

Bezanson School Policy Handbook

School Principal: Randy Hopkins
Phone 532-6490

Superintendent of Schools: Sheldon Rowe
Phone 532-8133

Peace Wapiti School Maintenance: Dave Michalko
Phone 532-8133

Bus Supervisor: Danny Patterson
Phone 532-8133

STAFF:

Randy Hopkins - Principal,
Ed Hildebrand -Grade 9
Les Sonnenberg - P.E., Gr. 9 Social Studies
Lana Blais - Gr. 7-8
Holly Galbraith - Gr. 5-6, Special Ed
Rhonda Giesbrecht - Gr.4
Terry Hildebrand - Gr. 3
Jaime Baker - Gr. 2
Cheryl Strauss - Gr.1
Barb Siggelkow - Kindergarten Instructor
Vicky Auclair - Teacher Assistant
Carol Matlock - Teacher Assistant
Joanne Morrison - Teacher Assistant
Tammie Maurer - Library Assistant
Eleanor Ford -Admin. Assistant, Library Technician
Vaughn Dueck - FCSS Counselor
Darrel Willier -Native Liaison Counselor
Carolyn Pilgrim - Custodian

BELL SCHEDULE

8:10 - Students enter school

8:20 – Classroom Exercises

8:25 – 1st class begins

9:05 – 2nd class begins

9:25 – 3rd class begins

9:55 - Recess begins

10:10 - Students proceed to class

10:15 – 4th class begins

10:45 – 5th class begins

11:15 – 6th class begins

11:45 – 12 noon - Lunch

12 noon – Students may leave the classroom

12:30 - Students proceed to classes

12:35 - Reading period

12:50 – 7th class begins

1:20 – 8th class begins

1:50 – 9th class begins

2:20 - Recess begins

2:35 - Students proceed to class

2:40 – 10th class begins

3:10 – 11th class begins

3:40 - Classes are dismissed

SCHOOL OFFICE HOURS

8:00 a.m. - 4:00 p.m.

LOCAL SCHOOL COUNCIL MEMBERS

The Bezanson School Council is a group of concerned parents and teachers who work together for the benefit of our school children and community children. All parents of students at the Bezanson School and community are welcome to participate in meetings and invited to give their ideas and suggestions, as each and every one are part of the School Council.

Some of the projects that have been carried out through the School Council 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, help in purchasing awards, and help in various other ways.

SCHOOL YEAR CALENDAR

A listing of special dates in the school year will be sent home or will be available at the school office in late August or early September.

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.

ATTENDANCE POLICY

Every student of school age should be in school every day unless ill, or needed for essential household duties or other unavoidable cause. Further details of the Peace Wapiti Attendance Policy may be obtained by phoning the school office. Parents are asked to notify the school if the student will be absent. If a student is absent and the school has not been notified, the student's parents will be phoned to ensure the student's safety.

Absence from school without permission is viewed as a serious breach of responsible conduct - and for a junior high student may result in a suspension.

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.

STUDENTS LEAVING SCHOOL PREMISES DURING THE DAY

Students leaving the school during the school day, unless picked up by the parents, are expected to have permission in writing from their parents and have this note endorsed by a member of the staff who will be designated.

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.

LUNCH

Students are expected to bring lunches to school and eat them while seated in their homerooms. Students wishing to go home for lunch on a regular basis are to notify the office. Please note: cutlery will not be provided by the school – please send the necessary cutlery in your child's lunch.

CLOTHING AND FOOTWEAR

A standard of dress, cleanliness and grooming appropriate for being in public is expected of all students. If students wear short shirts that expose their tummy, or low cut shirts, they will be asked to put on a sweater or coat. Students are not allowed to wear spaghetti straps unless they have another shirt or sweater over top. We are enforcing these rules because it is distracting to other students.

Students are expected to avoid wearing T-shirts with design or word motifs that are suggestive, indecent or profane. We solicit parental cooperation in this regard.

Each student is expected to have running shoes that are used inside only. Heavy footwear that may mark the floors is not to be worn in the school.

Winter clothing (gloves, toques, winter coat, winter boots) are required in the winter to be worn outside during recess and noon. This is also an expectation for bus students.

We discourage children to share clothing because of the risk of infections.

LOST AND FOUND

A table containing lost articles is kept in the hall. Students and parents are free to look through these items when they have shoes or clothing missing. Please encourage your children to go through these items on a regular basis. Items such as jewelry and money are usually turned in the office and kept there to be claimed.

TELEPHONE

Office and staff room phones are not to be used by students. Students may use the classroom phones after they have received permission from their teacher.

VISITORS

All visitors to the school are requested to check at the office before their visit.

VOLUNTEERS

All volunteers are asked to sign in a log book kept at the office, or in the classrooms, whenever they help at the school.

FIRE REGULATIONS

At least eight fire drills are held each year.

STUDENT'S PERSONAL PROPERTY

Every effort is made to encourage honesty and respect for private property. However, students are responsible for their own personal property at school. Please have students put their names on all articles that they bring to school. Student's personal property (desk, book bag, coat) could be searched if a theft occurs in the school. Students should not bring electronic equipment such as i-pods, MP3 players and cell phones. Students who bring such equipment without prior approval from staff will have the equipment confiscated until their parents pick it up.

MONEY

Students should not bring large amounts of money to school unless absolutely necessary. As with personal property, the school is not responsible for its loss. If students bring money or valuables, please have them hand into their homeroom teacher.

DAMAGE TO SCHOOL PROPERTY

Property damaged by a student willfully or as a result of gross neglect or carelessness is the responsibility of the student. The student or parent will receive a bill for necessary replacements or repairs. Students who lose or damage books beyond normal wear and tear will be expected to pay the value of the book, whether it is a text or library book.

ILLNESS WHILE AT SCHOOL

When a student becomes ill, we will usually attempt to notify the parents to have the child taken home. If parents can not be reached, we will try to phone the emergency contact listed on the registration form.

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, the child will be taken to the hospital by a staff member 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.

STUDENT INSURANCE

Student insurance is available through IAP Kids Plus Accident Insurance. Forms and information are distributed through the school at the beginning of the school year.

SCHOOL FEES

The fees levied vary from year to year. They include the following items:

- Textbook rental
- Cultural Events
- Supplies (all supplies except for indoor shoes and backpacks will be supplied by the school)
- Swimming (grades 2 to 6 only)
- CTS option fees (grades 7-9)
- ECS fee

DISCIPLINE

Discipline is a word that can describe conduct that is motivated from within an individual and is a result of training and experience. During their formative years, children acquire varying amounts of this internal self-direction. As adults it is a part of our responsibility to help them in this growth experience. Most often, reasoning, discussion or simply telling students that a certain behavior is unacceptable or undesirable is sufficient. In some cases external discipline in the form of punishment may seem to be best. Punishment by definition is unpleasant and in some cases, where behavior is very serious, or where the continued attendance of a student at the school is seen as harmful to the student body as a whole, suspension may be used.

Assertive Discipline is used through out the school. Rules may vary a little from room to room. Grades 5 to 9 are on the same program.

TEAM EXCELLENCE

TEAM EXCELLENCE is an extension of our current Assertive Discipline Program in grade 7-9. It is based on the premise that privileges at school must be earned. Students who exhibit exemplary behavior and work habits should be rewarded. At the end of each month every student will receive a rating of Excellent, Satisfactory or Unsatisfactory. Ratings are based on classroom rules and assignment completion as follows:

Excellent – No detentions during the month
- No more than one time in the homework room during the month

Satisfactory - No more than 2 detentions during the month
- No more than 2 times in the homework room during the month

Unsatisfactory - More than 2 detentions during the month
- More than two times in the homework room during the month

Any student who receives an excellent rating during a month will be invited to participate in the TEAM EXCELLENCE activity for that month.

Any student who does not receive an excellent rating during a month will remain at school to work on assignments. Days with TEAM EXCELLENCE activities are regular school days and ALL students are expected to attend. Students who do not attend on these days must complete their assignments at home.

Any student who receives an unsatisfactory rating will lose their privileges to participate in extra-curricular activities during the next month as they have not earned them. Extra curricular privileges include such activities such as:

- Team sports
- School clubs/intramurals etc.
- School trips or activities
- Remaining at school to watch after school sporting events

SUPERVISION

Students are supervised by the staff from 8:10 until they get on buses to go home.

BICYCLE POLICY

Students may ride their bicycles to school. Bicycles cannot be ridden on the school grounds during school hours. In accordance to Provincial law, all students must wear a helmet when riding bicycles.

SCHOOL PROGRAM

Information regarding the Academic programs offered to students at any particular grade level is available at the school office.

EVALUATION POLICY

Student marks are based on all aspects of the learning process and every effort is made to ensure that they are arrived at in a fair and just manner. Report cards will be sent out in November, February, and June. Parents may have access to view all their child's marks online. Please contact the school for details. Kindergarten students receive report cards in January and June.

PARENT-TEACHER INTERVIEWS

Parent teacher interviews are held after the report cards go out in November and February. Should parents want to discuss their child's progress with a teacher at times other than these, they are asked to call the school office to arrange an appointment

GRADE NINE FAREWELL AND AWARDS NIGHT

These events are held in June in the evening. The grade nine farewell is mainly for the grade nine parents and invited guests. The awards night is for everyone.

FIELD TRIPS

Field trips are often an integral part of a program. These are often within the County or City of Grande Prairie, or just beyond. These will vary from year to year and class to class.

SWIMMING

Each year nine hours of swimming instruction is made available to students in grade two to six. This, over five years provides thirty hours of instruction to every child. The cost of the program is born in part directly by the parents and is included in the school fees. The remainder of the cost is born by the school and school council.

STUDENTS' UNION

The Bezanson Students' Union involves grades 5 - 9.

The idea behind Students' Union is application of democracy in government.

The Students' Union is fairly active and involved in many aspects of school life, through fund raising for activities such as parties, picnics, field trips, etc. They also contribute gifts to the school, uniforms for teams, etc.

Some of the fund raising activities are: hot dog sales, ice-cream sales, pop machine, milk program at school, and chocolate sales. Pre-order forms will be sent out for hot dogs and ice cream.

Hot Dog sales - every Thursday. Hot dogs sell for \$1.00 each.

Chili Dog sales - first Thursday of every month.

Ice Cream sales - every Thursday. Ice Cream sells for \$1.00. Prices are subject to change.

Ski trip to Jasper every other year.

BUSES

A complete set of rules is available from the bus driver.

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.

Provide a written note or phone call to the bus driver if your child is to return home by any other route than normal, or is not to ride the bus home at all.

LIBRARY RULES

1. Lunch time rules:
 - a. No eating in the library
 - b. Students who disturb others will be asked to leave
2. Students may borrow two books from the library and keep the books for up to two weeks. (Students may return books and take another as frequently as they like.)
3. Encyclopedias cannot be taken home. They may be used in the library only.
4. All materials must be checked out of the library at the library desk by Mrs. Ford, a teacher or by a library helper.

PAYING FOR A LOST OR DAMAGED BOOK

1. When a book or textbook is damaged or not returned to the library a student is expected to pay for its replacement.
2. A letter will be sent home to the child's parent, identifying the book by name and asking for the replacement cost of the book. There will be an additional processing charge of \$1.50.
3. The student will receive a receipt from the school.
4. If the book is located at a later date the student will be reimbursed. If found in the library – full reimbursement, if found elsewhere - the price of the book.

SPECIAL EDUCATION

The purpose of the Special Education program is to provide educational opportunities for students with exceptional educational needs. This includes the provision of special teaching methods as well as increased individual attention due to the decreased teacher-pupil ratio. The goal of Special Education is to help students function within the regular classroom framework and therefore the students are kept within the regular program as much as possible. The Junior High Special Education program focuses more on study skills, which are based on the content from the regular class program.

DRAMA

The school feels that it is important for children to be exposed to a variety of art forms, thus a conscientious effort is made to bring professional music and drama touring groups to the school. If this is not possible, students are sometime taken to performances in town or at other schools.

Every second year The Missoula Children's Theatre comes to the school. The Missoula Children's Theatre provides two professional director/actors who audition and cast the production from among elementary and Jr. high school students. Following a week of rehearsals, the cast will perform a show. Junior high students serve as assistant directors and spend the week becoming familiar with the show, learning how to operate the equipment and assisting in mounting the set. The tour is complete with set, props, costumes, lighting and sound equipment.

SCHOOL SPONSORED ACTIVITIES

Intramurals or other sporting activities (this varies from year to year.) Some examples of the activities are: cross country skiing, elementary soccer, football, basketball, volleyball, badminton, and floor hockey.

Students in grades 5 to 9 are provided with an opportunity to take part in intramurals at noon hour. The main purpose of intramurals is to allow students to make constructive use of leisure time.

A ball/soccer league is sponsored by the school and supported by the Bezanson Ag. Society. The ball games take place on Tuesday evenings from April to June.

INTERSCHOOL SPORTS

Students at the Junior High Level participate in various sports 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.

Sports Include: Volleyball
Basketball
Badminton - individual and team
Track and Field

KINDERGARTEN TO GR. 6 PLAYDAY

Students in Kindergarten to grade six are organized with Teepee Creek students for their playday, held in the spring. This track meet provides the students an opportunity to take part in friendly competition with their fellow students. Some events vary from year to year. Ribbons are awarded in each event.

Bezanson school year**2009-2010**

Aug	31	First Day of School for gr. 1-9	Feb	1	Early out – 3:10 pm (Staff meeting)
Sept	1	First Day of Kindergarten		12	CSW - no school
	1	Volleyball starts		15	Family Day - no school
	7	Labour Day – No School		25	Report Cards
	14	Early out – 3:10 pm (Staff meeting)		26	CSW – no school
	18	CSW – no school	Mar	1	Early out – 3:10 pm (Staff meeting)
	21	School Council Meeting (7:30 pm)		2-3	Parent Teacher Interviews 5:30 – 8:30 pm
	TBA	Playschool Organizational Meeting (7 pm)		5	Day off in lieu of PTI – no school
	29	School pictures (9 am) K - 9 only		6-14	Winter Games – no school
Oct.	2	CSW – no school		15	Classes resume
	9	Staff PD – no school		15	School Council Meeting (7:30 pm)
	5	Early out – 3:10 pm (Staff meeting)		25-26	Teachers’ Convention – no school
	12	Thanksgiving Day – no school	Apr	2	Good Friday – no school
	23	Teachers’ Inservice – no school		5	Easter Monday - no school
Nov	2	Early out – 3:10 pm (Staff meeting)		12	Early out – 3:10 pm (Staff meeting)
	6	CSW – no school		16	CSW – no school
	20	Day off in lieu of PTI – no school		30	Teachers’ Inservice – no school
	10	Remembrance Day Ceremony	May	3	Early out – 3:10 pm (Staff meeting)
	11	Remembrance Day – no school		7	CSW – no school
	16	School Council Meeting (7:30 pm)		17	School Council Meeting (7:30 pm)
	19	Report Cards gr. 1-9		18	Jr. High Track Meet (tentative)
	24-25	Parent Teacher Interviews 5:30– 8:30 pm		21	CSW – no school
	27	CSW – no school		24	Victoria Day – no school
Dec	7	Early out – 3:10 pm (Staff meeting)		28	Elementary Play Day at Teepee Creek
	11	CSW – no school	June	4	CSW – no school
	17	Christmas Concert 7:30 p		7	Early out – 3:10 pm (Staff meeting)
Dec 19-Jan 3		Christmas Break – no school		11	Grade Nine Farewell (tentative)
Jan	4	Classes Resume		15	Last day Kindergarten
	4	Early out – 3:10 pm (Staff meeting)		16-24	Jr. High final exams (tentative)
	5	Basketball begins		25	Final reports cards
	15	CSW – no school		25	Last Day for Students
	18	School Council Meeting (7:30 pm)		25	Awards Night
	29	Teachers’ Inservice – no school			