Principal/Vice-Principal’s Message

We have had a wonderful start to the school, as all of the students have big smiles and are happy to be back at school. All of the teachers have certainly enjoyed these past few days, as they have welcomed their students for the year. Everyone is excited for a great school year!!

The information in this lengthy newsletter is very important. Please read each section carefully, as you enjoy a nice cup of tea or coffee. Please remember, if you ever have any questions, concerns or just want to chat, feel free to give us a call, stop by the school or e-mail us at jmenzies@sd83.bc.ca or ljegues@sd83.bc.ca.

Sincerely,

Joel Menzies    Laura Jegues
Principal     Vice-Principal

Bastion Staff Members

If you are new to the school, you will quickly learn that the Bastion staff members are a very caring and supportive team, that want to ensure all children are successful and achieving their personal best. Here is a list of current staff members (highlighted names indicate the staff members are new to Bastion):

Mr. Joel Menzies     Principal
Mme. Laura Jégues  Vice-Principal
Mrs. Leahann Mohle     Secretary
Mrs. Gillian Rasmuson    Secretary
Mrs. Lisa Smith     Grade 4/5 English
Mme. Valérie Morin     Grade 4/5 French
Mme. Geneviève Duclos     Grade 4/5 French
Mme. Candy Martel     Grade 4/5 French
Mrs. Karen Kehl & Ms. Sara Mitchell     Grade 4/5 English
Mme. Danielle Reid     Grade 3 French
Mrs. Christine Williams     Grade 3 English
Mme. Martine Dollack     Grade 3 French
Mrs. Jae MacDermott     Grade 2/3 English
Mme. Katherine Bartsch     Grade 2 French
M. André Côté     Grade 2 French
Mrs. Megan Ollinger     Grade 1/2 English
Mme. Ingrid van Varseveld     Grade 1/2 French
Mme. Nadine Laurin     Grade 1 French
Mrs. Tammy Isaac Kindergarten/Grade 1 English
Mme. Jesse Henry     Kindergarten French
M. Austin Mueller     Kindergarten French
Ms. Shannon Murrells-Allaway     Teacher Librarian
Mrs. Brenda Koob      Part-time Music Teacher
Mme. Shannon Anamchara     Full-time Music Teacher
Mme. Trudy Rosman     Learning Resource Teacher
Mrs. Christina Watters      Learning Resource Teacher
Ms. Anola Denny Certified Education Assistant (CEA)
Ms. Nichol Forsyth Certified Education Assistant (CEA)
Ms. Deb Petty Certified Education Assistant (CEA)
Ms. Holly Shaw Certified Education Assistant (CEA)
Ms. Joanne Weber Certified Education Assistant (CEA)
Ms. Rachel Richardson Certified Education Assistant (CEA)
Ms. Teresa Witten Lunch Hour Supervisor (LHS)
Mr. Joe Wourms     Chief Custodian
Mrs. Cathy Holuboch     Custodian
Mr. Wes Sandy     Indigenous Education Worker
Ms. Reta Morrice     Counsellor
Ms. Megan Brooke     Speech/Language Pathologist (SLP)
Regular School Hours

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:02</td>
<td>Welcoming Bell</td>
</tr>
<tr>
<td>8:05</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>9:34</td>
<td>Recess</td>
</tr>
<tr>
<td>9:51</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>11:19</td>
<td>Lunch playtime, followed by eating time</td>
</tr>
<tr>
<td>12:07</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>2:05</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Leahann Mohle or Gillian Rasmuson, our secretaries, will be in the office Monday to Friday from 7:30 to 2:45.

Mr. Menzies will be available in the office Monday to Thursday from 7:00 to 3:00. Mr. Menzies teaches in Mme. Candy’s class every Friday.

Mme Jegues will be available in the office on Thursdays and Fridays. Mme Jegues teaches in Mme Bartsch’s class on Mondays and Tuesdays, and she works as our school district’s French Language Coordinator on Wednesdays.

Please remember to call before 1:45 if you need to have a message passed on to your child. Messages left on the voicemail after 1:45 may not be picked up in time to relay the information to your child. If your child’s after school routine is going to change on a particular day, please communicate this with the teacher by writing a note in your child’s agenda.

Attendance

Having your child arrive at school on time is extremely important. Children who regularly arrive late often miss the initial instruction of a lesson or a work period, which can have a negative impact on the student’s learning. When a child arrives late, the flow of the classroom routines and education of other students can be interrupted. The school will be monitoring unexcused late arrivals or absences, and parents will be contacted if their child is regularly arriving to school late or absent. Of course, we understand that students will be arriving late or be absent due to an appointment or illness.

If your son or daughter is going to be late or absent, due to an appointment or illness, please contact the school, so we can pass that information on to the teacher. When your child is away and the school has not received a call advising us that your child will be late or absent, the Safe Arrival Program will call you to ensure your child is safe, at home. Please remember to have your child sign in, at the office, if he/she arrives late to school. If you are picking your child up early, please stop by the office and sign out your child.

Personal Consent Forms

This year, schools are again requesting parents to complete school-wide permission forms online. Please see the attached paper with instructions on how to complete all necessary permission forms. If you are unfamiliar with Parent Connect, please see the instructions on the Bastion webpage under Info For…, and then Parents. If you do not have access to a computer, please contact the office. Thank you!

The online Personal Consent Forms should be completed by Thursday, September 19th.

School Newsletters

We want to keep you informed of school activities and events, using various methods of communication. This newsletter is being sent home with all students; however, future newsletters will be e-mailed to families. The school newsletters will also be available on the school website. Our goal is to reduce the amount of paper distributed by the school, so we would like to encourage as many families as possible to receive newsletters via e-mail. Of course, families who do not have access to e-mail will receive a paper copy of the newsletter.
**School Website and Social Media**

The school website can be found at [https://bas.sd83.bc.ca](https://bas.sd83.bc.ca). Our website has been updated, so feel free to browse the site to discover some information that you may find useful. The school’s on-line calendar is up and running, and will be kept up-to-date to show upcoming school events.

The school’s Facebook page is a great way to receive immediate updates on happenings at the school and reminders of school info. items.

**Private Vehicle Use Regulation**

School District No. 83 has adopted a new Private Vehicle Use Regulation.

“Private vehicles may be used to transport students to and from extra-curricular or curricular trips when practicable, provided the following requirements are met:

All trips, vehicles, and drivers must be approved by the Principal or designate, who shall ensure that volunteer drivers are familiar with the policy and Collective Agreements related to travel.

For each eligible driver, the school Principal must retain on file:

- Driver’s Information Form for each trip, including the list of students and their contact numbers to be transported (as per attached form Appendix E);
- Photocopy of the volunteer’s driver’s license, driver’s abstract, vehicle registration, and insurance as per below, all current within one year;
- Photocopy of either a criminal record check or police information check, current within five years for employees and three years for volunteers.”

For more information on the Private Vehicle Use Regulation, please click the link below:

[https://sd83.bc.ca/2019/04/25/new-requirements-for-volunteer-drivers/](https://sd83.bc.ca/2019/04/25/new-requirements-for-volunteer-drivers/)

**Drop Off and Pick-up of Students**

At this point in time, we would like to encourage parents to **not** use 15th Ave NE as a drop-off or pick-up location. With parents dropping off or picking up their children, the road can become very congested and potentially dangerous. If you do decide to drive down 15th Ave., please be respectful of the residents and avoid using the entrances/exits/driveways of Shuswap Ridge townhomes as turn-around points. We have received reports that vehicles dropping off/picking up children are turning around in the complex or parking in the complex. Please ensure your vehicle does not enter the complex. We would like to maintain a positive relation with all of our neighbours. Thank you!
When entering the school’s parking lot, please be aware of the procedures for dropping off and picking up students:

- The lane closest to the sidewalk is strictly for the school bus (unless otherwise posted).
- The second lane is for a quick pick-up or drop-off of students. Please do not park in the drive-thru lane.
- Parents waiting to pick-up their children are asked to park in one of the parking spaces.
- Our parking lot is an “Idle-free Zone”, so please turn your engine off when waiting for your child.
- Students waiting to be picked up must wait inside the chain-link fence until parents meet them and escort them across the parking lot to the parked vehicle. Students are not to be walking through the parking lot without parent supervision. Thank you!
- Students who ride their bikes to school are to walk their bikes along the school sidewalk and on school grounds.

**Bussing**

Students who ride the bus are asked to be respectful towards the driver of the bus, other students and the property of the bus. The bus driver needs to have a quiet and respectful environment on the bus, in order to ensure that all students arrive at school and home in a safe manner. Riding the bus is a privilege and students who do not follow the expectations set for riding the bus may be asked to find an alternate form of transportation to and from school.

All students will receive a Bus Orientation early in the school year, so all expectations for riding the bus are known and understood. **Students who are not registered to ride the bus require a note from their parents, if they are taking the bus to a friend's house.**

These bus notes are to be shown to the secretary & teacher, who will then provide the student with a yellow bus permission slip to give to the driver. If there is adequate seating, the driver may grant permission to ride the bus.

If a student is required to transport an oversized item (longer than 76 cm) to and from school, a specific application form needs to be completed. The application form will be submitted to the Transportation Department, and will be reviewed by the Manager of Transportation. The Transportation Department will try to determine a safe pick-up/drop-off location, near the student’s stop, to allow for the safe loading/unloading of the oversized item. Skateboards/ice skates must be stored in a canvas bag when being transported on the bus. Booster seats are not permitted to be transported on a school bus.

**Student Supervision (Before & After School)**

Morning supervision begins once the school bus arrives at 7:40 a.m. **Students should not arrive at school prior to 7:40 am.** After school, supervision runs until the daycare busses leave at 2:25 pm. Once the buses have left, there will be no supervision on the school grounds. If you are unable to pick your child up by 2:25 pm, please call the office to let us know.

Please keep in mind that the school is responsible for your children from the time they leave home for school, until they return home after school. For this reason, it is important that all students, riding the bus or walking, go directly home after school. If they wish to return to the school to play after checking in at home, it is up to individual parents to make that decision. In addition, we want to remind you to be vigilant about teaching your children about safety to and from school: always walk with a buddy or, better yet, a small group and ensure that your child knows to go directly to and from school. Students who are walking to a friend’s house after school are required to provide a note from his/her parents acknowledging parent consent.

**Scent Considerate School**

The school district has adopted a regulation regarding chemical fragrances. We are asking all staff, students and parents to be scent considerate. Scents can cause serious health problems for people with allergies, multiple chemical sensitivities and asthma. If you have any questions regarding chemical fragrances, please feel free to pick-up a brochure from the school.
Inside Shoes

To assist with keeping our school clean and children safe from injury, all students are asked to remove outside shoes and wear inside shoes at all times when they are in the school. The summer custodians did a wonderful job of giving our school floors a nice shine. Let’s all do our part to keep the floors looking this way! A pair of runners would be the best choice for inside shoes, as they provide the best support during PE activities. Slippers, sandals, and Crocs do not provide the same safety and support as runners during physical activity.

School Supplies and Fees

Fees are due, Monday, September 30th.

Each student will have received a Fee Statement. Please remember to return the fee statement with payment.

It is extremely important for families to submit their school supply, agenda, and activity fees. Unpaid school supply and activity fees have to be covered by school funds, which are meant for other school resources and activities. When fees are not paid, other school programs are affected.

Please keep in mind that a financial hardship policy is in place at Bastion Elementary for families unable to afford school fees. Please contact Mr. Menzies or Mme Jegues for further information. If you do not pay your fees and you have not contacted Mr. Menzies or Mme Jegues to discuss the financial hardship policy, you will receive regular reminders to pay the supply and activity fees.

Individual Student Photographs

Practice those smiles, as Mountain West Photography is scheduled to visit our school on September 30th. Retakes have been scheduled for Monday, September 30th. We realize this coincides with Orange Shirt Day. If you do not want your son or daughter to wear an orange shirt in his/her school photo, please send the orange shirt to school and your son or daughter can wear the orange shirt after the photo.

For families who are not happy with the original photo or whose children were absent on Photo Day, photo retakes are scheduled for Monday, October 28th. Please be sure keep the original proof envelope and sent the envelope back to the school on Photo Retake Day.

Parent Advisory Council (PAC) News

All parents, with children in the public school system automatically become members of the school’s Parent Advisory Council. If you are interested in becoming involved with the PAC this year, please attend the first meeting on Tuesday, September 17th, at 6:30 pm (right after Meet the Teacher), to show your interest and learn more about this vital part of our school community. The staff and students of Bastion Elementary would like to thank the PAC for all of their contributions to help make our school the best school possible!

Our PAC executive consists of the following:

- Tabitha Gray (President)
- Vacant (Vice-President)
- Vacant (Treasurer)
- Vacant (Secretary)
- Vacant (Fundraising Coordinator)
- Danielle Burgi (Fun Food Coordinator)

The PAC executive is looking for volunteers to fill several roles on the executive. If you are interested or would like additional information, please contact Mr. Menzies at jmenzies@sd83.bc.ca.

If the PAC executive roles are not filled, Bastion Elementary will not have a quorum, preventing the PAC from holding monthly meetings, voting on actions to be taken by the PAC, and receiving provincial grant money.
Dress Code
Bastion Elementary School and the North Okanagan-Shuswap School District expects all students, staff, and parents to dress in a respectful manner which is appropriate and conducive to a positive and safe learning environment.

Appropriate dress is considered to be that which:
• Is safe;
• Is free of any reference which promotes alcohol, drugs, gangs, hate, obscenity, profanity, racism/discrimination, sex and/or violence;
• Is not disturbing or distracting to others within the school setting;
• Is similar to office or retail workplace attire (bras and underwear should be fully covered).

Students will be asked to change or will be provided with alternate clothing if their outfit is not suitable for the school environment. We also would like to request that hats or hoods not be worn in the school. We would like to thank students and parents for their support for our school’s dress code.

Use of Student Phone
Students at Bastion Elementary are allowed to use the school phone to call home if they are not feeling well, have forgotten important supplies or materials, or for emergency reasons. The phone is not to be used to arrange afterschool “play dates”. Plans to go to a friend’s house should be made the previous day, at home. Thank you.

If a student brings a cell phone to school, we are requesting that all cell phones are turned in to the teacher as soon as classes begin, and then are picked-up from the teacher at the end of the day.

If you need to get in touch with your child, please call the school.

Custody
If there are legal issues regarding your child’s custody, please bring the up-to-date legal documentation and photos to the school office. With this information, we can develop any necessary safety plans.

Dress for the Weather
At Bastion, we would like the students to be outside as much as possible during Recess and Lunch. We rarely have “inside days” due to the weather. Please ensure your children are prepared for the weather by having suitable rain gear for the rainy days and warm snow gear for snowy/cold days. Of course, when there is a torrential downpour of rain or the winter weather is much too cold (below -12 degrees C), we will have the students stay indoors during Recess and/or Lunch.

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Lost and Found
To help reduce the number of items in the Lost and Found, please try to label your children’s personal items (eg. backpack/lunch kit) and clothing items. There is always a large number of items in the Lost and Found by Christmas, then again at Spring Break and the end of the school year. We would like to be able to find the items owners’ and return those items. If parents need to come and check the Lost and Found, the items are kept in the lower hall, to the left of the photocopier. Thank you!!
Breakfast Program

Our Breakfast Program helps students start their day with a nutritious meal, so they are ready to learn. The Breakfast Program will be open from 7:40 – 8:00, Monday to Friday. The program is open to any student who arrives at school needing a little extra something to get his/her day started off well.

We are currently looking for parents/guardians to volunteer one morning each week to help prepare breakfast for our students. If you would like to volunteer, please contact Mme Jegues at ljegues@sd83.bc.ca. Thank you!

On the Horizon

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 16th</td>
<td>Kindergarten students’ first full day of school</td>
</tr>
<tr>
<td>Tuesday, September 17th</td>
<td>“Meet the Teacher” from 5:30 - 6:30</td>
</tr>
<tr>
<td>Tuesday, September 17th</td>
<td>PAC Mtg. from 6:30 - 8:00</td>
</tr>
<tr>
<td>Friday, September 20th</td>
<td>Non-Instructional Day – Classes Not in Session</td>
</tr>
<tr>
<td>Thursday, September 26th</td>
<td>National School Terry Fox Run @ 12:30</td>
</tr>
<tr>
<td>Monday, September 30th</td>
<td>Orange Shirt Day</td>
</tr>
<tr>
<td>Monday, September 30th</td>
<td>Individual Student Photos (students can bring an orange shirt to put on after the photo)</td>
</tr>
</tbody>
</table>
School District 83 Permission Forms Information

In an effort to “be green” and to save you time, the following forms have been posted on Parent Connect for you to review and authorize. All forms should be reviewed and responded to by your child’s parent/guardian by September 19.

To access Parent Connect, go to the Bastion website (www.bas.sd83.bc.ca) and choose “Parent Connect” under the “Parents” tab. For those needing additional assistance an instruction document is also located on the sign in site.

Notes:
• You must have up to date browser in order for Parent Connect to function properly.
• If you cannot remember your password for Parent Connect click on the “Forgot my Password” link and a new password will be emailed to you.
• If you are having trouble logging in it may be because the email address is out of date. If that is the case, please contact the office for assistance.

INSTRUCTIONS:
1. Log into Parent Connect
2. In the “FORMS” section on the right side of the page, read each form and select the appropriate response. (use the “PREVIOUS” “NEXT” links to see all forms)
3. CLICK SAVE (located below the “FORMS” box)

Personal Information Consent Form
In accordance with the BC Freedom of Information and Protection of Privacy Act, the Board of Education of School District No. 83 is seeking your consent to collect, retain, use and disclose photographs, videos, images and/or names of students and groups of students in a variety of publications and on the School District’s website(s) for educational purposes (i.e. yearbooks, newsletters, class blogs etc.). This permission is required annually.

Outside Media In Schools
Media (including radio, television, newspapers, and other print and online media) are sometimes permitted or invited to come to the school or to school activities and allowed to take photos/video or conduct interviews with students, for the purposes of promoting public understanding of school programs, building public support for public education, and encouraging student achievement. This permission is required annually.

School Network Consent
Schools are now equipped with wireless networks to facilitate more flexible access to learning resources. Students must agree to the terms and conditions of the “Digital Citizenship” regulation #3000 before being granted permission at the school level. This permission is required annually.

Office 365/Cloud Internet Consent
School District No. 83 is always looking for ways to support learning in the classroom. As we move through the information age Internet-based tools are being developed and used to create and share learning and to build a lifelong digital portfolio. The District has identified two tools (Office365 and Gsuite) that will require a personal account to be created for your child using their first name, last name, birth year and the school that they are attending. Your consent to your child’s use of Office365 and Gsuite is required by British Columbia’s Freedom of Information and Protection of Privacy Act (FOIPPA). This permission is required once per school.
As we move towards full integration of the Ministry of Education’s New Curriculum, we are looking for tools to better support student learning. The myBluePrint platform has a version called All About Me designed for K-6 students and version for grade 7-12 students called Education Planner. Both versions have planning tools and an e-portfolio in a digital environment. The servers are located in Canada; however, we are still collecting permission from parents to use the program. Alternate activities will be supported if permission is not granted. This permission is required once per school.

Walking Field Trips Permission

During the school year, teachers may take students for excursions in and around our neighborhood. The teacher will provide supervision on these neighborhood trips, with the assistance of parent volunteers, as required. When longer trips involving travel outside our local area are planned, you will be informed in writing and will be asked to sign a separate permission slip for each trip. This permission is required once per school.

IN ADDITION TO THE ABOVE, PLEASE ALSO REVIEW AND VERIFY YOUR DEMOGRAPHIC INFORMATION ON PARENT CONNECT BY FOLLOWING THE INSTRUCTIONS BELOW.

Complete the Verification of Demographic Information

It is important that you take a moment to review your demographic information on Parent Connect. Update, as necessary, your cell phone number(s), email address(es) and emergency contacts. If you have a change to your home address and/or home(main) phone number, please call the school, or send a note to the office.

a) Once you have logged in, click on the “Reports” tab and select “Info Form (ELEM)”.
b) Open the report (.pdf) and carefully review it to determine any information that needs to be updated.
c) Click on the “Profile” tab and select “Basic Demographics” to update information about any of the guardians listed.
d) Click the “Edit” button to the left of a guardian to update their information. Click on the “Save” button when done.
e) When you are finished updating all of the demographic information on the “Basic” page, click on the “Forms” tab to return to the Bulletin Board.
f) To indicate that you have completed the Verification of Demographic Information process, select your response to the right of the web form called “Verification Form”.

Complete Canadian Anti-Spam Form (CASL)

As a result, Canada’s Anti-Spam Legislation (CASL), our school must now obtain your specific consent to be able to send you newsletters, announcements, and other electronic messages which may contain advertising or promotions including requests for field trips, fundraising, yearbooks, student pictures, dance tickets, or other similar events and offers. Follow the instructions below if you wish to receive this type of communication. This permission is required once per school.

a) Click on the “Profile Tab” tab and Select “Basic Demographics”.
b) Click the “Edit” button for the guardian email address you would like to approve for School District 83 email messages. The detailed demographic info will appear on the right of the guardian list.
c) Select “Yes” in the “Consent to Commercial Email” checkbox and click “Save”.

2251 - 12th Ave NE ● Salmon Arm, BC ● V1E 2V5 ● Phone 250.832.3741 ● bas@sd83.bc.ca