

# Bezanson School Handbook

**Bezanson Bulldogs...**  
**striving for excellence in a safe, positive, and inclusive environment.**



**Our Mission:**  
Bezanson School will provide students with educational programs that nurture children's academic growth and physical well-being in a safe and respectful environment.

School Phone: 780-532-6490

Bezanson School Principal: Elizabeth Linfield

## Bezanson School Year 2019-20

Sept	1	First Day of School for Gr. K-9	Feb	1	Early out – 3:10 pm (Staff meeting)
	7	<i>Labour Day – no school</i>		12	<i>Compressed School Week – no school</i>
	10	School Picture Day Gr. K-9		15	<i>Family Day – no school</i>
		Meet the Teacher		26	<i>Compressed School Week – no school</i>
	14	Early out – 3:10 pm (Staff meeting)	Mar	1	Early out – 3:10 pm (Staff meeting)
	18	<i>District PD – no school</i>		4-5	<i>Teachers' Convention – no school</i>
	21	Bezanson School Council Meeting		12	Report Cards Gr. K-9
	TBA	First Day of Playschool		15	Bezanson School Council Meeting
Oct.	5	Early out – 3:10 pm (Staff meeting)		16, 18	Parent Teacher Interviews 5:00-8:00 pm
	9	<i>Compressed School Week – no school</i>		19	<i>No school</i>
	12	<i>Thanksgiving Day – no school</i>	Apr	2-11	<i>Easter Break – no school</i>
	30	<i>Compressed School Week – no school</i>		12	Early out – 3:10 pm (Staff meeting)
Nov	2	Early out – 3:10 pm (Staff meeting)		19-24	Missoula Children's Theatre here
	3, 5	Parent Teacher Interviews 5:00-8:00 pm		30	<i>Compressed School Week – no school</i>
	4	Gr. 9 Take Your Kid to Work Day	May	3	Early out – 3:10 pm (Staff meeting)
	10	Remembrance Day Ceremony		7	<i>School PD – no school</i>
	11	<i>Remembrance Day – no school</i>		17	Bezanson School Council Meeting
	16	Bezanson School Council Meeting		21	<i>Compressed School Week – no school</i>
	20	<i>School PD – no school</i>		24	<i>Victoria Day – no school</i>
	26	Report Cards Gr. K-9		28	<i>Compressed School Week – no school</i>
	27	<i>Compressed School Week – no school</i>			
Dec	7	Early out – 3:10 pm (Staff meeting)	June	TBA	Elementary Play Day
	11	<i>Compressed School Week – no school</i>		4	<i>Compressed School Week – no school</i>
	17	Christmas Carnival		7	Early out – 3:10 pm (Staff meeting)
	19-Jan 3	<i>Christmas Break – no school</i>		18	<i>Compressed School Week – no school</i>
Jan	4	Classes Resume		TBA	Year End Celebration
	4	Early out – 3:10 pm (Staff meeting)		25	Final reports cards – K-Gr. 9
	15	<i>Compressed School Week – no school</i>		25	Last day classes K-Gr. 9
	18	Bezanson School Council Meeting			
	29	<i>District PD – no school</i>			

Phone the school by 8:20 am (780-532-6490) if your child will be late or absent today

### WHAT IS A CSW?

Bezanson School is a transfer location for high school students attending Peace Wapiti Academy. As a result, Bezanson School students will have longer school days than required by Alberta Education. In lieu of the extra time spent in the class, students will receive additional Fridays off. These are noted as Compressed School Weeks (noted as CSW in our school calendar).

### **TIMETABLE**

#### **Elementary Schedule**

Block	Time
Block 1 (40)	8:20 – 9:00
Block 2 (40)	9:00 – 9:40
Block 3 (40)	9:40 – 10:20
Elementary Recess (20)	10:20 – 10:40
Block 4 (40)	10:40 – 11:20
Block 5 (40)	11:20 – 12:00
Lunch	12:00 – 12:20
Elementary Recess	12:20 - 12:40
Homeroom	12:40 - 12:45
Block 6 (40)	12:45 – 1:25
Block 7 (40)	1:25 – 2:00
Recess (15)	2:00 – 2:20
Block 8 (40)	2:20 – 3:00
Block 9 (40)	3:00 – 3:40

#### **Junior High Schedule**

Block	Time
Block 1 (40)	8:20 – 9:00
Block 2 (40)	9:00 – 9:40
JH Recess (20)	9:40 – 10:00
Block 3 (40)	10:00 – 10:40
Block 4 (40)	10:40 – 11:20
Block 5 (40)	11:20 – 12:00
JH Recess	12:00 – 12:20
Lunch	12:20 - 12:40
Homeroom	12:40 - 12:45
Block 6 (40)	12:45 – 1:25
Block 7 (40)	1:25 – 2:05
Break (10)	2:05 – 2:15
Block 8 (40)	2:15 – 2:55

### **SCHOOL OFFICE HOURS**

The office will be open from 8:00 am – 4:00 pm. If no one is available to take your calls please leave a message and your call will be returned.

### **GUEST POLICY**

Volunteers are reminded that a Criminal Record check may be required, and while we do appreciate volunteers, we may not always be in a position to accommodate all requests.

### **PLAYSCHOOL**

This year playschool, which is operated by Family and Community Support Services (County of Grande Prairie), will be held in our school on Monday and Wednesday mornings (8:30-11:30). Registration will take place on in early September (date TBA) by phone (780-518-0981), and the first day of playschool will be September 30. For more information, please contact Theresa McLeod at 780-518-0981.

### **KINDERGARTEN**

Kindergarten will be in operation every Tuesday and Thursday. Mrs. Kim Living is the kindergarten teacher. The last day of Kindergarten will be June 27, 2019.

### **SCHOOL ENTRANCE AGE**

Peace Wapiti Policy states that students entering grade one must have reached the age of 6 years by December 31st of the year in which they enter school. Please contact the school if you have any questions about your child's readiness for school.

### **SCHOOL BOOSTER CLUB**

The parent community has formed a Booster Club which is a non-profit society that works with the school and the school council to assist with fundraising efforts for the school.

Some of the projects that the Booster Club will support are: Christmas gifts for all children preschool to grade 4 at the Christmas concert, chili dog sales, canteen for volleyball, basketball tournaments, lunch for play day, raising money for playground equipment, sports uniforms and other needs for the school. If you are interested in helping out with the Booster Club please contact Susan Morrison.

### **BEZANSON SCHOOL COUNCIL**

All parents are encouraged to take part in Bezanson School Council activities.

The function of this body is to help provide effective communication between parents and staff to ensure the best education for all our students. All parents of students at Bezanson School and in the community are welcome to participate in meetings and invited to give their ideas and suggestions, as each and every one are part of the Bezanson School Council.

Meetings are held on the 3rd Monday of every other month. The AGM for the School Advisory Council will be at the first meeting of the year (held in September). This is an opportunity to vote for or even run for an executive position. For further information feel free to contact the school and we will direct you to the appropriate member of the executive.

### **STUDENTS LEAVING SCHOOL PREMISES DURING THE DAY**

Bezanson School is a closed campus for grades K-6. Junior High students leaving the school premises during the school day, unless picked up by the parents, are expected to have permission in writing from their parents. One note can be in place to give permission for the year.

Parents are required to report to the office before they pick up any students from the school. Please do not go directly to your child's classroom. Students must be signed out at the office if they are leaving before the end of the school day.

Junior High students will be able to leave school grounds at lunch recess only and must sign in and out. Failure to comply may result in a loss of these privileges.

During final exams: A note stating that your child has your permission to leave the school will be mandatory. This note must also include acceptable mode of transportation, ie: can walk home, travel with his/her friend to their home, etc.

### **ATTENDANCE POLICY**

Regular and punctual school attendance is expected and necessary for success in school. Parents are asked to notify the school if the student will be absent.

A student may be released upon the written or verbal request of the parent. These absences may be treated as excusable or inexcusable depending on the application at the time of the request.

Any requests for children to leave the school early or to go home by alternative means of transportation should be made in person or in writing to the school office. Students must be signed out at the office by the person picking them up, if they are leaving the school early. Students must come to the office to sign in if they arrive late to school.

Parents should also contact the bus driver and notify them of such changes.

**Excusable Absences:** Excusable absences, according to the School Act Section 13(5), and PWSD attendance policy IE, are those related to the student's health (with a health care professional's letter or certificate), religious holidays, field trips, and suspensions from school. The school recognizes that students may be absent for other legitimate reasons. Excusable absences beyond those stated will be at the discretion of the principal.

**Inexcusable Absences:** All absences that are unverified will be considered inexcusable.

The following procedures may be applied when a student reaches a level of inexcusable absences or late arrivals as outlined below:

Approximately 10%	-Teacher phone call.
Approximately 15%	-Letter from the school, and/or parental meeting and contract.
Approximately 20+%	-Student may be placed in an alternative educational setting designed to meet their educational goals. As student attendance and academic progress improves students may re-enter regular programming. Students with habitual absenteeism may also be directed to the attendance office or recommended for expulsion.

In case of a missed examination, it is not always desirable, convenient or even possible to allow students to write a similar exam at a later date. As such tests and examinations are normally known well in advance, we urge students and parents to try to avoid appointments, etc., whenever possible on these days.

Further details of the Peace Wapiti Attendance Policy may be obtained by phoning the school office or visiting the parent information section at [www.pwsd76.ab.ca](http://www.pwsd76.ab.ca).

### **SAFE ARRIVAL PROGRAM**

With our Safe Arrival Program, the computer system will call your home number (please ensure the number you provide is accurate, as your primary phone number) when students are absent and the school has not been contacted. If your child will be absent, please call 780-532-6490 by 8:20am.

One of the goals of the program is to encourage parents to contact the school when their child is going to be away.

***\*\* The Safe Arrival Program will not operate any days the buses do not operate due to the large number of excused absences. If you are sending your child and would like to ensure they arrived safely, please call the school. \*\****

### **TELEPHONE**

Students will be permitted to use the phone in their respective homerooms with the teachers permission during their breaks and otherwise for emergencies. Office and staff room phones are not to be used by students. Exceptions will be made to this policy only in emergencies.

Please be advised that messages from parents received prior to 3:30pm are acceptable; messages from friends are not. Due to the extremely busy time at the end of the day, any message received after 3:30pm is not guaranteed to reach your child.

### **LUNCH BREAKS**

As there is only a short amount of time for lunch breaks, students are requested to bring lunches to school and eat them while seated in their homerooms. As well, the school offers hot dog days. Students wishing to go home for lunch on a regular basis are to bring written notification to the office so that it can be kept on file.

Students will only be provided the opportunity to leave the premises at lunch to go to the store or Lefty's if a parent has sent in a hand-written note in the morning or they have phoned the school to provide verbal permission. Staff will not be accepting text messages as permission to leave the property. Junior High students may have a blanket note for the year giving permission to go to the store, but privileges may be revoked if they fail to sign in or out, or leave school premises during other times of the day.

### **HOMEWORK POLICY**

Education is a lifelong process, which extends beyond the school. It is important that students recognize that learning occurs in the home and community. Since skills of independent study and learning outside the school are important there may be times when students will be required to complete assignments or practice at home. These assignments will be at the student's independent work level and be considered extra practice.

Students who are bringing home school work may not have had enough time during the school day, or would like a little extra time to complete a task. If your child is consistently bringing school work home, you may wish to contact their teacher to

clarify how your child is using their time at school and/or if they are understanding the concepts being taught. We want to work with our families to best support students and ensure family time at home is valued.

There is substantial evidence to support the importance of daily reading, and we would encourage all of our families to be dedicating some time each evening to read with their child(ren). Additionally, playing games or cards is another fun way to reinforce skills being taught in school while at the same time ensuring quality family time at home.

### **Parent Support**

Parents can support a child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home.

- Provide a quiet, well-lighted place for your child to do homework.
- Help your child budget time so that a regular schedule is set.
- Take an active interest in what your child is doing in school. Ask for an explanation of particular assignments and what is being learned. Compliment good work or when improvement is shown. Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- Encourage and guide your child with assigned homework. Under no circumstances should you do it for your child.
- Regular school attendance is important for your child's continued learning.
- Consult your child's teacher as soon as a problem arises.

### **DRESS CODE**

Different forms of dress are appropriate in different situations. Dress of students should contribute to a school atmosphere conducive to learning. Bezanson School encourages students, under the supervision of their parents, to maintain high standards of dress, grooming, and appearance that comply with the dress code. Parents and students carry the responsibility for adhering to the school's dress code.

Bezanson School dress code prohibits the following:

- Clothing that is offensive, discriminatory, suggestive, violent, gory, or has inappropriate language or graphics;
- Clothing that promotes alcohol or drug use;
- Clothing that reveals undergarments;
- Clothing that exposes the breasts, buttocks, and/or majority of the midriff;
- Clothing that obscures the face.

**Two-Shoe Policy:** Students are required to have two pairs of shoes: an inside and an outside pair. Outside shoes are to be removed and left in the appropriate boot room **or kept in student lockers**. Clean inside shoes must be worn at all times in case of an evacuation drill. Shoes must be non-marking.

Hats are permitted but students need to remove their hat at the request of an adult supervisor, as well as when the national anthem is playing. Please note: teachers reserve the right to establish a no-hat policy in their classrooms.

Questionable apparel will be discussed with the student, parent/guardian, and school administrator. We will request that students change their questionable apparel during regular school hours and at any function where they are representing our school (clubs, travel, sports teams, etc).

### **USE OF CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

For elementary students, SMART phones, game, and music devices are not a necessary component of the educational environment and are discouraged from being brought to school. If a device comes to school with an elementary student it will be stay with the teacher till the end of the day.

All students need digital citizenship skills to participate fully in their communities and make smart choices online and in life. At Bezanson School we are committed to growing all of our student's digital citizenship skills and have decided to take proactive steps in supporting all of our students in this area. As a staff we feel it is important to have guidelines and parameters that ensure we are supporting our students to be responsible technology users.

We are living in an age of technology and we are having children bringing personal devices to school on a regular basis. These

devices are often very distracting to students in the classroom. As a staff we will be asking all students to “check in” their personal devices if the device is being used at school during classroom time or during recess time. When it is the last recess of the day students will be able to use their devices and check messages if need be and be responsible for their devices until the end of the school day.

If you need to contact your child at any time during the school day, please call the school at 780-532-6490 and Mrs. Ewert will take a message or if you need she can patch you through to your child’s classroom. If your child needs to contact you there is a phone in each classroom and they can discuss with their teacher when would be the best time to make that call.

### **TECHNOLOGY**

At our school, we believe that technology can be a powerful tool to enhance learning, enabling students to obtain information and to collaborate with others across the school, the district, and the world in purposeful educational activities. Integrating twenty-first century technologies into teaching and learning not only supports curricular outcomes across several subject areas, but it provides students with immediate connections to learning opportunities that would never before have been possible.

We expect all students to model the qualities of good digital citizenship by following standards of acceptable use and ethical practices when using either school-owned technology or their own personal electronic devices.

All students at this school will have access to technology (Chromebook or laptop) for educational purposes. Students from grade 4 through to grade 9 will have access to Google Chromebooks that they will use to access the full range of learning activities provided at our school. PWSD Students already have Google Apps accounts provided to them by the Board which they will use on their Chromebooks. Chromebooks are an Educational tool and will be treated as such at all times. Upon entering Junior High at Bezanson School students will be assigned a Chromebook that they will have access to for the three years as a Junior High Student. This device is at all times property of Bezanson School, not a student’s personal device. With the permission of the teacher the device may go home to complete assignments; otherwise they will remain at the school and be charged in the classroom charging station.

Ultimately, the use of any electronic device in the classrooms and the school will be at the discretion of the teacher and in conjunction with the school’s electronic and cellular telephone policy. Students who do not follow the school’s policies may have their device confiscated. In this case, parents may be required to pick up the device from the office.

### **INTERNET ACCESS**

All students are given the opportunity to access information via the internet. Failure to comply with the terms stated on the FOIP Information and Internet Consent Form, which is part of the new student registration package and sent home with returning students at the beginning of each year, will result in limited or a complete ban of this privilege.

### **MEDICATION**

Staff members may not administer oral medication of any kind to students unless the parent has completed the appropriate forms. Forms can be filled out at the school office. This includes all prescription and non-prescription drugs. Prescription medication must be accompanied with written instructions.

### **ILLNESS**

Normally students who are too ill to go outside for recess are generally too ill to be at school. This is especially true in the case of severe colds where continual attendance at school can delay recovery and provide a source of infection for other students.

Due to a lack of space within the school, it is impossible to provide an ill student a comfortable place to rest during the day. Whenever possible, parents or the emergency contact person will be contacted and asked to take the child home. The homeroom teacher of the child shall monitor the condition of the child.

### **INJURY WHILE IN SCHOOL**

Minor injuries are usually dealt with by the school staff. If an injury is serious or suspected of being serious, every attempt will be made to notify the parents or the emergency contact person listed on the student's registration form. If this fails and medical attention is required, an ambulance will be called or a medical practitioner called to the school. In the case of very serious injury or other medical problems, the child may be taken to the hospital or a medical practitioner called immediately with parents being notified as soon as possible.

### **FIELD TRIPS**

Various out-of-classroom experiences may be planned for the students throughout the year as a supplement to the school program. Parents will be notified in advance of all field trips requiring private or public transportation, prior to their occurrence. A completed permission slip is required from each child for any field trip. This consent form is your authorization for your child's participation and agreement with the mode of transportation. Students not returning permission forms will be accommodated in other classes.

All field trips are under the supervision of at least one staff member, and they follow guidelines specified in PWSD policy HGCG. If parents would like to volunteer, please contact the supervising staff member.

Please note: Participation in extra-curricular activities and field trips are privileges. Students with discipline issues may not be allowed to participate in these activities.

### **NEWSLETTERS**

In an effort to help keep you aware of the many events and happenings in the school, we will be emailing a newsletter once a month, beginning in early September. Please visit our school website to sign up to receive our newsletter if you haven't already done so - <http://www.pwsd76.ab.ca/schools/bezanson/>. Arrangements should be made with the office if you require a paper copy of the newsletter. We also post important notices on our school Facebook page, so please like our page in order to receive those notifications.

### **LOCKERS**

Lockers have been installed for the convenience of upper elementary and junior high students. Students and parents should be aware that school lockers are the property of the school and may be opened by administration at any time. Lockers are not one hundred percent secure and valuables are best left at home. Only school-issued locks are permitted for use on students' lockers.

### **EMERGENCY DRILLS**

Throughout the year, Bezanson School will practice various emergency drills to ensure all occupants are familiar with certain procedures in the event of an actual emergency.

### **PROGRESS REPORTS**

Progress reports will be issued to students three times per year. The first progress report will be issued November 29, the second on March 13, and the third and final report is given on the last day of school.

### **COMMUNICATION**

Although Parent-Teacher conferences are scheduled, Bezanson School teachers are always available to discuss your child's progress and needs. Please make contact through the agenda, email, telephone, or in person. Please note that telephone calls or meetings will need to be prearranged as the teachers have various duties throughout their day and may not be available at lunch or after school due to previous commitments. All classroom concerns are to be discussed with the appropriate teacher to ensure that a solution is implemented quickly and effectively. The Principal will only become involved if additional support is required. In the case of emergency, always contact the office.

If the student's teacher has concerns with a child's academic performance, behaviour, or social/emotional needs they will



not wait until scheduled Parent-Teacher interviews to contact parents.

Parents of Junior High students are encouraged to use PowerSchool to keep track of their student's marks and assignments. If you are unsure how to do this please contact the office for support.

### **INCLUSIVE EDUCATION**

Inclusive Education is an attitude and approach to education that embraces diversity and learner differences and promotes equal opportunities for all learners in our school.

At Bezanson School we will:

1. Anticipate, value and support diversity and learner differences - Welcoming, caring, respectful, and safe learning environments create a sense of belonging for all learners and their families.
2. Have high expectations for all learners - Creating a culture of high expectations begins with an accessible curriculum and meaningful and relevant learning experiences. Teachers and parents will work together to insure that individuals will have the appropriate supports because with the appropriate instructional supports, every learner can be successful.
3. Understand learners' strengths and needs - Meaningful data will be gathered to understand and respond to the strengths and needs of individual learners.
4. Reduce barriers within learning environments - All education partners will work together to identify and reduce barriers within the curriculum, the learning environment and/or instruction that are interfering with students' ability to be successful learners and to participate in the school community.
5. Build Capacity - School leaders, teachers, education professionals, families and community partners have ongoing opportunities to strengthen understanding, and develop skills and abilities to create flexible and responsive learning environments.
6. Shared responsibility - All education partners, including school and jurisdictional staff, families, community service providers, are committed to collaboration and are committed to the success of all learners.

*"Inclusion is not just about learners with special needs. It is an attitude and approach that embraces diversity and learner differences and promotes equal opportunities for all learners in Alberta. Alberta's education system is built on a values-based approach to accepting responsibility for all children and students."* Alberta Education

### **LIBRARY**

The library provides students with a variety of reading materials for pleasure and academic studies. If a student does not return a book they have signed out on the date it is due, the student will be given a verbal reminder to return the book. Once it is overdue by two weeks, a reminder notice may be sent home informing the parents/guardians of the overdue book. Once the book is overdue at least three weeks, a bill will be sent home. No student shall be permitted to sign out any other books if he/she has an outstanding library fee.

### **STUDENT RECORD UPDATING**

In order to maintain an efficient level of communication, please keep the school office informed of any changes to student information such as emergency contacts, phone or cell numbers, work numbers of parents, addresses and pertinent medical information as soon as they occur.

### **PHYSICAL EDUCATION**

Evidence increasingly points to the value of physical activity in promoting overall achievement. To this end we are continuing to develop a strong physical activity program with the emphasis on participation and involvement.

All students are encouraged to take part. Physical education is a mandatory part of the education program, and as such, only in very specific instances, such as physical injury or incapacitating health consideration, will students be excused from participation.

All requests for students to be excused from participation in physical education or from some specific activity must be given by the parents to the physical education teacher. Requests for lengthy exemption for medical reasons must be accompanied by a doctor's certification.

Also, for hygiene reasons, all grade 5 to 9 students are expected to have a change of clothes for physical education, complete with proper footwear. Please ensure that footwear is tested to ensure that it does not leave black marks on the floors.

For the care of our gymnasium floor, all students are expected to have clean, non-marking, soft-soled indoor shoes. Any student who has shoes that do leave marks will not be permitted to wear them indoors. Please check the shoes carefully before purchasing them.

### **INTERSCHOOL SPORTS**

Students at the Junior High Level participate in various sports (Volleyball, Basketball, Badminton, Track and Field) against teams from other junior high schools in the Peace Wapiti School Division. An attempt is made to involve as many students as possible on various teams and in individual sports. Membership on a team requires attendance at practices, games after school and tournaments on the weekends.

### **STUDENTS' UNION**

The Bezanson Students' Union involves grades 5-9. The idea behind Students' Union is application of democracy in government and the development of leadership skills within the students.

The Students' Union is active and involved in many aspects of school life and run many of our assemblies and special days within our school.

### **HOT DOG DAYS**

Order forms will be sent home with students regularly and hot dogs and ice cream will be available on a pre-ordered basis only.

### **CHRISTMAS CONCERT**

During the last week before Christmas break begins, Bezanson School hosts a Christmas Concert for the community. Each class from Kindergarten to Grade 9 participates with this event and there is a new show each year. The Bezanson School Council offers refreshments for guests to enjoy after the afternoon show. There is a show at 1:00pm and 7:00pm. This school tradition is enjoyed by young and old alike. We hope you will join us for this event in December.

### **PERSONAL PROPERTY**

School personnel cannot accept responsibility for the personal property of students. Please identify all outerwear, footwear, and school supplies with your child's full name.

Students are strongly discouraged from bringing expensive personal property such as personal music players and video games as well as items which are provided by the school as part of the regular program such as softballs, soccer balls, footballs, etc.

If students find personal property on school grounds, these need to be handed in to the office and every attempt to find the owner will be made.

### **COLD WEATHER POLICY**

In the interests of student safety, parents/guardians are to ensure that all students riding on school buses during the winter months be appropriately attired, including proper footwear, headwear and gloves. In the case of inclement weather our school follows divisional policy regarding school closure. This means that normally, even though buses may not run because of weather conditions, the school remains open. If buses do not run, parents have the option of transporting their children to school. Please note that if buses do not operate in the morning it is the parents' responsibility to pick up their children in the afternoon. Please see PWSD Board Policy EAAF for specific details. Please listen to the radio or check the school division website for information regarding bussing during cold weather days. The school will not have outdoor recesses when the weather is colder than -25 Celcius. However, wind chill will also be considered and on such days, the outdoor recesses could be shortened or not permitted at all.

***\*\* The Safe Arrival Program will not operate any days the buses do not operate due to the large number of excused absences. If you are sending your child and would like to ensure they arrived safely, please call the school. \*\****

To respond to an emergency, we may have to send students home at an earlier time. In such a situation, parents will be contacted prior to their child being sent home.

### LICE

Lice can sometimes be a problem. The best prevention is a weekly check by parents. Our school office can provide you with information. School policy is that if children have live lice they will be sent home. Once students have been treated they may return to school, however parents must continue to remove the nits and monitor their child's head.

### ASSESSMENT POLICY and POWERSCHOOL

Assessment of student achievement is an essential component of any educational system. Teachers will maintain a continuous record of individual student achievement and to report progress to the parents or guardians. At Bezanson School, two types of assessment are used:

**Formative Assessment:** is assessment that occurs during instruction to inform students about their progress and difficulties. This type of assessment refers to information not normally used for grading purposes. Specific and descriptive feedback provided by teachers is used by students to improve the quality of their work. FORMATIVE ASSESSMENT is reported in proficiency scale indicators:

- ME - meeting grade-level objectives with excellence.
- MC - meeting grade-level objectives with competence.
- AC - approaching competency.
- NYM - not yet meeting grade level objectives.

**Summative Assessment:** Assessment designed to provide information to be used by teachers in making judgments about a student's achievement, whether letter, number, or achievement level, for reporting at the end of a term or period of instruction. It is a summary statement of student performance based on a variety of types of assessments collected over time. In junior high, this is reported in percentage, and in elementary school, this is reported with the proficiency scale above.

PowerSchool is the data entry program teachers use to record student achievement. Parents/Guardians of junior high students are able to monitor their child's progress and are encouraged to check frequently. Parent access codes are issued through the main office.

While we do not penalize students for "late" work, it is important to their academic progress that they receive feedback in a timely manner. Additionally, students are not permitted to complete summative assessments (i.e tests) if formative assessments (i.e practice or quizzes) are missing. "Zeros" may be used as placeholders for incomplete assignments.

### DROPPING OFF OR PICKING UP YOUR CHILD

Students who are coming to school after the start of school bell are asked to report to the office so that attendance can be confirmed. Parents who are picking their children up before the end of the day are required to sign their child out at the office.

As the bus lane is designated along the front of the school, it is requested that parents do not park in that area when they come to pick up their child. There is adequate parking by the staff parking or on the opposite side of the lane as this is a one-way lane.

Parents are required to sign their children out if they are leaving before the end of the school day. Sign-out sheets are located in the office.

Please note, there is no supervision for students arriving at school before 8:10am and the doors will be locked so please do not bring your child(ren) before that time.

## **BUS POLICY**

Students riding the bus are expected to give the bus driver the same due respect, consideration and cooperation they give their teachers. The driver is in charge and students should carry out the reasonable instructions / demands of the bus driver.

A complete set of rules is available from the bus driver, however here are a few of the important ones:

1. The driver is in full charge of the school bus at all times.
2. The driver will designate the seat which the student shall occupy and riders shall remain seated when the bus is in motion.
3. The drivers may report any misconduct to the principal of the school. Parents will be notified if the misconduct continues and students may be required to make other travel arrangements.
4. Students wishing to travel on other buses than their own after school must complete a Short Term Rider Request Form <http://www.pwsd76.ab.ca/Publications/Short-Term-Riders.pdf> (48 hours' notice is requested by PWSD Transportation). The form is to be completed by parents and sent to PWSD Transportation department, or given to the bus driver or school. Forms are available online or at the main office. Please continue to notify the school of different travel arrangements. **If written or direct contact has not been made with the school, students will be sent home on their regular bus.**

It is important that the PWSD Transportation department always know which students are riding on each bus and the student's emergency contact information. Parents may need to be contacted because of delays due to road conditions, mechanical issues, or an accident. Thank you for your cooperation.

Peace Wapiti policy states that all students riding on school buses during winter months shall be required to wear winter footwear and outerwear and to carry with them winter headwear and gloves or mitts, effective the 1st day of November to the 31st day of March.

In the event that we may have to respond to an emergency and send students home at an earlier time, all parents will be notified prior to their child being sent home.

## **BEZANSON SCHOOL NUTRITION POLICY - DRAFT NOVEMBER 2015**

### **Background**

Bezanson School recognizes that a healthy lifestyle and diet are integral parts of growth and development. An increasing amount of research draws connections between student health and potential for learning. Therefore, our school will create an environment that encourages good nutrition, active living and lifelong well-being for all staff and students.

### **Guidelines**

1. The beverage consumed by students during instructional time will be water.
2. If staff members use snacks or treats as a reward for students, it needs to be done in moderation.
3. Students are encouraged to bring a healthy snack for snack times consumed at the school.
4. Healthy alternatives will be offered and promoted when holding food sales at the school.
5. Energy drinks will not be permitted at school or school-related events.
6. Bezanson School recognizes that there are times for celebration; we will encourage a balance of healthy snacks with sweet ones.

## **DAMAGE TO SCHOOL PROPERTY**

Students are expected to demonstrate respect towards the school. Pride in one's school is demonstrated by showing care towards the building and the people within it. If property is damaged by a student willfully or as a result of gross neglect or carelessness, the student will be expected to take responsibility for the loss and damage and their parents will receive a bill for necessary replacements or repairs.

## **GRADE NINE FAREWELL AND AWARDS CEREMONY**

These events are held in June. The grade nine farewell is mainly for the grade nine parents and invited guests. The awards ceremony will be held in the afternoon in June and parents are invited.

## POSITIVE BEHAVIOUR SUPPORT

### What is Positive Behaviour Support?

PBIS is a process for creating safer and more effective schools. It is a school wide approach to enhancing the capacity of schools to educate all children by developing behaviour support systems. The process focuses on improving a school's ability to teach and support positive behaviour for all students. PBIS provides opportunities for schools to design, implement, and evaluate effective school-wide plans that are appropriate to their own school. PBIS includes school-wide expectations intended for all students and all staff in all settings. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

### What is PBIS at our school?

We have adopted a unified set of school-wide positive expectations. These three statements define our expectations for behaviour in our school:

### Respect Yourself, Respect Others, Respect the School

You will see these posted throughout the school and your child will be learning them during his or her first days as school. Our unified expectations, found in every classroom and non-classroom setting in the school, are as follows:

### Respect Yourself, Respect Others, Respect the School

To keep students on the rules in a positive manner, we do the following when teaching academics and behaviour:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using positive voice tone.
- School-wide assemblies to review expectation.

<div style="text-align: center;">                     Bezanson School                      School-Wide Expectations  <b>RESPECT YOURSELF, RESPECT OTHERS &amp; RESPECT THE SCHOOL</b> </div>				
SCHOOL RULES & EXPECTATIONS	SETTING			
	ALL	PLAYGROUND/GYM	HALLWAY	LIBRARY
<b>RESPECT YOURSELF</b>	Be prepared Be a problem solver Try your best Think before you act	Play safe Play in assigned areas Wear proper clothing Have fun	Walk Keep lockers tidy Place footwear on boot rack	Speak softly Move quietly Read or study
<b>RESPECT OTHERS</b>	Use appropriate language Follow instructions Be on time	Play fair Cooperate with supervisor Share and take turns Help others	Remain Quiet Watch for other students Keep hands to yourself	Return books after browsing Follow library procedures Cooperate with librarian Return book on time
<b>RESPECT THE SCHOOL</b>	Clean up after yourself Wear indoor shoes inside Ask before you borrow	Place litter in garbage cans Use equipment properly Use equipment in right area Return equipment	Keep floor mark free Recycle pop cans Place litter in garbage cans Treat displays with care	Treat books gently Leave library neat and tidy Library is a classroom

  

SCHOOL RULES & EXPECTATIONS	SETTING		
	CLASSROOM	WASHROOMS	ASSEMBLY/CONCERT
<b>RESPECT YOURSELF</b>	Do your best Show up to class on time and prepared Be a positive role model to others	Use at appropriate times Leave when finished Flush toilets after use	Enter and exit quietly Sit in assigned area
<b>RESPECT OTHERS</b>	Raise hand to speak Wait until teacher or student is finished talking before speaking Respect other people's answers and opinions Provide help when appropriate	Keep washroom tidy Respect privacy Wait your turn	Wait quietly in line Listen and watch Use appropriate applause
<b>RESPECT THE SCHOOL</b>	Keep classroom clean Place all garbage in the waste basket Keep your area tidy, especially after eating lunch	Dispose towels properly Open/close doors quietly Keep lockers tidy	Treat props with care Clean area before leaving Bring only necessary items

## DISCIPLINE POLICY

Students are responsible for their behaviour. We expect each of our students to treat others with respect at all times. When and if a student misbehaves we ask that it is a team effort to resolve the issue. Parents are reminded that they are to comply with the school code of conduct and treat all staff with respect (please see the parent/guardian section).

The discipline policy developed for Bezanson School is a series of sequential steps that are to be followed by the school staff when dealing with inappropriate student behaviour at school. Serious violations will bypass certain steps.

## **Classroom Misbehaviour**

- Step 1:** Staff deals with any inappropriate student behaviours immediately and consistently.
- Step 2:** Staff contacts the parents of the student, by phone or personally, if he/she continues to exhibit inappropriate behaviour.
- Step 3:** Principal will contact parents/guardians and a meeting may be arranged with the student, parent(s), teacher(s) and principal if the inappropriate behaviours continue after step 2. At this meeting, the teacher(s) will give a detailed account of the inappropriate behaviours to the student and his/her parents. At this meeting, a team approach will be used and an action plan will be developed to help find a solution to the problem. Students may be placed on a behaviour contract. In many circumstances, a telephone conversation may be sufficient.
- Step 4:** If the inappropriate behaviour continues, the principal will notify the parents/guardians and in consultation, the student will be placed on a 1- to 3-day in-school suspension. Any student placed on an in-school suspension will have all extra-curricular privileges, recesses, and noon-hours suspended for that duration. Teachers will provide and collect completed work from these students on a daily basis.
- Step 5:** If the student continues to display inappropriate behaviour, the principal will communicate with the parents of the student. In some cases, external discipline in the form of consequence may seem best. For example, where behaviour is very serious or repetitive in nature and the continued attendance of a student at the school is seen as harmful to the student body as a whole, a suspension from school or the bus may be the consequence. If suspension occurs, elementary students will receive a 1- to 3-day out-of-school suspension and Junior high students will receive a 3- to 5-day out-of-school suspension and may be recommended to an alternate method of education.

Serious violations of student conduct, such as fighting, vandalism of school or personal property, and willful disobedience are to be referred to the principal or acting principal immediately. Documentation from the supervising staff member is essential. The Principal or designate will deal with these students as mentioned in steps 3, 4 or 5, depending on the severity and reoccurrence of the violations.

Where a student does not show signs of significant improvement, alternative methods of education will be recommended.

In school, a student shall conduct him/herself so as to reasonably comply with the following code of conduct:

- a. Be diligent in pursuing his/her studies;
- b. Attend school regularly and punctually (on time);
- c. Cooperate fully with everyone authorized by the School Board to provide education programs and other services;
- d. Comply with the rules of the school;
- e. Account to his/her teachers for his/her conduct;
- f. Respect the rights of others.

Any student who engages in violent behaviour, whether it is verbal or physical, is not meeting with their responsibility to respect others; therefore, he/she will be subject to discipline procedures.

## **BULLYING**

It is important to have a clear understanding of what bullying is and is not.

Bezanson School has adopted the following statement in regard to bullying, proposed by Alberta Education:

*"Bullying" means repeated and hostile or demeaning behaviour by a student where the behaviour is intended by the student to cause harm, fear or distress to another individual in the school community, including psychological harm or harm to the individual's reputation. - Alberta Education, 2012*

Generally, bullying exhibits three key components:

- Mean, hurtful, unfair and unwanted action by a perpetrator.
- Imbalance of power where the victim feels he/she cannot defend him/herself.
- An unequal emotional response to the act of bullying.

Forms of bullying include:

- Physical bullying - hitting or kicking and/or taking or damaging personal property.
- Verbal bullying - taunts, name calling, putdowns, threats and intimidations.
- Social (covert) bullying - exclusion from peer groups, gossip, ganging up on or group teasing.
- Cyber bullying - the use of technology to support deliberate, hostile and hurtful behaviours towards an individual or group of individuals.
- Homophobic bullying - bullying behaviours that are motivated by prejudice against the person's actual or perceived sexual orientation or gender identity.

Bullying is not a normal part of growing up and it does not build character. It is a learned behaviour that hurts everyone, those who get bullied, those doing the bullying, and those who watch it. This damages our schools, our communities and our society at large. Bullying is a relationship problem. It is the assertion of interpersonal power through aggression.

*"We do not call it bullying when the teasing is done in a friendly and playful way. Also, it is not bullying when two students of equal strength or power argue or fight. Nor is bullying a disagreement between students with equal 'power' over one another."* Students are taught to distinguish between all of the above.

Issues with bullying require parents and the school to work together as bullying cannot be addressed through normal discipline procedures. Bullying is a learned behaviour and requires all parties to be actively involved to find solutions. Please ensure any incidents involving bullying are reported to the school (please review the definition above).

#### **FAIR NOTICE: RESPONSE TO THREAT-MAKING BEHAVIOUR**

Bezanson School is dedicated to providing a safe and supportive environment for all. We take all threatening comments and behaviours seriously. Students, staff and parents should be aware that Bezanson School has a Violence Threat Risk Assessment Protocol.

#### **What is a Threat?**

- A threat is an expression of intent to do harm or act out violently against someone or something.
- A threat may be verbal, written, drawn, posted electronically, or made by gesture.
- A threat may include any high risk behaviour such as possession of a weapon.

#### **What is Threat Assessment?**

Threat assessment is a process that is followed when a school becomes aware of a threat made against a student, staff member, or the safety of the school building and its occupants. When any form of a threat is made, a threat assessment team will investigate and appropriately enact the District's Violence Threat Risk Assessment Protocol. A threat assessment team is made up of individuals who have received formal threat assessment training.

#### **What Parents and Students Need to Know**

- Any threat must be reported to the school administration, counselor or some other trusted adult.
- Investigations may involve the police and / or other community agencies.
- Investigations may involve locker or personal property searches.
- Interviews will be held with the threat-maker and other students or adults who may have information about the threat.
- Parents of students who are directly involved will be notified.
- Threatening behaviour may result in discipline for a student.
- An intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by threats.

#### **Everyone Has a Duty to Report**

Often when we hear in the media about a violent incident, we learn that the threat-maker had made threats in advance of

acting violently. To keep our school communities safe, students, parents, staff, and community members must report all threat-related behaviours and high-risk activities.

## **COMMUNITY PARTNERS**

### **Alberta Mental Health Services**

The school-based mental health consultation liaison worker promotes the best coordination of mental health care between education and health representatives.

### **Peace Collaborative Services (PCS)**

Peace Collaborative Services (PCS) is a regional collaborative service delivery system that coordinates supports from a variety of partners such as school jurisdictions in Northwest Alberta, Alberta Health Services, Child and Family Services, Human Services and Justice. The PCS team consists of teachers, therapists and allied rehabilitation personnel who will provide supports such as assessment, consultation, counseling, and therapy for students who require those services to promote their educational successes.

Assistance is available in the areas of occupational therapy, psychology, physical therapy, mental health, speech-language pathology, and programming for students who are deaf and hard of hearing and/or visually impaired.

Services are provided in the school settings.

### **Family Community Support Services (FCSS)**

Each school in the Peace Wapiti School Division is assigned a FCSS School Liaison Counselor. This counselor is available on a part time basis for short-term counselling support for students experiencing minor to moderate setbacks or disturbances in their lives. This support may be individual counselling, small group, or classroom presentations depending on the needs being addressed.

### **Triple P Parenting**

Peace Wapiti School Division supports families with Triple P Parenting Resources. These services may be within the home or in a small group setting depending on the needs.

Triple P gives parents simple tips to help manage the big and small problems of family life. Problems like toddler tantrums or teenage rebellion, self-esteem issues, bedtime battles, disobedience, and aggression. Triple P can help you deal with them all – and more!

Triple P is one of the few parenting programs with evidence to show it works for most families.

### **Indigenous Education Services**

School Liaison Workers: The role of the liaison addresses the first value within Indigenous Education services, which is supporting the holistic well-being and academic success of all Indigenous students, resulting in increased retention and graduation rates.

- In Bezanson School, our population does not afford us enough hours to support a liaison worker in our school. Funds provided from this program are used to bring in presenters, to gather information and share with teachers, to support a lead teacher in our school, and support is school-wide for these students.

### **School Community Team Meetings**

School community team meetings will be held on a regular basis as a support for students and families between appropriate community supports and parents and teachers. Families are welcome to initiate these meetings with the teacher, principal, or counselor. These meetings are open to academic, behavioural, or social emotional supports.