

THE EAGLE

CONNECTING PASADENA ELEMENTARY WITH THE HOME & COMMUNITY

Our New Website

A new school year brings a brand new website where you can find loads of information about your child's school and all the important information you'll need to know throughout the year. Please bookmark

www.pasadena.k12.nf.ca and check back often for updates, highlights and special events.

Follow us on Twitter



For quick updates on what's happening you can also follow us on Twitter @pasadenaelem



It's nice to meet you

Welcome back to the 2015-16 school year. I am really looking forward to getting to know you and working with you and your family. The old saying goes "it takes a village to raise a child". Together, I hope that we can provide for the most rewarding, successful and enjoyable education experience for our children.



Let me introduce myself. I have been a teacher for 25 years and an administrator for 9 years now. I've worked in all settings K-12 and now I'm eager to work with and learn from the Pasadena school community. Feel free to drop by and say hello. My door is always open to you and I'm only ever a phone call away.

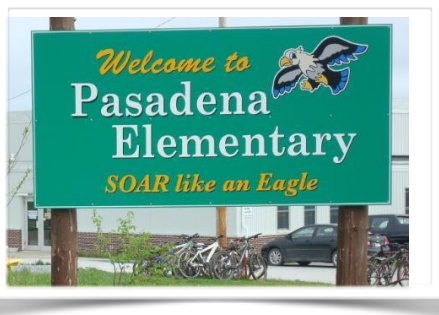
Finally, allow me to introduce *The Eagle*, the weekly newsletter. Through this media, we hope to keep you informed and connected with all the little *eagles* here at the school. If you have any suggestions for *The Eagle*, please let us know. Now let's get started...!

Norma Park, Principal

New Staff

You will remember most of the staff here at Pasadena Elementary but a few of us have found a new home. In addition to a new principal, Michelle Byrne joins us as an IRT; Kimberly Pelley is our new Grade 5 teacher; and Greg LeBoubon is replacing Carla Brake. Our new Assistant Principal will be appointed shortly.





Week One Reminders

- Chartwells cafeteria service begins on Monday
- Breakfast Program begins on Monday at 8:05
- Please **return all forms** (see p. 4) to your child's home room teacher by Friday.

NEW: We Can Text You

If you'd like to have occasional quick text messages sent to your mobile phone from us (reminders, announcements, etc.), you must opt in to that service. Since your carrier may apply a fee for incoming texts, we cannot automatically add you to our texting list. Simply text the word JOIN to 56360 from the mobile device(s) to which you want the texts sent. That mobile number must be on file with us. Be sure to include it on your **Automated Calling System Information Form**.

2015 - 2016 Staff

Kindergarten – M. Cornick	D. Fever - K-6 Phys Ed
Gr 1 - Y. Coles	D. Hoven - K-6 Music, Gr 6 LArts
Gr 1 - K. Dollemont	Instructional Resource Teachers - J. Taylor, H. Reeves, M. Byrne
Gr 2 - P. McNeil	Guidance - S. Greene-Cornick
Gr 2 - V. Quinton	Vice Principal –
Gr 3 - A. LaVallee	Principal – N. Park
Gr 3 - J. McWhirter	Secretary - M. Francis
Gr 4 - G. LeBoubon for C. Brake	Student Assistants – D. McLeod, J. Ellsworth, J. White
Gr 4 - K. Hamlyn	Custodians/Bus Drivers - R. Hartley & D. Locke
Gr 5 - T. McLeod	Cafeteria - C. Mugford
Gr 5 - K. Pelley	
Gr.6 - D. Fever (Math & Homeroom)	
Gr 6 - B. Leslie (Grs 4-6 Fr)	

Student Agenda

The agenda outlines our school calendar and contains information regarding expectations, procedures, and policies, and is a valuable organizational tool for students to record homework, projects, assignments, test schedules, etc. It is also an excellent way to establish regular communication between parents and teachers. Please check your child's agenda daily. It will help keep you informed, and it will show your child that school is important and that you are interested. The student agenda is used by all children from Grade 1 to 6.

Curriculum Night

We have scheduled Curriculum Night for Thursday, September 17 at 7:00 pm. This is a very important meeting and all parents are strongly encouraged to attend as it will give you to meet your child's teacher and other new staff. Information about curriculum outcomes, assessment measures, teacher expectations, etc. will be presented.

Bussing

Our school has four colour-coded bus routes (blue, red, green and yellow). Any student who lives at least 1.6 kms or more from the school, within the catchment area, is allowed to ride the bus. Students' assigned bus route and stop is based on their home address and each child is only allowed to use one bus route. Students who live within 1.6 kms, but would like to ride the bus, or who wish to use a different route and stop instead of their assigned route (perhaps to go to a sitter) must apply for a *Courtesy Seat*. One cannot assume there is space on a different bus. Until you are notified that your *Courtesy Seat Request* was approved, your child(ren) must ride the bus route designated for your civic address. We hope to have all *Courtesy Requests* processed by the end of this week. *Courtesy Seat Request Forms* were sent home in June, are available on our new website and at the school. Please remind your child that when they get off the bus, they should be going directly home or to the sitter. If students go to a friend's house without anyone's knowledge, this leads to the school and parents/sitter having to search for them.

The Eagle is environmentally friendly

After this issue of *The Eagle*, we hope to be able to go paperless as much as possible. We will be sending out this and other communications electronically. Please ensure you provide us with the email address to which you would like us to send out newsletters and other information. All editions of *The Eagle* will be also posted to our website.

Classroom Supply List

A list of supplies your child will need for this year was sent home in June and also attached to last week's email. If your child needs another copy, please have them request one from their teacher.

Daily Schedule

This year's time schedule is as follows:

- 08:05 Doors open/Breakfast Club begins
- 08:30 Homeroom & Morning classes begin
- 10:00 Recess break (15 mins)
- 11:40 Kindergarten bus depart/Lunch break begins (40 mins)
- 12:20 Homeroom & Afternoon classes begin
- 02:25 Afternoon session ends (All grades K - 6)
- 02:35 Buses depart

Cafeteria Service

The school cafeteria will begin operation on Monday, September 14th. Students will need to bring recess and lunch snacks from home until kitchen service begins. Again this year, our cafeteria service will be provided by Chartwells. Ms. Cheryl Mugford will be running our cafeteria. As in the past, copies of our weekly menu will be sent home each Friday. It can also be found on our website. Parents/guardians are asked to return the order form on the day you wish to purchase recess or lunch along with the payment to your child's homeroom teacher. In the event your child is absent from school or leaves school prior to lunch, you will not be refunded your money unless you cancel the order by 9:30.

Student Information Forms

Included with this letter are 4 forms. Please complete the forms for your child(ren) and return them to your child's homeroom teacher by Friday, September 11. The information on these forms is extremely important for accurate records and for your child's health and safety:

1. **Automated Calling System Information form**

- We use the automated calling system in the event of an unexpected school wide cancellation or closure. It is our way to ensure that you know when school is cancelled, to check on unexplained absences when a child is not in school, or to ensure children are not sent home to a locked or empty house. We also use it to send home all emails and electronic notices. New this year: we can also text your mobile phone with brief reminders and/or announcements.

2. **Student Information form** – If a child is sick or injured, etc., we always try to contact the parents, so please ensure that your emergency contact information on this form includes people other than yourselves, such as a sitter, other family members or friends who we can contact in the unlikely event that we cannot get in touch with you. If you indicate on the information form that your child has a severe medical condition or a life threatening allergy that necessitates an epi-pen, please ensure you request and complete a medical form (if we have not already provided you with one). These forms need to be updated yearly. If you indicate that there is a custody or limited access issue with your child, please ensure we have the necessary court documents, or we cannot enforce these guidelines.

3. **Consent form** - This form covers most special events throughout the year, however we will still send home information to parents when we are planning activities that involve travel or after school hours as we have done in the past.

4. **Acceptable Internet/Computer Use Agreement form** – This form outlines the expected protocol for students' use of the school's computers and mobile devices and for accessing the internet.

Student Absences

If your child is absent, please call to leave a message so we know where they are, otherwise we have to call home looking for them. We don't want an incident to arise where you think they are in school and we think they are at home, when in actual fact they are in neither place. If your child is leaving early, please sign them out so we know you have taken them.

School Cancellations & Early Closures

In the event that school is cancelled or we have to close early due to weather conditions, electrical or water problems etc., you will receive a call and/or a text via our Automated Calling System. If possible, it will also be announced on local radio stations. When the automated system calls you announcing a closure, please only call the school if it is urgent (ie: your child usually walks or rides the bus but will be picked up, your child will be picked up by someone not on your emergency information form, or there is no one home where they would normally go after school and they need to know where to go). Please discuss with your child(ren) who their emergency contacts are and alternate places to go (home, sitter, friend's home etc.) if no one is home where they usually go, so they are comfortable with the alternate arrangements. When there is an early closure, it is often imperative that we move the students out in a timely manner. This becomes very difficult if every parent needs to contact the school.

Dismissal Procedures

As parents/guardians, you be indicating on your child's information form whether they travel on the bus or not. If you indicate that your child rides on the bus, you also indicate which bus and which stop. This is how we will send your child home. We will not make any changes unless we have a written note from a parent/guardian, or in

case of an emergency, a phone call. This phone call must be made by 2:00 to avoid last minute changes and confusion. While it is important to let your child know that there is a change before leaving for school in the morning, we will not make the change unless we hear directly from you. Also, please remember that we cannot allow other parents or caregivers to pick up your child unless you have informed us. Often friends and neighbours are being helpful by offering, but we cannot release your child to them without your permission. If you are picking up your child(ren), please come into the school to get them. We do not let students out into the parking lot unattended.

Picking Up Your Child

When you are picking up your child at noon hour or after school, please park your vehicle and come into the school and wait for them by the main office. Students will not be permitted to leave the building unaccompanied. Teachers will ensure your child comes to the office area. If your child does not know that you will be picking them up, the office will contact the classroom and let the teacher know. If parents need to speak to the teacher when they are picking up their child, we ask you to please wait until after he/she has dismissed the class.

Breakfast Club

Our Breakfast Club is tentatively set to start on Monday, September 14th. It takes place each morning from 8:05 - 8:20. All students are welcome! Olga Myles is currently our coordinator but we are looking for someone to help her. Her duties include monitoring, purchasing and restocking the food and supplies on a regular basis, and acting as a liaison with each of the volunteer church groups. Olga also organizes the Tuesday morning servers (used to be done by the Salvation Army church). Please call the school or

Olga (686-5246) as soon as possible if you are able to help.

Additionally, new volunteer servers are always needed and welcomed from 7:45 - 8:30 any morning. Please contact the school or your church to join a team.

Allergy Alert

Pasadena Elementary is a scent sensitive and peanut aware school. As such, we ask all persons entering the school to refrain from wearing colognes, perfumes and scented hair and body sprays. **It is also very important that no codfish, scallops or nuts and nut products (ie: peanuts, peanut butter, almonds, cashews, coconut, hazel nuts, macadamia nuts, pecans, pitashios, walnuts – just to name a few) be brought into school or to school functions.** Several of our children have severe, life threatening nut allergies, and we all need to do our best to avoid the serious health threats that nuts present to those students.

Student Safety in the Building

Children should not be dropped at school before 8:05 because supervision will not be provided before that time. Doors remain locked until the first bus arrives at 8:05, at which time teachers are scheduled to supervise students.

Students accompanying parents volunteering in the Breakfast Club may be in the building prior to 8:05; however they must stay with their parents in the gym, not in classrooms, hallway or kitchen. Students are not allowed to handle/serve food nor to take out gym equipment. At the 8:05 bell, the children of volunteers must go to their classroom or sit at tables with the rest of the students. (Please note: Breakfast Club Volunteers should use the main entrance.)

For the safety of our children, it is important that we know who is in the building at all times.

Anyone entering our school, for any reason, must use the main entrance and check in at the office. All parents, volunteers, and visitors will need to sign in and get a “pass” in order to be allowed to proceed beyond the office area. This policy is in place not to deter people from coming into our building, but rather to protect all the children in our care.

Parking Lot Safety

The safety of our students around the school is of paramount importance. Parents are asked to use extreme caution when driving a vehicle on school property.

► All vehicles entering and exiting school property must use the Forest Road entry. The school access road from Adam Crescent is for buses only.

► The playground must be kept free of vehicles all day. Never drive your vehicle around the building. Students are out for various reasons at different times of day and we want them to be safe.

► Parents dropping off their children are asked to drive around the parking lot following the arrows, and stop by the corner of the building near the main entrance. Students can get out of the vehicle and enter the building via the main entrance. Parents should not park or leave their vehicle in the drop off zone.

► Parents are encouraged to allow their child to enter the building unaccompanied; however, if you need to walk your child to the door, accompany your child into the building, or you are coming in the building to pick up your child, to visit, or to volunteer, you must park in the parking lot. Do not park in the parking lot anywhere beside the field, even if you are only "popping in for a minute", as this is a no parking zone and is

for emergency vehicles only. Please respect the "no parking" signs that are posted.

► Never leave your empty vehicle running in the parking lot.

Rule Reminders

1. Students are not permitted to bring any toys or electronic devices from home. This includes iPads, tablets, cell phones, cameras, electronic games, toys, gadgets, MP3 players, etc. These items will be confiscated and only returned to the students when the appropriate form is signed by the parents and returned to the school or a parent comes to retrieve them.

2. Birthday invitations are not to be passed out in school. We requested in the past that invitations only be passed out in school when the whole class was invited. (This was done to avoid the upset and hurt feelings that we have to deal with in the school when children are left out.) Unfortunately, too many times, this request was not followed, so as a result, no invitations are to be brought to school.

Celebrating Success

We like to acknowledge our students' successes, both in and out of school. Please contact the school and let us know of any accomplishments your child outside of school, so that we can celebrate these successes along with them! The best way to do this is to email us at our email address: PasadenaElem@nlesd.ca

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