

**Blue Hills Community School**

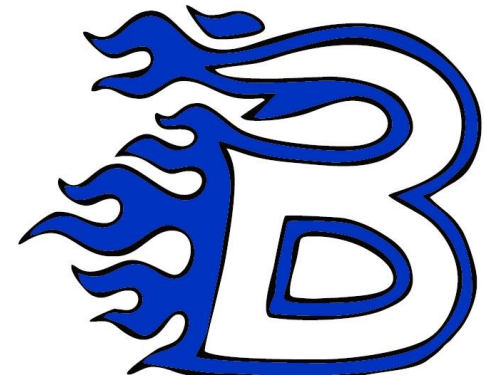
**Parent/Student  
Handbook**

**2022-23**

**Blue Hills Community School**

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Box 30  
Buffalo Head Prairie, AB  
T0H 4A0  
  
Phone: (780) 928-3632  
Fax: (780) 928-2299  
E-mail: [bluehillsoffice@fvsd.ab.ca](mailto:bluehillsoffice@fvsd.ab.ca)



**Learn, Work, Grow...Together!**

## Message from the Principal

Be Here. Be You. BELONG”

A big welcome back to all the students, parents and staff members for the 22-23 school year. This school year will be filled with many new opportunities for our community. I am so delighted that you are part of our amazing learning community. I welcome and value your positive energy and dedication to excellence in education, and I look forward to working with you and your children.

This year, the school will see the addition of a new gymnasium, Industrial shop, new high school classrooms, a school office area as well a community meeting area. It will take time and patience as we work with the building contractors to complete this project. We are hoping that this modernization project will be complete by the end of the end of fall 2022.

All signs point to an incredible and productive school year. Our skilled and devoted staff are looking forward to working with your child(ren). Our enthusiastic office team is preparing for new students, ordering needed materials and updating student files. Our hard-working and conscientious custodial team will continue to try their best to work around the construction to ensure the school is clean and ready to go.

Each year brings the opportunity for positive change. Along with our new school building projects, we are also delighted to welcome our new staff members who are eager to meet and begin working with your child(ren).

I eagerly look forward to meeting students and families as the school year begins. Please stop by and say hello. Together, I know we will make this school year one of growth and achievement for all children. **Go Blazers!**

Warmest Regards,



Dave Gallant, School Principal

## School Council Bylaws

### 9. ANNUAL REPORT:

- a. in accordance with school councils regulation, the school council, through the chair, must prepare and provide the school board with an annual report which includes:
  - a summary of council's activities for the year
  - a financial statement
  - copies of the minutes of each meeting
- b. the school council shall make the report available to all concerned members of the school community

### 10. AMENDMENTS TO THE BYLAWS

- a. the bylaws remain in force from year to year unless amended at the annual meeting
- b. the bylaws of the school council may be amended by a two-thirds majority at an annual meeting of the school council
- c. notice of proposed bylaws amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting

### 11. CONFLICT RESOLUTION PROCEDURES

- a. in accordance with s.17 (7.1) **School Act 1995**, the school council will abide by the conflict resolution procedures outlined by the local school board

### 12. CODE OF ETHICS

- a. We will maintain a code of ethics that will be reviewed at least once a year.

## School Council Bylaws

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- d. meeting will take place at the school
- e. special meetings of the school council may be called by the members or at the written request of 10 parents of the school community
- f. the quorum for meeting of the school council shall be set at 50 percent of the membership
- g. meetings will be open to the public. Only council members may vote on motions

### 7. **VOTING PROCEDURES:**

- a. decisions at council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting
- b. if a vote is taken, the motion must be moved and seconded and passed by a 51 percent majority. The chair reserves his or her vote and becomes the tie breaker if necessary.

### 8. **ANNUAL MEETING:**

- a. the annual meeting of the school council shall be held not later than 30 days after the first instructional day of the year
- b. elections for the representatives of the parent community will take place at the annual meeting. All parents of students attending the school are eligible for election
- c. all parents of students attending the school are eligible to vote at the annual meeting
- d. the business of the annual meeting shall include:
  - the election of representatives: three members will be elected each for two terms
  - any proposed bylaw amendments
  - financial statement of the previous year
  - plans and budget for the upcoming year
  - a discussion of any major issue that parents should have input
  - any formal evaluation of the school council

## How Parents Can Help

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**When parents and the school work together, children are the winners! Here are some ways how parents can help their child be successful in school:**

- Continue to read aloud to your child.
  - Encourage your child to read independently.
  - Help your child develop critical reading skills through questioning.
  - Require regular school attendance, contacting the school when your child will be absent.
  - Encourage good study habits.
  - Talk to your child about what he or she is learning in specific subjects.
  - Expect homework to be completed when not completed in school.
  - Help your child balance study time with recreational time.
  - Think of activities your child can do at home that relate to information being taught in school.
  - Help your child apply his or her school learning to real-life situations in the news or life.
  - Emphasize the importance of high academic achievement. Let your child know that you understand that tests may be challenging, but that taking them provides the opportunity to show how much he or she has learned.
  - Be supportive and encouraging.
  - Promote education and how it can be used throughout their lifetime.
  - Check your child's agenda every evening and use it to write notes to your child and their teacher.
  - Become involved in the school as a volunteer or classroom helper.
  - Attend school events to support your child and school.
  - Communicate regularly with your child's teacher, asking questions and keeping teachers updated.
  - Take time to read newsletters, notices and calendars sent home to keep updated on what is happening in the school.
  - Celebrate your child's accomplishments in school.
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## School Council Bylaws

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### 3. DUTIES OF THE OFFICERS:

**Chair:**

- a. runs meetings
- b. represents school council at other meetings
- c. appoints an acting chair when absent
- d. plans and approves agenda
- e. will present annual report to the school board

**Secretary:**

- a. records minutes of meeting and keeps accurate records of meetings
- b. takes care of all correspondence and communication
- c. maintains an accurate list of names and addresses of the council members

**Treasurer:**

- a. keeps all financial transactions of the council
- b. presents an account of the funds to the members and prepares the accounts for auditing

### 4. VACANCIES:

- a. with the exception of the council position filled by the principal, the school council may appoint qualified persons to fill vacancies until the vacancies are elected at the next annual general meeting

### 5. COMMITTEES:

- a. a school council may appoint committees of members and others from the school community with either or advisory responsibilities

### 6. MEETINGS:

- a. the first meeting of the school council shall be held 14 days after the annual meeting
- b. the school council shall meet at least seven times during the school year
- c. regular meetings will be held on the last Thursday of the month, or as deemed necessary by the council

## School Council Bylaws

### Mission Statement

It is our mission, as School Council members at Blue Hills Community School, to ensure the best possible education of our children through better communication between staff, students, and parents, and to be accountable to the community for the operation of the school.

**In addition, pertaining to all students, teachers and parents, we believe:**

- People are accountable
- People can learn
- People need to succeed
- People need to work in a positive atmosphere
- People need to know how they are doing
- People need to know their input is valued
- People need to belong
- People need to know where they fit

### 1. **MEMBERSHIP:**

The membership of the council shall consist of the following:

- a. six parents of students at Blue Hills School elected by parents at a meeting called for this purpose.
- b. a minimum of 2 elementary parents and a minimum of 2 junior high parents;
- c. the principal and assistant principal of the school;
- d. one teacher from the school, elected by school staff;
- e. a community member selected by the council.

### 2. **OFFICERS:**

Officers of the school council shall consist of a 'Chair', 'Secretary' and 'Treasurer'.

- a. every member of the council is eligible as an officer of the council
- b. the officers will be elected for a one year term at the regular meeting of the school council in the school year
- c. the term of office shall run from annual meeting to annual meeting
- d. council reserves the right to combine officer positions annually as appropriate

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## Blue Hills Community School's Mission

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Blue Hills Community School strives to:

### Learn Together

Recognizing all learners are different, we work to provide and support meaningful experiences for individual success.

### Work Together

Valuing relationships, we work to build a safe, structured environment focused on respect, responsibility and family values.

### Grow Together

Being an open and inviting place, we promote life-long learning for all which extends beyond the classroom.

## Blue Hills Community School's Motto

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Learn, Work, Grow...Together!

## Blue Hills Community School's Vision

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At Blue Hills Community School, we have set high aspirations for our students:

By the end of the 2021-22 school year, we will strive to create an environment whereby everybody is a part of the learning community.

With our new school additions and the school modernization project we will strive to create a school building where everyone feels comfortable and safe.

**Be Here. Be You. BELONG!**

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## School Council Code of Ethics

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- A member shall be guided by the mission statement of his or her school district
  - A member shall endeavor to be familiar with school policies and operating practices and act in accordance with them
  - A member shall practice the highest standards of honesty, accuracy, integrity and truth
  - A member shall recognize and respect the personal integrity of each member of the school community
  - A member shall encourage a positive atmosphere where individual contributions are encouraged and valued
  - A member shall apply democratic principles
  - A member shall consider the best interests of *all* students
  - A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council
  - A member shall not disclose confidential information
  - A member shall limit discussions at school council meetings to matters of concern to the school community as a whole
  - A member shall use the appropriate communication channels when questions or concerns arise
  - A member shall accept accountability for decisions
  - A member shall declare any conflict of interest
  - A member shall accept no payment for school council activities
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## School Council

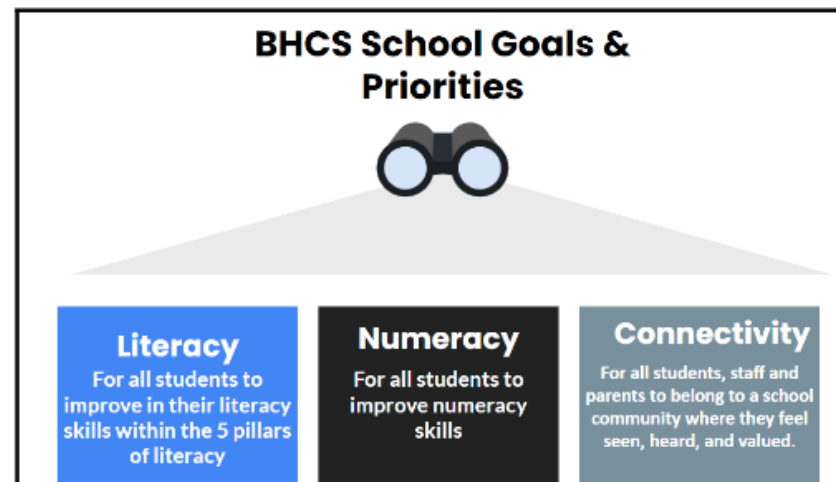
As required by the School Act, a school council is established at Blue Hills Community School which functions as an advisory body to the school's administration. The school council is composed of six elected parents, one teacher representative, the principal, the assistant principal, local trustee and one community member (with no children in the school).

### As a school council member, it is expected that you:

- Be involved in all learning that occurs in the school.
- Adhere to the council code of ethics.
- Act as a representative for input from the entire community.
- Establish the mission statement and goals of the council.
- Approve school budgets.
- Designate council budget.
- Communicate to the community the events of the council and the school.
- Focus on the best interest of all students.
- Demonstrate a willingness to bring and listen to new ideas for the school.
- Resolve issues in the spirit of the best interest of the whole school.
- Attend all council functions whenever possible.
- Be involved and stay involved.
- Support all decisions made by the council.
- Demonstrate respect for all students, staff, council members and parents.
- Be accountable to the school community for the actions of the school council.

## 2022-23 Education Plan

Alberta Learning requires that all schools create Education Plans for their schools, targeting areas for improvement and establishing strategies to ensure these improvement areas are addressed. Blue Hills Community School works to involve staff, school council and parents in creating an Education Plan that focuses upon the whole child, ensuring high levels of student learning.



## School Staff

Mrs. Thompson	ECS, Math Coach & Interventions
Ms. Olivia Hindley	Grade 1
Mr. Henry Driedger	Grade 2/3
Ms. Natasha Derkson	Grade 4/5
Ms. Jillian MacDougall	ELA & Social Grades 6/7 & 8/9
Mr. Kevin DeClercq	Math and Science Grade 6/7 & 8/9 & Outdoor Education 8/9
Ms. Shelley Watt	Inclusive Ed Coordinator/Literacy Coach & ELA Grade 3
Mr. Dave Gallant	Principal, Elementary PE
Mr. David MacDougall	Assistant Principal, High School Coordinator, Jr. High PE & Outdoor Education
Mrs. Cathy Neustaeter	Custodian
Mr. John Neustaeter	Custodian
Mrs. Sarah Wieler	Secretary
Miss. Jamila Froese	Educational Assistant
Ms. Ally Wiebe	Educational Assistant
Miss Candace Derksen	Educational Assistant & Librarian
Miss Tena Teichroeb	Early Literacy Assistant
Mrs. Shannon Wiebe	High School Educational Assistant
Mr. Elmer Wieler	Bus Driver
Mrs. Kathy Thiessen	Bus Driver
Mrs. Lisa Zacharias	Bus Driver

## Bell Schedule

8:30 am	Buses Arrive	11:40 am	Period 7
8:35am	Warning Bell	12:10 pm	Period 8
8:38am	Announcements	12:40 pm	Period 9
8:40am	Period 1	1:10 pm	period 10
9:10am	Period 2	1:40 am	Period 11
9:40am	Period 3	2:10 pm	Period 12
10:10am	Period 4	2:40 pm	Dismissal
10:40am	Period 5		
10:55 am	Period 5		
11:10 am	Period 6		

\*Note Lunch and Recesses are scheduled by the individual classroom teacher

## Parent Volunteer Opportunities

Parent volunteers are extremely important in our school and provide parents a chance to be involved in the school. The school has established a variety of opportunities for parents to assist in the operation of the school.

### Library Volunteers

volunteers can help laminate new books, put books back onto shelves and read to students. Please contact the school librarian to make arrangements to come into to school to help.

### Hot Lunch Teams

These volunteers assist the School Council, preparing hot lunches for students. Sign up occurs at the annual AGM. **Hot Lunches will be put on hold as the building construction is underway and hopefully will be complete the school / community kitchen by Christmas break '22.**



## General Information

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### Lost and Found

Items that are found during the course of the year are collected in the lost and found box, located at the main door near the office. All lost and found items left unclaimed are donated to the La Crete Care and Share.

### School Use

Community members and groups are encouraged to make use of the school facilities after school hours. Individuals must complete a school rental agreement, available from the office. Some general guidelines apply:

- All bookings must be made through the school office during the school hours, 72 hours prior to rental date. Weekend arrangements and phone calls to staff members will not be accepted.
- All bookings require the signature of a supervisor 21 years or older.
- The rental group assumes full responsibility for any damages or loss. They are also responsible for complete clean-up.
- Smoking and alcohol are **NOT** prohibited on school property.

Community members may also rent school chairs, table, coffee urn and juice jugs.

For a complete list of rentals, prices and guidelines, please contact the school office.

### **NEW 2022-23**

Due to the school being under construction—rentals of the school will be put on hold until the building project is complete.

## Academic Information

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### Parent Concerns

The school and its staff are always open to hearing parent comments and concerns. The following protocol should be taken when a concern arises:

- Discuss the concern with the classroom teacher.
- If you are unhappy with how the concern was handled by the classroom teacher or no improvement has occurred, discuss the concern with the principal.
- If you are unhappy with how the concern was handled by the principal or no improvement has occurred, discuss the concern with personnel at Central Office (927-3766).

### Junior High Courses

Course outlines for all courses will be provided to students detailing units of study, related timelines and evaluation procedures.

### Industrial Arts/Home Economics/ Outdoor Education

Junior High students will have outdoor education until November. When the new CTS Shop and kitchens are available, programming will be offered in these subjects

### Kindergarten (ECS) Program

Blue Hills Community School operates a Kindergarten program which is open to children who are between the ages of 5 and 6 years old on September 1. Children younger than 5 may be admitted to the Kindergarten program, provided parents request for an exemption and approval is given by the principal.

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## Academic Information

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### Pre-ECS program

In an effort to prepare future students for Kindergarten, Blue Hills Community School offers a Pre-ECS program for students entering Kindergarten in the upcoming year. Pre-ECS children and parents attend Pre-ECS days throughout the school year, focusing upon letters, numbers, colors, and shapes, as well as helping children get to know their Kindergarten teacher, school staff and the school building.

### Extended leave from school (Students)

Parents are **strongly encouraged** to keep their children in school for the duration of the school year to ensure the best possible education for each student. However, students are occasionally pulled from the classroom to go to the bush during the winter months.

The following procedures should be followed:

- The principal and classroom teacher should be informed as early as possible of any intentions to pull students from the regular classroom
- Parents of students in grades 1-9 may be directed to the Learning Store to register for distance education materials
- Parents of Kindergarten students will have some materials prepared by the classroom teacher.
- All newsletters and parent information created while the student is away will be delivered to the family electronically or by mail.
- Parents will be informed prior to departure that there is a possibility that students absent from school for an extended period of time may be retained in their current grade the following year if it is determined they have not mastered the necessary skills to move on.

## General Information

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### Field Trips

In order to offer the best educational program possible, classes occasionally participate in field trips of an educational or recreational nature. Regardless of the exact nature of the activity, it is our practice to inform parents well in advance and request permission for their child to participate.

Parents will be sent a permission form which will include:

- The date, time and nature of the activity.
- The adult supervisors who will be in charge.
- The itinerary for the trip (when students leave, where they go, when they return).
- The mode of transportation.
- All precautions and contingency plans that have been made.
- A request for a signed permission.

Parents are encouraged to contact their child's teacher at the school prior to any scheduled Field Trip should you have any questions or concerns.

### School Sports

Students are encouraged to participate in a variety of extra-curricular sports. The following sports will be offered to students, provided there is ample participation to field a team:

The new gym will be in the process of being built For this school year and is set to open in October. This will undoubtedly effect the school sports in which we can offer. We will make adjustments to the FVSD season sports schedule as needed.

Cross-Country Running	September
Boys and Girls Volleyball	October—November
Shinny Hockey	December—March
Boys and Girls Basketball	January—March
Track and Field	May

### Morning Exercises

The school day begins with opening exercises which include:

- The national anthem
  - The Lord's Prayer
  - School Announcements for the day
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## General Information

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### Driving Motorized Vehicles to School

Students are not permitted to drive a motorized vehicle to school (ski-doo, motorcycle, all-terrain vehicle), unless special circumstances are arranged with the Principal by a parent.

### School Library

Every class have two scheduled periods a week to borrow books from the library. Expectations are set for the library and all students are asked to follow these expectations:

- DO NOT “dog ear” (fold over top of page) to mark your spot in the book, use some type of bookmark.
- If a book becomes wet, muddy or pages are torn out, the student who last signed out the book is expected to pay for the replacement cost of a new book.

Limit of books per grade:

- **ECS** are allowed to have 1 book signed out in their name
- **Grades 1-3** are allowed to have 2 books signed out in their name
- **Grades 4-6** are allowed to have 3 library books signed out in their name
- **Grades 7-9** are allowed UP TO 4 library books signed out to their name.

Parents and community members who wish to obtain a library number for checking out books are encouraged to contact the school.

## Student Assessment

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### Report Cards

Students in K-6 will receive three reports, students in 7-12 will receive four reports. Formal report cards will be sent home on the following dates: (see next page)

**FORT VERMILION SCHOOL DIVISION**  
**Reporting Student Progress to Parents and Students**  
**2022-2023**

The schedule below indicates the minimum requirements that schools in FVSD will follow in reporting student progress to parents and students. Schools/teachers may report to parents and students at additional times if they choose or if the need arises. Parents should be notified as soon as possible if there is a concern regarding their child's progress.

In 2022-23 parents of students in ECS through grade 6 will receive **three** Report Cards, and parents of students in grades 7 through 12 will receive a minimum of **four** Report Cards. *Cumulative reporting will be used for grades 4 through 12.*

Reporting Period	Reporting Period End Date		Report Cards Going Home Date
	Grades K-6	Grades 7-12	
<b>Period 1</b>	November 25, 2022 54 Instructional Days	November 9, 2022 44 Instructional Days	December 2, 2022 (K-6) November 18, 2022 (7-12)
<b>Period 2</b>	March 10, 2023 57 Instructional Days	January 26, 2023 43 Instructional Days	March 17, 2023 (K-6) February 3, 2023 (7-12)
<b>Period 3</b>	June 22, 2023 64 Instructional Days	April 21, 2023 45 Instructional Days	June 22, 2023 (K-6) April 28, 2023 (7-12)
<b>Period 4</b>		June 22, 2023 (7-9) 43 Instructional Days  June 26, 2023 (10-12) 45 Instructional Days	June 22, 2023 (7-9)  June 26, 2023 (10-12)

In addition to the Report Periods indicated above, Progress Reports in the middle of each Quad for SH students at will be issued according to the following schedule.

Reporting Period	Reporting Period End Date
<b>Period 1</b>	Mid-quad End Date October 7, 2022
<b>Period 2</b>	Mid-quad End Date December 9, 2022
<b>Period 3</b>	Mid-quad End Date March 6, 2023
<b>Period 4</b>	Mid-quad End Date May 23, 2023

**Parent-Teacher Interview date ranges:**

Interview dates are set in consultation with parents and other community schools, taking local considerations into account. The expectation is that interviews will follow a report card. Dates will be forwarded to Darlene to be added to the FVSD Calendar. Once dates are decided upon, changes must be made in consultation with Central Office.

**General Information**

**Student Agendas**

At the beginning of the school year, every student in K-6 will receive a school agenda appropriate for their age level. Each student agenda includes:

- Monthly calendars
- Goal-setting pages
- Daily calendars
- Record of class marks
- Other useful information

Parents are asked to view these agendas nightly and sign or initial the appropriate date to verify that they saw them. Parents are also encouraged to use the agendas for bus notes and notes to the teacher.

**Phone Messages**

All messages for students are received by the office and will be delivered to students at the next available break time. Parents are encouraged to use the student agendas for any bus notes. Please call the school for any messages prior to 2:15pm to ensure the message is received by the student.

**Skates and Sticks on the Bus**

Students are required to transport skates in a bag when traveling on the bus.

Hockey sticks may only be transported on the bus on the first morning of the week and the final afternoon of the week, unless other arrangements are made through the Principal.

## General Information

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### Footwear and Dress

Students are expected to dress in appropriate clothing. Halter tops, bare midriff, short shorts or clothing displaying inappropriate messages are not acceptable.

Students are also required to have separate indoor and outdoor footwear for school.

Students will not be allowed on the bus on cold days without proper footwear and clothing. This includes warm boots and an appropriate winter jacket, as well as wearing or carrying a winter hat and winter gloves.

### Academic Appeals

Parents and students have the right to question marks through a personal interview with the teacher. According to "Freedom of Information and Protection of Privacy" legislation, parents have a right to access their child's records, including their teacher's mark book.

A student who is absent from a final examination will have their case reviewed on an individual basis by the administrator of the school and teachers involved.

Parents/students have the right to appeal the final marks to the school. Appeals must be made to the Principal within five days after receiving marks.

### Promotion Policy

To be eligible for promotion to the next grade, students should have a final mark of 50% in two or more courses. Students not meeting minimum standards will be considered as candidates for retention in the same grade. Each case will be reviewed by administration based on information supplied by the classroom teachers. Such criteria as age, attitude, ability effort, attendance and physical, social and emotional maturity will be considered.

If it appears a child may be retained, parents will be notified on the second report card and at the April interviews.



# Fort Vermilion School Division 2022-2023 School Calendar



**August**  
1—Civic Holiday  
30—Organizational Day  
31—Professional Development Day  
O = 2      I = 0



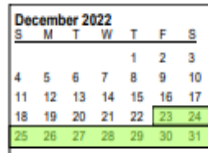
**September**  
1—Professional Development Day  
2—Organizational Day  
5—Labour Day  
6—First day of classes  
30—National Day for Truth & Reconciliation  
O = 20      I = 18



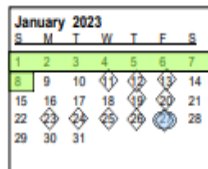
**October**  
3—Professional Development Day  
10—Thanksgiving Day  
O = 20      I = 19



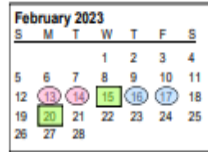
**November**  
9—Last day of Quad 1  
10—Professional Development Day  
11—Remembrance Day  
14—First day of Quad 2  
O = 21      I = 20 (7+13)



**December**  
23—First day of Christmas break  
25—Christmas Day  
26—Boxing Day  
O = 16      I = 16



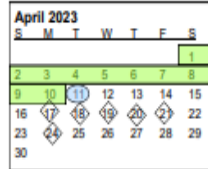
**January**  
1—New Year's Day  
9—Classes resume  
26—Last day of Semester 1/Quad 2  
27—Professional Development Day  
30—First day of Semester 2/Quad 3  
O = 17 (15+2)      I = 16 (14+2)



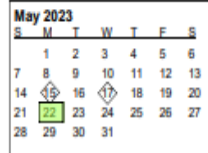
**February**  
13-14—Day off in Lieu of PT Interviews  
15—School Closed  
16-17—Teachers' Convention  
20—Family Day  
O = 18      I = 14



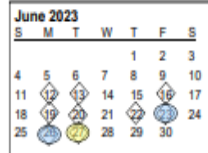
**March**  
13-14—Professional Development Days  
O = 23      I = 21



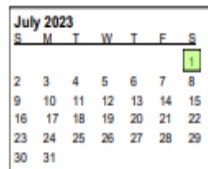
**April**  
1—First day of Spring break  
7—Good Friday  
10—Easter Monday  
11—Professional Development Day  
12—Classes Resume  
21—Last day of Quad 3  
24—First day of Quad 4  
O = 14 (8+5)      I = 13



**May**  
22—Victoria Day  
O = 22      I = 22



**June**  
22—Last day for K-9 students  
23-26—PD for K-9 Teachers  
26—Last day for 10-12 students  
27—Organizational Day  
28—Summer break begins  
O = 19      I = 16 (K-9)      I = 18 (10-12)



**July**  
1—Canada Day

### 2022-2023 School Year

Semester 1	K-9	10-12	Semester 2	K-9	10-12	Total Days for Year	K-9	10-12
Operational Days =	94	94	Operational Days =	98	98	Operational Days =	192	192
Instructional Days =	87	87	Instructional Days =	88	90	Instructional Days =	175	177
Quad 1 =	44		Quad 2 =	43		Quad 3 =	45	
						Quad 4 =	45	

● Professional Development (no classes for students)   
 ● Organizational Day (no classes for students)   
 ● Day in Lieu (no classes for students)  
◇ PAT/Diploma Exams   
 ■ Holidays

**Elementary, Junior High:** Based on 326 minutes instructional day X 175 days = 951 hours.

**High School:** Based on 340 minutes instructional day X 177 days = 1003 hours.

## General Information

### Inclement Weather

School buses will not run when temperatures drop below -40 degrees Celsius or driving conditions are deemed unsafe. This decision is made by the the supervisor of Essential Services consultation with bus drivers and other schools.

Parents will be notified by their bus driver if buses are cancelled. The announcement is also made on YL Radio (102.1 FM), or download the FVSD bus status app from the App Store.

When buses are cancelled, the school still provides an educational program for students who are brought to school. These students will receive extra assistance, get caught up if they are behind or will receive enrichment. Please note that your child's teacher may not be available on snow/ice days. If travel is deemed unsafe, teachers will report to the school nearest their home.

### Student Use of the School Telephone

1. The phones in the school are generally for school business only.
2. Students who want to visit friends after school should make arrangements at home before arriving at school (a note from home serves this purpose well).
3. During class time, students are allowed to call home only if permission s granted from the principal or classroom teacher. Students use the phone found in the office in the corner on the table.

### Recess & Lunch Supervision

At each recess break, student supervision is provided by staff members

## Communication with Parents

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### Blazer Update

The Blazer Update is a newsletter sent home with the youngest student in every family every month to keep parents informed of school events and activities. In addition to promoting school events and activities, it also regularly contains information for parents to assist their children at home. Periodically, notices will be sent home regarding information that the parents need to be informed of prior to the next Blazer Update. Teacher newsletters will be included in the Blazer Update every other month.

### Monthly School Calendars

At the end of every month, a copy of the upcoming monthly calendar is sent home with the youngest student in every family to help parents plan ahead for events and activities in the month ahead. It also recognizes student birthdays.

### Meetings by Request

Parents are encouraged at any time to contact the school to arrange for a meeting with their child's teacher if concerns arise throughout the course of the school year. By working together, we can resolve any problems that arise in a timely and effective manner.

## Student Assessment

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### Provincial Achievement Testing (PAT) and Student Learner Assessments (SLA)

As required by Alberta Education, students in grades six and nine will write provincial achievement exams in the following areas:

Grade Six and Nine— PAT  
Language Arts, Math, Science, Social

Parent information regarding these exams will be sent home in late April/early May for students in grades 6 and 9.

### Reading Assessments

As part of Fort Vermilion School Division's ongoing effort to enhance the literacy of students in all grade levels, the FVSD is planning to administer a Reading Assessment during the 2021-22 school year. The assessment includes three screening tools. The tools focus on literacy and offer an opportunity for students to demonstrate their learning. The goal is to provide timely information to teachers, help enhance classroom instruction and ensure student learning needs are identified.

In September, January and May, students in grades 2 through 9 will complete the TOWRF- 2, TOSWRF-2 and TOSREC assessment, which evaluate reading comprehension, reading fluency and word reading efficiency. Grade 1 students will not be assessed until January and then will have a second screening at the end of May. The results of each of the assessments provide the teacher with a clearer picture about a student's learning needs and help determine if subsequent instructional planning is required.

The scores of the assessments are not used towards a student's grade, and there is no need to study ahead of time. They simply provide the teacher with information to better understand where each student is in terms of reading comprehension, silent word reading fluency and word reading efficiency. If, after analyzing the results, it's determined a student can benefit from extra support, the teacher will contact the family to discuss possible support strategies.

## Student Assessment

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### Math Assessments

Through out the year students will write The FVSD Numeracy Tests. These assessments also help to best provide teachers with information about where students may need extra support in the area of mathematics.

### FVSD Common Assessments (Grades 7-9)

Students also complete common assessments (grades 7-9) in the areas of ELA, Social, Math & Science. These assessments have been developed within the school division by local teachers. Teachers use the data from these assessments to plan activities to best support students in areas where they be struggling or need extra support.

### Student Support Testing

In order to provide the best possible programming for students at various levels and to determine areas of student need, a variety of Student Support tests may be administered during the year. Parents will be contacted when these tests are given to their child. Some common assessments used by the school include:

- Woodcock-Johnson III  
Assesses basic language, math and academic competencies.
- Woodcock-Munoz  
Assesses language areas—used to determine English as a Second Language programming and funding
- Psychological Assessments  
These professional assessments are conducted by a licensed psychologist to determine learning difficulties that school-based tests can't easily or completely determine. Parent's written permission and survey information is required for these assessments to occur.

Parents will be informed of any student support testing prior to it being administered to the child.

## Communication with Parents

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Blue Hills Community School strives to build, foster and support effective relationships with parents. By establishing strong communication links with parents, parents are kept informed of school events and their child's academic and social progress.

### Parent/Teacher Interviews

Parent/Teacher interviews are scheduled after the first and third report card, giving parents an opportunity to discuss their child's progress with their teacher. The interviews will be:

- November
- March

*Parent information regarding interviews will be sent home with their child's report card.*



## Student Attendance

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### Reporting Student Attendance

Parents are asked to inform the school of any student absence prior to the start of the school day the student will be absent from whenever possible.

Parents may:

- Contact the school by phone
- Include a note in the student's agenda, should the absence be planned at least a day in advance
- Include a note in a sibling's agenda

If a student arrives at the school late (after 8:40 am) they need to sign in at the office.

### Completing Missed Work

When students are absent, they are expected to complete any work missed during the time they are away.

Upon returning to school, students are given a folder containing any missed assignments.

## School-Wide Behavior Expectations

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School-wide Positive Behavior Support (PBS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

School-wide PBS provides a positive focus to encouraging desirable student behaviors. A set of universal expectations for behavior, positively stated, are established for all students in all locations of the school. These expectations promote core values such as respect, responsibility, and safety. Interventions and strategies are implemented to teach and reinforce these expectations.

These include:

- Periodic direct instruction in specific student behaviors that demonstrate respect, responsibility, and safety in various locations in the school.
- Generous quantities of positive adult/teacher attention and other kinds of reinforcement to students for demonstrating positive behaviors, especially specific behavior expectations identified by the school.
- Predictable consequences for behavior infractions that are delivered consistently by all staff in a professional manner throughout the entire school. Consequences are not primarily punitive in nature; they are an opportunity for the student to learn from his or her mistakes and to accept responsibility for the choices that he or she made. The consequences are provided on a continuum matched to the intensity of the misbehavior.

**Please note:** that students from K-6 MUST wear ski pants while sliding on the snow hill and all students must wear helmets while skating on the ice rink and finally students must have a pair of indoor shoes to wear while at school.

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## House Team System

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At BHCS, all students from kindergarten to grade 9 are divided equally into four house teams – **Green, Orange, Red, and Yellow** based on both athletic and academic ability. The House Team System encourages school and team spirit, integration, responsibility, and a sense of community amongst the students and staff of Blue Hills Community School. House teams compete together in challenges to earn points for their “house” Prizes will be awarded to the house teams for good sportsmanship and for how well they did in the challenges.

### HOUSE SYSTEM Goals:

The purpose of each house is to guide and support the academic, social and personal development of each student during their time at school.

House leaders will build strong partnerships with students and families, through small “Family units” to help them relate in a more positive way to life in school. The concept of the 'Family Unit'

is further reinforced by the fact that all families are placed into the same House group. The sense of “family” in each of the 4 houses will promote a feeling of identity and belonging.

## Safety Procedures

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### Fire Drill/Emergency Evacuation

In the event of an emergency evacuation, students are asked to remain calm and follow the fire drill procedures:

- When the alarm sounds, students are asked to remain quiet to listen for instructions.
- Students will line up and follow the line leader to the nearest exit. Lights will be turned off and the door closed by the final student in the line.
- Students will walk to the gathering place on the bus lanes parking lot and remain in their line so that the teacher may gather attendance.
- Students will remain in their line until instructed by a teacher that it is safe to return into the school.

### Lock Down Procedure

There are two different types of lockdowns: relaxed and total. With a relaxed lockdown, three short beeps will be heard over the PA system. When this alarm is heard students continue on with the classroom work and the teacher closes the classroom door. Students will not be allowed out of the classroom until the principal or designate come to each classroom and let the teacher know that the lockdown is over. In the event of a total lock down, the alarm will sound continuously and students are asked to find cover in the classroom. The teacher will close the curtains and lock the door. Rooms will remain locked down until an announcement is made from the office.

### First Aid

The school has a number of staff trained in first aid to react to any emergency or first aid situations. All injuries that require treatment are documented and parents are notified. Unless prior arrangements have been made, medication will not be administered to any student.

With all suspicious head injuries, students will remain under observation in the office. Should medical attention be required, the parents or emergency contacts will be immediately notified and asked to pick up their child to take to the clinic or hospital.

For serious injuries, ambulance personnel will be notified if it is determined professional attention is required immediately. Parents or emergency contacts will be notified immediately should an ambulance be required.

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## Student Recognition

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### YEAR END AWARDS

#### YEAR END AWARDS - June

At the end of the school year, the following awards are presented to students (grades 1-12).

#### 1) Overall Effort:

This is given to a student (1 boy and 1 girl) who has shown considerable effort during the course of this school year.

**Criteria** “It is not about perfection, It is about effort!”

• Responsible • Persevering through obstacles • Has shown progress or improvement throughout the year

#### 2) Citizenship Awards

This award is given to (1 boy and 1 girl) who have shown considerable effort during the course of the school year.

**Criteria:** • Honesty • Take pride in their actions • Positive treatment of others • Respect • Make the community and school a better place • Positive Attitude

#### 3) Academic Awards (Grades 4-12)

**Criteria**

Academic grades 4-6 – 80% or above in all four core courses, no grade less than 75%

(please list all students who fit these criteria) Academic grades 7-12 - highest overall average (combination of 4 cores) at each grade level.

#### 4) Leadership Award (Grades K-12)

(1 student from each grade level) Willing to serve others.  
Honesty / Resilience / Hard worker / Positivity / Confidence.

#### 5) Athletic Awards (grades 6-12)

(presented to 1 male and 1 female who demonstrated and exhibited athletic excellence in at least ONE sport. exhibited leadership qualities (as a team member and/or in the athletic program) exhibited “coachability” (accepts and puts into use coach’s suggestions)

## BENEFITS OF THE HOUSE SYSTEM:

We believe that the House System will support our students by achieving the following:

- A caring, supportive environment: each student will be a valued member of a small 'family unit' within a larger 'family' within the whole school.
  - Respect, consideration and courtesy.
  - A well-ordered, stimulating and enjoyable atmosphere in which deep learning and effective teaching can flourish.
  - Support for the vast majority of our students who already want to learn and behave.
  - Positive self esteem amongst students and value of the ethos of the school community.
  - The opportunity to obtain the essential qualifications and entry skills for chosen careers and the life skills necessary for a rapidly changing society.
  - Equal opportunity and encouragement to achieve a student’s full potential.
  - Building of interpersonal skills within groups of students of all ages.
  - Peer support to combat bullying.
- ⇒ Promotion of Student Responsibility, Team skills, Leadership skills and Cooperation.

## THE HOUSE TEAM:

The House team will consist of:

1. Head of House (teacher), who will ensure that all House activities are organized properly.
2. All teachers, aides and secretaries are assigned to a House!
3. Each House will also consist of a boy and girl House Captain and Vice-Captain and, in some cases, special Sports Captains.
4. Students will be given a “house” T-shirt to wear at house competitions. (teachers will keep this shirts in their classroom and collect after each event).

Organizing House Assemblies / Events (will have to be outside on the account of construction)

Teacher leaders will work with their teams to create the events in the monthly competitions. These could include games completed outside while our gym is being built. Field games and “minute to win it” style games that can be enjoyed by all ages.

## HOW TO OBTAIN HOUSE POINTS?

Merit / Academic Based - Personal House Points

- 1) Students can earn 1 point for their house each time they earn a “Gotcha” card. (teachers will place cards in the blue bin in office at the end of each month)
- 2) Each Jr. High student who earns 70% (in the core subjects, ELA, Social, Math & Science will earn 5 points for each core course that has a grade of 70 or above.
- 3) In grades K-6, academic points will be awarded on a student by student bases. (Teachers will award points based on improvement academic progress, attitude and effort). The teacher will determine if the student has earned 5 points for the month or not.

## Bus Rules

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In order to maintain a safe and orderly environment on the bus, the following expectations have been established:

- Stay seated
- No throwing things
- Use low inside voices
- Dispose of your garbage
- Walk when entering and exiting the bus

Any students unable to adhere to these expectations will be referred to the principal. All incidents will be documented using Incident Report forms.

## Incident and Accident Reporting

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All incidents and accidents which require action by a school staff member are documented using an Incident Report Form.

Whenever a student has an incident or accident that requires action, a copy of the form will be sent home.

Incidents in the school are kept tracked of and used by staff to determine areas in need of attention (certain classes, areas of the school, times, days, students, etc.). Decisions and changes regarding school discipline are made from the data.

# House Teams

Team Green	Grade	Team Orange	Grade	Team Red	Grade	Team Yellow	Grade

**Physical Activity (Games, Competitions) House Points:**

- Points will also be awarded for physical activity games and competitions within the school.

**House of the Month:**

The House with the most points accumulated within a month will be allocated bonus points as the House of the Month.

**END OF SCHOOL YEAR:**

All points contribute to the overall House competition, and an update of the Championship table. At the end of the year the House with the most points will be declared the winner in a school assembly and receive the House Trophy for the year.

Students and staff will be separated into 4 different color teams (Green, Orange, Red and Yellow)