

- _____ Book Fair (November, March, May)
- _____ Ukrainian Easter Bread Making (March or April)
- _____ Ukrainian Easter Celebration (March or April)
- _____ Track and Field (May)
- _____ Back to Basics Fun Day (June)

FUNDRAISING

- _____ Magazine sales (October – Please call the librarian, Mrs. Edwards, directly if you are interested)
- _____ Grade 5 Plant Fundraiser (May)
- _____ Grade 6 Bake Sales and Pi Day
- _____ Grade 6 Poinsettia fundraiser (December)
- _____ Grades 5, 6, 7, 8 Pizza Lunch sales (monthly)

A.P.P.L.E. Schools (*Alberta Project Promoting active Living and healthy Eating*)

- _____ Milk Monday (8:00 am to approximately 9:00 am)
- _____ Toast Tuesday (8:00 am to approximately 9:00 am preparing snacks)
- _____ Smoothie Wednesday (8:00 am to approximately 9:00 am preparing snacks)
- _____ Bagel Thursday (8:00 am to approximately 9:00 am preparing snacks)
- _____ Fruit Friday (8:00 am to approximately 9:00 am preparing snacks)
- _____ Taste tests (preparing and distributing various foods for students to try)

VOLUNTEERING...

- _____ in the classroom (working with students in small groups, preparing student resources)
- _____ with your child’s homeroom class as a field trip volunteer
- _____ in the library (cataloguing, signing out, and shelving books, reading to or being read to by students, labeling all our library books by reading level).
- _____ in the home economics classroom (cutting fabric for project work/organizing kitchens)
- _____ in the industrial arts room (preparing supplies, helping students)
- _____ in the office (assisting with student requests, hot lunches, and answering phones)
- _____ assisting a teacher in coaching (volleyball, basketball, badminton, track & field)
- _____ tasks that could be done at home (sewing costumes, washing sports uniforms, etc.)
- _____ dropping off recyclables (paper and bottles) to the Dove Center
- _____ concession and home economics grocery shopping
- _____ lunch and recess supervision
- _____ other areas of your interest, talent and/or passion _____

Please have your child return the completed form to the front desk

H. E. BOURGOIN
MIDDLE SCHOOL



H.E.B. News

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WANT TO GET INVOLVED?

SCHOOL COUNCIL

Our next meeting of 2017-2018 will be on Wednesday, October 18th at 7:00 pm

This is our Annual General Meeting.

Our current School Council Chair, Mr. Lorne Kaban, has accepted the role of School Board Trustee so must step down from his duties as H.E.B. School Council Chair.

Therefore, we will be voting for a new School Council Chair at our AGM.

Our School Council meetings are open to all parents/ caregivers of students attending H.E. Bourgoin Middle School.

PARENT FUNDRAISING COMMITTEE

Our next meeting of 2017-2018 will be on Wednesday, October 18th from 6:30-7:00 pm.

Prior to our monthly School Council meeting, a group of our parents/caregivers attend a meeting to discuss fundraising initiatives that they would like to coordinate.

Join us at these meetings and help make a difference!

Communicating...

H.E.B School communicates in a variety of ways to our students, parents, staff, and the community, keeping them informed of upcoming events.

- **Live daily newscasts in the morning:** Presented by student leaders
- **Monthly School Newsletter**
- **School-wide Assemblies**
- **Extra-curricular sports bulletin board:** Students sign up if interested so additional information can be sent out.
- **Entrance Sign (outside) :** Monthly special events
- **Parent/Student Handbook:** Located on our school’s website
- **Attendance Callouts:** Automatic callouts and text messages are sent out for any unexcused student absence.
- **School Website:** *hebschool.ca*
 - * Upcoming school events
 - * School Calendar (online and in monthly newsletters)
 - * Parent/Student Handbook
 - * School contact information
 - * School programs, policies and procedures
 - * School newsletters
 - * Teacher pages
- **FaceBook:** *HEB School*
- **Twitter:** *@hebschool*
- **E-mail:** General emails: *heb@nlsd.ab.ca* or teacher e-mails, visit our school website under dropdown menu “Staff”
- **Google Classroom:** Students can retrieve homework assignments, obtain links from teachers regarding assignments (if applicable), and submit assignments electronically.
- **Staff members open to initiating and**

receiving parent contact via telephone, e-mail or in person (by appointment). Contact for successes, concerns, behaviors, incomplete assignments, etc.

• **SchoolMessenger (NEW):** Northern Lights Public Schools has implemented a new communication tool for parents that is consistent from classroom to classroom and school to school within the division; SchoolMessenger.

SchoolMessenger is an online tool used by teachers to communicate with parents and caregivers. It replaces some of the practices that schools have had in place in the past such as REMIND and texting or emailing with groups of parents.

With SchoolMessenger the division, schools or individual teachers can send messages to parents in a variety of ways, including voice messages to phones, text messages, and emails. There is also a School Messenger app that will allow teachers to communicate directly with parents/caregivers, and/or students, individually or in groups.

Our division has started the process of training school staff on how to use SchoolMessenger for attendance and sending school messages. They hope to complete that training and have SchoolMessenger in use at every school by the end of September. Once School Messenger is in place at the school level, their focus will shift to providing staff members with the training and resources they need to effectively use the classroom communication tools that are available to them through SchoolMessenger.

At the GRADE-LEVEL, SchoolMessenger may be used to send alerts regarding

- Fundraising reminders/deadlines
- Request for classroom volunteers
- Parent meetings regarding student progress, upcoming field trips or grade-level special events
- Field trip reminders

**We remind you that our staff often cannot respond promptly to your messages during the day due to their work and supervision commitments. Therefore, we ask that you be cognizant of their work hours and recognize the delay that you may experience in their reply. Please send your messages on school days during the*



H. E. Bourgoin Middle School VOLUNTEER REQUEST FORM

H.E. Bourgoin School appreciates all the help from our volunteers. Please indicate the areas that you are interested in and able to volunteer your time for. Thank you.

hours of 8:00 am and 4:30 pm and staff will make every attempt to respond back to you during these work hours.

At the **SCHOOL LEVEL**,

- Daily attendance alerts if your child is absent and the absence has not been reported by the parent or guardian
- Invitations to school-wide special events
- Request for volunteers to assist with a school-wide special event
- Changes (delays or cancellations) in bus transportation
- Reminders of upcoming meetings such as our monthly School Council meetings
- School-wide fundraising initiatives and deadlines
- Notice of our monthly school newsletter
- Request for volunteers for breakfast program (ongoing)

At the school level for **EXTRA-CURRICULAR ACTIVITIES**,

- Cancellation of a practice or game or club activity
- Delay in return from a game/tournament or club activity when school transportation is provided

At the **DIVISION LEVEL**,

- General messages from the division such as parent newsletters and invitations to upcoming events.

• **Student Agenda:** Parents are asked to sign and return the agenda daily. The agendas are used as follows:

Role of the Student

- Record homework assignments
- Report results of any exams/quizzes and/or assignments
- Read for 20 minutes and/or complete an AR quiz
- Respond to the prompts provided by the teacher and discuss the contents with your child. Such prompts may include:
 - A good question I asked in school today was...
 - The best part of the school day was ...
 - Today I am grateful for ...
 - What made my learning "AWESOME" today was ...
 - The part of the day I would like to do over is ... because ...
 - Thank you to ... for ...

Role of the Parent

- Sign the Agenda
- Reply to any teacher comments addressed to you
- Ask your child about the prompts he/she was asked to respond to

Role of the Teacher

- Update classroom homework board
- Communicate to parents with student's academic and/or behavior progress
- Inform students and parents of any upcoming events such as
 - Monthly School Council meetings
 - Fundraising initiatives and deadlines
 - Any scheduled fire or lockdown drills
 - Sporting events and/or field trips

School Volunteers ...

Parents and extended family members are encouraged to participate regularly at the school on a volunteer basis.

We continually seek ways for all stakeholders in the learning community to be a contributing member to the education of our students at HEB.

Through the years, our school has benefited from parent and community volunteers who have generously given their time to help in various aspects of the school.

If you are interested in becoming a volunteer at the school, contact the front office or complete the sign-up sheet that is attached.

Although not a complete list of opportunities, the following descriptions may help you decide that you may be valuable to the school in a specific area.

Classroom Volunteer: If you are a volunteer in the classroom you would be assigned to help students on an individual basis or small group with specific assignments especially in the areas of language arts, math, social, and science and with our exploratory classes.

Classroom Materials Preparation: Volunteers are needed to assist with classroom material preparation. This could include photocopying, laminating, putting up bulletin board displays, and organizing classroom materials.

Coaching: If you are interested in supporting our school sports teams either at the junior or senior level, you would work with our athletic director/physical education teacher and our staff coaches.

Library: The library has effectively utilized volunteers on an annual basis to assist with Book Fairs, organization and maintenance of library collection, and special events to strengthen literacy skills.

Breakfast Program:

- * Milk Monday
- * Toast Tuesday
- * Smoothie Wednesday
- * Bagel Thursday
- * Fruit Friday

Volunteers for the breakfast program are required from 8:00-8:45 a.m. (or earlier) to assist with preparing snacks for the students.

Note: Any individuals wishing to coach students in extra-curricular school sports team(s) and/or attend a school field trip that requires overnight accommodation with students, are required to complete the following:

Acquire and give proof of the following

- Criminal Record check with "vulnerable sector" request letter attached; complete in person at the local police station
- Child Welfare check request letter and "Intervention Record Check" form attached; complete and drop off in person at North Central Child and Family Services – Bonnyville office (New Park Building, 5201-44 Street, main floor - 780-645-3324)

Read the following document

- Administrative Procedure 490: School Volunteers

Complete the following documents

- NLSD F490-3: School Volunteer Agreement
- NLSD F490-4 : Volunteer Registration Form

Attend an orientation/meeting and read and accompanying documents that cover

- Relevant school and Division policies and regulations
- Overview of the volunteer's role and responsibilities
- Expectations of the school

Your Name: _____ (please print)

Phone Number: _____ (home) _____ (cell)

Can we reach you at work? If yes, please provide us with the phone number _____

Please list your children's names and grade that they are in for the current school year:

_____ Teacher _____ Grade _____

_____ Teacher _____ Grade _____

_____ Teacher _____ Grade _____

OUR SPECIAL EVENTS

_____ School Dances – Supervisors, Concession

_____ Sports tournaments on weekends (concession, hallway supervision)

_____ Sports Referee (must be certified) Volleyball / Basketball *(please circle)*

_____ School Pictures (September)

_____ Terry Fox Run (September)

_____ Golf Tournament (September)

_____ Mountain Bike Race (September)

_____ Halloween Dress-Up Day/Carnival (October)

_____ Book Fair (November)

_____ Remembrance Day Service (November)

_____ Christmas Concert (December)

_____ Skating (December)

_____ Ukrainian Christmas Break Baking (January)

_____ Ukrainian Christmas Dessert Baking (Saturday in January)

_____ Ukrainian Christmas Celebration-Feast of Jordan (January)

_____ Curling (October - March)

_____ Spring Play – Costuming (March)

_____ Spring Play – Sets (March)

_____ Spring Play – Supervising Evenings – front of the house and backstage (March)

_____ Grades 5/6 Skiing to Kinsoo (January)

