

# Hazel Trembath Elementary School



1278 Confederation Drive,  
Port Coquitlam, B.C.  
V3C 6L9

Phone 604-941-0517, Fax 604-937-8016

October 9, 2013

Newsletter # 2

## October Events:

Oct.	4	Activity Day
	7	Div. 4 & 5 to Apple Farm
	9	Snack Day
	11	First Interim Report goes home
	14	Thanksgiving Day (No School)
	16	Div. 7 to Pumpkin Patch
	17	Student Photo Retakes
	17	<b>Early Dismissal @1:45 p.m.</b>
	18	Hot Lunch Day
	22	Last Day for Clothing Drive
	25	District/Prov. Pro-D Day (No School)
	28	Recognition Assembly 9:15 a.m.



## Terry Fox Run:

All donations of \$20.00 or more from an individual will be automatically receipted if you include the donor's name and address on the form. Smaller donations will receive receipts for income tax purposes upon request. Cheques should be made payable to the Terry Fox Run. If you have not submitted your donations yet, please do so by Friday, Oct. 11<sup>th</sup>. Last year we raised **\$2,053.00!!!** and we aim to meet or beat this amount. Thank you for your continued support.



## Student Absences:

For the safety of all students we request that you call the school before 8:50 a.m. and either relay the information to Mrs. Bolzan or leave a message on the answering machine with any student absences, whether it be for the entire day, half a day or to report that the student will be late. Please remind your child that they are to check in at the office when they arrive late. If a student is marked absent, it is our procedure to call the parent at home first, then at work and then to call the emergency contact to ensure the safety of the student. This is a necessary, but very time consuming process, so your help in this matter is very much appreciated.

## School Assemblies/Presentations:

Please be aware that parents/guardians are welcome to attend all of our Assemblies and also any special presentations that may occur at Hazel Trembath. We will hold monthly assemblies and we hope you will join us! **Our next school wide Recognition Assembly will occur on Monday, October 28<sup>th</sup> at 9:15 a.m.** Several students will be recognized from each class for their efforts to date. We will also have some class performances. Watch the newsletters for other special presentations, the first one being **"Story Theatre" held on Monday, November 4<sup>th</sup> at 9:00 a.m.**



## Student Photos Re-Takes:

If your child missed the first photo date or if you were not happy with their photos, we will have Photo Re-takes done on the morning of **Thursday, October 17<sup>th</sup>**.

## Professional Development Day:

There will be **NO school on Friday, October 25<sup>th</sup>** as this is a Provincial Professional Development Day for teachers.

### Early Dismissal – Thursday, Oct. 17<sup>th</sup>

On Friday, October 11<sup>th</sup> our first Interim Report Cards were sent home with students.

We will be having **Early Dismissal on Thursday, October 17<sup>th</sup>** to accommodate any parents who would like to meet with their child's teacher(s). Please advise your child's teacher if you would like to meet with them. If an interview has been requested, teachers will contact parents to set up a convenient time. If there are no concerns at this time, it is not necessary to request an interview. Parent/Teacher communication is ongoing and an interview can be requested at any time during the school year to discuss concerns.



### Publishing House

This year our Publishing House Program will once again be working with students to produce individual keepsake booklets

For the booklets this year,

**we need WHITE buttons – any**

**size.** Can you help?? Please send buttons to the school office.

### Traffic & Parking At Hazel Trembath:

Thank you to parents for respecting the no stopping area in front of the school. The front of the school drop off is only for those individuals who have specific physical needs. The expectation is that all families drop off children at the upper parking lots and continue down the stairs to the school. As the weather changes we ask for your extra care and vigilance when you are dropping your children off. Cars entering the upper parking lot are asked to take a large sweep to the right as they are entering and stay tight to the right when exiting the parking lot. On high volume days it is imperative that parents proceed with extra caution. Please review safety expectations with your children if they are walking to school as well. The care for our children is a collective responsibility.



### DROP OFF REQUEST – Early Morning

Teachers are extremely busy in the morning preparing and planning for the day's lesson. Prior to 8:25 a.m., we cannot provide adequate supervision of our students on the playground. School doors do not open for students until 8:40 a.m., however, we will have some supervision after 8:25 in designated areas. Parents are encouraged to supervise their children until the 8:40 bell and to help establish socially responsible expectations when waiting to come in to school each day and after school before going home. As a community we are all responsible for the well being of our children. Thank you.

### Traffic Safety:

The safety of our children is a top priority.

With the winter season starting and the weather being rainy and dismal, visibility may be poor on the roads. We would like to remind drivers that we have many children that walk to school on a daily basis using the crosswalks to get to school. Please take time to **SLOW DOWN IN SCHOOL ZONES AND STOP AT CROSSWALKS** to allow children to arrive at school safely.



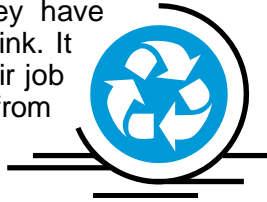
### SCHOOL DAILY SCHEDULE

- 8:25 a.m. Supervision begins on the school grounds
- 8:40 a.m.** **School Bell - Students enter school**
- 8:45 a.m. Classes Begin
- 10:15 a.m. Recess Break
- 10:35 a.m. Recess ends - Classes resume
- 12:05 noon Lunch Break
- 12:55 p.m. School Bell – Students enter school
- 12:55 p.m. Classes Resume
- 2:45 p.m. Students dismissed

If your child will be absent or late, would you please notify the office by 8:50 a.m. Phone (604-941-0517) Students arriving late **MUST** report to the office prior to going to class.

### **School Recycling Program**

We would like to request that all Hazel Trembath students place their plastic drink bottles, aluminum cans, drink boxes and containers in our school recycling bins after they have rinsed them in the classroom sink. It helps our recycling crew do their job and the money we raise from recycling goes right back into materials and activities for our children!



### **Administration of Medication to Students:**

Except in emergency situations, staff can administer, or supervise the self-administration of medications to students only if the following conditions are met:

1. The medication is required while the child is attending school
2. The parent has requested the school's assistance (in writing) and has filed in a Medical Alert Form and a Request for Administration of Medication Form
3. The teacher/staff member has received adequate instruction from the public Health Nurse or the parent concerning the administration of the medication.

It is the parent's responsibility to obtain the above forms that are available at the school office.

### **Hot Lunch Days:**

#### **P.A.C. Hot Lunch Days:**

The P.A.C. Hot Lunch Committee will once again be providing monthly lunches for your child. Please watch for order forms coming home.

#### **Lunch Lady Program:**

We are again providing the service of The Lunch Lady Program and these lunches are provided every Thursday to students who have ordered.

#### **HOT LUNCH DAYS: District Lunch Program:**

School District No. 43 offers the services of the District's elementary school meals program to our students. Nutritious lunches, prepared at the Centennial teaching kitchen, under the direction of the teaching chef, a culinary assistant and school meal co-ordinators, are delivered to our school each day. Due to both time constraints and supplier limitations, **the program cannot guarantee peanut free lunches and is not able to accommodate other possible student allergies. Order forms will be sent home on a monthly basis.** If you have any questions regarding the lunch program and support, please contact Mr. Gordon at 604-941-0517

### **School Policy & Permission Form:**

We must have this form completed for each child every school year.

If you have not already submitted the *School Policy and Permission* form for your child, please do so as soon as possible.

This form can be completed online at [www.sd43.bc.ca/hazeltrembath](http://www.sd43.bc.ca/hazeltrembath)  
**Click on Parents, and then Forms**

***Please read the various policies and guidelines in this online form and discuss them with your child as you complete the form. This form is required for each and every student each school year.***

### **Support our Grade 5 Fundraiser Clothing Drive:**

Clean out your drawers,  
Throw in the sheets,  
Get rid of old drapes,  
Even old cleats!

**Please drop off bags and  
boxes  
Sept. 23 – Oct. 22<sup>nd</sup>  
in Room 138.**

**What we're looking for:** used clothing, bedding, towels, shoes, purses, drapes, pillows, sewing materials, dishes, books, pots & pans, toys, games, electronics, craft supplies

Questions? Contact Christina at 604-468-2787  
Thanks for supporting the Grade 5 Fundraiser!

## **School Goals: 2013 - 2014**

We continue to move forward in our goal areas of Writing and Social Responsibility, and we appreciate the support of our parent community as we work toward our goals. Please feel free to inquire on the progress and status of our goals and other school wide initiatives throughout the year. The staff at Hazel Trembath are planning and implementing initiatives for us to improve in our goal areas and we look forward to the rewards that will come as a result of our students' learning.

### **Literacy Goal: Improve students' Writing skills**

Our objective is to improve students' skills in each step of the Writing process. After completing our school-wide write in the Spring of 2013, teachers participated in collaboration sessions to assess student achievement and to discuss the results. It was decided that based on this over-all data, and the data represented at classroom, school and provincial levels, that a focus on each step of the writing process would address our goal of improving students' skills in writing.

### **Other school wide goal areas and initiatives:**

As a community, Hazel Trembath promotes Social Responsibility as a school wide goal and over the past few years has focused specifically on "*solving problems in peaceful ways*". Students will continue to use the "Three Steps" Program to make clear "I" statements to whoever is causing problems and will notify that person, that if they choose to continue with the problem behavior, adult intervention will be sought out. The idea behind these strategies is to give students the skills to advocate for themselves and to build their problem solving capacity.

We will also continue to concentrate on "**Taking Care of the Environment**". We will work together to create a "**Green**" school and establish excellence in education around environmental issues and concerns. We look forward to the growth of our school through the support of parents, volunteers, staff and students and thank you in advance for building a truly great learning community. Our school focus is to be socially and environmentally responsible. It is our responsibility to ensure a safe and happy learning environment for all students. To help achieve this, it is expected that students keep their hands and feet to themselves and that they include others while playing outside at recess and lunchtime. When students are having problems, they are expected to solve problems in peaceful ways.

One of the strategies we will be teaching students to solve problems peacefully is the use of The Three Steps. This problem solving process is outlined as follows:

### **The Three Steps: Explicit Feedback**

The Three Steps will help students to solve problems in peaceful ways. It is based on a clear and straightforward process whereby students take the:

**First Step** by giving feedback to other students who are treating them in a way that they want stopped. If the unwanted behaviour continues, students go to the:

**Second Step** and inform the other student that if they don't stop, it will be their responsibility to report them. The:

**Third Step** is when a student reports the problem to an adult.

All students and staff members are being trained in the use of the Three Steps and we will continue our work with students to help them solve problems peacefully.

When students act out inappropriately and treat one another in unacceptable and hurtful ways, the Principal will be involved. Mr. Gordon will work with students who make unwise choices through a process called **Behavior Support**. This process involves helping students to reflect on their own unacceptable behaviour and having them think of more appropriate ways of treating one another. Behaviour Support is a positive and dignified way to help students learn from their mistakes and to take responsibility for their actions. Part of this process is for the Principal to inform parents in the event that their child has been involved in a conflict and to let them know how the situation was handled at school. We will continue to teach all students this strategy of solving problems in peaceful ways and look forward to continued improvement in socially responsible behavior at school.

We will continue to focus on our environmental responsibilities by participating in a number of school-wide and classroom-based initiatives.

If you would like to volunteer in your child's classroom, accompany your child's class on a field trip or drive on a field trip, please remember that you **MUST** have completed all the necessary documentation. We **MUST** have a Criminal Record Check, a Volunteer Form and if you are driving, a Drivers Abstract and a Driver Volunteer Form.

ALSO, we **MUST** have a completed School Policy and Permission Form for every student in the school. This form must be completed every school year. If you have not completed this form for your child, please do so immediately.

The following forms can be completed online at:

[www.sd43.bc.ca/hazeltrembath](http://www.sd43.bc.ca/hazeltrembath)

**Click on Parents, and then Forms**

**School Policy & Permission Form**

Read the various policies and guidelines in this online form and discuss them with your child as you complete it. This form is required for **each and every student each school year**.

**Medical Alert Form**

Complete this online form **ONLY** if your child suffers from a medical condition the school must be aware of. If you complete this form online, you will have to print it out and deliver it to the school office. Needs to be completed annually.

**Volunteer Form**

Complete this online form if you think you may be volunteering at our school (e.g. school field trips or events). This form is required **every 5 years** for all parent volunteers\*\*.

**Volunteer Driver Form**

Complete this online form if you think you may be driving for school field trips or events. This form is required **each school year** for all parent drivers\*\*.

Once you have completed the forms click on the **Green** submit button at the bottom of each form. Repeat as necessary. If you have trouble with any of the online forms, please contact the office at 604-941-0517.

The following is a list of the divisions, grade level and teacher names:

Div.	Grade	Teacher's Name
1	4/5	Ms. Jaibat
2	4/5	Mr. Gabiniewicz
3	3	Ms. Bonnet
4	2/3	Mrs. Hamilton
5	1/2	Ms. Martindale
6	1/2	Ms. Lowry
7	K	Mrs. Jask

**\*\*Please note that in order to volunteer, you must also submit a copy of a Criminal Record Check (every 5 years). If you are applying for a Criminal Record Check, please stop by the school office to pick up an application form and covering letter from the Principal. An ICBC driver's abstract is required every school year for volunteer drivers.**

**DRIVER'S ABSTRACT – How to get one:** You can obtain a printed copy of your **driver's abstract** free of charge by attending an ICBC point of service and presenting your driver's license or by telephoning 1-800-950-1498 (ICBC Customer Service). The document will then be faxed within minutes, or mailed to you. For your convenience, you are welcome to have ICBC fax your driver's abstract to our school at 604-941-4786.

**CRIMINAL RECORD CHECK – How to get one:** Complete the "*Consent for Disclosure of Criminal Record Information*" form. Take this form, the *Volunteer Letter from the Principal*, and picture I.D. to the Coquitlam RCMP detachment at 2986 Guildford Way corner of Pinetree Way (604-945-1550). You may receive the criminal record check on the spot or within a day or two.

# HAZEL TREMBATH TEACHING STAFF & SUPPORT PERSONNEL

2013-2014

<u>Div.</u>	<u>Name</u>	<u>Room</u>	<u>Grade</u>
	Mr. Mike Gordon – Principal		
1	Ms. Linda Jaibat	#108	4/5
2	Mr. Frank Gabiniewicz	#105	4/5
3	Ms. Susanne Bonnet	#101	3
4	Ms. Sandra Hamilton	#102	2/3
5	Ms. Janet Martindale	#104	1/2
6	Ms. Shannon Lowry	#115	1/2
7	Mrs. Jenny Kask	#118	K

Ms. Kristy Jack	Dept. Head
Ms. Jaye Stefanik	Student Services (T,W,Th 8:40 – 12:05)
Ms. Karen Moran	Preps / Library / Gifted (W.,T.)
Mr. Mike Gordon	Library/Computers
Ms. Kristy Jack	Student Services
Ms. Jane Irvin	Counsellor (Alternating Wed. & Thurs.)
Mrs. Deirdre Poirier	Speech/Language Pathologist (Wed.)
Mrs. Val Bolzan	School Secretary
Mr. Tad Alvero	Teacher Assistant (Daily 1:00 – 3:00)
Ms. Sandra Shaw	Special Ed. Asst.
Ms. Maria Chiesa	Special Ed. Asst.
Ms. Ellana Flynn	Special Ed. Asst.
Ms. Carrie Rule	Special Ed. Asst.
Mr. Rainier Gregorio	Custodian A.M.
TBA	Custodian P.M.
Ms. Holly Prout	Noon Hour Supervisor
Ms. Candice Miller	Noon Hour Supervisor



## HAZEL TREMBATH ELEMENTARY SCHOOL CALENDAR 2013– 2014

October	9	Snack Day
	11	First Interim Report goes home
	14	Thanksgiving Day (No School)
	16	Div. 7 to Pumpkin Patch
	17	Student Photo Retakes
	17	Early Dismissal @1:45 p.m.
	18	Hot Lunch Day
	25	District/Prov. Pro-D Day (No School)
	28	Recognition Assembly 9:15 a.m.
	31	Halloween
November	4	Story Theatre Presentation 9:00 a.m. Parents Welcome!
	5	PAC Meeting 6:30 p.m.
	7	Remembrance Day Assembly 9:00 a.m.
	8	School Not in Session (No School)
	11	Remembrance Day Statutory Holiday (No School)
	13	Snack Day 2:45 p.m.
	22	PAC Movie Night – Disney “Planes”
	25	Recognition Assembly 9:15 a.m.
	29	First Formal Report goes home
	29	Hot Lunch Day
December	5	First Report Interviews - Early Dismissal @1:45 p.m.
	18	Christmas Concerts 9:15 a.m and 6:30 p.m.
	20	Last Day of classes before Winter Vacation
	20	Hot Lunch Day
January	6	School Reopens after Winter Vacation
	27	School Pro-D Day (No School)
February		Kindergarten Registration ( <i>Dates to be determined</i> )
	6	Student Led Conferences – Early Dismissal @1:45 p.m.
	10	B.C. Family Day Stat. Holiday – No School
	21	District Pro-D Day (No School)
March	7	Second Formal Report goes home
	13	Early Dismissal @1:45 p.m.
	14	Last Day of classes before Spring Break
	17 - 28	<b>Spring Break (March 17 – March 28)</b>
	31	<b>School re-opens after Spring Break</b>
April	10	Individual/Class/Group/Team Photos
	11	District Pro-D Day (No School)
	16	Como Lake Relays
	18	Good Friday Statutory Holiday (No School)
	21	Easter Monday Statutory Holiday (No School)
	22	Earth Day – School Grounds Cleanup
	24	Litterless Lunch
May	19	Victoria Day (No School)
	20	District Track & Field Meet
June	2	School Pro. D. Day (No School)
	5	Parent Tea
	20	Grade 5 Activity Day/Grade 4 Activity Day
	24	Year-End Final Assembly
	25	Grade 5 Leaving Ceremony 1:00 p.m.
	26	Last Day of School for Students- Final Formal Report goes home
	27	Administrative Day – Schools Close

**COMMUNITY NEWS**



# **FINE TUNE YOUR PARENTING SKILLS**

children aged 5 to 11 years old)

(for parents of



**Once again, two different parenting programs will be offered this term. As this is only offered in one Zone– make sure you register quickly to assure a space.**

## **How to Talk so Kids will Listen.....**

**6 Week program begins Tuesday. October 22nd  
and ends on November 26th at**

**Alderson Elementary:**

**Time: 7 – 9 PM**

**Book cost: \$20.00 (payable first class)**

## **Systematic Training For Effective Parenting**

**7 week program begins on Tuesday October 22nd  
and ends December 3<sup>rd</sup> at**

**Alderson Elementary:**

**Time: 9:30-11:00 AM.**

**Book Cost \$20.00 (payable first class)**

**Facilitated by: Marna Omichinski / Youth Worker**

**To Register: Email: [momichinski@sd43.bc.ca](mailto:momichinski@sd43.bc.ca)**

**Phone: 604-313-8902**



**VANDAL WATCH**  
**PLEASE HELP LOOK AFTER YOUR NEIGHBOURHOOD SCHOOL**

Our school is an important place in our neighbourhood and we all want to do everything we can to eliminate vandalism on school grounds. Schools are most at risk on weekend evenings especially when the weather is good.

**What You Can Do**

Keep your eyes and ears open for suspicious activities on the school grounds. Signs of trouble include late night trespassers and the gathering of unorganized groups of people.

Everything you see and hear helps. Note the physical characteristics and clothing of individuals. If you see automobiles, jot down license plate numbers.

**Report All Suspicious Activities to the Vandal Watch Tip Line**

**604-927-7600**

***Call immediately when something raises your suspicions,  
Do not wait for the damage to be done.***

**Your Call is Anonymous and Confidential**

No one will ask for your name or phone number. The Tip Line is available 24 hours a day. Security personnel will investigate and will take action or involve the police. Do not get involved in a confrontation yourself.

***KEEP THE TIP LINE PHONE NUMBER HANDY. MAKE SURE THE PHONE NUMBER IS GIVEN  
ONLY TO RESPONSIBLE ADULTS.***