

# THE EAGLE

CONNECTING PASADENA ELEMENTARY TO OUR HOMES & COMMUNITY



## Save The Date!



- Curriculum Night **Sept. 6**
- Terry Fox Walk **Sept. 28**
- Walk to Breakfast **Oct. 5**
- Thanksgiving Assembly **Oct. 5**
- Thanksgiving Holiday **Oct. 8**
- School Pictures **Oct. 17**
- School Closures: Teacher Professional Learning
  - **Oct. 18**
  - **Oct. 19**
  - **Nov. 1**

## Our School Website



[pes.nlesd.ca](http://pes.nlesd.ca) always has reminders, updates and news from community partners. Check back often.

## Follow us on Twitter



For quick updates on what's happening in our school and community, follow us on Twitter **@pasadenaelem**

If you'd like to let us know about a child-centered and inclusive event, tag us and we'll retweet you!

## We Can Text You



To receive SMS notifications, text the word **JOIN to 56360** from the mobile device(s) to which you want the texts sent.

## Welcome Back

Welcome back to the 2018-19 school year. I am really looking forward to continuing to work with your family and to getting to know our Kindergarten families in particular. 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. As returning families will know, this is our first edition of *The Eagle*, our weekly newsletter. Through this media, we hope to keep you informed and connected with all the little eagles here at the school. Over the past couple of years, the weekly editions of *The Eagle* have grown into quite a publication. Some weeks, there has been so much news from outside the school, that some of our important events and messages have gotten lost in the shuffle. Therefore, this year *The Eagle* will focus solely on the news, announcements, events and accomplishments of our students and staff, the school District and the Department of Education. We hope you can appreciate our effort to keep our weekly publication focussed on Pasadena Elementary!



## Allergy Alert

Pasadena Elementary is a scent sensitive and allergy aware school. As such, we ask all persons entering the school to note that we have staff and students who are highly sensitive to strong scents as well as some who have life-threatening allergies to nuts, fish, and eggs. We no longer have a student with a banana allergy. Please keep this in mind when sending along your child's lunch.

Pasadena Elementary is a SCENT SENSITIVE and ALLERGY AWARE SCHOOL.  
We have students who are allergic to scents and to nuts, fish, eggs, kiwi, apples, apricots and pears..

***New Staff***

You will remember most of the staff here at Pasadena Elementary but a few of us have found a new home. We have a new Kindergarten teacher, Ms. Natasha Head and a new Grade 6 teacher, Ms. Jessica Bromley. Ms. Deborah Hoven returns as our Music Teacher and Ms. Pamela McNeil returns from leave to teach Kindergarten. We also have a new student assistant this year, Ms. Joy Dalley. Welcome to the Pasadena Elementary team!

***2018 - 2019 Staff***

Kindergarten – P. McNeil  
 Kindergarten - K. Dollemont  
 Kindergarten - N. Head  
 Gr 1 - Y. Coles  
 Gr 1- D. Baines  
 Gr 2 - V. Quinton  
 Gr 2-3 - J. McWhirter  
 Gr 3 - A. LaVallee  
 Gr 4 - K. Hamlyn  
 Gr 4 – C. Brake  
 Gr 5 - B. Leslie  
 Gr 5 - T. Reid  
 Gr 6 - T. LaVallee  
 Gr 6 - J. Bromley

D. Fever - K-6 Phys Ed  
 D. Hoven- K-6 Music  
 I RT's - J. Taylor, H. Reeves, E. Park  
 Guidance - S. Greene-Cornick  
 Vice Principal – T. LaVallee  
 Principal – N. Park  
 Secretary - M. Francis  
 Student Assistants – D. McLeod, J. Dalley, TBA  
 Custodians/Bus Drivers - R. Hartley & R. Gough

***Student Agenda***

The agenda, used by all children from Grade 1 to 6, 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.

***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.

Every fall, we get a number of requests for students to travel on a bus other than the bus assigned to them by their civic address. We recognize the need for these requests and will work with you to accommodate your family's situation as best we can. It is worth noting that

we have always been able to approve such requests given ample time into the first week of school to get a true picture of our bus ridership. So please bear with us.

As we work through the many, many requests we receive to have a child travel on a different bus, we ask you to remember:

1. Each child is assigned to **ONE** bus route only. They will then use the same bus route every morning and afterschool, every day, unless their parents live at 2 separate civic addresses.
2. If you wish to have your child travel on a different bus for child care purposes, you must apply for a Courtesy Bus seat. **IF THERE IS SPACE ON THE REQUESTED BUS**, your application will likely be approved. Please note, however, our busses are quite full and a **ONLY A LIMITED NUMBER OF COURTESY SEATS ARE AVAILABLE ON EACH BUS**.
3. Courtesy Bus requests are approved on a first come, first serve basis.
4. Courtesy Bus requests expire at the end of each school year. You must re-apply for a Courtesy Bus seat every year as our ridership changes with new enrolment from year to year. Because your child availed of a Courtesy Seat last year **DOES NOT AUTOMATICALLY MEAN THE REQUEST IS RENEWED** in subsequent years.
5. Until a parent receives **WRITTEN PRINCIPAL'S APPROVAL** of the Courtesy Seat Application Form (available under Student Transportation on our website), the student must travel on their designated bus as was indicated to each family in June.
6. Recognizing the urgency of these requests for some families, every effort will be made to process all Courtesy Requests by the end of the first week of school. Until that time, parents must arrange for the circumstance where their child is going home on their assigned bus to their home address at the end of the day.
7. If you are new to Pasadena and are unsure of your child's bus route, please call the school.
8. Approval of a Courtesy Seat on another route effectively removes that child from the originally assigned route. In other words, a child **cannot come to school on one route and go home on another**. Nor can they use one route some days and another route some days. **Our routes are so full that as soon as you apply for a Courtesy Seat on another route, that original seat is assigned to another student.**

Please remind your child that when they get off the bus, they should be going directly home or to the sitter and not to a friend's house without anyone's knowledge.

### ***Curriculum Night***

We have scheduled Curriculum Night for Thursday, September 6 at 6:30 pm. All parents / guardians are strongly encouraged to attend as it will give you an opportunity to meet you child's teacher and oter new staff. Information about curriculum outcomes, assessment measures, teacher expectations, etc. will be presented.

### ***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.

***TWITTER***

After this issue of *The Eagle*, we will use Twitter extensively to communicate about school and classroom events. Please ensure you follow us @pasadenaelem as well as your child's teacher. Each teacher has been asked to set up their own class Twitter account so you can see and hear all about the events of their school days. Be sure to follow your child's teacher. They will let you know their Twitter handle tomorrow night!

***Classroom Supply List***

A list of supplies your child will need for this year was sent home in June and are also available on our website.

***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 Lunch break begins (40 mins)

12:20 Homeroom & Afternoon classes begin

02:25 Afternoon session ends

02:35 Buses depart

***Cafeteria Service***

The school cafeteria will begin operation on Monday, September 17th. 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. Heather Bennett will not be running our cafeteria this year. A new employee will be hired. A copy of the Chartwells menu will be provided to you once their employee is in place.

Parents/guardians are asked to write your child's order on a slip of paper and enclose the correct amount of money for the order in a baggie. Online ordering will also be available. 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 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.

### ***Student Information Forms***

Enclosed in this welcome package are four very important forms. Please complete the forms for your child(ren) and return them to your child's homeroom teacher by Friday. 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. We can also text your mobile phone with brief reminders and/or announcements.
2. **Student Information form** – This form is generated from PowerSchool and indicates the information we currently have on file for your child. Please review the front and back of this information form carefully. If there are no changes, please just send the form back as is. If there is information to update or add, please indicate it in the right column. 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). 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.

### ***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 back to 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***

In a letter sent to you in June, we notified you of whether or not your child was eligible for bussing and if so, which route. Unless you have been granted a Courtesy Seat, 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.

### ***Picking Up Your Child***

When you are picking up your child at lunchtime 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 wish to speak to the teacher, we ask that you give the teachers the courtesy of calling ahead of time and making an appointment instead of just hoping to speak with them when you are picking up your child.

### ***Electronic Devices***

Unless specifically requested by the teacher, 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.

### ***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.

### ***Birthday Invitations***

Birthday invitations may be passed out in school only if a) the invitations are submitted to the office for review by the administration and b) if there is an invitation for every child in the class and/or grade.

This is a policy that we updated a couple of years ago after many years of not permitting invitations at all to avoid the upset and hurt feelings when children are left out. Most parents were quite happy with the change and followed the guidelines; a few did not. We will only be able to continue distributing invitations if the aforementioned guidelines, which are meant to ensure every child feels included, are followed.

### ***Breakfast Program Volunteers Needed***

A nutritious breakfast enables children to benefit from improved health, learning and behaviour. Due to a variety of reasons, breakfast at home is sometimes minimal or skipped. This is why school nutritious breakfast club programs are so important.

Our breakfast program serves between 60-100 children each school day; it is open to all of our students. The success of this program is completely reliant upon dependable support from volunteers like you. We are currently recruiting for the school year. Duties include:

- preparing and serving breakfast as per established daily menu (ex: toast, cereal, fruit, cheese, juice & milk)
- creating a welcoming and supportive environment for children
- tidying venue after use
- chart items running low so organizing volunteers can stock as required
- laying out bread to defrost for following day

Volunteer time required is approximately 1.5 – 2 hours (from 7:15am-8:45am) and volunteer commitments range anywhere from one morning per month to one morning per week or more; it is up to you.

If you have a couple of morning hours to spare and are interested in supporting this worthwhile program, we need you! Please contact Karen Greene at (709)640-3796 or email [kvsaunder@hotmail.com](mailto:kvsaunder@hotmail.com) or Patti Simmons at (709)660-0927 or email [pattisimmons@outlook.com](mailto:pattisimmons@outlook.com) for more information.