



**MAPLE BAY  
ELEMENTARY**

**It takes a whole community to raise a child.  
Working together, we will make a difference.**

## Welcome to the new school year!

Our learners are now settled in their classes for this school year. Our staff would like you to know that we believe “it takes a whole community to raise a child”. We value a community approach that includes the diverse voices of our smun’em, staff, and families. Together, we strive to create a learning environment where “We Hold Each Other Up” (M. Gray-Smith). By modelling an inquiry-mindset, mutual respect is given, kindness is felt, patience is practiced, and problems are solved with understanding and empathy. An inquiry approach means being open to new learning and taking informed action.

### Our hope is that each of our MAB smun’em

- knows that they are special and that they matter.
- feels belonging, safety, and acceptance.
- experiences joy and laughter every day.
- can name at least two adults in the school who know, value, and encourage them.
- understands F.A.I.L. means “First Attempt In Learning”.
- loves to learn, and can respond to the following questions with purpose:

What are you learning and why is it important?

How is it going with your learning?

What are your next steps?



## MONTHLY FOCUS

<p><b>P’uq’ulenuhw</b></p>	<p><b>Mukw’ tu shhw’a’luqw’a’ ‘o’ tth’ele’s tu shhwuli</b> <i>(Family is the heart of life)</i></p> <ul style="list-style-type: none"> <li>• The time when the leaves turn colour</li> </ul>	<p><b>Septem</b></p>
<p><b>Hwisulenuhw</b></p>	<p><b>Ts’iiyulh ch ‘u tuni’ s-aamustham-mut</b> <i>(Give thanks for you been given)</i></p> <ul style="list-style-type: none"> <li>• When leaves are shaken from trees</li> </ul>	<p><b>Octo</b></p>

# Maple Bay Elementary School Information

## School Hours & Supervision

### Maple Bay School Hours:

7:55-8:25 am

8:25 am

11:25-12:15 pm

2:13 pm

2:13-2:35 pm

Morning Supervision \*

Classes begin

Lunch Outside Recess and return to class to eat

Dismissal

Afternoon Bus Supervision

\* Students are to arrive after 7:55 am, as there is no Adult Supervision available before that time. It is also recommended that students proceed directly home after school as there is no Adult Supervision after 2:35. The school personnel cannot guarantee the safety of any student on school grounds before 7:55 am or after 2:35 pm.

## School Life

### Bussing

All students who take the bus must be registered with the school district Transportation Department. You may register for bussing on the School District website: <https://sd79.bc.ca/services/transportation/>. Students who are accompanying a friend home and who do not regularly ride the bus must also be registered as a bus student or they cannot ride the bus. For any transportation inquiries please call 250-748-0321 local 276. A photo bus pass will be printed for each student once ridership has been approved there is no fee for the initial bus pass. Replacement fee for lost and altered passes is \$10.00. Payment can be made for replacement passes via e-transfer to [buspasspayments@sd79.bc.ca](mailto:buspasspayments@sd79.bc.ca) or by credit card at 250-748-1066 ext 276

NOTE: Purchasing a bus pass does not register your student. You must register first, please see above. Please do not send money if your student is not registered for the bus.

### Pick Up and Drop off of Students

- Parents dropping off or picking up students must use the student drop off lane adjacent to the Bus Zone at the east side of the school or park on Donnay Drive.
- Parking is not allowed in the drop-off lane. Please do not park in the red zone.
- Pick-up, drop-off or parking is not permitted in the Staff parking lot with the exception of use of the handicapped parking.

# Maple Bay Elementary School Information

## Student Code of Conduct

### Be Responsible Be Respectful Be Safe Be Kind

Our Code of Conduct is based on expected behaviours and is designed to ensure that everyone is treated respectfully by creating a safe, caring, and orderly learning environment. The code is taught, reviewed, and reinforced continuously using common language. Students are expected to accept responsibility for their actions and behaviours.

### Expectations for Student Conduct

**All members of the school community have an obligation to:**

- Do our personal best in all endeavors.
- Be safe at all times in all places.
- Respect the teachers right to teach and of students to learn.
- Be kind and caring to all.
- Solve problems peacefully.
- Support each other in learning and playing.
- Take responsibility as diligent bystanders to actively stop situations of bullying and misconduct.
- Respect the property of others, the environment, personal space, and privacy.
- Respect the school and shared community property.

These expectations apply to behavior at school, during school-organized or sponsored activities, on the bus and behavior beyond these times (including online and mobile device behavior) that negatively impacts the safe, caring, or orderly environment of the school, and/or student learning.

**All members of the school community must refrain from engaging in any in-person or digital communication, or behavior that is considered to:**

- Interfere with the learning of fellow students and/or the learning environment.
- Jeopardize a student's personal well-being or safety and/or the safety or well-being of fellow students.
- The use of verbal or electronic hate/abuse (bullying, cyber-bullying, uttering threats, etc).
- Acts of discrimination on the basis of race, marital status, family status, physical or mental disability, sex or sexual orientation as outlined in the BC Human Rights Code.
- Wearing inappropriate dress (those with inappropriate logos, unacceptable paraphernalia).
- Acts of bullying, harassment, intimidation, physical assault, or retribution against a student or person who has intervened to prevent or report incidents to staff.
- Use/possession/being in the vicinity of illegal/restricted substances and/or weapons.

### Disciplinary Action/Notification/Rising Expectations/Retaliation Prevention

- Whenever possible and appropriate, consequences for breaches of a code are restorative in nature rather than punitive. Disciplinary Action at Maple Bay Elementary will be determined by each individual situation.
- Any student who violates School Board Code of Conduct or the School Code of Conduct will be subject to disciplinary action. In all instances, the severity and frequency of unacceptable conduct, as well as the age and maturity of students will be considered in determining appropriate disciplinary action.
- We recognize that special consideration may apply to students with neuro diverse needs, if they are unable to comply with the Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.
- Maple Bay has the responsibility to inform the necessary parties of serious breaches in our Code of Conduct.
- It is also expected that students, as they become older, are held to an increasing level of personal responsibility and self-discipline.
- The school will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of a code of conduct.

The Maple Bay Elementary School learning community promotes 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, physical or mental disability, sex, or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

# Maple Bay Elementary School Information

## OFFICE PROCEDURES ~ Ensuring Student Safety

### Emergency Contact Information

It is vital that we have up to date emergency contact phone numbers for parents, guardians and those designated as emergency contacts. In the case of an emergency, staff contact parents first but an emergency contact for your child is necessary in case we cannot contact a parent. Please Note: Students can only be released to a parent or someone that the parent has designated as an emergency contact.

### Visitors

Any visitor to the school including parents or other relations to a student must report to the Office and sign in and sign out when coming and leaving the school.

### Late Students

Students who are late to school must enter through the main door and check in with the school secretary before continuing to class.

### Leaving the School During the Day

Students leaving the school to go to a medical appointment, go home ill etc. must sign out through the Office.

### Absences

Please contact the Office if a student will be absent. Long-term absences for illness or vacations should be reported to the Office.

Email: [maplebayheadsecretary@sd79.bc.ca](mailto:maplebayheadsecretary@sd79.bc.ca) or Phone: 250-746-7541

### Student Illness or Accident

If a student is ill or seriously injured, parents will be notified immediately. Please Note: We cannot provide proper facilities for students who are ill with 'flu or other contagious infections and that every family needs an emergency contact where the student can be sent under these circumstances. Reminder to complete Daily Health Check. Do not send your child to school ill.

### Allergies/Medication

Please ensure that current information and medication is in the office. Students are not to have medication on them. All medication is administered through the office.

### Personal Belongings, School Supplies and Electronic Devices

Maple Bay School cannot be responsible for any lost or damaged personal items. Please ensure all school supplies, indoor runners, water bottles, and other belongings sent to school are labelled. Electronic devices should stay home; if brought to school, the device may not be used during the school day and must be kept in students bag, turned-off. Students may use the school phone in the office should they need to contact family.

### Hardship

Where financial hardship exists that would prevent student participation in a curricular or co-curricular activity, fees will be waived. Fees and deposits will not become a barrier to participation in required activities or programs as per Admin Procedure 506-Financial Hardship.

### Communication

At Maple Bay School we feel home and school communication is crucial to help our students and your children succeed. As part of that process teachers will use this agenda planner every day. We ask you to read the agenda every night and sign it as well as writing your own questions and comments when needed. Phone calls are always welcome and most teachers use e-mail as well.



## School District Information

### Indigenous Education and Support

*'Uy'skweyul! Tansi!*

Welcome to a fantastic year of growth and learning. Indigenous education staff work throughout the district to foster inclusive classrooms where every student feels a sense of belonging and experiences academic success.

If your child has Indigenous ancestry – First Nations, Métis or Inuit, (documentation is NOT required) and you would like to self-identify, please see the school secretary for a self-identification form. Each year your child will be funded for and included in Indigenous Education programs. Almost all programs will be delivered in the regular classroom, to ALL students. You will be asked to give permission for any activities offered outside of the regular class. If you have self-identified with the school in previous years, you do NOT need to do a new form each year.

You can opt out of Indigenous Education services at any time by notifying the Indigenous Education staff in person or in writing either at your school or through the district office 250 748 0321 ext 235, or email at [ined@sd79.bc.ca](mailto:ined@sd79.bc.ca)

As you may know, in 2017, the Federal Government changed from using the term Aboriginal people to using Indigenous Peoples when referring to First Nations, Métis & Inuit peoples. This change acknowledges the rights of Indigenous Peoples as outlined in the UN Declaration of the Rights of Indigenous Peoples.

[https://www.un.org/development/desa/indigenouspeoples/wp-content/uploads/sites/19/2018/11/UNDRIP\\_E\\_web.pdf](https://www.un.org/development/desa/indigenouspeoples/wp-content/uploads/sites/19/2018/11/UNDRIP_E_web.pdf)

It will take us some time to transition to the new language so you may see the terms Indigenous and Aboriginal both used.

We are looking forward to a positive school year together!

### Board Policies and Administrative Procedures

For the full handbook of board policies & administrative procedures, please visit:

<https://sd79.bc.ca/board-of-education/policies-and-procedures/>

AP 164 – Food and Nutrition

AP 104 – District Code of Conduct (Newly Drafted)

AP 358 – Intimidation, Harassment, Aggression (Under Review)

Policy 13 – Appeals Procedure Bylaw

Policy 25 – Identity, Belonging, and Connection

# MAB's Framework for Enhancing Student Learning

## SCHOOL GOALS

Based on the needs of our students, our priorities to enhance student success during the 2023/2024 school year, is to continue to build an engaged and inclusive learning community that fosters a sense of belonging and a shared identity by focusing on:

### 1. Social Emotional well-being and taking care of mental health ~

- Big Idea ~ We all have mental health and social-emotional needs.
- Our Guiding Question ~ How can we be personally and socially aware and responsible?
- Our Collective Learning Intention~ I can be personally and socially aware and responsible by:
  1. naming and knowing my feelings and emotions;
  2. naming, knowing, and doing what I need to do to manage my feelings and emotions;
  3. noticing other people's feelings, emotions, and SEL needs;
  4. understanding that other people might have feelings, emotions and needs that are the same or different than my own; and
  5. knowing what I can do to support other people's learning, feelings, emotions, and needs.

**Collective Actions** ~ talk feelings everyday to build student vocabulary to describe feelings & emotions. Teach programs such as EASE, CALM, ZONES, and Mental Health Curriculum.

**2. Social Awareness and Responsibility** ~ by focusing on this core competency, students will become more socially aware and responsible resulting in the development of a welcoming and inclusive school community where people feel safe and have a sense of belonging. We will look for evidence of individuals contributing positively to our community and learning environment; empathizing with others and appreciating their perspectives; resolving problems peacefully; and developing and sustaining healthy relationships.

**Collective Actions** ~ a school-wide problem-solving approach following a process of restitution: 1. name the problem, 2. name our part in the problem, 3. individuals, with adult support, brainstorm ways to correct their mistakes, and 4. parties come together to resolve the conflict peacefully. Restitution focuses on how people can creatively correct their mistakes emphasizing positive solutions. Mistakes are viewed by all as opportunities to learn and grow. We learn to make things right with people.

### 3. Literacy ~ In grades 3 – 7,

**a) Oral Reading Fluency** has surfaced as an area of vulnerability. Actions ~ whole class daily fluency practice (partner reading, choral reading, and/or monthly poems). Small groups across the intermediate grades for targeted practice.

**b) Writing:** focus on personal response writing to be aligned with District Wide Write in grades 4 – 7. Explicitly teach the Island Literacy's Writing Continuum because it represents growth over time, and it offers opportunities for consistent, collaborative, strength-based conversations between and among students, teachers and parents.

<https://sd79.bc.ca/wp-content/uploads/ILN-Writing-Continuum-final-1.pdf>

# Spotlight on Learning

## Social Emotional Learning

Here are 3 things to know about social and emotional learning (CASEL):

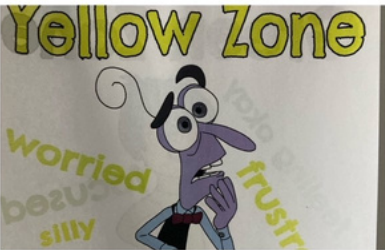
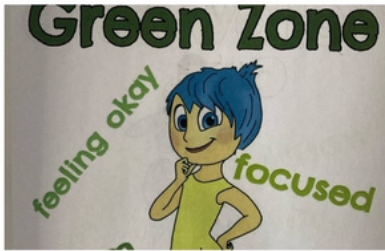
1. Social and emotional learning is a foundation for many of our most pressing priorities: SEL helps young people – and adults – learn and practice skills that set them up for academic success, fulfilling careers, healthy relationships, and responsible civic engagement.
2. The research is clear: Social and emotional learning in schools leads to positive outcomes, including better academic performance, and decreases in stress and anxiety.
3. There's no one-size-fits-all approach: Social and emotional learning brings families, schools, and communities together to make sure every child has caring relationships and what they need to learn, grow, and thrive.

### Resources

<https://healthymindsbc.gov.bc.ca/ease/>

<https://casel.org/fundamentals-of-sel/>

<https://zonesofregulation.com/what-is-sel-and-how-can-we-talk-about-it/>



**Primary** students have been learning about having confidence and courage when learning through the storybook called *The Dot*. *The Dot* is the story of a caring teacher who dares a doubting student to trust in her own abilities by being brave enough to “make her mark”.



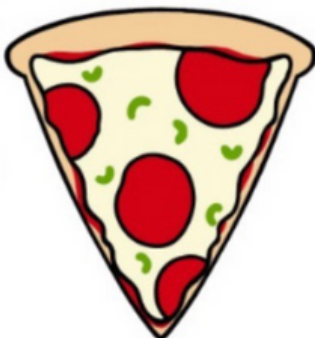
Primary students have also been thinking about others in our school community by naming their wishes and hopes for this school year.



# Fall Hot Lunches

Oct 13 Panago  
Nov 10 White Spot  
Dec 8 Hot dogs/Booster  
juice

**ORDERS DUE  
OCTOBER 5th**



New to Hot Lunch? Join at  
<https://munchalunch.com/schools/MapleBay>

Please contact the front office or your teacher to access the Sunshine Fund . Questions? Email: [maplebaypac@sd79.bc.ca](mailto:maplebaypac@sd79.bc.ca)

## Announcements

# PICTURE DAY IS COMING!

Thursday, October 05, 2023  
Maple Bay Elementary School



What to Expect:



Students are photographed on Picture Day



Proofs are sent home with your student



Order packages and more on [mylifetouch.ca](http://mylifetouch.ca)



### Homestays Needed

The Cowichan Valley School District is seeking families to host international students from around the world for three-month, five-month and full school year programs.

#### Why host?

- o Create lifelong relationships for yourself and your children
- o Experience another culture
- o Receive a monthly honorarium

#### What do we ask you to provide?

- o Be willing to provide emotional and academic support
- o Be open to new cultural experiences and willing to share your own
- o Include your student into your family life and share activities together
- o Have transportation and the ability to pick up/drop off students at sports practices/games, extra-curricular activities, and school-organized field trips.
- o Have the ability to pick up and drop off your student at the airport at the time of arrival/departure.
- o A private bedroom with a desk, dresser, closet, and window.
- o Healthy meals and snacks

If you would like to join our program, please contact Brenda Langlois, Homestay Manager, | [langlois@sd79.bc.ca](mailto:langlois@sd79.bc.ca)





# Announcements

## Grade 6 Immunizations

### Introductory School Newsletter Grade 6



Dear Parents,

Immunization consent packages for grade 6 students will be sent home shortly. Follow the instructions inside the consent package and return the signed consent form to the school as soon as possible. Students in grade 6 will be offered immunizations in school-based clinics with the consent of a parent/guardian/representative.

Contact the Duncan/Margaret Moss Health Unit at (250) 709-3050 if you have any questions.

## Tour de Rock

Come Cheer on the Riders  
Tuesday Oct. 3 @ 8:50 am



# Important Dates

# Staff Email Addresses

## Important Dates as of September 30, 2023

- Tuesday Oct. 3 ~ Tour de Rock @ 8:50 am
- Thursday Oct. 5 ~ CLASS PHOTO DAY – morning
- Thursday Oct. 5 ~ 1-hour Early Dismissal (1:13 pm dismissal)
- Monday Oct. 9 ~ STAT – No school
- Friday Oct 13 ~ Fire Prevention Day – Primary
- Monday Oct 16 ~ PAC Meeting @ 6 pm
- Wednesday Oct 18 ~ School Bus Evacuation Drills
- Thursday Oct 19 ~ Great Shake Out! – Earthquake Drill |
- Friday Oct 20 ~ PRO-D – No School
- Wednesday Oct. 25 ~ 2-hour Early Dismissal (12:13 pm dismissal)
- Friday Oct. 27 ~ Cross Country Meet
- Friday Oct. 27 ~ Kindergarten Students to Wendy’s House
- Tuesday Oct. 31 ~ Halloween
- Monday Nov. 6 ~ BC Fruit & Veggie Delivery Day
- Monday Nov. 6 ~ PAC Meeting @ 6 pm
- Thursday Nov. 9 ~ Remembrance Day Assembly @ 1 pm
- Monday Nov. 13 ~ STAT – No School
- Friday Nov. 24 ~ PRO-D – No School
- Monday Nov. 27 ~ BC Fruit & Veggie Delivery Day

Division	Teacher	Email
1	Gina Posey	<a href="mailto:giposey@sd79.bc.ca">giposey@sd79.bc.ca</a>
2	Joy Wilson & Blake Lewis	<a href="mailto:jwilson@sd79.bc.ca">jwilson@sd79.bc.ca</a> <a href="mailto:blewis@sd79.bc.ca">blewis@sd79.bc.ca</a>
3	Chris Watson	<a href="mailto:cwatson@sd79.bc.ca">cwatson@sd79.bc.ca</a>
4	Katie Viala	<a href="mailto:kviala@sd79.bc.ca">kviala@sd79.bc.ca</a>
5	Staci Zowty	<a href="mailto:szowty@sd79.bc.ca">szowty@sd79.bc.ca</a>
6	Brooke McGarvey & Sydney McAllister	<a href="mailto:bmcgarvey@sd79.bc.ca">bmcgarvey@sd79.bc.ca</a> <a href="mailto:smcallister@sd79.bc.ca">smcallister@sd79.bc.ca</a>
7	Rowan Kent	<a href="mailto:rkent@sd79.bc.ca">rkent@sd79.bc.ca</a>
8	Jennifer Ward	<a href="mailto:jward@sd79.bc.ca">jward@sd79.bc.ca</a>
9	Jessie Mann & Andrew Tiedemann	<a href="mailto:jmann@sd79.bc.ca">jmann@sd79.bc.ca</a> <a href="mailto:atiedemann@sd79.bc.ca">atiedemann@sd79.bc.ca</a>
10	Shauna Curtis	<a href="mailto:scurtis@sd79.bc.ca">scurtis@sd79.bc.ca</a>
11	Kimberley Hols	<a href="mailto:khols@sd79.bc.ca">khols@sd79.bc.ca</a>
12	Danielle Ralfs	<a href="mailto:dralfs@sd79.bc.ca">dralfs@sd79.bc.ca</a>
13	Jessica Stubbs	<a href="mailto:jstubbs@sd79.bc.ca">jstubbs@sd79.bc.ca</a>
14	Tanya Ellingson	<a href="mailto:tellingson@sd79.bc.ca">tellingson@sd79.bc.ca</a>
15	Lara Nowlan	<a href="mailto:lnowlan@sd79.bc.ca">lnowlan@sd79.bc.ca</a>
16	Rebecca Luff	<a href="mailto:rluff@sd79.bc.ca">rluff@sd79.bc.ca</a>
17	Dawn van der Linden	<a href="mailto:dvanderlinden@sd79.bc.ca">dvanderlinden@sd79.bc.ca</a>
Library	Julie Gunderson	<a href="mailto:jgunderson@sd79.bc.ca">jgunderson@sd79.bc.ca</a>
PHE	Liz Abercrombie	<a href="mailto:labcrombie@sd79.bc.ca">labcrombie@sd79.bc.ca</a>
Music	Carol Gillat	<a href="mailto:cgillat@sd79.bc.ca">cgillat@sd79.bc.ca</a>
Learning Support	Faye Hindle	<a href="mailto:fhindle@sd79.bc.ca">fhindle@sd79.bc.ca</a>
Counsellor	Joel Smith	<a href="mailto:jcsmith@sd79.bc.ca">jcsmith@sd79.bc.ca</a>
Inclusive Support	Tiernan Cavanagh	<a href="mailto:tcavanagh@sd79.bc.ca">tcavanagh@sd79.bc.ca</a>
Indigenous Education	Cecil Price	<a href="mailto:cprice@sd79.bc.ca">cprice@sd79.bc.ca</a>
Principal	Venessa MacDowell	<a href="mailto:vmacdowell@sd79.bc.ca">vmacdowell@sd79.bc.ca</a>
Office	Teresa	<a href="mailto:maplebayheadsecretary@sd79.bc.ca">maplebayheadsecretary@sd79.bc.ca</a>

