

School Handbook for Parents and Students

2017-2018

PLEASE KEEP FOR FUTURE REFERENCE



Buffalo Head Prairie School

Box 60 Buffalo Head Prairie AB T0H 4A0

Phone 928-2282

Fax 928-2448

Email: bhp@fvsd.ab.ca

Buffalo Head Prairie School

Mission Statement

Through a positive, child centered team approach, Buffalo Head Prairie School strives to assist each child in becoming a responsible citizen and lifelong learner.

Vision Statement

We strive to:

1. Positively impact the number of students reading at or above grade level.
2. To increase and improve relationships and connections between all members of the BHPS community.

Buffalo Head Prairie School Motto

REACH for Success!

R=Respect

E=Excel

A=Accountable

C=Community

H=Honour

2017-2018 School Calendar

Aug.	28-Sep.1	PD/Organizational Days-No School for Students
Sep.	4	Labour Day-No School
	5	First Day for Students
	8	Family Breakfast –8:45am
	19	Fall Potluck-6:30pm
	21	Staff Meeting - 2:00pm dismissal
	22	PD Day – No School for Students
Oct.	9	Thanksgiving Day – No School
	19	Staff Meeting - 2:00pm dismissal
Nov.	8	Staff Meeting - 2:00pm dismissal
	9	PD Day – No School for Students
	10	School Closed (Remembrance Day)
	11	Remembrance Day
	17	Report Cards Sent Home
	22	Parent Teacher Interviews-6:00pm-9:00pm
	23	Parent Teacher Interviews-4:00pm-7:00pm
Dec.	20	Christmas Concert-7:00pm
	22- Jan. 7	Christmas Break – No School
Jan.	6	Epiphany
	8	Back to School
	30	PD Day – No School for Students
Feb.	9	Report Cards Sent Home
	12	Day in lieu of Parent/Teacher Interviews – No School
	13-14	School Closed
	15-16	Teachers’ Convention – No School for Students
	19	Family Day – No School
	21	Parent Teacher Interviews-6:00pm-9:00pm
	22	Parent Teacher Interviews-4:00pm-7:00pm
Mar.	15	Staff Meeting - 2:00pm dismissal
	29	Spring Concert-1:30pm
	30	Good Friday – No School
Apr.	2	Easter Monday – No School
	3	PD Day – No School for Students
	12	Staff Meeting – 2:00pm dismissal
	14-22	Spring Break – No School
	23	Back to School
	26	Volunteer Appreciation Supper-6:30pm
	27	Report Cards Sent Home
May	10	PD Day/Ascension – No School for Students
	17	Staff Meeting - 2:00pm dismissal
	20-22	Pentecost
	21	Victoria Day – No School
	22	Day in lieu of Parent/Teacher Interviews – No School
June	28	Picnic Day – Last Day for Students
	28	Report Cards Sent Home
	29	Organizational Day-No School for Students

BHPS Staff List

Kindergarten/Inclusive Education..... Mrs. Simone Palin
Grade 1 Mrs. Karen Keefe
Grade 2 Mrs. Cathy Wiseman
Grade 3 Mrs. Lorna Joch
Grade 4 Mrs. Melissa McDonald
Grade 5 Mrs. Emily Cleghorn
Grade 6 Ms. Amanda Wadman
Grade 7/8 Mr. Dean Keefe
Grade 9 TBD
Special Needs Assistant Mrs. Tina Schellenberg
Special Needs Assistant..... Mrs. Valerie DelleRose
Special Needs Assistant..... Miss Nicole Neudorf
Speech/Early Literacy Mrs. Mary Ann Krahn
Citizenship Mrs. Angie Wolfe/TBD
Pre-ECS Mrs. Angie Wolfe
Librarian Mrs. Kathy Janzen
Secretary Miss Margaret Wiebe
Head Custodian Mr. Benny Dick
Assistant Custodian Mrs. BettyAnn Dick
Bus Drivers
..... Mrs. Martha Fehr
..... Mrs. Martha Harms
..... Mrs. Eva Friesen
..... Mrs. MaryAnne Teichroeb
..... Mr. Jake Froese
Trustee Mr. Ernest Kroeker
Principal Mr. Chad Fyke

BHPS Bell Schedule

8:42- Warning Bell
8:44 - Announcements Bell- leads into period 1
9:18 - Period 2 Bell
9:51 - Period 3 Bell
10:24 - Recess Bell
10:35 - Warning Bell
10:38 - Period 4 Bell
11:11 - Period 5 Bell
11:44 - Lunch Bell
11:59 - Lunch Over Bell
12:19 - Warning Bell
12:22 - Period 6 Bell
12:55 - Period 7 Bell
1:28 - Period 8 Bell
2:00 - Recess Bell
2:10 - Warning Bell
2:14 - Period 9 Bell
2:46 - Period 10 Bell
3:17 - Home Time Bell

Buffalo Head Prairie School

EBS Program REACH for Success!

Effective Behaviour Supports, a system designed to enhance school behaviour management and thereby positively impact school climate, was developed by staff in the fall of 2004. Schools that implement this program typically develop an acronym that encapsulates what the school is striving to instill in its students.

R - Respect - Self, property and others.

E - Excel - Always trying your best.

A - Accountable - I am responsible for ME and my actions!

C - Community - Working together for the good of the group.

H - Honour - I am trustworthy, honest and a person of my word.

REACH is our acronym. It truly has become who we are, with every student knowing what the acronym stands for and what each component means. The REACH attributes are attractively displayed throughout the school. Whenever a student is disciplined it is always in terms of the attribute(s) they have failed to practice.

REACH is a big part of each monthly assembly!

For the 2017-2018 school year, more efforts will be made to have a focus on practical math, spelling bees and public speaking in the REACH assemblies!

Kindergarten

Buffalo Head Prairie School operates a Kindergarten (ECS) program which is open to children who are between the ages of 5 and 6 years old on September 1. Children younger than 5 may be admitted to the ECS program, provided parents ask for an exemption and approval is given.

Attendance in Kindergarten is voluntary but highly recommended. Kindergarten is a place where a program of activities is specifically designed to meet the needs of young children, helping them experience growth - culturally, socially, intellectually and emotionally, as well as physically. Parent volunteers in the ECS program are appreciated.

Lunch Time

Students will eat lunch in their home rooms. In junior high, students are given the option of eating in an alternate J.H. classroom. Students have approximately 15 minutes to eat lunch. Microwaves have been placed in the grade 4-9 classrooms. **Please do not send microwavable popcorn due to the time it takes to heat these items and the discomfort we have experienced with burned popcorn**

Report Cards

FVSD schools will issue three formal report cards and one progress report (K-6 only, Junior high will have four formal report cards) in an effort to keep parents informed of student progress. Please see the school calendar on page 2 for specific dates.

Grade Promotion/Retention

At the end of the year, a decision must be made regarding the retention or promotion of your child. It is the objective of our school to help students meet or exceed the requirements set for each grade by Alberta Education.

As a general guideline, if all core subject averages are 50% or above, the student has passed the grade. The student has not met passing requirements if the core average is less than 50%; the student has failed Language Arts and one other core subject, or the student has a pass average but has failed all core subjects but Language Arts. The final decision is made by school administration in consultation with the teacher and parents.

If it appears a student may be retained in a grade, the possibility of retention occurring will be communicated to parents on the second report card. When considering retention the following factors are also taken into account: student's age, maturity, past history of student repeating grades, benefit of repeating grade.

Attendance

Regular attendance is very important to a student's ability to succeed academically. It can be expected that your child will be missing on days when she or he is sick. The school respectfully requests to be informed of the reason for a student's absence – a note or phone call from the parent is appreciated. If you need to take your child out of school for other reasons, it is very important to notify the office for safety reasons.

Should a student's attendance become unsatisfactory, the homeroom teacher will phone the parents. A letter will be sent home if the absences persist, after which time parents will be asked to come for a parent/teacher conference, and the superintendent may be notified.

Students are responsible to catch up any material missed during an absence.

Awards

Along with the many ways that teachers recognize student efforts and accomplishments in their classrooms throughout the year, the school takes pride in students by presenting special awards in a ceremony at the end of the school year.

Academic - a 4” trophy with a torch symbol, one award to each grade, based on the highest average of core subjects.

Citizenship - a 4” cup trophy, one award for each grade. Based on helpfulness, co-operation, consideration of others, mannerly conduct, attendance.

Sportsmanship - a 4” trophy with runner symbol, one award for each grade. Based on fair play, sense of teamwork, winning graciously, being a good sport in defeat, unselfishness.

Clifford Bird Memorial - a \$10 cash award for each grade. Based on best academic effort, most academic improvement, or 2nd place academic student.

Homework

Buffalo Head Prairie School’s policy is that students may need to take assignments home from time to time when:

1. Students have taken more time than the given amount of time to complete an assignment.
2. Students have been absent. The work missed must be done. In certain cases modifications are done to the amount of catch-up work that needs to be completed.
3. Students are working on individual projects with teacher guidance or preparing for major exams.
4. Extra practice is required to master the skill.

We encourage parents to phone the teachers to clear up any misunderstandings that may occur.

Home Economics & Industrial Education

Grades 7, 8, 9 are bussed to La Crete Public School one after-noon a week (day 2) for HE and IE instruction. Students must go to and return from La Crete on the bus unless other arrangements are made with us by their parents. Students must go to class immediately upon arrival at LCPS. Breaks between classes are too short for students to go to town and as such students are asked not (L.C.P.S. regulations) to go into town during break time unless a note is provided by parents and signed by the school principal.

School Fees

Starting in 2017-2018 there will be no instructional materials fee charged for any student at BHPS.

The Home Ec. /Industrial Ed fee for each student (Gr.'s 7,8,9) is \$20. No discount applies for this fee.

Parents who wish to now have the option of paying their school fees online. Please see the office for more details if this is something you might wish to consider.

Student Fee Waiver Process

The Board of Trustees has established a student fee structure for student services. The Board of Trustees recognizes that while fees are necessary, some parents or students may be unable to afford such fees. To ensure that students have access to a basic education the Board, through this policy, makes provision for forgiving fees where economic hardship can be demonstrated.

Procedures:

1. Applications for waiver or adjusting of the fee will be made directly to the Secretary-Treasurer who will be responsible for making the appropriate determination. For a copy of the form see FVSD Forms – Application for Waiver of School Fee(s).
2. The Secretary-Treasurer in consultation with the Superintendent shall establish criteria by which applications are evaluated.
3. Each application will be assessed on an individual basis from the information provided on the application form, supplemented, if necessary, by discussion with the applicant.
4. Rejected applicants may appeal to the Superintendent of Schools.

Guidelines:

1. Criteria for evaluating applications under this policy shall include income levels using data available from Statistics Canada, family size and other criterion that may be useful in determining economic hardship.
2. Waiving or adjusting of fees may be applied to:
 - a) Divisionally established
 - Bus fees
 - Course fees
 - Textbook rental fees
 - b) School established
 - Extra-curricular sports fees
3. Fees may be waived for the entire school year or for a portion of the school year, subject to specific circumstances.

School handbooks shall make parents aware that the fee waiver process exists for families unable to afford them.

School Telephones

A telephone for student use is provided in the junior high wing. Students will not be allowed to use the student phone during class time without a phone pass (this indicates that the student has teacher permission). Students will be called to the phone if a parent is calling and must speak to the student. Whenever possible, a message should be left for the student, rather than pulling a student from class, which is disruptive to the whole class.

Footwear & Dress Code

Outdoor footwear may not be worn inside the school. **Students are expected to have a pair of indoor running shoes at school as well as outdoor shoes** - it is important that students wear shoes at all times. We also ask that you respect the custodian's efforts by choosing shoes which do not make black marks on the floor.

Students are expected to wear appropriate clothing to school. This includes, but is not limited to students not being allowed to wear hats while inside the school building.

Student Transportation

Students are not allowed to transport themselves to school by using quads, ATV's, motorbikes, snowmobiles or any other form of motorized transport. These types of transport will not be allowed on Buffalo Head Prairie School property. The only exception to this rule will be those students who are of age and meet all Alberta Highway & Transportation Safety Requirements.

Cold Weather

Parents must ensure that their children are appropriately dressed for the weather conditions. Students may be refused bus privileges if not dressed for cold weather.

Unless deemed safe by the bus operator, busses shall not operate in extremely cold conditions (generally, -40°C or colder). The school is open for instruction, however, and parents can drive their children in if they consider it safe to do so.

Electronics Policy

Continued this year, all students will be expected to follow the school's electronics policy. This policy was created at the June 2008 staff meeting and was established in an effort to prevent distractions to learning.

As of September 2, 2008, all staff will enforce a no tolerance policy on non-educational electronic devices. Should devices such as (but not limited to) cellular phones, ipods, MP3 players and hand held video games be visible during school hours, they will be taken from the student and turned in to the principal's office. These devices will not be returned to students and will be required to be picked up by the child's parent(s). At no time during the school day, including recess, will these electronic devices be allowed at Buffalo Head Prairie School.

Communication with Parents

Monthly calendars are sent home at the beginning of each month, listing activities and important events. School newsletters will be sent home EVERY TUESDAY. Please ask your child to see the newsletter on these days to keep informed of important school information. All notices are sent home with the youngest child in the family (except ECS).

Significant effort is spent to help you be aware of school news/events so please take the time to read newsletters and be informed.

Library Use

BHPS library is open for staff and students to use most of the time. Parents are encouraged to look at books their children read - it will help them understand their child's reading interests, and they will be able to help their children select materials that ensure reading skills improve. It will also help the school weed out inappropriate material that may have slipped through the screening process. It will ensure that overdue books are kept to a minimum.

We expect students to handle all library materials with respect and care at all times. If materials are lost, stolen or damaged, students will be held responsible to the degree outlined below:

Lost and/or damaged books shall be charged according to the following Fort Vermilion School Division guidelines:

- 1 year old or less 80% of replacement cost
- 2-3 years old 60% of replacement cost
- 4-5 years old 40% of replacement cost
- 5 years old or more 20% of replacement cost

Note: It is important that books are signed out when they leave the Library.

Volunteers

Buffalo Head Prairie School welcomes help from volunteers. Please contact a classroom teacher if you would like to be involved in some class activities such as reading with children, field trips, fund raising, reading or cutting/laminating. From time to time library help is also needed. ***Our school is enriched by your involvement and our school benefits greatly from volunteers!*** Thank you for considering this!

Lockers

Lockers are available for grades 7, 8, 9 students, assigned by the school office. We are not currently charging for locks and trust that locks will be returned in good condition at the end of the year. The combination must not be shared with others. If students have difficulty opening their lock, they may ask for assistance from the office.

Lockers may contain school supply materials needed for classroom work such as books, pens, calculators, etc. Students who must visit lockers for class supplies during class time may have their locker privilege revoked.

Discipline

Student Expectations

1. Students are expected to contribute positively to the daily activities of the school.
2. Students are expected to REACH- Be respectful, Excel, Be accountable for their actions, act in the best interests of the school community and be honourable in their actions.
3. Students should behave in an orderly manner while in school.

Discipline Policy

We believe that each child is unique and that the consequences for individual actions must suit the specific behaviour/child. For serious issues, students will be sent to the principal. At this time, suspension from school is a possible consequence. A phone call home will accompany office referrals.

Grade 9 Farewell
“An Accomplishment in Learning”
Parent Information

BHPS Expectations for Grade 9 Farewell:

- Farewell must have a focus on student learning.
- Minimal time may be used to prepare for farewell. Exceptions may be used by the classroom teacher for specific students that are ahead of the class in their work.
- Students who are absent for too many days throughout the school year, may be in jeopardy of not being allowed to participate in the farewell ceremony.
- Students must be in school (attending class) for the full day on the day of farewell.
- Farewell will be a semi-formal event and is not meant to be formal.
- The evening agenda must be completed in full and presented to the school principal/ farewell advisors before any money is spent or decorations/invitations are made.
- Students may not have an official entrance or exit into the ceremony. This is the format of a graduation, not a farewell.
- Minor decorating will be permitted. There shall be no formal or excessive decorating.
- There is no longer a student of excellence. Rather, the Grade 9 Farewell will strive to acknowledge the contributions of all students equally.
- Within the student population, grade 9 students shall be responsible for the grade 9 farewell, this is not the responsibility of other students in the school.
- The meal shall be decided cooperatively between staff leaders, students and parents.
- A fundraiser will be used towards the following: food, meal supplies, decorating, invitations, staff gifts.

Grade 9 Trip Expectations

- A contract will be in place for all students attending the trip and must be signed by both students and parents at the beginning of the school year. These expectations are in place to ensure all students have contributed to fundraising and all students have put effort into their studies prior to attending the year-end trip.
- Student must be passing all classes in order to attend the trip. A final assessment of their academic status will be made on May 11th, 2018.
- **Each student must raise \$450 by May 11th, 2018.** Students involved in fundraising will split the proceeds between those who worked. (If 8/12 students are involved in a fundraiser, proceeds will be divided by those 8 students). Although parents may choose to pay out the amount required for their child prior to the trip, participation in fundraising is strongly encouraged.
- **Students may be absent for a maximum of 20 days.** The only exception is a doctor's note or a note from the parent approved by the principal for a special circumstance that has been planned a minimum of one month in advance. The Principal will communicate with the members leading the Citizenship program.
- Each student is required to lead one school event focused on **building community** that cannot be a fundraiser to profit them or the school. This could be leading an assembly or part of it, leading the school yard clean up, leading an event for charity, etc.
- **A one page paragraph** is required by each grade 9 student by May 1, 2018 detailing:
 1. What have you learned in the Citizenship program this year?
 2. How has this program contributed to the development of your personal character?
 3. Was the Citizenship program meaningful to you?

Extra-Curricular Policy

This policy has been created to ensure that learning in school is the highest priority. For a sports team this policy will take effect 30 days prior to the season starting.

- Students that are planning to be involved in extra-curricular events:
 - MUST be in school the entire day in order to take part in that day's extra-curricular activity. A student late or absent on Friday must miss that weekend's extra-curricular activity. **The only exceptions to this will be for medical or family emergency.**
 - Students MUST demonstrate a sincere effort towards their studies in all courses. If a student consistently demonstrates a poor work ethic (determined jointly and agreed upon by all teachers teaching the individual student, and the administration) the following steps will occur:
 1. He/She will receive a verbal warning and the expectation will be clarified to ensure there is understanding through a parent phone call.
 2. If effort towards school work does not improve, a phone call will be made home letting parents know that the student cannot participate in the extra-curricular event for two weeks.
 3. If improvement is not noted by all teachers, the student will be removed from the team/activity.

Peanut Free Classroom Policy

Food allergies are an everyday part of life for some children. Certain allergies, such as peanut allergies, can be life threatening and require the attention of staff, students and parents. This year, one student attending Buffalo Head Prairie School will have a serious peanut allergy. It is expected that the following will occur to ensure the safety of the student:

- The school principal will ensure that detailed communication exists to ensure that the appropriate communication exists in regards to the severe peanut allergy. Appropriate individuals include:
 - Allergic child's parents
 - School staff
 - School Students
 - School Parents
 - School Visitors
 - Bus Drivers

- The classroom teacher implementing the peanut free classroom will ensure that other classroom students and parents are aware of the policy via verbal discussions, newsletters and visual aids.

All staff will endeavour to wash their hands thoroughly with soap and water following contact with foods containing peanuts. School staff will also encourage students at other grade levels to follow similar processes.

Health/Safety School Modification
Locking BHPS Doors Policy
Effective April 8, 2013

- All school doors will remain open until after the morning announcements. After morning announcements, the 4-6 and junior high doors will be locked.
- Doors will then remain locked for the remainder of the day, with the exception of the front doors.
- During recess/lunch hours, a grade six ‘door monitor’ will be assigned to the grade 4-6 doors. This person will be stationed in the boot room and may have a book with them to read. This will be a leadership responsibility for grade six students and the assigned student will be responsible for allowing students in need to enter during this time. This person will also be responsible for opening the doors at the end of recess breaks for all students. *The junior high doors will not have a recess monitor.*
- Our front door will remain open in the event of student emergency. *If necessary*, students may be able to enter through that doorway.

***Thank you for supporting
Buffalo Head Prairie
School***



Fort Vermilion School Division No. 52

