Student/Parent Handbook

2026-2027 (revised) EDITION

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Birch Hills Public School - Student Handbook
Administration Message

Code of Conduct

We believe that respect must be shown at all times by everyone in the school.
So we all need to follow these five simple guiding principles:

1. **Treat everyone in the building with respect and courtesy.**
2. **Respect everyone's right to learn - including your own.**
3. **Respect yours, the school's and other's property.**
4. **Learning takes precedence over every other activity in the school.**
5. **Be responsible for your actions.**

General BHPS Information

Accidents:
If you suffer an injury while at school, report it to the office. The secretary will help you with the forms that must be completed for insurance purposes. As a student of BHPS you are covered for certain types of injury.

Attendance:
We believe you are more likely to be successful if you have good attendance habits. If you are late or absent, you are expected to have your parents inform the school. If your attendance patterns are affecting your academic progress, teachers will initially address their concerns with you directly. If the pattern continues your parents will be contacted and if necessary a meeting may be arranged.
Attendance will be taken in the morning and the afternoon for grades K-5.
Attendance will be taken each period for grades 6-12.

BELL TIMES
Period 1: 8:50-9:43
Period 2: 9:43-10:36
Period 3: 10:36-11:44
Lunch: 11:44-12:23
Period 4: 12:23-1:17
Period 5: 1:17-2:10
Period 6: 2:20-3:10

Cellphones and Other Personal Digital Equipment

In aligning with the provincial electronic device mandate, BHPS has implemented the following policy:

- Personal Electronic Devices including things like cell phones, smart watches, tablets, personal gaming devices are not to be used during the school day by students in grades K-6.
- Personal Electronic Device use is not permitted during class or non-instructional time unless permitted by a staff member. Students will be expected to keep their devices in their lockers.
- Students in grade 7-8 will only have access to their cell phones at lunch.
- Students in grades 9-12 will be provided time during each break and will then be expected to return their phone to their locker prior to the start of class.
- If the guidelines for use are not followed, the student will turn in their device, and it can be picked up at the end of the school day. If problems persist, the student could lose the privilege of having their device at school.
- It is important that our students understand appropriate use for personal devices, and we will do our best to help them learn. While we recognize these devices have become a modern place in society, the use of technology at school is for learning purposes. In the event you need to relay information to your child, our office staff can always be reached by calling the office at 306-749-3301.

Posting of pictures or videos deemed non-educational on social media sites will be viewed as gross misconduct and could bring more extreme consequences with it. If students are unsure what non-educational means, please check with your teachers or the office before posting. There is always a risk when bringing an electronic device to school. The risk of theft, damage, or some other unfortunate circumstance could occur. The school will not require the student to bring their devices to school. Parents and their children should have the discussion and weigh the benefits and

drawbacks to bringing their device to school. Students will need to keep their devices safe and locked up at all times when not in use. **The school assumes no liability for lost or stolen devices.**

Students will be taught on the power of the internet, the consequences of what they post on the internet, and the fact that what they write on the internet is forever, or in other words, their digital footprint. Inappropriate postings, pictures, video, etc. can have a lasting effect on their lives, including applying for a job in the future.

Clothing:
Students are expected to dress in a manner that is suitable for a school. If some items of clothing or accessories are inappropriate, the student will be asked to remove them or cover them. Students are not allowed to wear or display any emblems or pictures that may be a form of harassment under the school division policy.

Communication:
A goal of the school is to develop strong communication skills. Parents are invited to call the school with any concerns that they may have, or drop in to the school. Open, regular communication is the best prevention to many problems. A variety of communication methods will be attempted this year to keep you informed.

Designated Doors
Students will be expected to use the door that is in their classroom neighborhood at the beginning and end of the school day. The intention of this practice is for increased safety and supervision of all students. If students arrive late they will need to use the front doors because the side doors will be locked for the purpose of student safety. Starting in 2017-18, all doors except the main doors will be locked during the day, as per S.D. policy.

Extra-curricular Activities:
BHPS has a wide variety of activities aimed at student participation. Our research has shown that there is a direct relationship between school involvement and academic success. If you have any questions please ask your advisor and listen for announcements to inform you about meeting times.

Grad Plans: Once students begin grade 10, they start to earn credits towards graduation. A minimum of 24 credits are required to graduate. Grade 10 students are required to enroll in 10 classes, Grade 11 students are required to enroll in a minimum of 9 classes, and Grade 12 students are required to enroll in a minimum of 4 classes a semester. If there is a request for an alternate plan, a meeting with the student, parents, and administration needs to be set up. Students will not be permitted to drop a class unless there is communication between the student, teacher, parents and admin.

Gym Activities:
Students are expected to participate in physical education classes. A change of clothes is required for personal hygiene reasons. If a student is unable to participate in a PE class, it's the student and parent/guardian responsibility to communicate that with the PE teacher.

Hats: Hats are allowed in classrooms and hallways; BUT the office will support individual teachers who choose NOT to allow hats in their classes.

Homework: Students will discover that doing some schoolwork at home is necessary. The amount of time needed will depend upon each individual. Students are expected to complete all assignments on time. Students who find keeping up difficult, can access extra help from the teachers involved before or after school.

Language: As a school, we strive to have positive communications between all members of our school community. We expect students and staff to consistently use appropriate language and avoid derogatory and negative words. Inappropriate language will be addressed and may result in suspension.

Lockers: Students will be assigned a locker and school provided lock (personal student locks cannot be used). Students are expected to lock their lockers.

If a teacher does not allow cell phones in their classroom, students are expected to securely lock their cell phones in their lockers.

ATV's/Ski-doos/Quads etc.
These are not allowed to be driven on school grounds. Students who drive these vehicles in town are expected to follow town laws, park them at a friend's house, and follow the "idle in/idle out" policy

Parent-Teacher Interviews:
Interviews will be scheduled on:

NOVEMBER 3rd	**3:10-8:10pm**
MARCH 11th	**3:10-8:10pm**

Teachers or parents may arrange an interview at other times of the year if the need is indicated..

Photographs:
Student school pictures will be taken on: **Tuesday September 8th, 2026**
Retakes scheduled for**: Thursday October 29th, 2026 (am only)**
Grad Pictures: **Friday January 15th, 2027**

School Community Council:
The SCC will meet 5 times (every other month) throughout the school year in the library. All students, staff, parents/guardians of students enrolled at the school are welcome to attend. Meeting dates, times, agendas, and minutes will be communicated through the school website, social media, and parent/guardian emails.

Smoking: As of August 15th, 2010, the Government of Saskatchewan, proclaimed the provision which bans tobacco use on school grounds by students, staff, and all visitors. This new provision includes both smoked and smokeless tobacco (chew), as well as electronic cigarettes (vapes). AP 155
https://www.srsd119.ca/wp-content/uploads/2016/04/AP_RL_AP155TOBACCOANDTHEUSEOFTOBACCOPRODUCTS.pdf

Vaping
As of February 1, 2020, The Tobacco and Vapour Products Control Act will come into force and vapour products will be regulated in the same manner as tobacco products. This includes:
• Vapour products are not to be sold or provided to youth under 18 years of age.
• Use of vapour products is not permitted on school property or in vehicles with persons under 16 years of age, or in places where smoking is prohibited.
• In general, use of vapour products within enclosed public places is prohibited.
• The Tobacco and Vapour Products Control Regulations sets a three-metre area around any doorway, window or air intake of an enclosed public place in which no one can use vapour products.
• Saskatchewan Health Authority Tobacco Enforcement Officers will respond to complaints regarding vaping. To find the public health office serving your area, please visit their website at:
https://www.saskatchewan.ca/residents/health/public-health/public-health-inspectors

Student Leadership Council (SLC):
The SLC plans and organizes student activities. All students are encouraged to participate in student organized activities.

Verbal Threats/Threatening Behavior/Bullying/Physical Violence
We are all concerned about the safety and well-being of students and staff. These types of actions are not acceptable within the SRPSD and Birch Hills Public School. Incidents will be investigated and dealt with appropriately.
(AP 336)
https://www.srsd119.ca/wp-content/uploads/2016/04/AP_RL_AP336VIOLENCEANDSTUDENTHARASSMENT.pdf

(AP 338)

https://www.srsd119.ca/wp-content/uploads/2016/04/AP_RL_AP338WEAPONSANDEXPLOSIVES.pdf

Weight Room: The weight room is an opportunity for students to improve their fitness level through weight training. A permission letter for students in grades 9-12 is available at the office that needs to be signed and returned. Students are not allowed in the weight room by themselves.