



Harry Balfour School

Handbook

2019-20

PRINCIPAL'S MESSAGE

Welcome to the 2019-20 school year at Harry Balfour, home of the Bengals. It is a great pleasure to have you a part of our learning community. I look forward to another amazing year of learning, connections, community and fun.

Please feel free to contact me should you have any questions or concerns. Feel free to call me at 780 532 9276 or email me at jenclevette@pwsd76.ab.ca.

PARENTS/GUARDIANS

Parents and guardians are child's first teacher and play an integral role in their education. We value all parents input and encourage our parents to take an active role in our school. In accordance with the Alberta School Act parents are reminded of the following:

- to take an active role in the student's educational success, including assisting the student in complying with section 12,
- to ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- to co-operate and collaborate with school staff to support the delivery of supports and services to the student,
- to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- to engage in the student's school community.

When a disagreement between a parent and the school arises, parents are reminded that their conduct will need to comply with the School Act. We strive for positive relationships with all our parents, and we look forward to working with you.

GUEST POLICY

For safety and security please be aware that all guests must sign in at the main office. Volunteers for events and classroom visits must be approved through the office and comply with PWSO policies. Volunteers are reminded that a Criminal Record; may be required, and while we do appreciate volunteers, we may not always be in a position to accommodate requests.

Harry Balfour Bell Schedule Elementary

Homeroom 8:42am - 8:50am
Block 1 8:50am - 9:20am
Block 2 9:20am - 9:50am
Block 3 9:50am - 10:20am
Recess 10:20am - 10:35am
Block 4 10:35am - 11:05am
Block 5 11:05am - 11:35am
Block 6 11:35am - 12:05am
Recess 12:05pm - 12:25pm
Lunch 12:25pm-12:45pm
Block 7 12:45pm-1:15pm
Block 8 1:15pm - 1:45pm
Block 9 1:45pm - 2:15pm
Recess 2:15pm-2:30pm
Block 10 2:30pm-3:10pm
Homeroom 3:10pm-3:18pm

Harry Balfour Bell Schedule Junior High

Homeroom 8:42am - 8:50am
Block 1 8:50am - 9:20am
Block 2 9:20am - 9:50am
Block 3 9:50am - 10:20am
Recess 10:20am - 10:35am
Block 4 10:35am - 11:05am
Block 5 11:05am - 11:35am
Block 6 11:35am - 12:05am
Lunch 12:05pm - 12:25pm
Recess 12:25pm-12:45pm
Block 7 12:45pm-1:15pm
Block 8 1:15pm - 1:45pm
Block 9 1:45pm - 2:15pm
Recess 2:15pm-2:30pm
Block 10 2:30pm-3:10pm
Homeroom 3:10pm-3:18pm

SWIMMING LESSONS

Although not mandatory, to fulfill the aquatic component of their physical education program, this year our grade 2 – 5 students will travel to the Eastlink Centre for swimming lessons.

FEES	Grade 2-6
Swim Fees	\$75.00

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 field trips requiring private or public transportation prior to their occurrence.

A “Blanket” form is attached to the online registration and the online returning demographic form that includes some areas which may be used for repeat trips such as sports teams or specifically named locations. This consent form is your authorization for your child’s participation. Parents not completing permission forms will result in students having to be accommodated in other classes during field trips.

Field trips requiring transportation away from the school that are not covered in the blanket form that’s included in the online registration package, will require individual parental consent. As per policy.

All field trips are under the supervision of at least one staff member, and they follow guidelines specified in Peace Wapiti School Division 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.

HARRY BALFOUR SCHOOL
CALENDAR 2019 – 2020

September 03 First day of school
 September 04 Jr High @ Camp Tamarack
 September 09 Staff Meeting - **classes dismissed at 2:46 p.m.**
 September 09 Picture Day K M/W, Grades 1, 3, 5, & 7
 September 10 Picture Day K T/Th, Grades 2, 4, 6, & 8
 September 10 Participarent Meeting 6:30pm
 September 18 School Council Meeting 6:30pm
 September 27 Fall Fair
 September 30 Orange Shirt Day

October 07 Staff Meeting - **classes dismissed at 2:46 p.m.**
 October 08 Participarent Meeting 6:30pm
 October 14 Thanksgiving Day (No Classes)
 October 16 School Council Meeting 6:30pm
 October 22 Parent-Teacher Interviews Grades K-8 & 23 (3:45-7:45)
 October 24 Halloween Dance 7:30-10pm
 October 25 District PD Day (No Classes)

November 04 Staff Meeting - **classes dismissed at 2:46pm**
 November 07 Remembrance Day Ceremony
 November 08 Day in Lieu PTI (No Classes)
 November 11 Remembrance Day (No Classes)
 November 12 Participarent Meeting 6:30pm
 November 20 School Council Meeting 6:30pm
 November 29 Report Cards-Grades K-8

December 02 Staff Meeting - **classes dismissed at 2:46 p.m.**
 December 13 Christmas Semi Formal Dance 7:30-10
 December 19 Christmas Carnival
 December 23- Christmas Holiday
 January 03 Christmas Holiday

2020

January 06 Classes Resume 8:45 a.m.
 January 06 Staff Meeting - **classes dismissed at 2:46 p.m.**
 January 14 Participarent Meeting 6:30pm
 January 15 School Council Meeting 6:30pm
 January 31 District PD Day (No Classes)

February 03 Staff Meeting - **classes dismissed at 2:46 p.m.**
 February 17 Family Day (No Classes)
 February 19 School Council Meeting 6:30pm
 February 27 Pink Shirt Day

March 02 Staff Meeting - **classes dismissed at 2:46 p.m.**
 March 05-06 Teachers Convention (No Classes)
 March 10 Participarent Meeting 6:30pm
 March 13 Spring Fling Dance 7:30-10pm
 March 18 School Council Meeting 6:30pm
 March 19 Report Cards K to Gr 8
 March 20 Day in Lieu PTI (No Classes)
 March 25 Parent Teacher Interviews Grade K-8 (3:45 PM – 7:45 PM)

April 6 Staff Meeting - **classes dismissed at 2:46 p.m.**
 April 10 Good Friday (No Classes)
 April 13 Easter Monday (No Classes)
 April 14-17 Spring Break (No Classes)
 April 22 School Council Meeting 6:30pm

May 04 Staff Meeting - **classes dismissed at 2:46 pm**
 May 06 Hats on for Mental Health
 May 07 Grade 6 ELA PAT
 May 08 School PD (No Classes)
 May 12 Participarent Meeting 6:30pm
 May 18 Victoria Day (No classes)
 May 20 School Council Meeting 6:30pm

June 01 Staff Meeting - **classes dismissed at 2:46 p.m.**
 June 03 Volunteer Luncheon
 June 19 Gr.7/8 Prom & Junior High Awards
 June 21 National Indigenous Peoples Day
 June 22-25 Gr. 6 PATs
 June 26 Report Cards are sent home with Grades 1 -8 students. Last day for students.

STAFF MEETINGS are held on the first (school in session) Monday of every month. Students are dismissed early at 2:46 p.m.

NEWSLETTERS are distributed the Tuesday after early dismissal.



ATTENDANCE POLICY

Regular and punctual school attendance is expected and necessary for success in school. Students arriving late are required to report to the office prior to going to their first class to pick up a late slip. If students must be absent, parents are required to contact the school. Additionally, parents are required to contact their child's bus driver and notify them if their child will not be riding the bus.

Please note: Habitual absences and late arrivals interrupt learning for all students. As such, students who are habitually late will be removed from regular programming or referred to an alternative program for their educational purpose.

Parental Responsibility:

Parents/guardians have the responsibility to ensure that a student attends regularly and is punctual. They have the responsibility to monitor attendance and impose consequences. Parents are encouraged to have high expectations for attendance and to resist excusing students for anything other than those reasons deemed excusable by the School Act/Education Act.

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.

Attendance Codes

Become familiar with PWPSD's Attendance Codes. Click the chart for a full explanation of each code.

ATTENDANCE CODES	
L	Late
PN	Present
ISS	In-School Suspension
CB	Cancelled Bus
IL	Illness
HA	Health Appointment
AB	Absent
OSS	Out-of-School Suspension
AF	Absent (Family)
AV	Absent (Vacation)
REL	Released

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 program, 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.

Safe Arrival Program

With our safe arrival program, staff members will call your home number (please ensure the number you provide is accurate, as is 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 9276. 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.* ****

SCHOOL HOURS - Times

All doors to the school shall remain locked during the day with the exception of the front doors. The front doors will open at 8:05 AM and will be locked again at 4:00pm most nights.

EARLY ARRIVAL AND PICK UP

The main school doors will open at 8:05 AM. For students arriving between 8:05AM and 8:30AM they are expected to wait quietly in the foyer. There are supervisors starting at 8:30AM, as well as the end of the day at the bus stop and division doors until 3:30PM. Supervision before and after these hours are a parent’s responsibility. Please be aware that students are not permitted to be on playgrounds prior to school, as supervision is not provided in that area. While awaiting pick-up after school, we welcome students to join us inside and quietly wait in the foyer.

Picking your child up before the end of the day is discouraged, as it interrupts the learning for all students, but if necessary, please stop in at the office to sign your child out. If your child normally rides the school bus, please don’t forget to notify the bus driver that your child will not be on the afternoon bus route.

LUNCH AND STUDENTS LEAVING SCHOOL GROUNDS

For safety and protection, students are not permitted to leave the school grounds without permission. Students leaving school grounds during the day must be signed out by a parent or guardian in the office.

Students are expected to bring lunches to school and eat them while seated in their designated area. On a regular basis, a hot lunch program and beverage machine will be available to students.

ILLNESS AND ACCIDENTS

Students too ill to go outside for recesses are generally too ill to be at school and should remain at home. 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 limited space within the school, it may not be possible 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.

In cases of serious accidents, where a doctor is urgently required, an ambulance may be called. Parents should be aware they may be responsible for any initial ambulance charges; however these can be recovered through our district insurance.

STUDENT INSURANCE

Peace Wapiti School Division has a Student Accident Insurance Program that protects students and their families from some of the high costs of injury from accidents. The Student Accident Insurance program provides coverage for medical, dental, disability and accidental death and dismemberment insurance on behalf of students participating in any school activities, including student transportation and school sanctioned events and field trips. All students are covered under the Division plan.

Parents/Guardians may wish to purchase additional coverage (summertime, weekend and other non-school days) at their own cost; information packages are available at the schools. For all claims, please contact your school for a claim form.

KINDERGARTEN

Harry Balfour School will be offering two Kindergarten programs during the 2018-2019 school year. One Kindergarten class will be in operation every Tuesday/Thursday. The other Kindergarten class will *generally be in operation on a Monday/Wednesday cycle. Each class will offer full day programming and is an integral part of our school program.

This year the Monday/Wednesday program begins with small group entry on September 5 & 7th, 2018, and regular classes commencing on Monday, September 10, 2018. The last day for Monday/Wednesday Kindergarten will be June 17, 2019. With Kindergarten Graduation on June 19, 2018.

This year the Tuesday/Thursday program begins with small group entry on September 4 & 6th, 2018, and regular classes commencing on Tuesday, September 11, 2018. The last day for Tuesday/Thursday Kindergarten will be June 18, 2019. With Kindergarten Graduation on June 20, 2019.

**The Monday/Wednesday Kindergarten class will be in operation every Monday and Wednesday, with the condition that for every week that Monday is a holiday, students will have school on the Friday.*

TELEPHONE

Students will be permitted to use the phone in their respective homerooms with 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 2:50 pm are acceptable; messages from friends are not. Due to the extremely busy time at the end of the day, any message received after 2:50pm is not guaranteed to reach your child.

BIKES, SCOOTERS, ROLLERBLADES, ETC.

Many students may come to school using this type of equipment, and for their own safety, students who do bring such items to school must adhere to the following guidelines:

- Take bikes to the bike rack, lock them up and leave them there until you go home.
- Bikes, scooters, rollerblades, skateboards, Heelies or any other form of similar equipment are not to be used on school property. Bikes must be walked while on school property and across all crosswalks.
- Students are responsible to ensure their possessions are locked up in a safe manner.
- Wear a CSA approved helmet.
- Buses have right-of-way; students may depart after buses.

NEWSLETTERS

In an effort to help keep you informed of the many events and happenings in the school, we will be emailing home a monthly digital newsletter. You can sign up for this on our School website or view it there as well.

HOMEWORK POLICY

Education is a lifelong process which extends beyond the school, and we aim to honour the learning that occurs in the home and within the community. Therefore, we believe in prioritizing our time at school to focus on academic endeavors, while ensuring our students have adequate time outside of school to develop additional skill sets.

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.

DISCIPLINE AND CODE OF CONDUCT FOR STUDENTS

Students are responsible for their behavior. We expect each of our students to treat others with respect at all times. When and if a student misbehaves we ask that parents work with the school 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)

During the formative years, children have varying amounts of internal self-direction. As adults it is a part of our responsibility to help them grow in this capacity. Most often, reasoning, discussion and simply telling students that a certain behavior is unacceptable or undesirable is sufficient. At HBS, students shall take responsibility for their behaviors. All people make mistakes, and it is important to allow students to learn from those mistakes. By implementing logical and consistent consequences and providing students with opportunities to become responsible and caring members of the community, students will learn about their behavior, their choices, and their impact on others.

In some cases, external discipline in the form of consequence may seem best. For example, where behavior 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.

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. Co-operate fully with everyone authorized by the School Board to provide education programs and other services;
- c. Comply with the rules of the school;
- d. Account to his/her teachers for his/her conduct;
- e. Respect the rights of others.

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

CELL PHONE and ELECTRONIC DEVICE POLICY (Updated Sept 2018)

HBS proudly supports the effective and appropriate use of digital devices as tools for learning. (See PWSD #76 [Policy IFCA](#))

Students use and possession of cell phones and other personal electronic devices on school property, school buses, at school-sponsored activities, and while students are under the supervision and control of Peace Wapiti School Division employees is permitted under the following guidelines.

Junior high students may use electronic devices on campus before school begins, during recess, and after school ends.

Elementary students may use electronic devices on campus before school begins and after school ends.

These devices must be kept in lockers and powered off during instructional time. This requirement will not apply if the student is using the device for an educational or instructional purpose with the teacher's permission and supervision.

Student use of personal electronic devices in locker rooms, bathrooms, and/or swimming pool areas is prohibited.

Use of electronic devices provided by the school is limited to school-work only.

Unauthorized use of Personal Technology Devices includes, but is not limited to, the following:

Transmitting school materials for unethical purposes such as cheating.

Using the electronic device equipped with a camera to take pictures or share pictures of people without their permission.

Recording personal conversations using these devices on school property.

Possessing, viewing, sending or sharing video, text or audio information having sexual, violent or threatening/bullying content on school grounds.

Unauthorized use of personal electronic devices can result in confiscation.

Corrective action will be determined by the number of previous acts, the nature of the act, the maturity of the parties, and the context in which the alleged act occurred. Consequences can range from positive behavioral interventions to suspension and expulsion for violations.

When the personal electronic devices are confiscated, they will be released /returned to the student's parent/guardian following a predetermined time unless required for further investigation. Parents may retrieve the device at the school office.

Students in possession of personal electronic devices are responsible for their care. Neither Peace Wapiti School Division nor Harry Balfour School is responsible for preventing theft, loss, damage, or vandalism to personal electronic devices brought onto its property.

Please refrain from texting your children during the school day. If there is an urgent issue please contact our office.

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. See: Cell Phone and Electronic Device Policy.

All students at this school will have access to technology (chromebook), whether you've purchased it for your child or it has been supplied by the school. Please note, **you are NOT required to purchase a device for your child.** During instructional time, neither personal nor school owned devices (including Smartphones) will be used for personal reasons (i.e accessing social media). During breaks, school owned devices will not be used for personal/entertainment reasons.

This school has a very reliable, filtered, wireless network that students will be able to connect to with their own devices. If you are considering sending your child to school with their own device, please be aware that their personal devices are to be used for educational purposes only, and students are responsible to safeguard their devices.

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 cell phone and electronic device policy.

BULLYING

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

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

"Bullying" means repeated and hostile or demeaning behavior by a student where the behavior 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 behaviors towards an individual or group of individuals.
- Homophobic bullying - bullying behaviors 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 behavior 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 behavior 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 BEHAVIOR

Harry Balfour School is dedicated to providing a safe and supportive environment for all. We take all threatening comments and behaviors seriously. Students, staff and parents should be aware that HBS 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 behavior 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 behavior 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 behaviors and high-risk activities.

SCHOOL COUNCIL

All parents are encouraged to take part in 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 children. This is the forum for you to provide input regarding the direction our school should be taking. The first meeting for 2019-20 school year will be on September 18th at 6:30pm.

LOCKERS

School locks are assigned to students at the beginning of the school, and students are responsible for their lock until the end of the school year when it is to be returned to the main office. Only school-issued locks are permitted for grade 7 and 8. They can be purchased at the office for \$10. 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 may not be one hundred percent secure and valuables are best left at home.

MEDICATION

Staff members are not to administer medication of any kind to students unless in an emergency situation (ie.epi pen). Parents/guardians should ensure the school is aware if their child has any allergies or medical needs.

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.)

STUDENT RECORD UPDATING

In order to maintain efficient communication, please keep the school office informed of any changes to student information. You can do this by completing your Returning Student Demographics form online. This will update information such as emergency contacts, phone or cell numbers, work numbers of parent(s)/guardian(s), addresses and pertinent medical information. Any changes through the year can be brought to the office as well.

PROGRESS REPORTS – DATES

Progress reports will be issued to students three times through the year. The first progress report will be issued on November 29, the second on March 19, and the third and final report will be sent home on June 27.

With the issuing of the first and second progress reports, time is set aside for parents/guardians to come to the school and meet with the teacher(s) to discuss their child's progress. These conferences are an essential component of the reporting process. The first parent/teacher interviews will be on October 22 and 23 from 4-7:30pm. The second scheduled Parent/Teacher Interviews will be on March 25th from 3:45 till 7:45 PM

Although parent-teacher conference dates are pre-scheduled, parental contact is encouraged whenever there are concerns regarding the welfare and progress of the child. Please call the school and arrange a mutually convenient time for a conference.

If good news is to be shared, or concerns arise, the teachers will contact you or feel free to contact him/her at the school. This sharing process and communication is vital.

Generally, grade retention is not advisable. There is a great deal of research to suggest that it does more harm than good, and there is a direct correlation between grade retention and high school dropout rates. Under rare circumstances, grade retention is recommended. Criteria used in making placement decisions may include:

Academic performance

- Previous retentions
- Age and Maturity of the child
- Scores on standardized tests
- Anticipated emotional impact on the child as perceived by the teachers and the parents.
- Parent reaction and its anticipated impact on the child
- Social/Emotional

EMERGENCY DRILLS

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

INCLUSIVE EDUCATION

Through continuous evaluation, we aim to ensure that programs are modified or adapted as required to ensure that all students are receiving access to high quality educational programs that meets their needs.

“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

PHYSICAL EDUCATION

Harry Balfour School is developing a strong physical activity program with the emphasis on participation and involvement. All students must 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 parent(s)/guardian(s) to the appropriate teacher. Requests for lengthy exemption for medical reasons must be accompanied by a doctor’s certification.

Also, 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.

LIBRARY SERVICES

The library provides students with a variety of reading materials for pleasure and academic studies. Students who do not return borrowed materials on time or return materials damaged, may lose borrowing privileges. Parent(s)/guardian(s) will be billed for the books that have been damaged or have not been returned.

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. The school is not financially responsible for lost or stolen items.

SURVEILLANCE CAMERAS

Please be aware that in an effort to better serve the students and community of Harry Balfour School we utilize surveillance cameras on the property in an effort to reduce any negative activities that commonly or occasionally occur in every Alberta community.

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 the returning students at the beginning of each year, will result in limited or a complete ban of this privilege.

COLD WEATHER POLICY

In the interests of student safety, parents/guardians are to ensure that all students during the winter months be appropriately attired, including proper footwear, head wear and gloves. In the case of inclement weather our school follows division 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 Board Policy EEAF for specific details.

The school will not have outdoor recesses when the weather is colder than **-25 Celsius**. 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 busses do not operate due to the large number of excused absences. If you are sending your child on a day buses do not run and would like to ensure they arrived safely, please call the school. *****

EMERGENCY EVACUATION PROCEDURE

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

BUS LANES, PARKING AND PICKUP

Please be aware that the area in back of the school is a bus zone between 8:25 AM and 3:35 PM. Please avoid driving in front of the school during these times. The staff parking area is only to be used by staff and vehicles requiring wheelchair accessibility. Adhere to all signage and be aware that traffic can become quite congested during these times.

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 HBS, 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, and a Parent PowerSchool information night will be offered in September. At minimum, grades will be updated on the 15th of every month.

Per term, families can expect to see a 3-5 formative practice assessments (MC, AC, or ✓, etc), 5-10 Understanding Checks (i.e quizzes...%), and 2-5 summative assessments (i.e tests, unit-end projects. %). In addition to looking at term progress, it is critical that parents pay attention to the year (Y1) cumulative score, as this score reflects percentage of overall grade level objectives achieved within the year, to date. 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.

BUS & ON-BOARD CONDUCT

Students riding the bus are responsible to the bus driver and the school staff for their behavior. We have the same behavior expectations for students on the bus as we do for any student in or around the school. Safety is paramount on our buses and repeated misbehavior will not be tolerated. Bus drivers will report student misconduct to the school staff. Appropriate discipline measures will be taken and may include suspension from the bus.

BUS RIDING BASICS

*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 other than their own after school must complete a Short Term Rider Request Form- 48 hours notice is requested by PWSO Transportation. The form is to be completed by parents and sent to PWSO 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 PWSO 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.

WHO DO I TALK TO WITH CONCERNS?

If it happens that you find conflict with something related to your child's educational programming at school, your first step is to talk to the teacher to try to resolve the concern together. If that fails, your next step is to talk to the school's principal. Together with the teacher and school administration, you should be able to resolve most issues that affect your child at school.

For more information on channels of communication, please visit http://www.pwsd76.ab.ca/Resources/ParentResources/Documents/healthy_interactions.pdf

Here you will find Peace Wapiti's position on conflict resolution.