

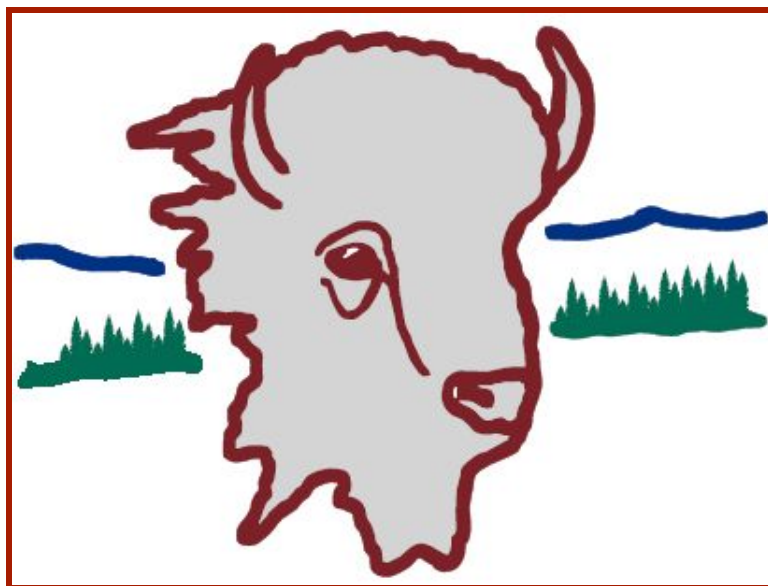
School Handbook

for

Parents and Students

2019-20

PLEASE KEEP FOR FUTURE REFERENCE



Buffalo Head Prairie School

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Guiding Principles

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

BHPS School Information

2019-2020 School Calendar

| | | |
|------|------------|---|
| Aug. | 27-30 | PD/Organizational Days-No School for Students |
| Sep. | 2 | Labour Day-No School |
| | 3 | First Day for Students – REACH Assembly - 9:30am |
| | 6 | Family Breakfast - 8:45am |
| | 20 | PD Day – No School for Students |
| | 26 | Family Ice Cream Night/School Council AGM-6:30pm |
| Oct. | 3 | Staff Meeting - 2:00pm dismissal |
| | 14 | Thanksgiving Day – No School |
| Nov. | 7 | Staff Meeting - 2:00pm dismissal |
| | 11 | Remembrance Day – No School |
| | 12 | PD Day – No School for Students |
| | 15 | Report Cards Sent Home (Gr.7-9) |
| | 29 | Report Cards Sent Home (K-6) |
| Dec. | 5 | Parent Teacher Interviews-6:00pm-9:00pm |
| | 5 | Staff Meeting - 2:00pm Dismissal |
| | 19 | Christmas Concert-7:00pm |
| | 21- Jan. 6 | Christmas Break – No School-Back to School on Jan. 7 |
| Jan. | 6 | Epiphany |
| | 9 | Staff Meeting - 2:00pm Dismissal |
| | 31 | PD Day – No School for Students |
| Feb. | 7 | Report Cards Sent Home (Gr.7-9) |
| | 10-11 | Days in lieu of Parent/Teacher Interviews – No School |
| | 12 | School Closed |
| | 13-14 | Teachers’ Convention – No School for Students |
| | 17 | Family Day – No School |
| Mar. | 5 | Staff Meeting - 2:00pm dismissal |
| | 12 | Report Cards Sent Home (K-6) |
| | 13 | PD Day – No School for Students |
| | 19 | Parent Teacher Interviews-6:00pm-9:00pm |
| Apr. | 9 | Spring Concert-1:30 pm |
| | 10-19 | Easter Break – No School-Back to School on Apr. 20 |
| | 23 | Volunteer Appreciation Supper-6:30pm |
| | 24 | Report Cards Sent Home (Gr.7-9) |
| May | 7 | Staff Meeting – 2:00pm dismissal |
| | 18 | Victoria Day – No School |
| | 21 | Ascension |
| | 31- Jun. 2 | Pentecost |
| June | 1 | PD Day/Pentecost – No School for Students |
| | 19 | Picnic Day – Last Day for K-9 Students |
| | 19 | Report Cards Sent Home |
| | 22-24 | Summer Institute for K-9 Teachers – No School for K-9 Students |
| | 25-26 | Organizational Day-No School for Students |

BHPS Staff List

| | |
|---|-------------------------|
| Kindergarten..... | Mrs. Rachel Magalona |
| Grade 1 | Mrs. Karen Keefe |
| Grade 1 | Miss Sarah Lawlor |
| Grade 2 | Mrs. Cathy Wiseman |
| Grade 2 | Miss Stephanie Rose |
| Grade 3 | Miss Joanna Vandervalk |
| Grade 4 | Mrs. Melissa McDonald |
| Grade 5 | Mr. Jonathan Hache |
| Grade 6 | Mrs. Amanda Colbourne |
| Grade 7/8 | Mr. Dean Keefe |
| Grade 9 | Miss Patti Morgan |
| Special Needs Assistant | Mrs. Tina Schellenberg |
| Special Needs Assistant | Mrs. Lana Halladay |
| Special Needs Assistant | Miss Nicole Neudorf |
| Speech/Early Literacy | Mrs. Mary Ann Krahn |
| ESL Assistant | Mrs. Brenda Wiebe |
| ESL Assistant | Mrs. Liane Unrau |
| ESL Assistant | Miss Jasmine Rempel |
| 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. Helen Peters |
| | Mrs. Martha Harms |
| | Mrs. Eva Friesen |
| | Mrs. MaryAnne Teichroeb |
| | Mr. Jake Froese |
| Assistant Principal/Inclusive Education | Mrs. Wendy Morris |
| Principal/Elementary Physical Education | Mr. Chris Fehr |
| School Trustee | Mr. John Zacharias |

BHPS Bell Schedule

8:44- First Bell- 1 minute until announcements begin

8:45-9:15- Period 1

9:15-9:45- Period 2

9:45-10:15- Period 3

10:15-10:30- Morning Recess

10:30- 11:10- Period 4

11:10-11:45- Period 5

11:45-12:00- Lunch

12:00-12:20- Lunch Recess

12:20-12:50- Period 6

12:50-1:20- Period 7

1:20-1:50- Period 8

1:50-2:05- Last Recess

2:05-2:40- Period 9

2:40-3:15- Period 10

3:15- Dismissal Bell

Total Minutes/Day= 325

BHPS Class Information

Kindergarten

Buffalo Head Prairie School operates a Kindergarten (ECS) program which is open to children who are 5 years of age on or before December 31 of the current school year. Children who are 3 or 4 years on or before December 31 may be admitted early based on specific documented need.

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.

This school year, due to student population, there will be two classes of Kindergarten students. One class will be attending on Tuesday, Thursday, and alternate Mondays. A second class will be attending on Wednesday, Friday, and alternate Mondays. Due to holidays, alternate Mondays may be disrupted and parents are asked to view the school calendar for accurate dates.

Junior High CTS

Grades 7, 8, 9 are bussed to La Crete Public School one afternoon a week (day 2) for CTS 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 into town and as such students are asked not to go into town during break time unless a note is provided by parents and signed by the school Principal.

Inclusive Education

Buffalo Head Prairie School offers Inclusive Education programs for students requiring extra assistance. While the classroom teacher is responsible for the programming of all students in the class, the Inclusive Education Coordinator will provide assistance to meet programming needs – both students considered as severe and those requiring resource assistance. As per guidelines, the classroom teacher, in consultation with the Inclusive Education Coordinator, parents, and the Principal will prepare the Individual Program Plan for each student requiring help.

Please see the Inclusive Education handbook for further details.

School Operations

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 is known to 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 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 and appropriate parent communications.

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.

Locking BHPS Doors

- 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 at 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 a student emergency. If necessary, students will be able to enter through that doorway.

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 to school if they consider it safe to do so. If this is done, the expectation would also be in place for parents to pick their child up at the regular school dismissal time.

School Council

In accordance with the School Act, Buffalo Head Prairie is served by a School Council consisting of parents, a community representative and school personnel.

The School Council follows the Elected Representative model, which means that parents nominate and elect an executive, consisting of a chair, vice-chair, secretary, and parent representative. Included in the executive is the principal, assistant principal, a teacher selected by the school staff, and a community member selected by the school council.

The purpose of the council is to act as an advisory body to the school. The council serves as a communication link between the school and the community. The school board offers guidelines to roles and responsibilities of the school council.

Extra-Curricular Policy

This policy has been created to ensure that learning in school is the highest priority. For a sports team or extra-curricular clubs, this policy will take effect prior to the season starting.

Students that are planning to be involved in extracurricular 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:

Student will receive a verbal warning and the expectation will be clarified to ensure there is understanding through a parent phone call.

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.

If improvement is not noted by all teachers, the student will be removed from the team/activity.

FOIP

FOIP stands for Freedom of Information and Protection of Privacy. Our jurisdiction is governed by this provincial legislation. Information that is personal in nature is only available to those who are entitled to see it. The Secretary/Treasurer (Mr. Norman Buhler) is the jurisdictional FOIP coordinator.

Communication with Parents

1. A copy of this handbook will be sent home in September.
2. School newsletters will be sent home every second Tuesday on the first and third Tuesday of each month (created by school administration).
3. Special notices may be sent home by school administration as required.
4. Teachers are expected to send home class newsletters bi-monthly (September, November, January, March, May). These newsletters can detail classroom learning and special events. September's newsletter is to go home during the first week of school. All other months the classroom newsletter must be sent home by the last school day of the month.

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 helps them understand their child's reading interests, and they will be able to help their children select materials that ensure reading skills improve. It also helps the school weed out inappropriate material that may have slipped through the screening process as well as ensures 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. Volunteers are expected to submit a completed Vulnerable Sector Check and Intervention Record Check prior to volunteering with students. From time to time volunteers may be required to obtain a new vulnerable sector check and intervention record check but typically checks will last for the length of time a parent has student(s) enrolled in a particular school. A new record check must be obtained when a student enrolls in a new school.

Please contact a classroom teacher if you would like to be involved in some class activities such as reading with children, field trips, fundraising, 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, and 9 students. 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.

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.

Lunch Time

Elementary students will eat lunch in their home rooms. 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.**

Study Hall

Study hall is a grade 4-9 program that will take place during lunch recess on days 1, 3, 5. Home room teachers sign their students up for study hall when there is a need to do so. Study hall provides teachers with the opportunity to get students caught up on their work by providing them with a supervised work space.

Intramurals

A specified staff member organizes elementary and junior high intramurals.

Intramurals take place during the noon recess break on day 2 and 4 for elementary and on day 1, 3, and 5 for junior high.

Behavior Expectations

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.

EBS Program REACH for Success!

Effective Behaviour Supports is a system designed to enhance school behaviour management and thereby positively impact school climate. 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!

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.

Discipline Procedures

First offence: Student receives verbal warning, “Please stop [name behavior]”

Second time the behavior occurs: (up to a 10 minute time-out)

Classroom

- Note: Effective in class discipline programs may already be developed by experienced teachers and if so, these may continue.
- The following will provide a suggested and proven approach that will be supported by the school administration. When dealing with student discipline, consistency is critical to a successful discipline program!
- Give student a time-out. This may look differently at different grade levels. This may be removal of student from an activity, seating student away from others, sending student out of room, seating them in the hall outside the classroom door, (ensure they are not looking into the classroom,) or at the cubicle desk in the office for a maximum of a 10 minute time-out.
- During this time, (not necessarily immediately,) the classroom teacher will speak to the student and clearly explain the behavior that must stop or be changed and the expectation.
- Once the student agrees that their behaviour will change, he/she is admitted back into the classroom.

Playground

- Ask student to stop the specific behavior
- If behavior does not improve, give a timeout or consequence. For example: student can sit out against the school or on a bench for the remainder of recess. Another example could be send the student on a walk by themselves around the furthest ball diamond before coming to speak to you again.

- Send the student into the office. The student will explain to administration why they have been sent in and sit in the office for the remainder of the recess.
- Supervising teacher will stop at the office and record or confirm a brief account of the situation that resulted in office time-out.
- Homeroom teacher will be made aware of any recess office time-outs.
- Office will track these time-outs. A green referral form will be filled out after two consecutive office timeouts within a 5 day period.

If the behavior continues:

3. First Green Referral Form:

- Send student to the office, fill out green referral form as soon as possible, and place in the mailbox of the school principal. Referral forms should be filled out objectively with a clear description of offending behavior. Please keep referral forms factual.
- Student will spend 1 day recess indoors starting with the next recess.
- Filling out referral forms or calling parents for classroom related offences will be the responsibility of the homeroom teacher; for behaviour incidents that occur outside the classroom administration will fill out the referral form and contact parents.

4. Second Green Referral Form (following steps 1 & 2)

- Send student to the office immediately.
- A consequence will be established by the school administration. Wherever possible, the consequence will be related to the student behaviour in an effort to promote appropriate learning for the future.
- Parents will be called by administration.

5. Third green referral form (following steps 1 & 2)

- Parents will be called by administration.
- Student will receive a one day in-school suspension

Serious offences: steps may be skipped or could lead to immediate in-school or out-of-school suspension.

Referral form will be photocopied and placed in homeroom teacher's mailbox to ensure that they are aware

Homework

Buffalo Head Prairie School's expectation 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.

Student Electronics Policy

All students will be expected to follow the school's electronics policy. This policy was established in an effort to prevent distractions to learning.

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 handheld 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 be electronic devices be allowed at Buffalo Head Prairie School.

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 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 & Student Conduct

1. Outdoor footwear may not be worn in the school. It must be removed and placed in the shoe racks provided.
2. Students are expected to have a pair of indoor running shoes at school. If running shoes are not available, students may go in their sock feet, (until running shoes can be obtained,) with the exception of gym classes where students may be allowed to participate in bare feet at the discretion of the teacher. Students that are obviously not making an attempt to bring footwear will not be allowed to participate. Note: Roller shoes or shoes that increase the likelihood of injury, will not be permitted.
3. Footwear must be worn during outdoor recess.
4. Students are expected to wear appropriate clothing to school.
5. Hats may not be worn during class time. Hats may be worn during recess times, before and after school.
6. Students are not permitted to hold hands or demonstrate public displays of affection at school. Student, parent, or staff concerns raised through this expectation will be discussed with school council members.

Student Transportation

Students are not permitted to transport themselves to school by using quads, ATVs, 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.

Financial Information

School Fees

There will be no instructional materials fee charged for any student at BHPS.

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

For parents who wish to have the option of paying their school fees online, please see the office for more details.

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.

Student Academic Information

Report Cards

Junior High

1. Four written report cards will be sent home during the year.
2. Completed report cards will be submitted to the principal on a predetermined date before they are sent home with the students.
3. In Language Arts, Social Studies, Mathematics, and Science, as per FVSD Student Evaluation Requirements, common assessments will be worth 25% of the student mark, final exam or course end assessment will be 25% of the mark and 50% of the mark will be comprised of tasks at teacher discretion, with a focus on performance based learning. In grade 9, the Provincial Achievement Test must be used for a final exam mark. Copies of all approved final exams, along with their marking guides, will be kept on file by school administration. Final exams should be submitted for approval one week before the exam dates.
4. Marks in all subjects will be recorded in percentages.
5. Anecdotal comments must be written for the four core subjects.
6. If it appears that a child may be retained in a grade, parents must be notified by the second reporting period. This must be done in a clear straightforward manner and should be documented (and communicated to the principal) to avoid later claims that parents were not aware of possible retention.

Elementary

1. Three written report cards will be sent home during the year.
2. Completed report cards will be submitted to the principal on a predetermined date before they are sent home with the students.
3. In Language Arts, Social Studies, Mathematics and Science, as per FVSD Student Evaluation Requirements, common assessments, (or unit assessments where there are no common assessments available,) will be worth 25% of the student mark. Final exam or course end assessment will be 10% of the final mark (common assessment must be used if available). The final 65% of the student mark will be comprised of tasks at teacher discretion with a focus on performance based learning. In grade 6, the Provincial Achievement Test must be used for the final assessment.
4. In grades 4-6, anecdotal comments must be written – especially for the core courses. A report card has been implemented in grades K-3 with greater focus on specific learning outcomes and less anecdotal comments.
5. If it appears that a child may be retained in a grade, parents must be notified by the second reporting period. This must be done in a clear straightforward manner and should be documented (and communicated to the principal) to avoid later claims that parents were not aware of possible retention.

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.

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

Current educational research indicates that student retention is generally not beneficial in most situations so retention of students will not be practiced frequently. Retention will only occur after careful consideration and communication between parents and school staff.

Alternatives to Zero-Buffalo Head Prairie School

As directed by the Fort Vermilion School Division, all schools will be required to implement an Alternatives to Zero Policy. Due to the fact that schools operate differently and cater to varying student populations, individual school plans will likely be somewhat different as well.

Buffalo Head Prairie School staff has endeavored to create a plan that will ensure students are completing the work required of them. The strategies listed below will be followed in order; however there may be circumstances that warrant the alteration of these steps. In these situations, communication with the school principal is necessary.

Continued this year our Alternatives to Zero Policy will be included in our staff, parent and student handbooks and will be implemented in accordance.

Steps will be completed in the following order to ensure the completion of assigned work:

1. Verbal encouragement
2. Work time in an alternate environment
- 3a. Enjoyable activities removed until work is complete
- 3b. Phone call home
- 4a. Student behaviour/work contract
- 4b. Child circle personnel intervention
5. Principal/Parent meeting

It should be noted that either 3a or 3b may be used as a third step. In the same manner, 4a and 4b may be used as the fourth step. These decisions will be made by the classroom teacher, and will be based upon what will best help the individual student complete their work.

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 - One trophy will be awarded per grade, based on the highest average of core subjects.

Citizenship - One trophy will be awarded per grade, based on helpfulness, cooperation, consideration of others, mannerly conduct, attendance.

Sportsmanship - One trophy will be awarded per 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.

Grade 9 Student Information

“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 20 days throughout the school year will be in jeopardy of not being allowed to participate in the farewell ceremony. Medical absences and harvesting absences will not be counted towards the total provided parent communication at the time of the absence supports the student absence.
- 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.
- 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.

Emergency Procedures

School Evacuation Procedures

1. Fire Drill Procedure:

When the alarm sounds, students must quietly line up in the classroom they are in. It is important that students remain quiet and listen for instructions.

- ii) Leave building quietly and orderly via nearest exit and walk to the south east side of the school playground. It is vital that your students are accounted for as soon as possible. Class lists must be taken outside by the supervising teacher.
- iii) Teacher should be the last one out of the classroom, ensure windows and doors are closed.
- iv) Assigned staff members will complete their emergency procedure duties. If this is not you, don't worry.
 - v) Take class attendance and raise your hand for Principal/designate to see so they can check off each class as accounted for. If students are missing an immediate search for missing students must occur by two teams of two teachers.
 - vi) In the event of a false alarm: The principal (or assistant principal, if applicable) will be the "Fire Chief" during an emergency or false alarm. When students have been accounted for, the principal shall assess the situation.
- vii) Wait for signal to re-enter the school.

2. Emergency Action (if this is a real emergency):

- i) The school Principal (or assistant principal, if applicable) will determine course of action to be followed. In the event that an emergency has been perceived, the first aid kit will be taken to the appropriate destination.

3. Evacuation During Inclement Weather:

- i) Students and staff will leave the school as per fire procedure. If an emergency exists, and in inclement weather, the students and staff will be dispersed to shelter as follows:
 - ECS-4 Rink Shack – south side
 - Gr. 5–9 to Rink Shack – north side

4. Evacuation of School Property:

This evacuation procedure will come into effect when it is determined that it is unsafe to keep the children on school property:

- Should an emergency situation break out in the school, the school population will respond as to a fire drill. In the event of severe inclement weather, the school's population will be moved into the skating shack which is kept unlocked at all times.
- Teachers will take with them a class list and report student attendance when gathered together in a safe place. If required a team will be organized to search for missing individuals.
- If it is too dangerous to remain, all teachers and students will walk in an organized manner to Tompkins Mobile. All individuals are expected to use the ditch and walk in organized lines. Arrangements have been made to use Tompkins Mobile as a secondary safety source.

The School Principal/designate in coordination with the school secretary shall:

- Make decisions to ensure the safety of all individuals (Principal)
- Ensure that the First Aid Kit is taken along.
- Inform emergency personnel if required
- Inform parents (parent/family list to be taken by secretary)
- Inform the Superintendent of Schools
- Determine whether crisis counseling services are required and to what extent

In the event that it should become necessary to evacuate the school property we will attempt to do so in an organized manner. It is necessary to keep the children and staff calm so that they can clearly hear and follow the instructions given.

School Closures - Inclement Weather

If buses in a region of the school division cannot run due to weather conditions, schools in that region will remain open unless closed by the Superintendent's office. If buses are not running across the division, the Superintendent's office will only close the schools if weather conditions are so severe that staff attendance will cause undue risk. See administration practice - Busing During Inclement Weather for further details.

Inclement Weather – Students in School

1. If Inclement Weather (storm, ice conditions) occur while the students are in school, the students will remain in school until the regular dismissal time or until such time as they are taken from the school by a legal parent or guardian.
2. If the buses do not run on the return trip the students will remain in the school building until such time as arrangements have been made to collect them.
3. Parents will be notified using the parent emergency phone list.
4. In either case, students will not be sent home early unless the parent/guardians have been informed and it has been ascertained that it is safe to return the students to their homes.

BHPS School Lockdown Procedures

1. All practice lockdowns will be communicated to staff, students and parents prior to the occurrence.
2. A staff member will initiate Lockdown via approved method for Buffalo Head Prairie School.
3. School Staff will call 911 immediately or as soon as possible, preferably from a school phone.
 - a. Provide school name and full address
 - b. Stay on the line with 911 Operator and provide info as requested
4. **Office staff will, if safe to do so:**
 - a. Post signage at the main entrance stating “THE SCHOOL IS IN LOCKDOWN, DO NOT ENTER. PLEASE LEAVE THE AREA IMMEDIATELY.
 - b. Email school staff stating: “Lockdown check in, please respond”.
 - c. If there is no communication from the office, all staff should follow the attendance instructions outlined in step 5 in order to be prepared with this information.

5. Classroom teachers/staff will:

- a. Immediately check the hallways outside their classrooms and gather nearby students.
- b. Close, lock, and barricade (if possible) the classroom door, shut off all lights, close and cover the windows if possible.
- c. Ignore dismissal bells.
- d. Ensure all mobile devices are silenced.
- e. REPLY ALL to email stating: number of students present, names of students missing or absent, extra students or adults present.
- f. Remain in lockdown until the RCMP or a school administrator clears your room. This means that the door is not opened for ANYONE once locked.
- g. Any staff outdoors when a lockdown occurs, will move away from the school immediately and proceed to the emergency evacuation staging area. (BHPS east southeast bush OR southwest bushes by fire pit). Staff will remain there until further instructions issued by RCMP or school administrator.
- h. Should the fire alarm activate during a lockdown, staff WILL NOT respond as they normally would. Remain locked down, use critical thinking skills, know the evacuation route and be prepared to react if smoke/fire is detected.
- i. RCMP or the school administrator will end the lockdown by clearing each room individually. There will be no announcement made over the PA to end the lockdown or drill.

6. Students will:

- a. Move to the designated secure area in the classroom and remain silent and still while the teacher ensures the doors are locked and secure. It is important to remain quiet and to make sure all devices are turned off.
- b. Any students not in a classroom when a lockdown is initiated should stay out of hallways and traffic areas. Go to the nearest classroom and stay quiet until the lockdown is over or you are removed by the RCMP or the school administrator (bathrooms, open classroom, library, etc.)
- c. Any students outdoors when a lockdown occurs, will move away from the school immediately and proceed to the emergency evacuation staging area assigned by your school. Students will remain there until further instructions.
- d. Should the fire alarm activate during a lockdown, students WILL NOT respond as they normally would. Remain locked down, use critical thinking skills, know the evacuation route and be prepared to react if smoke/fire is detected.
- e. RCMP or the school administrator will end the lockdown by clearing each room individually. There will be no announcement made over the PA to end the lockdown or drill.

7. Bus Drivers will:

- a. Upon learning of a lockdown occurring, take all the students to the emergency evacuation staging area.
- b. Take attendance and remain there until further instructions from RCMP or the school administrator.

8. Parents/Guardians will:

- a. Upon learning a lockdown is occurring, gather at the designated parent staging area and await further information from the RCMP.
- b. Parents must not approach the school at any time during a lockdown.
- c. Parents must not attempt to contact their child on any mobile device.

Revised August 2019