

Student/Parent Handbook

2019-2020 EDITION

Mr. B. Batiuk
Principal

Mr. Michalchuk
Vice-Principal

Phone: (306) 749-3301

Fax: (306) 749-2922



Birch Hills Public School - Student Handbook
Administration Message

It is our privilege and pleasure to welcome you to BHPS. We aim to meet your learning needs.

This student planner has been prepared to assist you during your time in BHPS. Please read through the handbook and use it to help keep your school life organized. We have included an assortment of tools and instructional aids for your success.

If you believe there are ways we can improve the planner, please let us know and we will attempt to incorporate those next year.

Sincerely,

Mr. Barclay Batiuk
Principal

Mr. Rylan Michalchuk
Vice-Principal

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
Warning Bell: 8:50
Period 1: 8:55-9:48
Period 2: 9:48-10:40
BREAK: 10:40-10:50
Period 3: 10:50-11:43
Lunch: 11:43-12:28
Warning Bell: 12:23
Period 4: 12:28-1:20
Period 5: 1:20-2:13
BREAK: 2:13-2:23
Period 6: 2:23-3:15

Cellphones and Other Personal Digital Equipment

Electronic devices are viewed as a tool that can be used for educational purposes in the classroom.

BHPS has implemented a policy that permits its students the privilege of using their devices as an educational resource, with the permission of the classroom teacher. Students will need to learn that there are times it will be deemed acceptable to use such devices. However, they will also need to learn that there are times that will be deemed unacceptable. Recording of other students in a non-educational way will result in that student possibly losing the right to bring their device to school. Posting of pictures or video 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.

If requested, the office will store a device for a student during the day. The manner in which the device can be used will be at the discretion of the homeroom teacher.

If a student is caught at any time during the day using their device for non-educational purposes the following protocol will be put in motion:

- 1) The teacher confiscates the device and it is returned to the student at the end of the day. A call home by the teacher to the parent will be made to make the parent aware of student misuse.
- 2) The teacher confiscates the device and hands it in to the office where the device gets held until the parent comes in to get it back. The teacher will call home and advise the parent. Admin will become involved and meet with the student and family and advise that if there is another incident, the student will be required to leave all devices at home.
- 3) On the third incident, parents contacted by the teacher and device will be held at the office until a parent comes in and meets with admin. It is at this time, the student and parent will be advised that they are not allowed to bring any electronic devices to school for the rest of the school year.

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.

Educational Support for Students

The ESP focuses on assisting students achieve success in their classroom subjects. The classroom teacher refers students. The ESP teacher assesses students and appropriate programming is developed with parent's permission. The ESP teacher may:

- Provide assistance or materials to the classroom teacher;
- Provide inclusive support (in the classroom);
- Teach in small groups the appropriate strategies to aid in learning;
- Make referrals to outside agencies if required;
- Communicate with parents;
- Provide assistance with assessments; and
- Help students to organize their time.

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.

There will be open gym available in large gym from 12:00 - 12:25 for students in grades 7-12, if there is no scheduled events at that time.

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

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.

Noon Hours/ Breaks/ and Eating Area

K-6 eat in your rooms and then go outside. K-6 will go outside for recess unless there is inclement weather. (-30 including windchill, rain, etc)

Grade 7/8 will eat in ROOM ____ and then either go in their hallway, outside, library, or large gym.

Grades 9-12 will eat in the main foyer or their hallways.

All students are responsible for cleaning their eating area.

Student Parking: For the 2019-20 school year, students wishing to park on school property are able to park on the west end of the school and in the designated spots in the staff parking lot. This may change as the year progresses.

ATV's/Ski-doo's/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

ParentTeacher Interviews:

Interviews will be scheduled on:

NOVEMBER 6th 3:30-8:30pm

APRIL 8th 3:30-8:30pm

Teachers or parents may arrange an interview at other times of the year if the need is indicated. Students are encouraged to attend the interviews with their parents.

Photographs:

Student school pictures will be taken on: **Friday October 18th**

Retakes scheduled for: **Monday November 4th**

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_AP155TOBACCOANDTHEUSEOFFTOBACCOPRODUCTS.pdf

Student Leadership Council (SLC):

The SLC plans and organizes student activities. All students are encouraged to participate in student organized activities.

Technology:

At Birch Hills students have access to 25 Ipads, 90 Chromebooks, 20+ Laptops, and a computer lab with 25 computers in it. The first time students log on to a school computer they will be required to read and agree to SRPSD Acceptable Use of Technology Guidelines.

(AP 810)

https://www.srsd119.ca/wp-content/uploads/2016/04/AP_RL_AP810ACCEPTABLEUSEOFTECHNOLOGYFORSTUDENTS.pdf

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_AP338WEAPONSANDEXPLOSIONS.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.

