

SWANAVON SCHOOL

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School Council Report – October 2021

Student Population: 226

55 Pre-Kindergarten

29 Kindergarten

27 Grade One

32 Grade Two

24 Grade Three

18 Grade Four

21 Grade Five

20 Grade Six

Our office staff are here to serve our school community. Please know that our doors are always open to our parents/guardians. **You are still welcome at our school via appointment. The staff and administration are here to help and serve you and our students' needs.** Please feel free to contact Principal Cynthia Matthews, Vice-Principal Nicole Lavallee, and/or Administrative Assistant Loranda Conrad with your questions, concerns, ideas, and introductions. **Be a part of your child's school - you can make a difference!**



Role of School Council:

Swanavon School Council is a structured group of parents, the school principal, teachers, and community representatives who work together to effectively support and enhance student learning. The School Council provides a method for members of the school community to consult with and offer advice to the principal and at times the school board on various issues that concern the school.

Review: <https://www.albertaschoolcouncils.ca/>

1. School Council Resource Guide [HERE](#)
2. Effective School Councils [HERE](#)
3. Online Learning Resources [HERE](#)
4. ASCA Available Workshops [HERE](#)

GRATITUDE:

School Council: Thank you to Parents/Guardians for stepping up for Executive Positions! We cannot do the work we do without your input and gift of volunteering to our school. Thank you to this year's School Council Members for volunteering their time for Executive Positions. Our School Council Members are:

Ms. Courtney Nisbet, Chair
Ms. Morganne Powell, Vice-Chair
Ms. Juanita Jordan, Secretary
Ms. Jada Webb, Treasurer
Members at Large (4) – Amber, Saeed, Kukai, Rhonda

We warmly welcome all parent(s)/guardian(s) to our meetings. It is a great way for you to have input into the events and happenings of Swanavon School. We meet for approximately one hour. Success in learning is achieved when there is a partnership between the school and the parent community. We look forward to collaborating with you again this year. School council meetings are held on the first Tuesday of each month at 7:00 p.m. The dates are listed in our students' agenda.

School Councils are integral partners in education and our students' overall success. Working together, parents, teachers, principals, staff, and other community members promote the well-being of students through open dialogue, honest feedback, and effective action.

A School Council may consult with the principal on matters pertaining to the school, may advise the principal as part of their mandate, and may offer suggestions to the Board of Trustees.

The Board of Trustees and the entire school division appreciates the selfless dedication in lending your time, talent and resources to make our schools and communities better places.

Swanavon Staff: We sincerely thank our staff for stepping up and ensuring our students are following health and safety practices and new routines. Our Educational Assistants have extra supervision this school year which we are very appreciative for. It can be a challenge at a small school, with limited staff, to take on all that is expected. However, Swanavon Staff are very generous with helping and supporting our students throughout the school year by giving of their time to our students after school hours.

Facebook:

Please remember to "LIKE" us on FACEBOOK so you can receive all the school happenings -- upcoming dates, photos and live streams of Swanavon students and staff in action! We are also linked to GPPSD FACEBOOK page which also gives important district information. We work to keep communication constant through our newsletter, teacher websites, general email reminders, FACEBOOK and the school website.

Handouts:

Emergency Procedure Guide for Parents and Guardians
VTRA Fair Notice Letter for Parents and Guardians
Fire Drill Protocol: This month we focused on completing three FIRE DRILLS.



Fire drills are critical for ensuring the safety of the staff, students, and visitors that enter our school or property. Practicing fire drills will help ensure individuals have the knowledge to safely escape a fire without injuring themselves or others.

The National Fire Code Alberta Edition mandates the frequency and procedures for fire drills. The person in charge of the building is responsible for conducting fire drills and must consider the following items:

- The type of occupancy within the building and its fire hazards.
- The safety features provided in the building.
- The degree of participation of occupants other than supervisory staff.
- The features of the fire emergency systems installed in the building. (fire alarm, sprinkler system, etc.)

Fire Drill Frequencies

Fire drills must be held at the following frequencies:

- 3 times in each of the fall and spring term for school attended by children.

During the Fire Drill

IF YOU HEAR "EMERGENCY EVACUATION" or Fire Alarm...

- Visually scan adjacent hallway for hazards; then select a suitable route.
- Instruct students to exit room in an orderly fashion, using a single file.
- Direct first person to hold door open until entire class is through, then fall in line.
- Remind lead students to watch for hazards en route and to lightly touch doors before opening – if door is hot do not open it and call for staff.
- Count students as students exit room.
- Ensure everyone is out. Leave room last.
- Take Classroom Folder and/or Kit, leave lights in current state and close door.
- Place Status Card on floor adjacent to room door, ensure it is visible from hallway.
- Upon arrival at Student Assembly Area situate students so staff can see others.
- Take attendance.
- Display Status Card. Report missing/extra persons with Student Accountability Form.
- Remain with students until relieved of duties or Buddy Team takes over class.
- Do not return to building until Incident Commander issues ALL-CLEAR.

The following items are to be evaluated and recorded:

- Were individuals closing the doors upon exiting rooms?
- Were individuals remaining calm and proceeding towards the nearest exit?
- Were individuals assembling at the designated muster point?
- Did fire wardens (if applicable) ensuring the safe evacuation of all individuals?
- Were all individuals being accounted for (if applicable)?
- Were exits guarded to prevent re-entry into the building?
- Were all individuals accounted for?
- Were exits guarded to prevent re-entry into the building?
- Were individuals given the clear notification to re-enter the building?

Upcoming Important Dates:

October

- 5 – School Council Meeting 7:00pm
- 7 – **Fire Drill at 10:00am**
- 8 – National Hero Day
- 11 – Happy Thanksgiving – No School
- 14 – Picture Day
- 15 – **School Spirit Wear BLUE**
- 18 – Professional Learning for teachers afterschool
- 19 – YMCA Start-up
- 20 – **Fire Drill at 1:30pm**
- 22 – Professional Learning Day – No School for students
- 25 – Professional Learning for teachers afterschool
- 29 – **Dress in Halloween Costumes**

November:

- 2 – School Council 7:00pm;
- 3 – Principal’s Meeting; **Hold and Secure Wednesday at 10:30am**
- 5 – Random Actos of Kindness Day;
- 8 – Professional Learning for teachers afterschool
- 10 – **Remembrance Day Virtual Assembly 10:30am**
- 11 – No School Remembrance Day
- 12 – PTI Lieu Day No School
- 15 – Professional Learning for teachers afterschool
- 18 – **Lock Down at 9:30am**
- 19 – **School Spirit dress in BLUE**
- 22 – Start of Report Period 2
- 24 – Jersey Day
- 25 – Report Cards uploaded to School Engage
- 26 – Professional Learning Day – No School for students
- 30 – PTI 3:30-6:30

December:

- 1 – Parent Teacher Interviews 4:00pm-7:00pm
- 3 – School Spirit dress in BLUE
- 10 – School Spirit dress in BLUE
- 13 – Professional Learning for teachers afterschool
- 17 – Professional Learning Day – No School for students
- 20 – Professional Learning for teachers afterschool; Christmas Hat Day
- 21 – Christmas Sock Day
- 22 – Christmas Sweater Day
- 23 – PJ Day
- 24 – January 10 CHRISTMAS BREAK**