



# École Herbert Spencer Elementary School

September 2023

Principal Karen Catherwood  
Vice Principal Simran Hare

## Upcoming Events in September

- September 13- PAC meeting @ 6:30 p.m. in the library
- September 15- **DOT DAY!**
- September 18- Pro-D Day (**no school for students**)
- September 21- **Spencer Open House @ 5:30-6:30 p.m.**
- September 22- Terry Fox Run at School
- September 29- Orange Shirt Day at School
- September 30- Truth and Reconciliation Day



## Principal's News

Dear Families and Friends,

Welcome to an exciting year at Spencer. We are looking forward to having all of you and your children take this journey with us.

The students have settled into their new classrooms with their new teachers and are already underway learning and adjusting to routines and general school events. The staff have been very busy preparing for another successful and enjoyable year. There have been changes since the end of the last school year and I would like to take this opportunity to welcome our new staff, students and their families to Spencer.

We would like to invite you to visit our school during our **"School Open House" on Thursday, September 21, 2023 from 5:30-6:30 p.m.** It is an opportunity for your child(ren) to show you around the school and to introduce you to their classroom teacher.

At Spencer we have an excellent and competent staff whose focus is to help nurture the heart first and foremost. When we tend to the emotional, social and physical needs of our students, their minds are ready to learn academically. The staff cares for, nurtures, loves, guides, nurses, disciplines, plays, feels, listens, discusses and teaches the students.

There is a lot going on this year and to keep you informed a weekly newsletter via email will be sent home as well as occasional school wide emails. Please make sure to check your email for any school updates/newsletters. We will also be posting the weekly newsletters on our school website and we will also do our best to update our school website with important information regarding our school. You can find our school website at <https://herbertspencerschool.ca>.

We are looking forward to an amazing school year. Thank you for placing your children in our care.

Karen Catherwood

Principal

"Children won't care how much you know, unless they know how much you care."

## SCHOOL ROUTINES

### Morning Procedure for students and Parents/Guardians

The morning bell rings at 8:50. Kindergarten and Grade 1 students are to make their way to their designated entrance areas. The rest of the students in the school are to make their way into the school through the doors at the back of the school. Students will be dropped off in the same areas at the end of the day.

At 8:55 a.m. the back doors to the school will be locked for the remainder of the school day. If your child arrives to school after 8:55 a.m., they will need to enter the school through the front doors where they will check in with the office. Students who are in the modulars and arrive late must check in at the office before going to class.

For appointments during the school day, please let the office and your child's teacher know by email. This will help us have your child ready for you when you come to pick them up. Be sure to sign your child out before exiting the building. If your child is returning to school later in the day, they must be signed back into the school. We want to ensure that you and the school are aware of your child's whereabouts.

All students will be dismissed at 3:00 p.m. Please make sure that someone is at the school to pick up your child(ren) on time.

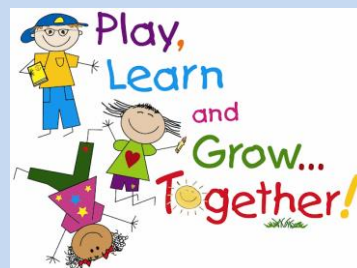
## Volunteering at the School

We are looking forward to having parents and visitors at the school this year! ALL VISITORS on the school site must wear identification so that they are identifiable to students, staff and parents as permissible visitors. If you are volunteering or visiting in a classroom, you must first sign-in at the office. You will be given a VISITOR tag to wear. Please return this tag to the office and sign out when you are finished. In any emergency, we must be able to account for the whereabouts of all students, staff and visitors, on site or off-site.

If you are volunteering or going on a fieldtrip, volunteer forms will be available on our school website and district website in the next week.

**CHECK OUT OUR WEBSITE!**

<https://herbertspencerschool.ca/>



# École Herbert Spencer Elementary

## \*\*\*Student Absence, Late Drop Offs or Pick Ups\*\*\*

### Herbert Spencer – Reporting a Student Absence

Our team asks that all parents and guardians report a student absence, before the start of the school day. This helps us ensure that you have given permission for your child to be absent, and supports our staff in accurately tracking and following up on absences.

### Absences can be reported:

- 24 hours a day through our voice message system at 604-517-6030, or email [spencer@sd40.bc.ca](mailto:spencer@sd40.bc.ca)
- or they can be made any time in advance, or before 9:45 am on the day of the absence, using the link below please fill out the form.

<https://herbertspencerschool.ca/report-a-student-absence/>

If you are leaving a voicemail message, please state the student's full name, division, the date of the absence and reason for absence.

Please do not email your child's classroom teacher only with an absence or early pick up as they may be away or they may not have checked their email in order to let us know.

Thank you!



September 21, 2023 -5:30-6:30 p.m.

You are all invited to visit our school and have your child(ren) show you around and introduce you to their classroom teacher.

(This is not an interview)

## Classroom Organization: Split Grades

At times it is necessary to organize the school with classes that combine two grades. Split classrooms are common in schools. It is important to note that **students in split classrooms experience similar curriculum learning outcomes as those placed in one grade group.** In all classrooms, teachers plan to meet the needs of students and grade level requirements. Like their colleagues, split classroom teachers work to accommodate individual student needs. Our goal is to encourage all students to view themselves as one learning community, crossing the boundaries from one grade to another. Working with others of varying ages in and out of the classroom helps children learn early in life, that people of all ages and skill levels can work with and learn from each other.

## Foundation Skills Assessment

Each year, our grade 4 students participate in the Foundation Skills Assessment (FSA).

The Foundation Skills Assessment is an annual province-wide assessment of all B.C. students' academic skills in grades 4 and 7, and provides parents, teachers, schools, school districts and the Ministry of Education with important information on how well students are progressing in the foundation skills of Reading, Writing, and Numeracy. FSAs will be administered to students between October 2- November 10.

For more information about the FSA's, please visit the following website:

[www.bced.gov.bc.ca/assessment/fsa/](http://www.bced.gov.bc.ca/assessment/fsa/)



## REDESIGNED CURRICULUM

Interested in learning more about the changes to the curriculum?

Check out:

<https://curriculum.gov.bc.ca/>

## MEDICAL INFORMATION AND ALLERGIES

### Medical Information

If your child has allergies or medical issues, we need to be aware of, please let the office know right away. We need to make sure we have the appropriate information on file in case of emergency. Please note that students should not be in possession of any medication at school. **The staff may not administer medication to students unless the required form is completed and signed by the parent/guardian and physician.**



### Allergies

There are adults and students at the school who have a variety of allergies. **We are a nut-aware school.**

## Fuel Up! School Lunch Program

The district is proud to partner with Simply Foods to provide parents with the option to order a healthy and nutritious lunch on a daily, weekly, monthly or occasional basis.

Their budget-friendly and healthy daily lunch options meet the [BC School Nutrition Guidelines](#) – with menu options available to order through an easy-to-use online platform.

If you are interested please see the following for more information:

<https://newwestschools.ca/programs-services/fuel-up/overview/>

## HEALTH

As students return to school, it is important that they learn about precautions that can help safeguard everyone's health. We ask for support from parents in teaching students these concepts:

- **Stay home if you are sick.**
- **Cover your mouth and nose with a tissue or elbow when coughing or sneezing.**
- **Wash your hands often with soap and water.**
- **Avoid touching your eyes, nose or mouth.**
- **Practice other good health habits. Get plenty of sleep, be physically active, manage stress, drink plenty of fluids and eat nutritious food.**

# École Herbert Spencer Elementary

## Terry Fox Run-Friday, September 22, 2023.

Students at École Herbert Spencer Elementary School will be participating in the annual Terry Fox Run. We will participate rain or shine. Please send your child in runners and appropriate clothing for the weather. The students in K and Grade 1 will run in the school yard and our Grade 2 to 3 students will run around the perimeter of the school and our 4 to 5's will run a route through Queen's Park.

This year is the 43<sup>rd</sup> Anniversary of Terry Fox's Marathon of Hope and Herbert Spencer Elementary is proud to be continuing the legacy of one of our greatest heroes. Please join us and support this wonderful cause by donating to: <http://schools.terryfox.ca/HerbertSpencerElementary>. Together, we can all make a difference! #terryfoxschoolruns @terryfoxfoundation

## Spencer PAC

The Spencer PAC is a very active group that truly makes a difference in our students' school experience helping with:

- Fieldtrips
- Sports Day
- Fine Arts Programs
- And so much more...!

We would also like to invite all our parents to come out to our PAC meetings. These meetings provide parents with yet another opportunity to be involved in their child's school experience.

**Our next PAC meeting will be held on:**

Wednesday, September 13, 2023  
@  
6:30 pm  
In the Spencer Library

## Truth and Reconciliation Week:

**September 25-29**

**We invite everyone to wear an Orange Shirt throughout the week** in recognition of the harm that Canada's residential school system did to the students' self-esteem, and as an affirmation of our commitment to ensure that everyone around us matters. Students will be working on activities throughout the week.

**We are asking if possible to have everyone wear an Orange Shirt on Friday, September 29<sup>th</sup>!**



## Dressing for Wet/Cold Weather

With wet and colder weather slowly creeping upon us, we would like to remind families that whenever possible, students will go outside for recess and lunch. Please send your children with weather appropriate clothing and footwear for rain and colder weather- raincoats, warm coats, boots and umbrellas.



## Upcoming Events in October

- October 2- National Day for Truth and Reconciliation (no school)
- October 4- PAC mtg @ 6:30 p.m.- Library
- Oct. 9- Thanksgiving Day (school is closed)
- October 18 & 19- Parent Teacher Interviews
- October 20- Provincial Pro-D Day (no school for students)
- October 26- Collaboration Afternoon- Early Dismissal @ 12:05 p.m.
- October 26- PAC Halloween Event



## Picture Day:

Thursday, October 12

## Retakes:

Wednesday, November 3

## SEPTEMBER

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5 First Day of School Welcome Coffee	6	7	8	9
10	11	12	13 PAC Meeting 6:30 pm- Library	14	15 <b>DOT DAY!!</b> (wear your dots to school!)	16
17	18 Non-instructional Day (students do not attend)	19	20	21 <b>Spencer Open House</b> 5:30-6:30 p.m.-come see the school!	22 School Terry Fox Run!	23
24	25	26	27	28	29 School Orange Shirt Day	30





# École Herbert Spencer Elementary

*The Ministry of Education requires schools to formally provide the school Codes of Conduct. As you probably know, from your child, our Code of Conduct is built on the principles of respect, responsibility and relationships. The children know them as the '3 R's' and are able to articulate quite well what they represent – they begin to learn and discuss them in Kindergarten! These principles guide our actions and our words and provide a 'road map' for us to rely on. Our Code of Conduct supports the continued development of our goal to be socially responsible. It creates the opportunity to discuss where we've gone wrong and is a framework to consider how we can make things 'right'. We would request that you discuss this Code of Conduct with your child and appreciate your participation in supporting these important expectations! Herbert Spencer will promote the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law, prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, age, physical or mental disability, sex or sexual orientation or gender identity and expression.*

## Showing Respect is:

- Using appropriate language and tone with peers and adults
- Respecting the environment, property of others, and personal space
- Listening to and honouring the opinions and feelings of others and their culture
- Respect for learning, good listening, moving quietly through the halls
- Using good manners, being polite, "please... may I... thank you"

## You are not respectful when:

- you use offensive language, talk back, tease or say hurtful things.
- you push, hit, kick or do hurtful things.
- you litter, damage property or do harm to the school environment.
- you interrupt, call out or disrupt the learning environment of yourself and others.

## Showing Responsibility is:

- Being honest and owning up to your mistakes
- Coming to school ready to learn, staying on task and doing your best
- Looking after your belongings including agendas, notices and homework
- Looking after school property including library books, chromebooks and gym materials
- Appropriate use of washrooms
- Being a good role model for others by demonstrating our 3 R's

## You are not demonstrating responsibility when:

- you are dishonest
- you disrupt the learning environment of others
- you damage or misuse school property
- you forget or lose your materials, homework and assignments

## Behaviours which support Relationships:

- Active listening
- Empathy, thoughtfulness and kindness
- Including others and sharing
- Patience, Honesty and Cooperation

## Students may not:

- make hurtful comments or do hurtful things
- humiliate, intimidate, or exclude others, tease or joke in a hurtful manner
- engage in physically aggressive behaviour

## Consequences:

Responses to, and consequences for, unacceptable conduct will be consistent and just. Wherever possible, disciplinary action will be restorative and include logical consequences. We will take into consideration the circumstances and severity of the misconduct and the students' ability to meet behavioural expectations. The following steps may guide the process: Verbal warning, change or removal from the environment, communication from the teacher, communication from the administration.



# École Herbert Spencer Elementary

## District Threat Assessment Protocol: Fair Notice

In the interest of student and staff safety and security, there may be times when schools conduct Threat Assessments.

### What Behaviours Initiate a Student Threat Assessment? What is a Threat?

A student threat assessment will be initiated when behaviours include, but are not limited to, serious violence or violence with intent to harm or kill, verbal/written/drawn threats to harm/kill others, Internet, social media, email or text threats to harm/kill others, threatening gestures, possession of weapons (including replicas), bomb threats, and fire setting. All threats must be taken seriously, investigated and responded to.

### Duty to Report:

To keep school communities safe and caring, staff, parents, students and community members must report all threat – related behaviours.

### What is a Threat Assessment Team?

Each school has a Threat Assessment Team which is multi-disciplinary. The team may include the Principal, Vice-Principal, Counsellor, Resource Teacher and Police Officer. The District Threat Assessment Team may consist of District Staff, the Safe Schools Coordinator and other Ministries/Agencies (e.g., Ministry of Children and Family Development or Fraser Health Authority). District Staff and Community Agencies are trained in the Threat Assessment protocol and process.

Ideally parents/caregivers are involved and engaged in the process and have given consent to share information to support student safety. However, in emergency safety situations, such as Threat Assessments, all parties (the school, School District and the appropriate Community Agencies) have the ability to share information on a need-to-know basis; as supported by case law, and expanded upon by privacy commissioners, without consent or participation of the threat maker and their parents/caregivers.

### What is the Purpose of a Student Threat Assessment?

- Ensure the safety of students, staff, parents/caregivers and others.
- Ensure a full understanding of the context of the threat.
- Understand factors contributing to the threat makers' behaviour, including the impact of trauma
- Be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker.
- Promote the emotional and physical safety of all.

### What Happens in a Student Threat Assessment?

All threat making behaviour by a student shall be reported to the Principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the threat maker, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be shared with parents, staff and students as required.

### Can I Refuse to Participate in a Threat Assessment Process?

It is important for all parties to engage in the process. However, if for some reason there is reluctance to participate in the process by the threat maker or parent/caregiver, the threat assessment process will continue in order to promote a safe and caring learning environment, with or without the consent of the threat-maker and/or their parents/caregiver.

# École Herbert Spencer Elementary

2023-2024 STAFF		
Principal		Karen Catherwood
Vice-Principal		Simran Hare
Secretaries		Cheryl Serraglio
		Bonnie Dyrndahl
Division 1	Grade 5	Daryl Winpenny
Division 2	Grade 5	Kate Copley
Division 3	Grade 4/5	Beau Gabiniewicz
Division 4	Grade 4/5 (EFI)	Talia Ellett
Division 5	Grade 4/5 (EFI)	Madolyn Goodall
Division 6	Grade 4	Astrid Hin Wong
Division 7	Grade 4	Erika Warkentin/Wendy Russo
Division 8	Grade 3	Lauren Neufeld
Division 9	Grade3	Sarah Nottingham
Division 10	Grade 3	Navneet Hans Al-Ashkar/Natalie Wu
Division 11	Grade 2/3 (EFI)	Sandra Chamberland-Auger
Division 12	Grade 2/3 (EFI)	Nisha Bagha
Division 13	Grade 2	Piera Fairley/ Simran Hare
Division 14	Grade 2	Rachel Sebestyen/ Wendy Russo
Division 15	Grade 2	Janine Poelzer/ Wendy Russo
Division 16	Grade 1/2	Hilda Zivarts
Division 17	Grade 1 (EFI)	Nathalie Tremblay/Barbara Farmer
Division 18	Grade 1	Samantha Marthold
Division 19	Grade 1	Sandra Loewe
Division 20	Kindergarten (EFI)	Jen Loukidis
Division 21	Kindergarten	Amy Fleming
Division 22	Kindergarten	Brianna Strachan
Division 23	Kindergarten	Hillary York
Music/Fine Arts Teacher		Cassady Ranford (T-F)
Prep Teacher		Simran Hare/Emerly Liu
Teacher Librarian		Kim Thomas
LST/Resource Teacher		Melissa Haffner
LST/Resource Teacher		Rob Peacock
LST/Resource Teacher		Sara McBride
Speech and Language		Megan Kleisinger
Counsellor		Rosanna Di Francesco

# École Herbert Spencer Elementary

2023-2024 STAFF cont'd		
Education Assistants		Tara Dean
		Shabnam Khatri
		Lee-Anne Palmer
		Shelley Rossiter
		Nivin Murad-Khan
		Mimi Ratcliff-Sung
		Laura Albertson
		Lucy Luo
		Melissa Nemeth
		Jane Thomsing
		Ashley Johnson
		Yeshi Dolma
Child and Youth Care Worker		Emilie Dionne
Indigenous Support Worker		TBD
SWIS Worker		Alin Arakelian
Crossing Guard		Laura Powell- 6 <sup>th</sup> Avenue & 2 <sup>nd</sup> Street
		Marcellina Arnold- 8 <sup>th</sup> Avenue & 2 <sup>nd</sup> Street
Noon Hour Supervisors		Val Bishop
		Ashley Gray
		Mercedes Lucas
Custodians		Melvin Maala
		Alex Velasquez

# École Herbert Spencer Elementary

## École Herbert Spencer Elementary School

605 Second Street  
New Westminster,  
BC

V3L 5R9

Phone: 604.517.6030

Email:  
[spencer@sd40.bc.ca](mailto:spencer@sd40.bc.ca)

### All Newcomer Immigrant and Refugee Families:

What is the role of the Settlement Workers in Schools (SWIS)?

Settlement Workers are stationed in schools to provide information and services for newcomer families and youth. SWIS Workers are employed by MOSAIC. We serve students of New Westminster School District (SD 40) and their families with Permanent Resident status. We assist newcomer students and their families to adapt to life in Canada through 1-on-1 consultations, workshops for children, parents, grandparents, field trips, volunteering opportunities for adults and youth, and leadership training for youth.

SERVICE Languages: English, Chinese, Farsi, Dari, Korean, Tagalog, Turkish and more.

Contact: Alin Arakelian (SWIS Worker) [arakelian@mosaicbc.org](mailto:arakelian@mosaicbc.org)  
([www.mosaicbc.org](http://www.mosaicbc.org))

### Canadian Parents for French

Furthering bilingualism by promoting and creating opportunities for students to learn and use French.

# École Herbert Spencer Elementary



New Westminster School District No. 40

## ÉCOLE HERBERT SPENCER ELEMENTARY 2023-2024 SCHOOL CALENDAR

LENGTH OF SCHOOL DAY		
	Start	End
BELL	8:50am	
INSTRUCTION	8:50am	10:45am
RECESS A	10:10am	10:25am
RECESS B	10:30am	10:45am
INSTRUCTION	10:25 or 10:45am	12:05pm
LUNCH	12:05pm	12:51pm
INSTRUCTION	12:51pm	3:00pm
DISMISSAL		3:00pm

CALENDAR INFORMATION		
Date	Event	Explanation/Purpose
<b>2023</b>		
Tuesday, September 5	School Opening	Partial day: Dismissal time 9:55am
Monday, September 18	Non-Instructional Day	School closed for students
Monday, October 2	National Day for Truth and Reconciliation	School closed
Monday, October 9	Thanksgiving Statutory Holiday	School closed
Thursday, October 12	Individual Picture Day	All day
Wednesday, October 18	Parent/Teacher Interviews	Partial day: Dismissal time 12:05 pm
Thursday, October 19	Parent/Teacher Interviews	Partial day: Dismissal time 12:05 pm
Friday, October 20	Provincial Pro D Day	School closed for students
Thursday, October 26	Elementary Collaboration Day	Partial day: Dismissal time 12:05pm
Friday, November 3	Picture Retake Day	Morning only
Monday, November 13	Remembrance Day Statutory Holiday	School closed
Tuesday, November 14	Non-Instructional Day	School closed for students
Friday, December 15	First Report Card	
December 25/23 – January 5/24	Winter Break	School closed
<b>2024</b>		
Monday, January 8	Schools reopen	
Thursday, January 18	Elementary Collaboration Day	Partial day: Dismissal time 12:05 pm
Friday, February 16	Non-Instructional Day	School closed for students
Monday, February 19	Family Day	School closed
Thursday, March 14	Second Report Card	
March 15-28	Spring Break	School closed
Friday, March 29	Good Friday	School closed
Monday, April 1	Easter Monday	School closed
Tuesday, April 2	Schools reopen	
Thursday, April 18	Elementary Collaboration Day	Partial day: Dismissal time 12:05 pm
Wednesday, April 24	Three Way Conferences	Partial day: Dismissal time 12:05 pm
Thursday, April 25	Three Way Conferences	Partial day: Dismissal time 12:05 pm
Friday, April 26	Non-Instructional Day	School closed for students

Monday, May 13	Class Picture Day	Possibly until 1:30 p.m. (if needed)
Monday, May 20	Victoria Day	School closed
Tuesday, May 21	Non-Instructional Day	School closed for students
Thursday, June 27	Final Report Card	
Thursday, June 27	Last day – students	Dismissal time 2:00pm
Friday, June 28	Administrative Day	School closed for students