <sup>th</sup>
Day in Lieu – No School	October 7 <sup>th</sup>
School Council Meeting	October 19 <sup>th</sup> at 7:00 p.m.
Alternate Day-No School	October 21
Halloween Howler	October 28 <sup>th</sup> and 29 <sup>th</sup>

### SCHOOL HOURS FOR 2011 – 2012

As supervision of students begins at 8:30, please do not send your children to school too early. During inclement weather, students will be permitted to wait inside the entrances as of 8:30 a.m.

### BUSSING

Ms. Stuart would like to thank parents for phoning or giving her notes regarding changes to their child's regular bus schedule. This helps her a lot when she knows not to expect a child at their pick up location in the morning. As the after school programs get underway, such as swim club and after school sports, if your child will be attending these programs and will not be riding the bus home, please send in a note stating the days of the week that she should not expect to have your child on after school. Also, if a parent or someone else is picking up your child please let the bus driver or office secretary know which will prevent us from searching for your child when they do appear at the bus. Remind your child that in the event that they miss the bus, they are to go back in the school and inform staff in the office who will then phone home, they are never to walk.



This year our bus is at full capacity which means we are sitting 3 students to a seat, please help us to fit better by eliminating unnecessary items from backpacks. Many students can barely get down the aisle with the big packs let alone fit in a seat with 2 others and their packs. Thank you so much for your future cooperation. BEEP! BEEP!

### STUDENT SCHOOL FEES

The school fee structure was created by Pembina Hills Regional Division to provide students with the opportunity of renting text-books instead of having to purchase them. Your child should have received an invoice itemizing their fees. All invoices were sent home with your child the week of September 6th. If you have not received an invoice please contact the school and another invoice can be provided.



Your child can drop their school fees at the school office (cheques made payable to Pembina Hills Regional Division No. 7). Schools fees are due October 15, 2010. After this time school fees are sent to PHRD Regional Office and parents and guardians will be invoiced monthly. If you would like to set up a monthly payment plan, please stop by the office and make arrangement with Mrs. Crozier in the office. Please be advised that your child's involvement in extra-curricular activities may be affected if you have not contacted the school regarding your outstanding fees.

### ATTENDANCE AND PUNCTUATION

Punctuality and regular school attendance are **important** factors that positively affect student achievement. We are fortunate to have such a great education system in our province and country. According to the Alberta School Act (13.1), it is compulsory that students between the ages of 6-16 attend school. If students are going to be late, absent from school, or must leave early for an appointment, please contact the school before classes begin. The safety of our students is a vital concern to all of us; therefore, we will call home should a child be absent, unless the office has been notified. All students arriving late must sign **in** personally or if leaving early must sign **out** at the office. For elementary students we request they be signed out **by a parent or guardian**. Being late for school can significantly affect your child's education. Encourage your child to be here and standing in line before the 8:40 bell.



Office hours are from 8:00 a.m. – 4:00 p.m. Our answering machine will pick up your message after these hours. To report an absence call 780-333.4471.

### **FIELD TRIP ATTENDANCE**

Field trips are a vital part of your child's learning experience as they expand student awareness, build background knowledge and social skills. From time to time you may be asked to pay extra monies for certain trips that the school participates in (e.g. mountain skiing). A **signed** permission slip is mandatory in order to attend a field trip. Returning the signed permission slip as soon as the notice comes home is a good habit to ensure that it is not forgotten as phone calls or verbal consent cannot be accepted.

### **WEATHER PROTOCOL**

Students enjoy meeting with classmates before school begins and it is important that your child be a part of the morning routine of lining up and greeted at the door. We ask that you not send your child to school too early as supervision starts at 8:30. Children should not be left unsupervised before this time. We cannot be held responsible for the children who are left unattended.

On most days students will wait outside and line up at their assigned doors to be let in by their classroom teacher. However, on days with severe cold temperature or heavy rain, students may come into the entrance areas and remain there until the bell rings (behavior permitting). The staff on supervision will let the students know if the weather warrants this.

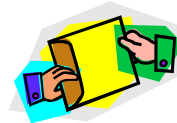
Indoor recess will be held when the temperature, including wind chill, is  $-26^{\circ}\text{C}$  or below as reported by Environment Canada. Please remember students must be **dressed** for the weather

## COMMUNICATION TOOLS

### **SCHOOL NEWSLETTER**

The School Newsletter will be sent home with the youngest or only child of each family on the last instructional day of each month. It includes a monthly calendar which gives you a quick glance at upcoming school events scheduled for each month. The newsletter will also contain important information from our community partners. If you do not receive, or require a second a newsletter, please call the secretary, Miss. Leger, and one will be sent to you. As well, please return the parent signature portion of the newsletter to enroll your child in a draw for a free hot lunch with an administrator or teacher of their choice. We encourage your feedback and would love to hear from you in our comment section.

Our school newsletter is also published on the school's website at the beginning of each month. Please visit us at [www.swanhillsschool.ca](http://www.swanhillsschool.ca).



### **PROTOCOL FOR PARENT CONCERNS**

#### **FIRST CONTACT PRINCIPLE**

In partnership with school, home and community, we encourage sincere and honest communication in order to provide the best learning environment for all of our students. Any concerns or questions regarding your child's education, safety or personal well being need to be addressed following the "principle of first contact". This means that the person(s) who have the concern, have a responsibility to begin addressing the concern directly with those persons with whom they have the concern before taking their concern elsewhere". We strive to be a very open and approachable school community and welcome your comments, compliments and feedback, provided that it is **addressed first to the parties involved**.

If resolution is not found then please involve school administration who will help facilitate a solution.

## SCHOOL SAFETY

We strive to make Swan Hills School a safe and welcoming place for students, staff and visitors. In order to do this, we have procedures and protocols in place to ensure that we are prepared for any situation. The following are some of the safety measures in place at our school:

- The **focus on building a positive school climate** in which all members of the community care for the welfare of its members is established through our school-wide bucket-filling theme. In this way our students are aware of and held accountable for the way they feel, think and act towards others. Students are taught school expectations, core values and positive behaviour characteristics as tools to help them be successful. A discipline cycle is established in order to address issues which threaten the happiness, safety and personal growth of our students. The **School Behaviour Plan** which describes the school's discipline cycle is reviewed with our students in class and at Division and whole school assemblies frequently to support your child knowing what is expected of them.
- A **Crisis Management Plan** is developed which provides guidelines to staff on how to proceed in different emergency situations.
- Staff meet weekly to address safety concerns at the school and to ensure they are addressed in a forthwith and ready manner.
- Regular **fire drill and lockdown procedures** are practiced as it is important for students to feel confident when responding appropriately in emergency situations. In the event of an evacuation, the students and staff would relocate to the Town Office and you will be notified.
- All **outside doors, except the front, are kept locked** at all times. Students need to go to the washroom before exiting for recess. During recess students must ask a supervisor for re-entry into the school.
- The **school responds appropriately and proactively** if there is any suspicious activity in our community. At times the school may lock the front entrance as a precaution. There is a school entrance bell on the west side of the entrance doors if you should arrive when the door is locked. Due to our natural environment, the school may occasionally cancel recesses (hold indoor recess) or go into a lockdown, should a concern about a predatory animal in the area be raised.
- We have a **parking lot and bus lane school mandate**. Our school parking lot is very small and can only accommodate parking for our staff. As it is not a driveway for dropping off your child, it is vital that you choose safety over convenience and do not drive in to the parking lot to drop off or pick up your child(ren), even for a minute. As well, we ask that you keep our front area (defined by yellow paint on the curb) bus lane clear at all times. As well, at 11:55am, our Kindergarten program dismisses. As a forewarning, parents have been ticketed in the past, for being in the bus lane or speeding in the school zone.
- We have **student safety patrollers** who ensure that our crosswalk is safe for our students. These student patrollers brave the cold and the wet weather to keep our children safe as they cross the street. Please be an active role model and respect their endeavors and authority by using the crosswalk.
- In order to be fully aware of who is in our building, we ask **all visitors to the school to report to the office** when they first arrive in the school.
- Staff members are assigned to **supervise** our students during recesses and lunch. As well during eating time, responsible grade six students are trained to **monitor** students as they eat lunch in their classrooms. We also use junior and senior high monitors from time to time. Monitors assist students as needed, ensure that students eat lunch in an orderly manner and ensure that they are safe. Students and monitors are expected to follow the lunch time rules. Alternate arrangements may be required for those students who make poor choices as it is a privilege to eat lunch at school, not a right.
- Students are **protected from losing personal items** through a protocol for personal property. We discourage our elementary students (K-6) from bringing any cell phones, personal music players, electronic games, or personal video viewers to school. If they do we ask that they be turned off, placed in the student's locker or brought to the office to be safely stored during instructional hours.
- If you need to contact your child during instructional hours, please call the main office at (780) 333.3333 and leave a message. This will ensure that your child can be contacted promptly.
- We ask that money and other **valuables be kept at home**. If any valuable is found on the school premises they are to be turned in to the secretary or classroom teacher. Students should never leave money and valuables on

or in their desks, in coat pockets or backpacks. The school cannot be held responsible for damage or loss of money or items that should not have been brought to the school in the first place.

- However, there may be times during the year when students must bring money to school (field trips, fundraising, hot lunch, etc.). Please send the money in a separate envelope marked clearly with your child's name, grade, and the reason for the money. This will help it get to the teacher safely.



As you can see the safety of our students and their property is a vital priority at Swan Hills School. If you have any questions or concerns please call us as we are open to suggestions.

## EVENTS THIS MONTH

### **JUNIOR AND SENIOR HIGH AWARDS NIGHT**

Wednesday, September 28<sup>th</sup> at 7:00 p.m. we held our annual **Junior and Senior High Awards Night**. The purpose of this event was fourfold: to acknowledge the academic work of our students, to acknowledge the physical attributes and fine attitudes of our athletes in the school, to recognize leadership within the school and community, and to reward outstanding students for their various contributions to the school.

This event included numerous awards recognizing both academic and athletic excellence. Thank you to all those who were able to make it and congratulations to the award winners – very well deserved!!

### **PROFESSIONAL DEVELOPMENT DAY**

On Friday, September 23<sup>rd</sup>, all of Swan Hills School staff were engaged in professional development as they analyzed the data from last year's achievement tests. We analyzed our Provincial Achievement Test data and made recommendations for the school's 3 year educational plan. Our focus will continue to be on "reading" however, we have shifted from a narrow focus on reading comprehension to one in the area of critical inquiry. To this end we will be challenging our students to think and respond with deeper and more meaningful answers to questions and problems presented in class.

### **TERRY FOX RUN**

Congratulations to those who participated and raised money for the annual Terry Fox Run that was held on September 28<sup>th</sup>, 2011. The students were successful in raising \$2,869.78 for cancer research. The Grade one class is being applauded for raising \$859.00, along with the Grade three class who raised \$653.00 and the Grade two class with \$607.50. A Big Congratulations to the top fundraiser, Brooke Hale in Grade one-Great Job!! A special thanks to Mr. Bourque for coordinating another successful event!



### **STUDENT LUNCHES**

The following are a couple of important reminders regarding your child's lunch and snacks.

- Pack healthy snacks and lunches on a daily basis.
- Pack silverware/plastic utensils, if needed. These will not be supplied from the staffroom.
- There are limited microwaves available for student use.
- We are a "peanut and nut" free school. Please do not send any items made from nuts to the school at any time as we have students with severe allergies.

## **KEEPING HEALTHY**

The leaves will be starting to turn color soon, the temperatures will be cooling and we will lose minutes of daylight as each day passes. As we transition into fall, it is important to remember a few things in order to keep as healthy as possible:

- Cool weather may mean more illnesses as we spend more time indoors.
- Hand washing is the single most important preventative strategy to stay healthy.
- Getting an annual influenza immunization works!
- Ensure your child practices proper “sneezing etiquette”:
  - Tissues readily available to catch sneezes and coughs.
  - Sneezes and coughs can be caught in your sleeve when you don’t have tissues.
  - Wash hands with running warm water with soap for at least 30 seconds
  - Use waterless hand sanitizer when you can’t wash your hands.
- Students who are not well should stay at home especially if they have a temperature. Children who need to stay indoors during recess usually benefit more from a day at home to rest as sleep is an often neglected aspect of healing.

## **HAVE SOME SPOOKY FUN!**

Parents and community members are invited to "Scare Up a Story" with classes from Kindergarten to Grade 9 during the last week of October. Have some fun with the students and show them that everybody loves a great story. Please contact Mrs. Kilpatrick if you might be interested in reading to a class.



## **CONTRIBUTING TO OUR SCHOOL COMMUNITY**

### **VOLUNTEERS**

The staff of Swan Hills School invites parents/guardians to share their gifts and talents with the school community. There are many ways that you can contribute to your child’s education. You can help with the library, hot lunch, field trips, book fairs, preparing classroom materials, reading, etc. We are always in search of people willing to lend a hand. Please contact the office or your child’s teacher if you can be of service.

### **SCHOOL COUNCIL**

A School Council Is:

- A group of parents, teachers, principals, staff and community representative(s) who work together to promote the well being and effectiveness of the school community and thereby enhance student learning.
- A means to facilitate collaboration among all education partners in the local school.
- A way to help school based decision-making.
- A voice. It is your opportunity to get first-hand knowledge of what is going on in the school and a way to share your ideas and talents with the school community.

Please consider joining the School Council. The meetings are once a month for about one and a half hours. Think of it as your contribution to the school community, a chance to meet new people and a night out. Refreshments are served! The next meeting is on October 19<sup>th</sup> at 7 PM.. We are in desperate need of room representatives and parents for our school council to continue to operate in an effective and efficient manner. Come out and support your child today by joining the Swan Hills School Parent Council.



## IMPORTANT DATES AT SWAN HILLS SCHOOL FOR 2011-2012

Please be advised that events listed in the bulletin & on the calendar are subject to change without notice.

Thanksgiving Holiday – No School	October 10
School Council Meeting	October 19 at 7:00
Grade 6 Legislature Field Trip	Nov 3
Remembrance Day Celebration	November 9
School Based PD Day– No School	November 10
Remembrance Day – No School	November 11
PD Day – No School	December 1 and 2
Christmas Break– No School	December 26 – January 6
Random Acts of Kindness Week	February 12 -18
Family Day– No School	February 20
Teachers’ Convention	February 9 and 10
PD Day – No School	March 2
Day In Lieu – No School	March 16
Spring Break – No School	March 23 – April 2
Good Friday– No School	April 6
Easter Monday – No School	April 9
PD Day – No School	April 20
Gr. 3 Provincial Achievement L.A. Part A	May 15
Gr. 6 Provincial Achievement L.A. Part A	May 16
Victoria Day- No School	May 21
Gr. 3 Provincial Achievement L.A. Part B	June 12
Gr. 6 Provincial Achievement Social	June 14
Gr. 3 Provincial Achievement Math	June 14
Gr. 6 Provincial Achievement L.A. Part B	June 15
Gr. 6 Provincial Achievement Math	June 18
Gr. 6 Provincial Achievement Science	June 19
Gr. 6 Camp	June 19-20
National Aboriginal Day	June 21
Report Cards Home	June 28
Last Day of School	June 28
Non-Instructional Day– No School	June 29

**PLEASE HAVE YOUR CHILD RETURN THIS PORTION OF THE NEWSLETTER  
TO HIS OR HER HOMEROOM TEACHER**

[  ] Yes, I have received and read the October Newsletter.

\_\_\_\_\_  
Name of Student(s)

\_\_\_\_\_  
Parent/Guardian Signature

Comments: \_\_\_\_\_  
\_\_\_\_\_