



## STUART WOOD ELEMENTARY

245 St. Paul St,

Kamloops, B.C.

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September 2015

Dear Parents/Guardians:

Welcome back to another exciting school year! For the past 2 years I have been working at Beattie School of the Arts and now I am looking forward to working with you, the staff and students of Stuart Wood Elementary! The following is some information that will hopefully help to answer some of the questions you may have. Please do not hesitate, however, to give me a call if you have further queries or check out our website at: <http://stuart-wood.sd73.bc.ca>.

Blair Lloyd, Principal

### **Class Placement**

We would like you to know that placing students in the most appropriate class is a complex process for the school and is handled carefully and thoughtfully. During the first week, students will be placed with temporary classes until decisions have been made by the staff on class placements. **We hope to have permanent class placements completed before the end of the first week.**

### **School Fees**

A notice to collect school supply fees will be distributed and needs to be returned by **September 21st**. These fees cover the expense of school supplies as well as a concert series for our students.

### **Verification Reports and other Permission Forms**

The school district requires parents to update Student Verification Records on a yearly basis. Along with this document, a *permission for personal information consent*, an *Outside Media in Schools*, and a *Student Use of District Technology resources* form will be sent home by the second week of school and needs to be signed. **These forms must be returned to the school no later than September 29<sup>th</sup>.**

### **Parent Involvement and Parent Advisory Council**

There are several ways in which you can be an active parent at Stuart Wood Elementary. Our Parent Advisory Council meets at the school on a regular basis, and the meeting dates are published in the school newsletters. **The next PAC meeting is on October 7 from 6:30-7:30 in the school lunchroom. Everyone is welcome to attend! The PAC would also like to invite you to an open house at the school on September 23<sup>rd</sup> from 5-6 pm. Pizza will be served to all of our Stuart Wood families.**

Many people volunteer in our school. Their involvement is greatly appreciated and allows us to expand our programs and to support children in ways that we otherwise would not be able to do. Whenever parents are in the school, we emphasize the importance of confidentiality. Records and personal information are confidential and we expect our parents to respect that. Regular volunteers are required to sign a volunteer agreement, and all visitors to the school must sign in at the office.

### **Attendance**

At Stuart Wood Elementary the provincial curriculum is taught through an integrated program. Consistent attendance is a vital component of the program and absolutely necessary in order for a child to succeed. Significant student absences and lateness will impact your child's ability to do well and achieve success in the educational program we offer at Stuart Wood. However, on occasion it is necessary for your child to be away due to illness or other factors. If you know your child will be absent from school please call the school office (250-374). If you need to pick up your child from school for an appointment you need to sign your child in and out at the office.

### **Parking and Traffic**

We believe strongly in the safety of our children, therefore, please make sure you are aware of parking and traffic routines at our school. Students are reminded to follow road safety at all times. Students are required to use the crosswalk and look both ways before crossing the street. Stuart Wood Elementary parking lot is not available for parent parking. Parents are asked to park on the street.

### **Bell Schedule: 2015-2016**

Warning Bell	8:20 am
Class Starts	8:30 am
Recess Starts	10:12 am
Recess Ends	10:27am
Lunch Starts	11:57 pm
Lunch Ends	12:50 pm
Class Starts	12:50 pm
Dismissal	2:30 pm

### **Photo Day**

PHOTO DAY - OCTOBER 21 Prior to photo day, a brochure will be sent home with students advertising the photo date and other important details. After photo day each student photographed will receive a proof to place their order. No payment is due at the camera.

### **Medical Policy**

Please contact the school if your child has any health issues or potentially life-threatening conditions that we need to be made aware of. No medications (prescription or non-prescription) are to be administered by school district employees without prior written consent of the parent/guardian and doctors must sign a ***Request for Administration of Medication at School*** form which includes written medical advice from a physician. For more information, please see *District policies 1006.1 and 1006.2* at [www.sd73.bc.ca](http://www.sd73.bc.ca).

### **Gym Strip for P.E. Class**

On days when Intermediate students have P.E., they are required to wear a T-shirt, shorts (or other flexible clothing like yoga pants), and non-marking running shoes. Primary class clothing requirements will vary with individual teachers. Parents should check with their child's teacher for details.

### **Meals Program**

Stuart Wood Meal program will begin September 21<sup>st</sup>. A notice with further details will be sent home to parents.

Who is teaching at Stuart Wood Elementary this year?	
Teaching Staff	Assignment
LLOYD, Blair	Principal
BROOKES, Lorraine	Literacy Resource Teacher
BYMOEN, Linda	Primary
CHARRON, Kelly	Intermediate
DE JARDIN, Lisa	Primary
DOLSON, Caitlin	Library
HAW, Sierra	LART
HUNTER, Judy	LART/Prep
LEWIS, Janet	Primary
MCDIARMID, Sarah	Intermediate
MCDANIEL, Susan	Primary
MORGAN, Beth	Intermediate
PIVA, Cathy	Intermediate
WIUM, Jodi	Intermediate
Support Staff	Assignment
BAGLEE, Diana	FNEW
CARDINAL, Marcel	Custodian
DESCHAMPS, Judy	Secretary
DJELMO, Indira	CEA
MECHEM, Kelly	CEA
SABYAN, Wendy	Library Assistant
SCHULZ, Carman-Anne	CEA

### **Indoor Shoes**

Students NEED “indoor” shoes at school. For gym classes, athletic shoes are required. These can also serve as indoor shoes for your child. In the wet weather, the floors get slippery and dangerous, especially on the stairs! Please ensure that your child has shoes here at school for inside wear. Thank you!

### **Guidelines for Personal Electronic Devices at Stuart Wood Elementary:**

- Students who bring devices such as cell phones, ipods, MP3 players, Nintendo DS’s or similar will be instructed to keep these items in their backpacks or lockers for the duration of the school day until dismissal.
- As per the *District’s Policy 406.1*, the safe keeping of these devices are solely the responsibility of the owners.
- Students needing or wanting to use cell phones to contact parents while at school must use the same procedure currently in place for using the school phone – ask a staff member for permission first - and return device to backpack or locker when finished.
- Students may use e-type readers for quiet reading times upon permission of the teacher (safekeeping is the responsibility of the student).
- School equipment such as digital cameras and movie cameras may be used for school activities with the permission of the teacher.

### **Communication**

If you have any questions that come up during the year, there are a number of ways to get in touch:

- Call the school

- Send an email. Most of the staff and administration can be reached using the first letter of the staff member's first name's initial, followed by the last name @sd73.bc.ca. (Example: John Smith: jsmith@sd73.bc.ca) There are a few exceptions but staff email addresses are also listed on our website.
- Check out our website! it is located at [www.stuart-wood.sd73.bc.ca](http://www.stuart-wood.sd73.bc.ca).

### **After School Plans**

If you have made after school arrangements and the plans have changed please notify the school, directly. The secretary cannot let students leave for home, if they are not feeling well - unless they are accompanied by a supervising adult. This adult must be a relative or an approved representative of the family. Our secretary-in-charge, or the principal, must speak directly to the child's parent or legal guardian before they will be permitted to leave.

### **School Clothing**

Our school is considered a 'place of work' for students. It is expected that our students will respectfully represent Stuart Wood both in and outside of school. At school, and at all school functions, students are expected to dress in a manner and style appropriate for school. For safety purposes, flip flops are not worn because we have had serious falls and the stairs. In addition, students may not be able to keep their feet safe on the field wearing flip flops either.

### **School Calendar 2015-2016**

<b>Date</b>	<b>Activity</b>
Monday, September 7	Labour Day, No classes
Tuesday, September 8	First Day of Classes, 10:30-12:00 pm
Wednesday, September 16	First Full Day of Kindergarten
Friday, September 25	Non-Instructional Day – No Classes
Monday, October 12	Thanksgiving Holiday – School Closed
Wednesday, October 8	Parent/Teacher Interviews (Early Closure)
Thursday, October 9	Parent/Teacher Interviews (Early Closure)
Wednesday, October 21	PHOTO DAY
Friday, October 23	District Non-Instructional Day – No Classes
Wednesday, November 11	Remembrance Day Holiday – School Closed
Friday, November 13	RETAKE PHOTO DAY
Monday, December 7	District Non-Instructional Day – No Classes
Friday, December 4	Term 1 reports home
Friday, December 18	Last day of school before winter vacation
Monday, January 4, 2015	First day of school after winter vacation
Monday, February 9	Family Day Holiday – School Closed
Friday, February 12	Parent/Teacher Interviews (Early Closure)
Friday, February 19	District Non-Instructional Day – No Classes

Friday, March 18	Term 2 Report Cards – Last day before Spring Break
Monday, April 4	First Day back after Spring Break
Thursday, April 15	Parent/Teacher Interviews (Early Closure)
Monday, April 18	District Non-Instructional Day – No Classes
Monday, May 16	District Non-Instructional Day – No Classes
Monday, May 23	Victoria Day Holiday – School Closed
Thursday, June 29	Last day for students – report cards home
Friday, June 30	Administrative Day