



Armstrong, B.C.

HIGHLAND PARK ELEMENTARY SCHOOL NEWSLETTER #1 September 2020

Welcome Back! The staff of Highland Park Elementary School is pleased to welcome back all of our returning students and also extend a warm welcome to those students new to our school community. A special welcome to our new kindergarten students who are beginning their journey through school starting this Friday. The teaching, support and administrative staff at Highland Park Elementary have been working extremely hard to create a safe and welcoming environment, and we appreciate our parent's patience as we navigate our new normal. We encourage families to review the safety procedure email that was sent home to all HPE families prior to September 10th. We are looking forward in seeing all the smiling faces on Thursday, Sept. 10th



Bell Schedule

7:57	Warning Bell
8:00	Start
9:35 - 9:50	Recess
11:22 - 12:07	Lunch
2:04	Dismissal

* Please remember to pick your children up **after** the final bell. Final announcements and important information is announced at the end of each day.

* Please note that the playground will be closed after school.



New Staff

We are pleased to welcome back our returning staff members and extend a warm welcome to those staff members who are new to our school. Those who are new to our school are: Ms. Houston (Grades 1/2) Mrs. Kalf (Grades 2/3), Ms. Jocelyn Clancy (CEA), Ms. Jill Pruner (CEA) and Kyla Sherman (Secretary - helping Mrs. Anderson). Our staffing is not quite finalized, so further announcements will be made as soon as our vacant positions are filled

***NOTE:** This is a heads up that because of decreasing numbers, we may have to reconfigure classes at some time before the end of September. We are crossing our fingers that this will not be the case. Further information will be

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GOAL 2 STATEMENT: Writing: To focus on enhancing our students' ability to be proficient in using meaning, style, form and conventions when writing.

forthcoming once we have a better understanding of our numbers over the next week.



Office Phone

Please remember that the phone in the office is for emergency calls only, not for making after school arrangements. After school arrangements are to be made the day before.



Arrive Safe Program - Volunteers Needed!

We need a small group of parents to run this morning program. The Arrive Safe program ensures the safety of our students. If your child is not going to be at school or will be late, please call the school before 8:00 to let us know. At 8:15, an Arrive Safe parent will check attendance and phone the homes of any students unaccounted for. Please contact Mr. Ellis or Ms. Anderson if you are able to volunteer to be a Safe Arrival parent. Thank-you.



School individual and class photos will be taken on October 16th with re-takes on November 6th.



School Newsletters

Newsletters will come out once a month at the end of the month and will be sent home with the **youngest** member of the family attending our school. A calendar of events will be included with each newsletter. Please keep this handy so you are aware of what is going on at H.P.E. The school calendar and newsletter are also on our web page, www.hpe.sd83.bc.ca, if you misplace those sent home. You need to have a current email address on file at the school in order for you to complete annual online consent forms this September. Please follow the attached Forms Information Instructions to complete the necessary forms before September 25th. Thank-you.



Parking Lot Safety

For the safety of our students, please do not use the bus lane in front of the school at any time. Please arrange to meet your child outside either at their classroom entrance (many classes exit via their exterior classroom doors) or one of the school entrances to ensure they get safely to your car. Check with your child's teacher to find out the best place to meet. If you are using the kiss and drive zone, please remember to **keep circling until you see your child**. This is not a parking area. Please do not park along the yellow curb or in the fenced bus compound. The best

at the school for them until they have a helmet. As a safety measure, very young students should be accompanied by an adult if they are riding their bike or scooter to school.



PAC News

This year's P.A.C. executive will be elected at the first meeting of the year (Wednesday, September 30th at 6:00 in the gym). If you are interested in taking on an office on the PAC executive, please make sure you attend this meeting. Regular PAC meetings will be on **Tuesdays at 6:00 pm** in the staffroom. Unfortunately, babysitting will not be provided as numbers in the school are restricted by COVID 19 regulations.



School visits by parents/community members will be by appointment only. Masks are not mandatory while visiting the office, however they will be mandatory if you will be moving around the school.

Head Lice

Each year we ask parents to check their child's hair on a regular basis for head lice. September and January are often times when there is an increased incidence of head lice. If you are willing to be part of a head lice team at the school, please let Mrs. Anderson know at the office. Thank-you.

math workbook that will help your child to review basic to walk or ride their bikes to school to reduce the amount of traffic on the school grounds. In addition, for those who need to be driven to school, please remember that the kiss and ride zone is not a parking area and needs to be kept clear for the purpose of picking up and dropping off students.

Please remember that there is always the opportunity to address a rule which you have concerns about. Please contact Mr. Ellis if you wish to talk about any concerns you may have. Thank-you for working with us as we work to develop socially positive citizens.



School Supplies

If you still need to purchase school supplies, supply lists are posted on the school website. Parents have the option of purchasing supplies through our PAC's school supply ordering initiative. Details can be found on our website below the Calendar of Events or a copy may be picked up at the office. Teachers will let students know when to bring

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their supplies once classes are settled. Please ensure that all supplies are clearly labelled. Thank-you
*Note: For the 10th and 11th, minimal supplies will be needed. Students should bring two pencils, eraser and their own sharpener. As stated above, each teacher will follow up with a supply list specific to their classroom.

Health & Help

Just a reminder to all parents that they are responsible for their own child's health check in the morning prior to school. Health checks will not be performed by teachers when students arrive.

Health check forms are located in Parent Connect, on our school website and attached to this Newsletter.

Please review with your child the Health and Safety letter that was sent home to all families last week.



At Highland Park Elementary School we believe:

Respect of self, others, and property

Responsibility for actions and decisions

Right to enjoy lifelong learning



Highland Park Elementary School

Phone 250-546-8723 Fax 250-804-7788
3200 Wood Avenue, P.O. Box 647
Armstrong, B.C. V0E 1B0
Email: hpe@sd83.bc.ca

Dear Parents/Guardians of Highland Park Students;

I hope everyone had a very relaxing and safe summer! We would like to pass along some important information for your reference. In consultation with Provincial Health Authorities, and with School District 83, our guiding principles for returning to Highland Park are as follows;

- *Ensure everyone entering the building is healthy*
- *Teach and practice proper hygiene*
- *Procedures in place to minimize contact, reduce density, ensure proper cleaning*

CLASSROOM

- Full classes attending daily.
- Teaching students new expectations, routines, and procedures (frequent handwashing, minimizing contact and distancing with others, reducing touching of face, new washroom procedures.)
- Outside learning time as much as possible, and custodians sanitize room when teachers are out of classroom.
- A classroom set-up that provides adequate space between student workspaces, with students bringing **very limited and only academically necessary** items from home to be kept in class desk. Labelling supplies is recommended.
- Students, for now, **do not** need to bring a second pair of shoes for outside, unless otherwise requested by their teacher; whatever shoes they wear to school are fine.
- Lockers will not be made available.

STUDENT BEHAVIOUR

In addition to the expectations we already have at school, students will also be expected to adhere to the new safety guidelines and protocols in place and we will have a very strict tolerance. Students that choose not to follow the rules to ensure everyone's safety will be sent home by Administration and have their parent called to pick them up.

MAIN OFFICE

- Main office door entrance will remain closed to students and parents. Window will be left open instead to allow for easier communication with Mrs. Anderson.
- The main entrance door will remain unlocked. All other exterior doors will be locked. Parents can call office at (250) 546-8723 to book an appointment. Front entrance will be monitored until 8:30am for any students arriving late.
- If you traveled outside of Canada, please let Mrs. Anderson know at the office (if so, please also confirm with her that you completed your required 14 days of quarantine).
- Masks will be required for any parent/community member who wishes to enter the school.
- Admission to the school for parents/community members will be by appointment only.
- Parents/community members will be required to sign in and sign out.



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- The Gym may be used during poor weather, but students will be spending as much time as possible outside (for PE, DPA, and learning times, where a small amount of gym equipment may be used and cleaned after).

STUDENT WASHROOMS & FOUNTAINS

- The washroom closest to student's classroom must be used, with a 2-student maximum at any given time.
- Students will use washrooms on the office side during recess and lunch.
- Students will bring a full water bottle to school with them as water fountain access will be limited.
- The bottle filling stations are automatic, so there is no touching involved and they can be used by students. The traditional water fountain mouth spouts and push buttons will be turned off so students don't use them.

PERSONAL PROTECTIVE EQUIPMENT

- As the school environment is considered a controlled environment (regular cleaning, Health Checks, etc.) PPE such as masks and gloves are not required.
- Wearing a mask is a personal choice, and it is important to treat people wearing masks with respect.

STUDENTS WITH SYMPTOMS

- If a student becomes symptomatic, they are to be removed immediately to the MPR (Self Isolation Room) and picked up by their parent.
- In some cases, it may be necessary to evacuate the classroom for proper cleaning and immediate physical distancing.
- Areas that the student was in will be immediately sanitized.
- *Parents are asked to complete the following questionnaire at home daily;*

Please remember we're looking for symptoms that are not normal.

Name:	Date:
Time:	AM <input type="checkbox"/> PM <input type="checkbox"/>
Location:	
Do you have a fever? (<37°)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have Chills?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you experiencing any of the following	
• Shortness of Breath	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Difficulty in breathing	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Chest Pains,	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Feelings of confusion,	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Loss of consciousness	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a sore throat and painful swallowing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have an unusual stuffy or runny nose?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you experienced a loss of sense of smell?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you experiencing an unusual headache?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you experiencing muscle aches?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you more fatigued than normal?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you experiencing a loss of appetite?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you travelled to any countries outside Canada (including the USA) within the last 14 days?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been in close contact with a person confirmed COVID-19?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Child Self-Check Health Check Form

1. Symptoms of Illness	Do you have the following symptoms?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Fever
Yes <input type="checkbox"/> No <input type="checkbox"/>	Chills
Yes <input type="checkbox"/> No <input type="checkbox"/>	Cough or worsening of chronic cough
Yes <input type="checkbox"/> No <input type="checkbox"/>	Shortness of breath
Yes <input type="checkbox"/> No <input type="checkbox"/>	Sore throat
Yes <input type="checkbox"/> No <input type="checkbox"/>	Runny nose / stuffy nose
Yes <input type="checkbox"/> No <input type="checkbox"/>	Loss of sense of smell or taste
Yes <input type="checkbox"/> No <input type="checkbox"/>	Headache
Yes <input type="checkbox"/> No <input type="checkbox"/>	Fatigue
Yes <input type="checkbox"/> No <input type="checkbox"/>	Diarrhea
Yes <input type="checkbox"/> No <input type="checkbox"/>	Loss of appetite
Yes <input type="checkbox"/> No <input type="checkbox"/>	Nausea and vomiting
Yes <input type="checkbox"/> No <input type="checkbox"/>	Muscle aches
Yes <input type="checkbox"/> No <input type="checkbox"/>	Conjunctivitis (pink eye)
Yes <input type="checkbox"/> No <input type="checkbox"/>	Dizziness, confusion
Yes <input type="checkbox"/> No <input type="checkbox"/>	Abdominal pain
Yes <input type="checkbox"/> No <input type="checkbox"/>	Skin rashes or discoloration of fingers or toes
2. International Travel Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you or anyone in your household returned from travel outside Canada in the last 14 days?
3. Confirmed Contact Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?



If you answered “Yes” to any of the questions and the symptoms are not related to a pre-existing condition (i.e. Allergies/Asthma) your child should not come to school.
If there is a pre-existing condition answer “No” on form.

If your child is experiencing any symptoms of illness, contact your health-care provider for further assessment. This includes 8- 1-1, or a primary care provider like a physician or nurse practitioner.
If you answered “YES” to questions 2 or 3, use the COVID-19 Self-Assessment Tool to determine if you should be tested for COVID-19.



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STUDENT SCHOOL FEES

Our ability to provide the supplies and offer enrichment activities such as the cultural performances, swimming program, field trips and fun days are limited by the funds we collect. Each year a few families find it difficult to manage these fees so we are most appreciative of any donations to support needy families. These additional funds permit us to extend a helping hand to those families that are in need of assistance. Thank You. In addition, if your family finds yourself in a state of financial hardship please contact Mr. Rob Ellis, principal regarding payment of these fees.

TYPE OF FEE	AMOUNT	ACQUISITION DETAILS
Student Agenda/Planner	\$10.00	Provided for each child Kindie to Gr. 5
Cultural Performances	\$0.00	Not applicable for 2020-2021 school year
Kindergarten Fee	\$15.00	Covers special crafts and cooking program
Kindergarten Supply Package	\$35.00	Covers classroom supplies (pencils, crayons, etc.)
TOTAL COST KINDERGARTEN	\$60.00	
TOTAL COST GRADE 1 to 5	\$10.00	

Use the form below to calculate fees ~ please return the form with payment. Thank You

STUDENT NAME	GRADE	DIVISION / TEACHER

FEES DUE:
(by Sept. 30)

Student Agenda/Planner (\$10.00) _____

Cultural Performances (\$0.00) _____

Kindergarten Fee (\$15.00) _____

Cash _____

Kindergarten Supply Fee (\$35.00) _____

Chq _____ (# _____)

TOTAL FEES PAYABLE _____

Please make cheques payable to HIGHLAND PARK ELEMENTARY SCHOOL. All fees for one family can be paid with one cheque. If you are paying with cash, please provide the exact amount.

Thank You
Janet Anderson
secretary