



Harry Balfour School

Grade 7 & 8 Handbook

2019-20

The following list shows all of the teachers who teach junior high subjects:

Mr. Groff.....Language Arts & Social Studies 7 & 8, PE 8, Options
Mr. Flint.....Math & Science 7 & 8, PE 8, Options
Ms. Chandler.....Language Arts & Social Studies 7, Options
Mr. DommerBand 7 & 8, PE 7, Options
Mrs. TillotsonFrench 7 & 8, Science 7, Options
Mrs. Dempsey.....Health 7 & 8, Options
Mrs. Schellenberg.....Assistant Principal, Counsellor
Mrs. Clevette Principal, Math 7, Options

Attendance, Timetables & Invoices

Attendance is taken twice a day; once in the morning and once right after lunch (in your homeroom). If you are late you will be required to go to the office and sign-in.

You have been given a copy of your timetable. Please post it in your locker or keep it somewhere safe, so that you don't lose it. If you have any problems with your timetable, please speak to Mrs. Clevette (Principal) or Mrs. Schellenberg (Assistant Principal) at recess.

You have been given a copy of your school invoice. Please be sure your parents get this invoice and arrange for payment with the school.

Absences, Arriving and Leaving School Grounds

The outside doors will be locked, except at recess and lunch. If you get to school early in the morning (before 8:40am) you may enter the school through the office doors and go sit quietly in the foyer.

If you have an appointment please be sure that your parent or guardian signs you in and out at the office. If someone other than your parent/guardian is picking you up, please have your parents contact the office or send a signed, dated note.

If you are going to be missing school and you know about it ahead of time, talk to your teachers and get your missing work arranged, or contact a friend/classmate to see what you missed and check PowerSchool for new assignments.

Appropriate Behaviour

CODE OF CONDUCT FOR STUDENTS

A STUDENT SHALL CONDUCT HIMSELF/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) CO-OPERATE 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.**

Assessment Procedures

Your teachers will use a variety of assessment methods and techniques in order to best facilitate learning for every student in each class. Teachers gain information by conducting assessments for the purpose of guiding their instructional decision making, as well as to report information about a student's ability to meet the intended learner outcomes.

Formative Assessments will be conducted during the learning process. These assessments serve the same purpose as a "practice" does for a sports team. They allow the teacher opportunities to guide and coach students in working towards meeting the intended learner outcomes.

Summative Assessments will be conducted at the end of the learning process. These assessments serve the same purpose as a "game" does for a sports team. They allow the teacher to report and measure how well the learner has reached the intended learner outcomes.

Both forms of assessment are crucial to your success, and the expectation is that you are actively involved in your learning; which means completing any necessary learning tasks.

Students will receive credit for work completed. Harry Balfour does not award zeroes for late work or deduct marks for assignments that are turned in late. In cases where a student falls behind, teachers are asked to contact parents and together create a student action plan designed to support them in completing the necessary work. This provides the student with learning supports, so that they can demonstrate that they have met the learning outcome(s) and/or developed the intended competency.

Teachers may place zeroes in PowerSchool (with a comment or indicator) to show parents any work students are missing, and the potential impact on marks if the work is not completed. Zeroes will be removed once the work is turned in; zeroes will only formally be given at the end of the year for work that was not accomplished.

PowerSchool – Accountability for YOUR Learning

Every student has the ability to monitor their learning and success online. This allows you to track your assignments, ensure all work is completed, monitor summative assessments (grades) and to be accountable for your success here at Harry Balfour. Teachers will keep this information as up-to-date as possible, but please contact your teacher directly if you have any questions or concerns. **It will be expected that you are checking this information regularly.** You and your parents can access this information using PowerSchool at <https://sis.pwsd76.ab.ca/public/home.html> If you are having problems with PS, please contact your homeroom teacher.

Junior High Term Celebrations (*name to be determined*)

The ultimate goal of this celebration is to promote intrinsic motivation and self-reflection.

Throughout the year we will be asking you to reflect upon your:

- 1) Academic effort
- 2) Attitude and behavior
- 3) Contribution to school-life and community

Time for this reflection will be provided during Health/Language Arts, and all of your teachers will be providing feedback and support to aid in your growth as a member of our junior high community.

Personal Learning Time

PLT time should be a time for students to deepen their understanding, broaden their learning opportunities, individualize their goals and benefit from meeting these goals. PLT time for teachers is a time to meet with students in a more individualized setting to meet each student's needs and to extend or remediate classroom instruction.

The learning environments at HBS expect students to use PLT time for academic, fitness or structured extra-curricular goals.

At HBS; we are a school that schedules PLT time for grade 6-8 students every Friday.

As a student at HBS, I can use my PLT time to:

1. Work on homework with classmates
2. Work on group projects
3. Access a Chromebook
4. Complete various assessments
5. Set up a meeting time with my teacher for extra help
6. Quiet study or reading time
7. Attend a scheduled class or session
8. Go to an OPEN room to get help from another teacher
9. Engage in physical activities (when the GYM has an assigned teacher)
10. Engage in extra-curricular activities that might be scheduled
11. Explore a topic that I am interested in

Expectations of PLT time: Students make a choice for PLT time daily, that is, each day the choice could be different. Once a choice for the day is made, the movement within PLT time should be kept to a minimum.

Opportunities for input regarding personal learning time will be given during the second week of school.

DRESS CODE (Revised March 2019)

Different forms of dress are appropriate in different situations. Dress of students should contribute to a school atmosphere conducive to learning. Harry Balfour 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.

Harry Balfour 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, 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 the school. (clubs, travel, sports teams, etc.)

shoes.

Lockers & Locks

Your locker number has been assigned to you. The school requires that you purchase a lock from the office for \$10.

The school and its staff will not be held responsible for articles that go missing from your locker. We recommend that you do not share your combination with others.

Please only use magnets and/or fun tack inside your lockers.

Locker checks will be conducted monthly, and at your homeroom teacher's discretion. Your locker is expected to be kept neat, clean and organized. Please discard old lunches/food daily.

Textbooks

You are responsible for any textbooks assigned to you. Any loss or damage to these books will result in a replacement fee.

Extra Help

Teachers can make themselves available to provide extra help should you require it. If you are struggling in a subject please advocate for yourself by speaking to the teacher directly. It is very important to us that you feel supported and encouraged here at Harry Balfour.

Fire Drills & Fires

In the case of a fire or fire drill, you are required to follow the teacher's instructions. Use the planned exit paths from the room that you are in and make your way to the gathering area designated to you. If you are able, be sure that the windows in the room are closed, the lights are off and the door gets closed behind the last person out.

Designated Appropriate Areas

The designated Junior High area is at the back of the school. You may utilize the grassy area or the swings designated for grade 7 & 8 use.

During AM and PM recesses you go outside. During the lunch break you will go to the canteen, if required, and then remain in the junior high hallway to the student lounge. Please remain in these designated areas, and be respectful of everyone and everything around you.

Intramurals

The gym will be open for intramurals again this year during Tuesday and Thursday lunch recess. Check the bulletin board outside the gym for the grade 7 or 8 schedules.

Lunch Breaks & School Cleanliness

From 12:05-12:25, you should be in the designated Junior High Area between the Junior High Hallway and the Student Lounge. If you need to go to the Canteen, please do so quickly and quietly.

Take pride in our school. Help keep our school clean by tidying up after yourselves. This includes general garbage, and cleaning up any messes that you create; including the microwaves!

School Sports Teams

Code of Conduct for Athletes and Parents

As an athlete, I will:

- practice and demonstrate good sportsmanship towards fellow players, coaches, officials, and parents.
- respect my teachers, coaches, classmates, teammates, officials, and opponents.
- remember that coaches and officials are there to help me; I will do my best to listen and learn the rules of the game.
- remember that winning isn't everything and to control my temper when things aren't going my way. Having fun, improving skills, helping my team-mates become better players, and doing my best are more important than winning.
- respect all the facilities that I use with my team: gymnasiums, schools, and washrooms. I will remember to put all my garbage in the trash bins and pick up after myself.
- remember to be a team player because sports are an opportunity to learn and have fun. I will complete assignments in all subject areas to the teachers' approval and standard.
- Be a student in good standing. If not, I will be held accountable and consequences will be imposed.

As a parent, I will:

- remember that coaches are volunteers and that children participate in sports for their enjoyment and development, not mine.
- inform coaches and officials of any physical disability or ailment that may affect the safety of my child or the safety of others.
- never use violence or bad language, nor will I harass players, coaches, officials, or other spectators. I will express my disapproval in a respectful manner to coaches and officials at an appropriate time.
- remember that children learn best by example and will demonstrate good sportsmanship and applaud all good plays by both my child's team and their opponents.
- have a positive attitude towards the sport and will emphasize the cooperative nature of the sport.
- take an interest in my child's team by taking turns supervising and assisting when required.

Chromebooks

Chromebooks are being provided to all students in Grade 7 and Grade 8 this year. Each student will be assigned their own device, and that will be their digital device to use in their learning at Harry Balfour. In order for your child to receive their Chromebook, you and your child must read through the Chromebook User Agreement and sign indicating you understand and agree to the conditions and terms. Students may purchase a tablet sleeve for additional protection of these devices. A small mouse may also be something a student may wish to purchase. We will not be selling mice or sleeves at the school.

The Chromebooks will remain at school unless there are special projects or arrangements made by the teacher for the device to go home. This would be a rare occurrence and may not be necessary as most people have a computer at home. All work will be done through Google, which can be accessed from most devices.

A student/parent form will be sent home outlining the student requirements around acceptable use of technology at Harry Balfour and will require student and parent signatures prior to students accessing technology in our building.

Student Recognition

We will be looking at developing new criteria for awards based upon student, parent and staff input this year; developing what our school community deems important in recognizing our students here at Harry Balfour School. We have fantastic students and recognizing the great things they do, and the positive impact they make is very important to us as a school community. Any and all changes will be reviewed by Student Council, School Council and staff, to ensure that we hear many perspectives, continuing to build a safe, caring and supportive environment for our students.