



 <p>THIS IS AN IMPORTANT NOTICE. PLEASE HAVE IT TRANSLATED</p> <p>这是重要通知，请找人翻译。 這是重要通知，請找人翻譯。</p>	<p>Ceci est un avis important. Veuillez vous le faire traduire.</p> <p>Dies ist wichtige Nachricht Bitte lassen Sie sich die folgenden Seiten übersetzen</p> <p>これは重要なお知らせです。 どなたかに翻訳してもらいましょう。</p> <p>중요한 공지사항입니다. 이 내용을 번역해 주십시오.</p>	<p>Este aviso es muy importante. Pida que alguien se lo traduzca.</p> <p>Ito ay mahalagang patalastas. Mangyaring ipasalin ito sa inyong wika.</p> <p>بخواہید این اطلاعیه را برای شما ترجمہ کد. این اطلاعیه مهمی است. لطفاً از کسی</p> <p>Đây là thông báo quan trọng. Xin nhờ người phiên dịch.</p>
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NORGATE XWEMELCH'STN COMMUNITY ELEMENTARY

Ph: 604.903.3680
Fax: 604.903.3681

Website: <https://www.sd44.ca/school/norgate/>
Email: norgate@sd44.ca

Norgate Xwemélch'stn Information for the 2023-24 School Year

We hope everyone enjoyed a fun-filled and relaxing summer break and look forward to welcoming students for the new school year on Tuesday, September 5.

First Day Procedures

Tuesday will be a partial day; students in Grades 1-7 will attend from **8:50-10:50 a.m.** Kindergarten will not be in session on Tuesday; Kindergarten will have a gradual entry and a schedule will be sent to you. Given the shortened day, **we will not be hosting Breakfast Club on Tuesday**, and students do not need to bring a lunch. A snack is optional, and a reusable water bottle is recommended.

Before school, students should line up outside on the school grounds on the south side of the school (playground/courts) with their class from last school year. During the first day, students will reconnect with their classmates and teachers from last year (with some exceptions due to staffing changes).

Students in Grades 1-7 who are new to the school are invited to meet in the school library, go on a school tour, then we will help them join the other students at their grade levels.

Students will be dismissed at **10:50a.m.** We have a staff meeting at 11:00a.m., so it is very much appreciated if you pick up your child on time.

Wednesday, Sept. 6

Kindergarten gradual entry begins; please follow the schedule provided.

Students in Grades 1-7 should arrive shortly before the first bell is 8:45a.m. and will line up outside with their last year's class as they did on Tuesday. Staff members will be outside to greet students and help with where to line up. We will help the students transition to their new classes partway into the morning. Please ensure your child has with them the [required school supplies](#), a reusable water bottle labeled with their name, and snacks/lunch. Also, please help them dress appropriately for the

weather and active play. For younger children, it is recommended to send with them some extra clothes that can be left at school in case they need to change during the day.

Transportation To/From School

As often as possible, we encourage families and staff members to walk or wheel (cycle, scooter, skateboard, or rollerblade) to/from school. Please be sure to wear a helmet if you wheel to/from school, and ensure you are easily visible for drivers with reflectors, lights, and/or bright clothing. Pedestrians should use sidewalks wherever possible; otherwise stay to the side of the road, ideally facing traffic. We ask that walkers and wheelers do not go through the staff parking lots to ensure your and our staff members' safety.

If you live too far away to walk or wheel and must drive your child to/from school, please abide by posted speed limits and by-law signage. For all drop-offs/pick-ups, please note that because **it is a no-stop, idle-free zone, there is NO PARKING ON SOWDEN STREET** is, so we ask that you use Redwood Street instead of Sowden Street.

Instructional Schedule

Entrance bell	8:45
First instructional period	8:50-10:20
Recess break	10:20-10:40
Second instructional period	10:40-12:10
Lunch break (eat lunch 12:10-12:30; play 12:30-12:55)	12:10-12:55
Third instructional period	12:59-3:00
<i>Every Wednesday, we dismiss at 2:15!</i>	

School Calendar

Key dates such as professional development days and statutory holidays as well as school events are posted to the school website calendar. We will add events to this calendar during the school year, so recommend that you subscribe to it for easy access. To subscribe, go to the school's website, scroll down on the Homepage to below the School Calendar, click View Calendar then click Subscribe. Class-specific events may not be listed on the school calendar, so please contact your child's classroom teacher(s) if you have questions pertaining to class events.

Supervision

Staff members do not provide supervision outside on the playground before or after school, unless they are providing extra-curricular lessons/practices. Therefore, if arriving earlier than 8:40, or staying after school, please ensure your children are supervised for their safety. During recess and lunch breaks, students will be supervised by Education Assistants, our Supervision Aide, and Administrators. If they are hurt or need help to resolve a conflict/problem, students should immediately seek assistance from the nearest adult.

Reporting Student Absences

In order to provide safety for the students, we ask that parents/guardians log absences using the [SafeArrival system](#). If a child does not arrive at school for the morning or afternoon and we do not have prior notification of their absence:

1. You will receive an automated phone call letting you know that your child is absent.
2. If you do not pick the call up, the system will automatically try again.

Please assist us with accounting for our students' safety by:

- Using SafeArrival
- If you do not have a cell phone or other means to log an absence on SafeArrival, please call the school (604-903-3680 - 24 hours) to notify us of your child's absence.
 - State your child's name, their teacher's name or division, and a brief explanation for his/her absence when you call.
- Let us know if your personal or emergency contact phone numbers change

Students who arrive late must sign-in at the office. If leaving early, a parent/guardian/approved contact must sign students out at the office.

Students Leaving the School During the Day:

We do not allow students to leave school grounds during the day (inclusive of recess and lunch breaks) for any reason, aside from teacher-arranged field trips, unless we have received prior written notification or written consent from a parent that includes:

1. The reason the child will be leaving the school
2. The date(s) and time(s) the student will be out of the school during the day
3. The name of the adult who is responsible for the child's supervision, or who is picking him/her up and returning him/her to school (if returning the same day)

Please have your child provide the above information to the office and notify the classroom teacher that the child will be leaving the school. **We ask that the adult who is responsible for pick-up and supervision of the child reports to the office to sign the child out before leaving the school.**

Food Programs

To help students be well-fed so that they're able to focus and learn at school, we are able to provide healthy food by way of:

Breakfast Club

Students who would benefit from a healthy breakfast to start their day are welcome to come into the Eagles' Nest at 8:15-8:35 for breakfast. There will be a set menu of breakfast items that includes cereal, yogurt, fresh fruit, toast, as well as one additional daily offering. Special orders cannot be accommodated.

If you are dropping your child off for breakfast, please either park on Redwood Street and walk your child on the sidewalk (not through the parking lot) to the outside door near the circle of benches, or drive into the staff parking lot, drop your child off and exit the parking lot onto Sowden Street – look to your left for oncoming traffic before exiting the lot. Please do not park in the lot if accompanying your child for breakfast.

Food Access Program

Daily, staff members will prepare bowls/trays of healthy snacks that will be available in classrooms and in the office. If you do not wish to have your child partake in snacks, please ensure they are aware of this, as we cannot guarantee they won't take snacks. Also, inform their classroom teacher so that they can provide reminders as necessary.

If students are still hungry, we are able to provide them a sandwich. Because the intention is to provide healthy food access, choices will be limited to what we have prepared.

Backpack Buddies

If your child would benefit from having some easy-to-prepare food items during the weekend, you can sign them up for the [Backpack Buddies](#) program. Backpack Buddies will provide weekly a bag of foods that are easy for a child to open, prepare, and enjoy. If you enrol your child in this program, you will need to come to the school office to pick up the bag of food. This is to reduce the number of bags that did not make it home last school year – many were left in classrooms and/or on school grounds. We are also very mindful of ensuring students and their families do not feel any sense of shame or stigma related to receiving food assistance. To this end, we will be very discreet when bags are picked up at the office.

Lunch

We encourage and support healthy eating at school. Students need to use basic table manners, stay seated while eating, clean up after themselves, and move safely in the classroom and through the halls when going outside after eating their lunch.

Litter/Waste

We are aiming to reduce the amount of litter on our grounds as well as minimize waste. As much as possible we encourage the use of re-usable containers and minimal packaging.

Technology

Students always have the opportunity to call family using the office phone or personal device in the office. All personal electronic devices must be on silent mode and left in backpacks during the school day; *This includes during recess and lunch breaks*. Some teachers allow students to use personal devices in classrooms provided the student asks the teacher/staff member before use, and the device is being used for educational purposes under direct supervision. Before using technology at school, students must have on file an "Acceptable Use of Technology Agreement".

Valuables

Students who choose to bring to school valuables (cellphones, tablets, laptops, Pokemon cards, Bakugon, sports equipment, etc.) run the risk of these items getting damaged or going missing. The School District cannot accept any responsibility or liability for damaged, lost, or stolen items brought to school by students. We encourage students to keep at home personal items that are precious to them that are not necessary for their learning.

Daily Outdoor Play

Even when the weather is inclement, we will aim to have students go outside for outdoor play. We encourage students to dress appropriately for the weather – having rain gear and a warm jacket as well as a hat would be ideal. Having a spare set of clothes at school is also recommended, in case clothes get wet or dirty. Being able to change will help students have a comfortable rest of their day!

Health Awareness

Prior to coming to school, and daily moving forward, we respectfully request that everyone practice health awareness and observe the following personal practices:

- check for symptoms of illness and stay home if sick – this is particularly important in an elementary setting given children’s tendency to need reminders to practice other health awareness measures
- wearing a mask or face covering is a personal choice
- wash hands often throughout the day and before/after eating as well as after using restrooms
- practice respiratory etiquette by coughing/sneezing into your sleeve
- respect personal space
- do not share items that come into contact with the mouth (e.g., food, drinks, utensils, etc.)

School Forms

You should already have received an email from the school district regarding school forms. If you did not receive this email, please check your junk folder as the email contains links/access information unique to your child. If you did not receive/cannot find the email, please contact the school office so that we can provide you the information you need to access the forms. There are three forms that need to be completed online: Impromptu Walking Field Trip Informed Consent, Personal Information Consent, and Student Acceptable Use of Technology Agreement. We are really hopeful that all families will complete these forms as soon as possible. The Walking Field Trip consent form allows teachers to take classes offsite to engage in experiential learning – whether along McKay Creek, or to the waterfront, to local parks, and so forth. The Personal Information Consent makes it possible for us to take photos/videos of your child to share with you – whether through teacher communications or in our newsletters. The Student Use of Technology Agreement must be completed before your child can use any computers/devices at school (even their own).

We will also send home some additional hard copy forms that need to be completed:

- Student Information Verification form
- Emergency Contact Information and Emergency Release forms
- Squamish Language Permission (Indigenous students only)

Thank you in advance for making time to complete these forms as many of them are safety related!

International Baccalaureate Authorization

The staff will continue to develop our International Baccalaureate (IB) Programme of Inquiry, and we will welcome representatives from the IB Organization to our school this year for our School Authorization visit. If successful through this visit, we will become an authorized IB World School offering the IB Primary Years Programme (PYP). Please see our school website for [further information about the IB PYP](#). On the website you’ll also find we’ve updated our [School Plan](#).

Code of Conduct

Our school Code of Conduct serves to support all students’ sense of belonging and well-being. We aim to help students develop a strong sense of self and deep appreciation for family, community, the and the land. *Earning Our Drum* helps us maintain a safe and positive learning community and

provides every child and adult with ways to include an Indigenous Worldview as a way of perceiving the peoples' role in the world and a way of interacting with each other. Developing understanding of how our actions impact others and events is at the heart of our Code of Conduct ~ *Every member of our school community helps us collectively earn a positive school community and learning experience.* While positive actions in isolation are helpful, true strength, belonging and safety as a learning community come from collective efforts. Only together, we can Earn Our Drum!

At Norgate Xwemélch'stn we aim to treat each other with compassion, to do our best, and to be our best as a learning community.

We know that learning is holistic by nature, and we must nurture children's gifts, provide them guidance and support to overcome challenges, and understand and help them when they have struggles. By valuing relationships, we help our students recognize that when they contribute positively to the community, the community supports them. We gain knowledge from the Coast Salish people to strengthen our understanding of how to honour each other and we lean on families when supporting students.

Learning is relational - focused on connectedness, on reciprocal relationships, and a sense of place (First Peoples Principles of Learning).

We strive to ensure all students, regardless of their sex, race, religion, culture, sexual orientation and gender identity or expression, enjoy a safe, inclusive and welcoming learning environment as outlined by the BC Human Rights Code.

ALL students and adults at Norgate Xwemélch'stn are expected to follow the Code of Conduct:

D	Devoted & Determined	<ul style="list-style-type: none"> • I stay focused on learning. • I put my best effort into my learning. • I do not give up on myself and my learning.
R	Respectful & Responsible	<ul style="list-style-type: none"> • I listen attentively when others are speaking. / Tkwaya7ntway. • I respect what you think, how you feel and who you are. • I care for my school and community. • I take pride in my school work. • I ask for help when I need it. • I am responsible for my actions. • I follow protocol during ceremonies and when learning from/with others.
U	Understanding & Uplifting	<ul style="list-style-type: none"> • I have an open heart and an open mind. • I know everyone has a story to share. • I include others. • I make others feel good about themselves. • I have a positive attitude and have fun while I learn!

M	Mindful & Moral	<ul style="list-style-type: none"> • I am mindful of how my behaviour impacts others in our school community • I keep myself and others emotionally and physically safe by: <p><u>Emotionally:</u></p> <ul style="list-style-type: none"> - Using kind words - Recognizing how others are feeling - Identifying own and others' strengths - Treating others with dignity and respect - Taking care of myself and others <p><u>Physically:</u></p> <ul style="list-style-type: none"> - Respecting others' personal space - Caring for others if they're hurt - Moving safely in common spaces - Walking when inside the school - Taking care of myself and others <ul style="list-style-type: none"> • I solve problems peacefully. • I seek to be a good person. • I reflect on how to become increasingly knowledgeable and skillful.
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Opportunities to Volunteer

Parent Advisory Council

By virtue of being a parent/guardian at our school, you are part of our Parent Advisory Council (PAC). The PAC is always keen to have more parents/guardians become involved, so please consider taking on a role with their Executive. If you are interested in learning more about the PAC, and how you can become more involved in the life of our school, please contact chainorgatepac@gmail.com.

Library

Ms. Birchenall, our wonderful Teacher-Librarian and IB Coordinator welcomes volunteers in the school library, as well as for supporting learning related to Units of Inquiry. If you would like to help out in the library and/or have expertise/knowledge/skills you can share related to any of the grades' Units of Inquiry, please email kbirchenall@sd44.ca.

Classrooms

If you would like to help out in your child's classroom and/or on a class field trip, please be in touch with your child's classroom teacher(s).

Extra-Curricular

Throughout the school year, there are a number of athletic extra-curricular activities available to students, mostly at the Intermediate levels (Grade 4-7). If you would like to help out with any of these activities, please call the school office, and we will put you in touch with the staff member who elects to be our athletics coordinator. If you have other ideas for extra-curricular activities, please contact our Community Education Facilitator, Ms. Sangha at ksangha@sd44.ca.

If you have any questions related to the above, please consult the school website and/or call the school office.

We're excited for the 2023-24 school year!

Sincerely,

Glenda Robertson, Principal