



Principal: Jennifer El-Khatib

5103 – 50 Avenue  
Beaumont, Alberta  
Canada T4X 1K4  
780.929.8663

[www.ebs.blackgold.ca](http://www.ebs.blackgold.ca)  
[www.blackgold.ca](http://www.blackgold.ca)



Assistant Principal: Erik Larson

### Dear Bellevue Parents/Guardians,

With CUPE's notice of strike action, we want to inform you of the necessary adjustments to school operations at our school. In the absence of School Secretaries, Educational Assistants, and our Library Technician, school operations require many changes.

#### Front Office Hours

During job action, our office hours will be reduced to begin 15 minutes before the start of the school day and end 15 minutes after the end of the school day. Our new office hours will be **from 8:13 a.m. to 3:20 p.m.**

If you drop off your child outside of regular drop-off times, please ensure they enter the school before you leave. Entry may take longer as we will not have consistent doorbell monitoring.

#### Phone & Communication

Our ability to answer phone calls will be limited. Instead, we ask that you:

- **Report late arrivals, or early pick-ups** by using the [absence reporting form](#)
- **Our ability to check voicemails will be limited, please email [ebs@blackgold.ca](mailto:ebs@blackgold.ca)**
- **Last-minute messages may not be received in time.**

Teachers will only check emails periodically throughout the day, so please allow time for a response.

#### Attendance

To submit your child's absence, please use the [absence reporting form](#). We encourage you to report absences as early as possible, even days in advance for holidays are helpful.

#### Automated Attendance Notifications:

If you receive an absence notification for your child you believe to be in error, please email their teacher for confirmation and Cc: [ebs@blackgold.ca](mailto:ebs@blackgold.ca). We will correct the error as soon as possible. Thank you for your patience.

## School Entry and Exits

Visits to the school during job action will be by appointment only. Appointments can be made via email at [ebs@blackgold.ca](mailto:ebs@blackgold.ca). Students should continue to access the school through their regular doors. Those students who arrive outside regular or dismissal times shall continue to enter using the front door.

Students will continue to have the same access to the school at the beginning and end of the day, however, the office closes at 3:20.

For emergencies outside office hours (e.g., a student is significantly delayed arriving home), please call the BGSD emergency hotline at 780-979-0977. They will coordinate with the necessary contacts to address the situation promptly.

*Should there be a picket line off school property, please understand that the individuals participating are exercising their right to their cause, following proper process. We ask for respect and cooperation from everyone in our school community. These are our colleagues, friends, and neighbours.*

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## Transportation/Student Pick-Up and Drop-Off

Busses will continue to run normally for the duration of the Union's job action. However, there may be slight delays in pick-up and drop-off times. In addition, parents may find that picking up or dropping off their child or children may take longer than normal due to potential picketing activity.

Parents of student drivers are encouraged to talk to their children about potential delays and safe driving practices related to picket lines.

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## Item Drop-Offs & Pick-Ups:

- **Drop-offs** (e.g., labelled lunches, books) can be placed in the bin outside. The bin will be checked throughout the day and delivered as time permits. A pen and tape will be provided to clearly label the student name and grade on the item(s).
- **Pick-ups** (e.g., homework) will be left in the same bin for collection.

We will have food available in the office, but it may be limited. We ask that parents ensure all students have packed a lunch.

*Please note: EBS shall not be responsible for any loss or damage to any property left for pick up or drop off in the bins.*

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## Hot Lunch Program

This program is run by parent volunteers, so it will continue. We ask that you do not drop off hot food at this time, as we may not have the staff to support food delivery. You may place it in the bin outside, however we cannot guarantee an immediate pick up.

## **Library/Learning Commons**

The library/learning commons will be open for story time and as a flexible work space, however, library book sign-out will be paused until further notice. All books may be returned to the classroom bins.

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## **Behavioural/Academic Expectations and Supports**

It is important to note that many of the in-person supports children typically receive such as behavioural, social/emotional, and academic accommodations, will be adjusted. All reading groups, small group support and instruction will be on pause, during the duration of the job action. We will try to provide small groups, as staffing allows.

In cases where concerns arise with student behavior, we will contact you and ask that your child be picked up immediately.

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## **Extra-curricular/Co-curricular Activities**

Field trips and extracurricular opportunities may be limited due to reduced staffing levels, especially if the activity requires extra school staff as support. We will inform you on a case-by-case basis, with as much notice as possible.

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## **Supervision**

- Before School: We will still have supervision outside, buses, and in the front of the school. There may be times where the crosswalk staff will be reassigned to another location of the school grounds. We ask that all parents remind their children to line up and wait for their teacher at the door in the morning. Please continue to use the “Kiss and Go” appropriately. Staff will continue to meet bus and daycare students.
- Breaks/Recess: Our recess breaks will continue as scheduled.
- After School: We ask that all students go home as soon as school is dismissed. Students should only be playing in the park if they are with a parent or guardian. We will continue to supervise, as normal.

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## **School Councils/Fundraising Societies**

Our parent volunteers are important to us. We anticipate that our meetings will continue as usual.

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## **Class Disruption**

With over 500 BGSD employees engaged in job action, the impact will be significant. There may be changes in programming, including classroom configurations. We anticipate classroom disruptions to occur periodically due to possible teaching staff shortages (e.g., combining classes, assemblies, team teaching, etc.). Our priority is to maintain a safe and caring learning environment for students.

## How can you help?

- Ensure your child is at school on time, and picked up shortly after the bell.
- Check that your child has memorized your best contact number - or have it on a note in their backpack or agenda
- Extend patience and understanding to our on-site staff as they manage additional responsibilities during this time.

We will continue to provide updates as new information becomes available. Please monitor school messages and refer to <https://www.blackgold.ca> for further updates.

We appreciate your patience and cooperation during this time. If you have any questions or concerns, please do not hesitate to contact us:

Jennifer El-Khatib - Principal - [jennifer.elkhatib@blackgold.ca](mailto:jennifer.elkhatib@blackgold.ca)

Erik Larson - Assistant Principal - [erik.larson@blackgold.ca](mailto:erik.larson@blackgold.ca)

Melanie Harry - Assistant Principal - [melanie.harry@blackgold.ca](mailto:melanie.harry@blackgold.ca)

Our admin team will endeavour to get back to you in a timely manner, however, our focus will be on supporting students during the school day. We have worked hard to prepare for this situation as best we can, and in true Bellevue way, we will learn and adjust as we go.

Thank you for your cooperation and understanding, we truly appreciate your support.

Sincerely,

Ms. Jennifer El-Khatib  
Principal  
École Bellevue School