

Bonanza School

Handbook



2020 - 2021

Phone (780) 353-3788

Website: www.pwpsd.ca/Schools/Bonanza
or find us on [Facebook](#)

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Bonanza School 2020/2021 School Year

Teaching Staff

Kindergarten – Miss Keona Wheeler and Mrs. Brenda Kutschinski
Grade 1/2 - Miss Keona Wheeler
Grade 3/4 – Mrs. Nikita Young
Grade 5/6 – Mrs. Theresa Simmonds and Mrs. Stephanie Evans/Mrs. Allison Roszmann
Grade 7/8 – Mr. Troy Read
Principal - Mrs. Theresa Simmonds
Educational & Speech Assistant – Mrs. Carrie Broadway
Educational Assistant – Mrs. Tracey Hughes
Educational Assistant – Mrs. Adele Potratz

Support Staff

Custodian – Mr. Alan Broadway
Administrative Assistant - Mrs. Penny Lepage - pennylepage@pwsd76.ab.ca
8:00 a.m. – 12:00 p.m. 12:30 p.m. - 4:00 p.m. (780) 353-3788

Nurse - Mrs. Shona Burton

Peace Country Health – (780) 864-3063

PWSD #76 Administration - (780) 532-8133

Mr. Bob Stewart	– Superintendent	Mr. Darren Young – Deputy Superintendent
Mr. Kevin Elias	– Assistant Superintendent/Curriculum & Instruction	
Mr. Dave Michalko	– Director of Facilities	
Mr. Ted Gobin	– Director of Transportation	
Mr. Ralph Paquin	– Secretary Treasurer	
Ms. Heather Putio	– Assistant Superintendent Student Services	
Mrs. Dana MacIntosh	– School Board Chairperson	
Mrs. Stacey Pelland	– Vice School Board Chairperson	
Mrs. Sharilyn Anderson	– School Trustee - Bonanza, Savanna, and Spirit River	
Mr. Randy Horneland, Mr. Brian Shields, & Jim Vanhola – Alternate Education Coordinators		
Universal Outreach Coordinators		

Hours of Operation

8:00 a.m. – 4:00 p.m. daily Monday through Friday

School Schedule:

8:25 – Warning Bell	12:40 – 5 th period begins
8:30 – 1 st period begins	1:25 – 6 th period begins
9:20 – 2 nd period begins	2:10-2:30 – Recess and Snack
10:05 – 10:25 – Recess and snack	2:35 – 7 th period begins
10:30 – 3 rd period begins	3:05 – 8 th period begins
11:15 – 4 th period begins	3:35 – Classes dismissed
12:00 – 12:35 Lunch and Recess	3:40 – Busses depart

Early Dismissal Dates

Due to staff meetings, students will be dismissed one half hour early (3:05 pm) on the first teaching Monday of each month.



"Learning Together –Succeeding Together"

Values

Respect	We believe that mutual respect is essential in fostering a safe and caring environment.
Responsibility	We believe that everyone is responsible for taking an active part in his or her learning.
Collaboration	We believe in everyone working together as a community of learners.
Learning	We believe that when you have high learning expectations, you achieve excellence.
Growth	We believe in continuous improvement, life-long learning, and maximizing the potential of all learners.
Success	We believe that success builds self-esteem and creates positive futures.

Duties of Students: **School Act Section 12** states that:

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- A. be diligent in pursuing his studies;*
- B. attend school regularly and punctually;*
- C. cooperate fully with everyone authorized by the board to provide education programs and other services;*
- D. comply with the rules of the school;*
- E. account to the student's teachers for the student's conduct;*
- F. respect the rights of others.*

Bonanza School Code of Conduct

Everyone in Bonanza School has the right to be safe and feel welcome in our school. This will help to create the best environment in which to develop lifelong learning skills as well as to prepare all learners to live successfully in our society.

This policy is consistent with Peace Wapiti School Division and the School Act. It is based on the following basic beliefs:

- Acceptable behaviour fosters a positive learning environment. A positive learning environment fosters acceptable behaviour.
- Every student has the right to feel safe from physical or verbal abuse at school.
- Students are responsible for their own actions.
- Students are responsible for knowing the rules of the school.
- Ideal discipline is self-directed and self-controlled.
- The school and the home share the responsibility of helping students achieve self-discipline.

Peace Wapiti Principles. As part of the planning process for Healthy Interactions the following principles are outlined:

- PWSD places a high priority on building relationships with all its stakeholders.
- PWSD expects all concerns to be addressed in a positive manner, whenever possible.
- PWSD believes addressing these concerns in a consistent manner provides opportunities to improve situations.
- PWSD promotes the best learning opportunities and safety for all individuals in their schools.
- PWSD believes quality education will result from a partnership among students, teachers, support staff, parents and community.

Conflict

- Resolved, can broaden thinking, channel resources and improve productivity.
- Unresolved, can raise stress, sap resources and reduce productivity.

Healthy personal interactions with others increases the frequency of positive outcomes after misunderstandings, false assumptions and disagreements that occur as a matter of course in human relations. **Healthy Interactions** is a joint teacher-board initiative that seeks a three pronged outcome in improved communications.

2020/2021 Student Registration Process

Peace Wapiti School Division has implemented a new online registration system called Infosnap for new and returning students for the 2020/21 school year. A registration form is required annually to be signed by parents/guardians to ensure compliance with legislations including the FOIPP Act (Freedom of Information and Protection of Privacy Act), Student Records Regulation, Francophone Eligibility, Internet Acceptable-Use Policy, Family Law Act, and current Demographic information. PLEASE ENSURE ALL CONTACT PHONE NUMBERS ARE CORRECT. These numbers include home, work, cell phone, medical information, and emergency contacts. Communication is KEY if an emergency situation arises at our school. For returning students, a demographic form will be sent electronically to each parent's email we have on file. Please input new information or changes online as soon as possible.

Report Cards

There are 3 reporting periods during the year. Report cards go home in November, March, and June. For exact dates, please refer to the school calendar. Ongoing Assessment marks for Junior High students may be monitored by parents through our "PowerSchool" student information system. More information will be provided at a later date.

Parent/Teacher Conferences

Communication is encouraged whenever there are concerns regarding the welfare and progress of your child. If there is good news to be shared, or problems occur, the teachers will contact you.

Parent contact with the teacher is greatly encouraged. Please call the school at (780) 353-3788 and arrange a mutually convenient time for a conference, whenever the need arises. Scheduled conference times will be held in two evenings, at the end of the first and second term report card periods.

Student Recognition

Academics and effort are recognized at an Awards Assembly following the first, second, and third term reporting periods. In addition, every month students from each classroom are recognized for demonstrating positive citizenship skills.

Attendance Policy

**ATTEND TODAY,
ACHIEVE
TOMORROW**

Regular and punctual school attendance is expected and necessary for your child's success in school. Under the School Act, every child is required to attend school each day it is in session unless he or she is unable to attend school because of illness or some other unavoidable cause. Any other absence should be arranged in advance with the homeroom teacher or principal. Please call the school or send a note when students are away. If the school office does not receive notification of your child's absence, an automated phone call will be placed on your daytime phone. When students are absent, they miss new instruction, get behind in their work and may become frustrated. In order to avoid this, good attendance is essential. If the number of inexcusable absences reaches more than 10% for a month, a letter may be sent to the parents and the matter may be reported to Peace Wapiti's attendance officer. This may be followed by a conference with the parents and students. Early departure from school will affect student performance. Students will be responsible for missed assignments and tests.

Textbooks & Agendas

Textbooks and agendas are supplied by the school. When textbooks or agendas are lost, destroyed or defaced, they must be paid for by students or parents. A bill from the office will be sent home.

Cell Phones

Students are allowed to bring cell phones or other communication devices to school. Students must use them responsibly or risk having these privileges suspended.

Technology Usage

All students will have access to computers, iPads, and the school division's network. All grade 3-6 students will be assigned a Chromebook for their use at school. Each Junior High student will also receive a Chromebook to utilize at school and/or at home. It is an expectation that all students will use the equipment and the network responsibly. Failure to do so may result in a loss of computer, Chromebook, or network privileges. The cost of replacing damaged or misplaced equipment will be the responsibility of the student.

Busses

As we live in a rural community, most of our students come to school on the bus. It is very important that they be quiet and orderly when riding the bus, so that the bus driver's attention is not taken away from the road. Please ensure that your child is adequately dressed for the weather conditions, especially during the winter months, with mitts, gloves, hats and proper winter jackets and boots. It should be noted that under Board policy, bus drivers are instructed not to transport students inappropriately dressed for weather conditions.

When Peace Wapiti busses are not running, it is posted on the District and School websites. It is also announced on both Grande Prairie and Dawson Creek radio stations. When local busses do not run, the bus drivers notify the families on their routes.

Non-curricular items, such as rollerblades and hockey sticks, cannot be transported on the busses. Please refer to the Peace Wapiti Transportation handbook provided by your driver for further information.

Student behavior on busses is the responsibility of the driver. If the behavior is not satisfactory, misconduct forms may be submitted to the School Principal and Transportation Department.

Cold Weather Policy

1. Pupils should be adequately dressed for winter outdoor activities.
2. Pupils should not arrive at school before the doors open @ 8:00 am unless supervised by a parent.
3. At the discretion of the supervising staff member, in the event of inclement weather, recess will be changed from outdoors to indoors. Many times these cold weather decisions will have to be based on "common sense" rather than on absolute temperature (ie. involvement of wind chill).

Schools in the Peace Wapiti School Division No. 76 are never closed due to cold weather. The only time a school is closed is due to a major mechanical breakdown such as a heating system failure in the winter, which cannot be quickly remedied, or a problem of similar severity, which would put students at risk. When busses do not run, attendance is usually poor. Therefore, no new material will be taught on those days. According to Board Policy EEAF "appropriate alternative education experiences" will be provided rather than the regular curriculum. These may include enrichment and remediation.

Picking Up Students

If you are picking up your children, please come to the office and sign them out and we will contact their teacher to excuse them.

Change of Routine

If your child's after school plans change, for example, riding a different bus or being picked up by someone else, please notify the school and the driver involved 48 hours in advance by completing a "Short Term Riders" Transportation form.

Late Arrival to School

Students arriving to school after the day commences will report to the office for a late slip and will be marked late in the attendance records. If a student is not present by 9:00 am, an automated phone call will go home stating that the student is absent. If a student is consistently late, the principal may contact parents to discuss the matter.

Transporting Students

We try to take part in as many extra-curricular activities as we can. As per Peace Wapiti Policy, Staff are not allowed to transport students. If a bus is not being used, students will be required to find their own transportation. Parents may choose to car-pool on their own.

Lockers

Students in Grade 5 – 8 are issued a locker and a lock from the school at the beginning of each year. Students are not allowed to supply their own lock. The lockers are issued as a convenience to the students, but they are considered property of the school. School administration reserves the right to open, search, and remove the contents at any time.

Recesses

All students will spend some time outside each day except in extreme weather conditions.

There will be occasions when a teacher may wish to have students remain in the classroom during recess periods. On such occasions, a teacher will be responsible for the supervision of such students.

Students who should not go outside because of medical reasons should have a note from a parent or guardian.

Dress Code

A public school reserves the right to establish a dress standard that is reasonable for all concerned. Students are asked to cooperate with school staff regarding dress standards. Staff and students will dress appropriately for a workplace setting. Dress that is revealing, suggestive, provocative, insulting and/or unsuitable for public school wear, advertises alcohol or tobacco products, or is a distraction, disturbance or interruption of school proceedings is inappropriate. Questionable apparel will be discussed with the student, parent/guardian and school principal. Students will be requested to change their questionable apparel during regular school hours and at any function where they are representing the school (clubs, field trips, sports teams, school events etc.)

When Children Are Sick/Injured

In fairness to all, please do not send your child to school if there are definite signs of illness in the morning. We have neither the facilities nor the personnel to care for sick children. Due to COVID, please ensure that you are using the screening tool each morning before students get on the bus to determine if you child should be going to school.

Students who become ill or seriously injured during the day should come directly to their teacher. The following steps will be followed:

1. A member of the staff will attempt to make contact with the parent/guardian or with the emergency contact person for the child to go home. The student must be picked up at the school by the parents or guardians. For this reason, it is important that parents keep work and emergency phone numbers current.
2. If the parent or guardian cannot be reached, the student will be made as comfortable as possible within the school. If the illness/injury appears serious, a doctor will be contacted and their advice followed.
3. If a doctor cannot be reached or if they advise immediate action, the student will be taken to the hospital by school personnel or an ambulance will be called. We will continue to attempt to contact the parent/guardian.
4. If a student has a communicable condition, please notify the school and the Health Unit.

Medication for Students

Students, with parents approval, who are capable and responsible may administer their own prescribed or non-prescribed medication. On occasion the school has been asked by a parent to store and administer their child's medication. If the medication is non-prescribed, written permission from parents is required. Prescribed medication requires the completion of "Administering Prescription Drugs for Students" form and a signed note from your doctor.

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 who choose to bring items of value to school do so at their own risk. We discourage students from bringing electronic devices to school.

Student cell phones or other electronic communication devices are not to be used in the classroom without permission from their teacher.

Lost and Found

Frequently, items such as clothing, footwear or school supplies are mislaid. If the items are labeled with names, it greatly assists in their speedy return. The lost and found box is kept in the hall for mislaid items, and we encourage students and parents to check this box if something has been misplaced. Smaller items, such as keys, are normally kept in the office. Bicycles brought to school should always be left locked on the fence.

Inside Shoes

Students are expected to keep the school clean. A pair of clean non-marking sole running shoes must be kept at the school for indoor use for the duration of the school year.

Emergency Response, Lockdown & Fire Drills

Regular fire drills and emergency response drills will be held throughout the year to practice student safety procedures. All staff and students must familiarize themselves with safety procedures and follow them at all times.

Use of Telephone

The school telephone is used for business and is in constant demand. With permission from the classroom teacher, students may use the telephone. After school visiting, babysitting, and social arrangements should be made prior to your child coming to school.

In general, students will not be called out of class to receive telephone calls, except in the case of an emergency. Messages can be left with the school administrative assistant.

Swimming

Every year students participate in a co-curricular swim program at the Kenn Borek Aquatic Centre. Students from Kindergarten through grade 8 go for one hour lessons for a week. Students are transported daily to the pool in Dawson Creek accompanied by teachers and supervisors. Once it is confirmed by the aquatic centre staff, the swimming dates will be finalized.

Community Liaison Worker

Our liaison worker works with students, staff and parents addressing preventative, developmental and crisis issues. Our counselor works with students as individuals, in small groups and whole classes and is available to parents and staff members. For the students' first visit, signed permission will not be required. After that, parents will be contacted for permission in writing.

Learning Coach

A Peace Wapiti teacher called a "Learning Coach" is assigned to every school in this division. The Learning Coach will visit Bonanza School regularly and assist our teachers with planning and implementing programs that will allow students of all abilities to experience success.

Newsletter

In an effort to keep you aware of the many events, and achievements at Bonanza School we publish a weekly newsletter that will be emailed to your home each Tuesday. If you don't have internet services, please make arrangements with our office to have a hand copy of the newsletter sent home with your child. It can be found on our school public website @ www.pwpsd.ca/Schools/Bonanza. School news and updates can also be found on our Facebook page.

Guidelines for Parents

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-lit place for the student 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 efforts and improvement whenever they are demonstrated. 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 your child to seek additional help from the teacher at school if there seems to be any difficulty with the work.
- Guide your child with assigned homework while encouraging independence.
- Regular school attendance is important for your child's continued learning.
- Consult your child's teacher as soon as a significant problem arises.

School Council

The purpose of the School Council is to promote and support education in an advisory role and to contribute to a sense of school community at Bonanza School. The objective is to enhance communication between parents, community members, and students with the School Board, school staff, and administration. We encourage you to become involved.

School Visits

When visiting the school or a classroom, we require that you check in at the office as you arrive. If you wish to visit the classroom, please make prior arrangements with the teacher.

Vehicles - Staff and visitors' cars are off limits to students unless for a specific purpose and with the knowledge of the owner.

Parking - Visitor parking is located south of the tennis court. Additional overflow parking is also available on the east side of the tennis court. All vehicles are to be kept clear of bus lanes and student play areas.

Nutrition

Students learn better when they are receiving the proper quality and quantity of food. We ask parents to please ensure you pack their lunches with plenty of nutritious food. There will be a hot lunch every Wednesday and a pizza sale every Thursday. There is a schedule for parents to provide home made snacks to sell on Thursday afternoon for 50 cents each. Milk is provided for sale every day of the week. Other food and drink sales may arise throughout the school year.

Security Cameras

Security cameras are in place inside and outside the school. They will be used to reduce vandalism and other inappropriate behaviour during school hours and at times when school is not in session.

Volunteerism/Substitutes

Bonanza School Staff encourages parents and caregivers, who would like to volunteer at the school, to get involved. There is always room for an extra pair of hands in the classroom, library, office, on field trips or during special events. In addition, the school is seeking parents/or other community members to act as paid substitutes for support staff and teachers whenever they cannot make it into work. Please contact our Admin. Assistant if you are interested in either volunteering or subbing at Bonanza. We would like to draw your

attention to the Code of Ethics that we request all parents and community members to abide by while working at the school:

A Volunteer Code of Ethics

Parent and community members are always welcome at Bonanza School. We need your support if we are to offer the best educational programs possible. We also need to ensure that work done by volunteers be as positive as possible for the volunteer, the teacher, and above all, the student. Thus we would request that you read and agree to the following:

- A) Few parents enjoy hearing discussions regarding their child's negative behavior or school difficulties. For this reason, we would appreciate it if you would respect the confidentiality of the classroom and other areas of the school. If you do note something that you feel the staff needs to be aware of, please discuss the matter with the classroom teacher involved.
- B) While all volunteers are greatly appreciated, we may not be able to make use of your contribution in the way you wish. Thus, the teacher will assign tasks to volunteers that are in the best educational interests of children.
- C) Practice tolerance and respect toward the students and teachers with whom you are in contact. Be sensitive to the role of a teacher.
- D) Notify the teacher in advance if you would like to volunteer in the classroom.
- E) Please understand the classroom is designed as a place of learning. Pre-school children are very distracted in class, and arrangements for their care outside the school should be made.

You will be required to sign a Volunteer Form before volunteering at the school. Please check with the School Administration prior to your first session. PLEASE STOP AT THE OFFICE TO SIGN IN AS A VOLUNTEER.



"Learning Together –Succeeding Together"

BONANZA SCHOOL RULES

In Bonanza School:

- We respect and care for each other and ourselves.
- We respect and care for school property.
- We respect classroom and school rules.
- We are truthful, respectful and obedient.
- We remove hats.
- We use quiet voices.
- We wear inside shoes & appropriate clothing for an educational setting.
- We engage in responsible washroom behavior.
- We use the Gym for supervised activities.
- We keep boots and outerwear tidy.
- We always ask for permission to use the telephone. It is NOT for personal use.
- We DO NOT use profanity.
- We use cell phones or other communication devices at school responsibly.

Suspendable Offenses:

- Bullying – physical or verbal.
- Smoking, use of drugs or alcohol.
- Destruction of property.
- Open defiance or dishonesty.
- Use of profanity or indecent language.
- Continually disruptive behaviour.
- Use of weapons or violent toys.

On Our Playground:

- We will use the playground equipment appropriately and safely.
- We keep rocks and snow on the ground.
- We stay within designated areas on school property.
- We stay out of the water and mud.
- We ask permission to come in to use the bathroom.
- We always wear footwear.
- We never say, "You can't play."
- We put litter in garbage cans.
- We stay off all chain-link fences.
- We do not engage in rough play.
- We use benches or picnic tables to eat.

Consequences Include:

- Given verbal warning.
- Stay with a supervisor in a designated area.
- Sent to office to fill out behaviour incident report.
- Recess detentions.
- Other consequences assigned by supervisor and/or principal

Printed:

Bonanza School Student's Handbook