



## WELCOME TO BLUEBERRY SCHOOL

<http://blueberry.psd70.ab.ca/>

It is a pleasure to welcome you to Blueberry School. This handbook is designed to give you information that will help you be successful at Blueberry. Please do not hesitate to ask any staff member for assistance. We sincerely hope you will find this year interesting, rewarding, and satisfying.

## SCHOOL EXPECTATIONS

✓ Respect Self

✓ Respect Others

✓ Respect Property

These few expectations guide the behaviour of students, staff, parents and guests within our school. Students should be able to tell anyone what each looks like, sounds like and feels like for self and others.

## PARKLAND SCHOOL DIVISION NO. 70

[www.psd70.ab.ca](http://www.psd70.ab.ca)



### Vision:

Parkland School Division is a place where exploration, creativity and imagination make learning exciting and where all learners aspire to reach their dreams.

### Mission:

Our purpose is to prepare, engage, and inspire our students to be their best in a quickly changing global community.

## Values and Beliefs:

- We are a caring and compassionate organization – guided by what's in the best interest of our students.
- We believe learning is the foundation of all we do.
- We value trust and mutual respect along all of our education stakeholders.
- We embrace open and honest communication.
- We value and respect inclusion and diversity within our schools.
- We are committed to providing safe and caring places for all students to learn.
- We believe integrity and fairness are key pillars for student growth.
- We value collaboration and engagement with students, parents and our communities. Our successes are not possible without these contributions.
- We value excellence, innovation and risk taking.
- We value citizenship and recognize our central role in guiding students to understand their responsibilities and their place in the world.
- We believe that confident, adaptable and resilient students are successful students.
- We value leadership in all places – everyone in our Division has the potential to be a leader.

## **General Information**

- Yearly Calendar
- Bell Schedule
- Special Events at BBS

## **Educational Technology and FOIP**

- BYOD and Personal Electronic Devices
- Computer/Internet Usage
- Cell Phones/Personal Devices
- Freedom of Information and Privacy

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- Announcements
- Newsletter
- BSC (Blueberry School Council)
- BSFC (Blueberry School Fundraising Committee)
- Information Sign Board
- Emergency Contacts, Telephone numbers and changes
- Student absences
- Late arrivals
- Visitors to the school
- Parent Volunteer and Volunteer Coaching
- Student Assessment, Evaluation and Reporting
- Homework
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- Extra-Curricular Programs (Gr. 7-9)
- Physical Education

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- Student Fees
- Textbooks and Other Materials

- Lockers
- Inclement Weather
- Bussing Procedures
- Student Drop Off/Parking
- Allergies
- Accident & Injury
- Administering Medication to Students
- Supervision
- Valuables and Money
- Lost & Found
- Off Site Learning/Field Trips
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- Support and Mentoring Coordinator
- RCSD (Regional Collaborative Service Delivery)
- Health Services
- Speech Therapist
- Modified Programs
- How to get Help
- Learning Commons (Library)
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- Hot Lunch
- Grade 9 Farewell

## **Parkland School Division Emergency Response Plan**

- Fire Drill/Lockdowns



**2018-2019 SCHOOL YEAR**

Tuesday, September 4, 2018  
 Thursday, June 27, 2019

-First day of instruction for students  
 -Last day of instruction for students

Here is a link to the [PSD Calendar for 2018-2019](#) including all breaks and professional development days (no school for students.)



**2018-2019 BELL TIMES**

**Elementary (Gr. 1-6)**

**Grades 7-9**

ELEMENTARY (K-6)			JUNIOR HIGH (7-9)	
First Bell	8:03-8:10		First Bell	8:03-8:10
Announ.	8:10-8:15		Announ.	8:10-8:15
1	8:15-8:53		1	8:15-8:53
2	8:53-9:33		2	8:53-9:33
3	9:33-10:13		3	9:33-10:16
R	10:13-10:28		R	10:16-10:28
4	10:28-11:08		4	10:28-11:08
5	11:08-11:48		5	11:08-11:48
R	11:48-12:08		R	11:48-12:08
L	12:08-12:30		L	12:08-12:30
Announ.	12:30-12:35		Announ.	12:30-12:35
6	12:35-1:15		6	12:35-1:15
7	1:15-1:55		7	1:15-1:55
8	1:55-2:35		8	1:55-2:35
Dismissal	2:35 - 2:43		Dismissal	2:35 - 2:43
Buses Depart	2:45		Buses Depart	2:45

## SPECIAL EVENTS AT BBS

**In addition to regularly scheduled school student/parent/teacher conferences, assemblies and cultural events/presentations, we anticipate offering the following events:**

- September
  - Pancake Breakfast - Friday September 7, 2018 (Thank you council for helping us host this!)
  - Meet the Staff /Curriculum Update Evening - Thursday, September 20, 2018
  - Terry Fox Run - Friday, September 28, 2018
  - Volleyball (Gr. 5-9)
  - Cross-Country running (K-9) - Blueberry hosts the Chickakoo Run September 13, 2018
- October
  - Volleyball Tournament (Gr. 7-9)
  - Monster Mash
- November
  - Remembrance Day
  - Basketball (Gr. 5-9)
- December
  - Christmas Concert (Division I & II)
  - Division II Craft Day
- January
  - Journal Games (Gr. 4-9)
- February
  - Valentine's Day activities
  - Journal Games (Gr. 4-9)
  - 100<sup>th</sup> Day of School (Gr. 1)
  - Speech Arts (Gr. 7/8/9)
- March
  - Journal Games Relays
  - Badminton (Gr. 5-9)
  - Basketball Tournament (Gr. 7-9)
  - Journal Games Final
  - Choral Celebration (Gr. 4-9)
- May
  - Volunteer Appreciation
  - Provincial Achievement Exams (Gr. 6, 9)
  - Track Meet (Gr. 7-9)
  - Talent Show
- June
  - Musical Theatre Production
  - Grade 9 Farewell
  - Final Exams
  - Awards Ceremony (Gr. 7-9)
  - Fun in the Sun (Gr. 1-6)

## **BYOD and PERSONAL ELECTRONIC DEVICES**

The staff of BBS recognize the educational benefits that personal devices have in providing meaningful learning opportunities to our students in the 21<sup>st</sup> century. We also recognize that it is essential that students, parents and staff work collaboratively to ensure that all students utilize these devices for educational purposes and that they demonstrate the highest level of digital citizenship at all times.

As such, **with the permission of their classroom teacher, students in grades 2-9 will be permitted to use their personal during class time for educational purposes.** Students in these grades are asked to “Bring Their Own Device” to have available to them in order to enhance student learning. These devices should have adequate battery life, a keyboard, and the ability to access Google Apps for Education. (A cell phone would not be appropriate for this purpose.) BYOD is optional; we will have devices available for students to use and share if they do not have their own device. For more information please visit the [BYOD](#) section of the PSD 70 website.

Students will be expected to act in accordance with [Administrative Procedure 140](#) – Computer Network Acceptable Use Agreement and [Administrative Procedure 145](#) – Personal Devices. Students and their parents/ guardians will need to have signed a [Responsible Use of Technology](#) form. **Please be aware that the staff of Blueberry School are not responsible for any loss, damage or theft of devices.**

Students in Kindergarten-Grade 1 are also able to bring personal devices to the school for educational purposes. When required to support learning, appropriate technology will be provided for these students by the school to meet their learning needs. For those students who have an Individualized Program Plan or other identified learning need who would require the use of technology, personal devices will be permitted under the direction of the classroom teacher.

All of these devices are intended to enhance teaching and learning and we are excited about the variety of opportunities available to our Blueberry School students.

## **COMPUTER / INTERNET USAGE**

BBS philosophy indicates we trust all students to cooperate with the PSD computer/internet usage policy. Therefore, students are expected to stay away from sensitive and/or inappropriate internet sites (e.g. violence, racism, sexual content, some gaming sites, chat rooms...) and to demonstrate appropriate digital citizenship at all times. Any students who are not able to meet these expectations will be addressed by staff and administration. Students and parents sign a **Responsible Use of Technology Agreement Student Form** annually, at the beginning of each year outlining the expectations for technology use at Blueberry School.

## **CELL PHONES/PERSONAL DEVICES**

Cell phones/personal devices are permitted for use during class time for educational purposes only. Students can have access to school phones by asking their teachers and parents may phone the school at any time to contact their child. In order to provide the best learning environment possible for our students, we will not pull a student from class, unless it is an emergency, otherwise, we will pass along the message. Students who are using a cell phone/personal device in an inappropriate manner or at an inappropriate time will be dealt with by staff members and administration when necessary. Consequences for inappropriate use may range from (but are not limited to) temporary confiscation of the personal device to removal of the privilege of accessing the Blueberry School Network.

## **FREEDOM OF INFORMATION AND PRIVACY**

Personal information, including pictures of students and student work is collected for authorized programs and activities that are a normal part of school life. Each student requires a completed and signed [FOIP Parent/Guardian Consent Form](#) authorizing the collection and use of that information. Some activities include: the use of information/photo/work in newsletters, yearbooks or other school and school division publications, awards and recognition; photos/videos for educational purposes within and outside the school division including websites and presentations outside the division. We ask that students only take pictures of each other if students have prior approval from the school, and they are very aware of the ramifications of identifying or posting student pictures/information. Photos and videos of school activities (games, concerts, plays...) that are open to the general public may be taken and used for purposes within and outside the school as we cannot restrict such activity at public events.

## HOME & SCHOOL COMMUNICATION

At Blueberry school we recognize the vital role that effective communication between home and school can play in student success. It is with this in mind that we facilitate this communication through various methods:

- school and class newsletters
- student led conferences and student/parent/teacher interviews
- classroom newsletters
- "Remind" texts
- blogs/Google Classroom
- agendas
- Blueberry School Facebook page
- Blueberry School website
- Email
- Blueberry School Twitter feed
- phone calls & face-to-face conversations



The teacher is your primary contact and is responsible for keeping you informed of your child's progress throughout the year. Please contact your child's teacher if you have any questions or concerns.

## STUDENT PLANNERS (Gr. 1-6)

Every attempt is made by Blueberry School to ensure all parents and children know what events are going on at school, school news, meeting the staff, handling of difficulties, etc. Every Grade 1-9 student has access to a school planner or their own personal planning book or device. It is expected that students, parents & staff for Grades 1-6 complete the planner and sign it daily.

The Blueberry School planner has been designed to help students manage their time and plan their day so that they can take an active part in controlling their academic achievement. It is a vital tool for communication between teachers and parents. Homework and other information is written in the planner, including special events and due dates. All students in Gr. 1-6 will receive a school planner while students in Gr. 7-9 may purchase a school planner, provide their own, or use a personal electronic device to list their work. Students in Gr. 1-6 will be expected to obtain a parent/guardian signature daily after the parent/guardian has read the agenda information each day. All students in grades 1-6 are expected to use an agenda to list homework and other important information.

## ANNOUNCEMENTS

Read out over the P.A. system **twice** daily while students are in homeroom at 8:10 a.m. and 12:35 p.m.

## NEWSLETTER

Blueberry School will email our monthly newsletter for parents to be kept informed of events taking place at the school. Our newsletter is also updated monthly on our school website. Many classrooms/grades also have newsletters that are emailed regularly.

## BSC (Blueberry School Council)

The purpose of the Blueberry School Council is to provide teachers and parents and community members an opportunity to meet and discuss the education of our communities' children and to work together to enhance student learning. Blueberry supports the community school attitude in all of its endeavours. Please see our [website](#) for specific times and dates of 2018 2019 school council meetings.

## BSFC (Blueberry School Fundraising Committee)

Blueberry School has a Fundraising Committee that raises money through a variety of activities in order to support learning and special projects at Blueberry School. The BSFC has raised money for playground equipment, student technology and special presentations.

## **SIGN BOARD**

The sign is located directly south of the school. Information is changed frequently to keep everyone abreast of school events.

## **EMERGENCY CONTACTS, TELEPHONE NUMBERS & CHANGES**

In the interest of your child's safety, it is most important that the school has current home and work telephone numbers as well as accurate email addresses of the parents or guardians and emergency numbers of sitters or friends. Please check your Parent Power School account for the current demographics we have on file and update as needed. In the unlikely event that your child is believed to have a serious injury, you will be contacted as soon as possible. If the injury is deemed to be serious and you cannot be reached, your child will be taken to a local Medical Clinic or, if necessary, the Hospital in Stony Plain.

## **STUDENT ABSENCES**

Regular and punctual attendance is vitally important to student success both academically and socially. Parents are encouraged to plan their holidays to correspond with non-attendance dates for students. If this isn't possible, parents are requested to contact their child's teacher(s). Please be aware that due to the collaborative nature of the learning at Blueberry School, not all learning occurring in the classroom can be replicated through worksheets. Students are responsible for work they miss and are encouraged to have a homework buddy gather homework for them during their absence. If a student is leaving early for the day, please sign out at the front office. Thank you for arranging for sick children to recover at home where they are more comfortable.

Please email [blueberry.absence@psd70.ab.ca](mailto:blueberry.absence@psd70.ab.ca) if you know your child will be absent. If you do not have access to email, please phone the school @ (780) 963-3625 to inform the school of your child's absence and the reason. Should your child be absent with no parent message or information you will receive a follow-up call from the school. Parents will be contacted should attendance or lates become an issue. ([Administrative Procedure 330](#))

## **LATE ARRIVALS**

Punctual attendance is very important for academic success. The student and parent are to report in to the office upon arrival at the school and sign the absentee book. Parents will be contacted if there is an issue with chronic lateness.

## **VISITORS TO THE SCHOOL**

All visitors are asked to report to the office and sign in upon arrival at Blueberry School and pick up a volunteer or visitor pass. Due to class disruptions, student visitors are not allowed during class time.

## **PARENT VOLUNTEER AND VOLUNTEER COACHING**

Blueberry School values the contributions of volunteers and volunteer coaches in enhancing learning and extra-curricular opportunities for students while still recognizing its responsibility to provide a safe and caring environment for staff and students alike. The Board of Trustees has provided for volunteers working within the school under [Administrative Procedures 490 – Volunteers](#) and [Administrative Procedure 491 – Volunteer Community Coaches](#). It is the responsibility of the principal to follow the policies. Parents and community members are asked to contact their child's teacher and thus, the principal if they are interested in volunteering at Blueberry School. There are a number of sections to each of the policies, but one of the most important is cited below.

*The principal shall ensure that all volunteers whose service at the school over the course of the year is likely to exceed ten (10) hours of volunteer activity:*

- a) Complete a Volunteer Registration Form,*
- b) Provide a Criminal Records check, and*
- c) Sign a confidentiality agreement.*

## STUDENT ASSESSMENT, EVALUATION AND REPORTING

Report cards are available online through Power School three times each school year. Each report card contains cumulative term marks and teacher comments. In all subjects at the Gr. K-9 level, the marks are expressed using the achievement indicators of Exemplary, Proficient, Approaching Proficiency, and Beginning. If you would like a hard copy printed contact the school office.

Provincial Achievement Tests are written in Grade 6 and 9 in May and June in LA, Math, Science and Social Studies. Additionally at the end of terms and the end of the year there may be other final cumulative assessments such as exams or projects. Parents must notify the school if their child(ren) will be absent and alternate arrangements will be made. Course objectives, content evaluation procedures, and standards of achievement are consistent throughout all core subject areas

Communicating student learning is a key that unlocks door between the student, parent and teacher. The teacher provides the information that he/she has gathered through the assessment process to the student and parent, who in turn now have a shared understanding of how the student is doing. The greater the role students are given in the assessment process, the greater their understanding of how they are doing and the more meaningful the information both student and teacher can provide for the parent. More information can be found in the [Assessment and Reporting section](#) of the PSD Website.

Teachers at Blueberry School will have a balanced approach to assessing their students. Teachers will balance assessment 'for', 'of' and 'as' learning. The body of evidence collected will portray a picture for all as to the student's learning. Report card information is but one means of communicating student learning. Student/teacher and parent/teacher conferences are some further examples of communication channels available. Report card marks are but one point in time checks of the progress being made by our students. Parents are welcome to contact their child's teacher(s) to discuss progress. Teachers will report the student's progress in terms of the curriculum objectives and competencies.

Blueberry teachers will collect a body of evidence that will serve to allow staff to make informed professional judgments of each student. This evidence might come from observations of learning, examining products students create or as a result of conversations with students. Our students at Blueberry School demonstrate different learning styles and different strengths surrounding multiple intelligences and we as staff need to honour these differences, by allowing students to demonstrate learning in different ways. This could include, but is not limited to, oral presentations, dance or drama, written reports or tests, and oral examinations. Students may, at times, need second opportunities to demonstrate what they have learned and will be provided the opportunity to do so after demonstrating that they are adequately prepared for this second opportunity. Students will be assessed against Alberta Curriculum standards in terms of Exemplary, Proficient, Approaching, and Beginning.

## HOMEWORK

Homework serves as one strategy to support student learning. Students are expected to complete homework assignments. **If students are absent, they are responsible for work missed.** Each student is encouraged to have a 'homework buddy' who will gather homework and complete a 'homework assignment sheet' for her/him when he/she is absent.

Teachers deal with incomplete assignments in numerous ways:

- extensions
- having students complete homework during morning or lunch recess
- parent contact (student planner, phone; email)

We feel it is vital for students to understand the importance of good work habits and regular review. This will help them to do their best and produce high quality products.

## RECOGNITION AND AWARDS

At Blueberry School we believe in acknowledging and celebrating the accomplishments of our students. We are able to do this in many ways throughout the school year, ranging from recognition during a school-wide assembly to in-class celebrations, positive notes in agendas and phone calls home.

- **Grade 4-6**  
Grades 4-6 at Blueberry School have a monthly awards assembly for their students. At these assemblies we recognize citizenship, positive attitude, participation, etc. Students receiving an award get a specially designed certificate.
- **Grade 7-9**  
Blueberry School has developed an awards program for its Grade 7-9 students. We recognize citizenship, positive attitude, participation, athletics, academics, etc. Certificates of recognition and merit are awarded by individual subject teachers. Students receiving an award get a specially designed certificate. Our annual year-end June awards ceremony recognizes students who have excelled academically, athletically and in the areas of citizenship and leadership. Students receiving awards and their families are invited to the ceremony. This activity provides us with an opportunity to celebrate the talents and hard work of our students.



## **ATHLETIC PHILOSOPHY**

Blueberry School endeavors to promote a balanced intramural/interscholastic program for its students. The opportunity to take part in athletics with friends at lunch hour or to compete on a school team is given to all students in grades 7-9.

Intramurals for grade 7-9 students normally occur two lunch hours per week. Depending on the activity, students can either sign up beforehand or just drop in. The schedule of events corresponds with Phys. Ed. classes and extracurricular teams.

Decisions on final selection of extra-curricular teams rest with the coach(es). Factors such as grades, ability, conduct in school, and commitment to the team, as well as skill, are all taken into consideration. Coaches and athletes should realize that they are highly visible role models and as a result, the spirit of cooperation, sportsmanship and fun are reflected in all they do. Communication between coaches, players and parents should be approached in a positive, constructive manner.

Parents are asked to transport their child(ren) from practices and to and from games.

## **EXTRA-CURRICULAR PROGRAMS – Grade 7-9**

The extra-curricular programming at BBS is considered to be developmental in nature at all levels. As the skill level of students increases so to does the competition level of the teams.

School teams play against other schools in the Parkland School Division. We enter Developmental (Grades 6 & 7), Junior (Grades 7 & 8) and Senior (Gr. 7 to 9 - mostly Grade 9) teams, depending on the number of interested students and the availability of coaching staff. There is a Division sponsored tournament at the end of the season to declare Division champs. Developmental and Junior teams stress participation, skill development and fun. Senior teams are more serious and look for a larger commitment to excellence from the participants.

All coaches will provide a written description to students participating in the activity including a description of the nature of the team (i.e, developmental or competitive).

Interscholastic teams include:

- Volleyball, Basketball, Badminton, Track & Field, Cross Country running and Journal Games Relays.

At Blueberry School, the Drama Club provides its members with opportunities to extend their skills in the area of drama through many performance activities: in class, monthly awards ceremonies, and large school plays.

The choir provides its members with opportunities as well. They perform during announcements, at school ceremonies, at many centres in the community and on extended field trips to other schools and venues.

The leadership team extends opportunities for its members to take part in the planning, organization and implementation of many major school functions and spirit building activities.

## **PHYSICAL EDUCATION**

Participation in Physical Education opportunities is important for the well-round education and wellness of students. For a student to be excused from a class, parents are asked to write a note explaining the reason(s). If a child is unable to participate for a longer period of time, a note from a physician is required.

## **SCHOOL POLICIES AND PROCEDURES**

### **STUDENT FEES**

Additional fees **may** be payable for off-site activities or if your child is registered in certain complementary or CTF Options:

- Art
- Foods
- Hammer & Nails
- Science Extension
- Animal Health
- Other (to be determined for the upcoming school year)
- Digital Imagery
- Outdoor Education
- Drama
- Extended Fieldtrips
- Robotics

## TEXTBOOKS AND OTHER MATERIALS

All textbooks are provided to students by the school, and all students are responsible for their assigned textbooks. It is expected that students will return the texts in the condition in which they were loaned. Lost, missing, or damaged texts will be assessed at the cost of replacement and a receipt will be issued.

Students are responsible for being prepared for classes. This includes having the necessary supplies, including paper and pens or pencils. Parents are requested to check periodically to make sure their children have the necessary materials.

## LOCKERS

### Grades 7-9

School issued locks are the only locks permitted for use on these lockers.

All grade 7-9 students and parents must digitally sign a [Parkland School Division Locker License Agreement](#) on an annual basis, available on Power School. Upon completion of the form, students will be assigned a school locker and a lock.

- students must have a school lock on locker with serial # and combination recorded by the homeroom teacher;
- any changes **must** go through the homeroom teacher;
- students will be charged for lost locks and/or damaged lockers.

Students are reminded to keep their combinations private. If a lock needs to be replaced the cost will be \$7.00.

Locker access:

- prior to homeroom in a.m. and p.m.;
- morning break time
- before and after P.E. classes;
- if given permission by a teacher

Students are responsible for items in their locker. If administration deems necessary, student lockers may be inspected without the consent of the students. Failure to follow procedures will result in a loss of your locker for a period of time.

## INCLEMENT WEATHER

While the PSD Transportation Department may choose to cancel the operation of buses under extreme weather conditions as outlined in [PSD Administrative Procedure 131 – Inclement Weather](#), **Blueberry School remains open on all instructional days**. The final decision to send a child to the bus stop or to school rests with the parents, even though buses may be non-operational. Students will be outside in the morning and at recesses unless the temperature and/or wind-chill indicate an indoor day.

Please check the PSD Website; <http://www.psd70.ab.ca/OurSchools/Pages/SchoolClosures.aspx> for information on bus cancellations.

## BUSSING PROCEDURES

Information regarding Parkland School Division Transportation can be found on the Parkland School Division website [www.psd70.ab.ca/Transportation](http://www.psd70.ab.ca/Transportation)

For other children (friends, etc.) to ride your bus, permission **must** be given by the bus driver or Student Transportation (963-8452). Parent communication must accompany the request. Notify your driver if your child won't be on the bus. It is the school's policy to put all children on their designated bus after school when a child is unsure of what he/she is to do. Please contact the school prior to 2:15 if there is an emergency and your child will not be riding the bus at the end of the day

## STUDENT DROP OFF/PARKING

Thank you for dropping students off in the designated area and for using the visitor parking as marked. Please ensure that handicapped parking is available for those who require it. The one way loop by the school is intended to be drop-off only. If you would like to walk your child to the school please park in one of the available stalls in the west side of the front parking lot. Please keep traffic moving smoothly along the front sidewalk and abide by all posted signs.

## **ALLERGIES**

Blueberry School is a NUT-sensitive and SCENT-sensitive school. Allergies to different substances cause some students and staff to be medically at-risk. **Parents are to inform the school if their child is at-risk.** The school will prepare a package for all staff notifying them of students medically at-risk. Students will be identified by name, photo, class and allergy.

Peanut and other nut products are not to be eaten in general areas. Products, such as 'pea butter', should be clearly identified or they will be treated as peanut butter.

**Aerosol products are not permitted at Blueberry School.** Students are encouraged to bring underarm deodorant in a stick form. Perfumes are also discouraged as they have ingredients that cause distress due to allergies to some students, staff and community members.

## **ACCIDENT & INJURY**

Bumps, bruises and scrapes happen, and usually only require the most minor of treatments which will be administered at the school. If a child has been significantly injured at school, or requests to call home, then the school will contact the parents or the emergency contact number. If a child needs immediate emergency medical attention, the school will call an ambulance to have the child taken to the hospital.

## **ADMINISTERING MEDICATION TO STUDENTS**

Parkland School Division acknowledges that the primary responsibility for administration of medications rests with the family and/or the appropriate medical personnel. Whenever possible, medication (prescription and non-prescription) needs to be given at home. However, it may be appropriate in certain circumstances for school staff to assist parents in the administration of medications to students. In each of these cases, parents are required to have completed the appropriate paperwork ([Request for Assistance to Administer Medication Form](#)) which includes written instructions and signatures of the parent and physician. These forms must be on file before any medication can be administered. Forms are also available through the school office. If you have any questions regarding the distribution of medication to students please speak with your school Principal. Parents are requested to contact the office, (780) 963-3625, for a copy of Division Policy and Procedures. The policy and procedures are also available on our School Website. Non-prescription drugs are not to be brought to school.

## **SUPERVISION**

Supervision is provided on the playground and bus area before school from 7:45-8:05 a.m. Recess and lunch times are also supervised. After school, bus supervision is provided until busses are loaded and en route, at 3:45 pm.

## **VALUABLES & MONEY**

Students should not bring large sums of money, etc. to school. Jewelry and other valuables should be locked in lockers (if available) or left with your homeroom teacher or the office.

## **LOST & FOUND**

A lost and found box is located near the custodians' office as well as in each pod. Items unclaimed in classrooms, hallways, or the playground are placed in it. To assist the school in identifying personal property, please label all articles. Periodically, all articles in the lost and found will be laid out and displayed. Items not claimed will be donated to charity.

## **OFF-SITE LEARNING/FIELD TRIPS**

Throughout the year learning may take place away from the school building, either in the community or in another location. These off-site activities can be valuable educational experiences that may provide opportunities to supplement and enhance school programs. Parents will be given prior information and the opportunity to make informed decisions about participation in any off-site activities. According to Parkland School Division [Administrative Procedure 260: Off-Site Activities](#), section 3.3: *Written Parental Permission: 3.3.2 May not be required at the discretion of the Principal for trips such as walking trips in the neighborhood of the school or for curricular lessons at local spots...that require brief transportation.* There will be a field trip permission form to be signed at the beginning of the year regarding these types of field trips. Trips that are longer, have a cost attached, or involve higher-risk activities will have additional information and permission sent home.

Administration, staff and parents work together to budget and allocate money and time for field trips. Often parents are invited to help supervised students. Staff members will contact parents when assistance is required, generally the number of parent volunteers is limited, and parents are asked to make alternate arrangements for younger siblings.

## DISCIPLINE POLICY

Blueberry School operates on the belief that students will treat self, others, and property with dignity and respect. We believe that these beliefs will create a safe and supportive atmosphere for learning. A major component of learning in school centers on social and personal development. Blueberry's School Expectations place the responsibility for student behaviour with the student. Students can and will make good decisions if they are given the opportunity to decide, are given the positive support they need, and held accountable for the decisions they make by their parents and our staff. It is expected that students meet the expectations for student behavior while on school property or involved in school-sponsored or related activities. Parents play a vital role in developing student behavior and conduct. It is the expectation of Blueberry School and Parkland School Division that parents:

- be aware that student behavior is subject to the expectations as set out by Board policy
- will review the school's expectations for student behavior and conduct with their child(ren)

### **School Act – Code of Conduct**

The School Act says in Part 1, "Students", Section 12 that:

A student shall conduct himself/herself so as to reasonably comply with the following code of conduct:

- be diligent in pursuing his/her studies and attend school regularly
- co-operate fully with everyone authorized by the Board to provide education programs and other services
- comply with the rules of the school
- account to his/her teachers for his/her conduct
- respect the rights of others

### **Blueberry School Discipline Policy**

Students will make mistakes. When this occurs, our students must take responsibility, serve any consequences, and work towards ensuring that they are more responsible the next time. Consequences for inappropriate behaviour will be taken from a position of logical consequences. In keeping with our beliefs and recognizing students are individuals, allowances may be made to provide for these individual differences. However, all students will be responsible for their behaviour and held accountable for their actions.

Parents and staff must take responsibility for teaching the appropriate behaviours and dealing with any student mistakes. Discipline is seen as an ongoing process rather than an event. Success is most likely to occur when home and school work together in the best interest of the child. Students are expected to make positive choices.

### **Expectations**

#### **✓ Respect Self**

#### **✓ Respect Others**

#### **✓ Respect Property**

These few expectations dictate the behaviour of all within our school. Students should be able to tell anyone what each looks like, sounds like and feels like for self and others.

### **Discipline Procedures**

Minor Transgressions: All minor concerns will be dealt with on the spot in the class, halls, and playground by the staff member who is most closely involved with the situation. Students will know that they used poor judgment, they will take responsibility for their actions and a consequence will be given if needed. Minor concerns become more serious if students continue to repeat the offence. It is expected that behaviour will change once it has been pointed out to a student.

Major Offences: Most major offences will be dealt with as a team. Teacher(s), support staff, parents and administrators may make up the team membership and the team may take on different membership depending on the offence. In almost all situations the parent will be contacted when his/her child has done something unacceptable.

## **ALCOHOL & DRUGS**

Any student caught using, under the influence, selling, or in possession of tobacco, electronic smoking (e-cigarette/vapourizer) drugs, inhalants or alcoholic beverages on school property, in a school bus, or at school-approved events, will be dealt with severely. Additionally, the R.C.M.P. may be notified.

## **TOBACCO**

Blueberry School, and all Parkland School Division property, are smoke-free areas. Students, staff, and community are not allowed to smoke or utilize electronic smoking (e-cigarette/vapourizer) materials in the school or on the school grounds.

## STUDENT DRESS AND FOOTWEAR

### Dress code:

1. Beliefs:
  - a) Students are expected to dress appropriately and students' dress should:
    - i) Reflect the values, beliefs, and standards of our school and community;
    - ii) Ensure safety of self and others
2. Guidelines:
  - a) Will be reviewed each year and developed as "trends" change. Current guidelines include:
    - i) Footwear is mandatory at all times, or as otherwise specified
    - ii) Footwear that marks or damages the floor shall not be worn
    - iii) T-shirt slogans or graphics should be tasteful. No reference to alcohol, drugs, violence, sex, etc.
    - iv) Clothing will not be of a revealing nature (No "butts" no "boobs" no "bellies".)
    - v) Students wearing inappropriate clothing will be asked to change clothing. Parents will be notified if an issue persists.

We request that parents be sure their children are dressed according to weather conditions. This is especially important in the winter when children are walking to school, riding their bus or going out for recess. Weather conditions can change quickly. All students are required to remove outdoor footwear when they enter the building. This procedure helps ensure the cleanliness of the building. All students must have **indoor running shoes (clean and non-marking)** which they wear when inside the building and for physical education.

## SCHOOL FACILITIES AND SERVICES

### Social/Emotional Support

Support services are available at school for issues that arise in the classroom and/or on the playground. Blueberry school works closely with our Children's Mental Health School Therapist to provide services for students. Blueberry School offers proactive social/emotional support programming through our Community Builders/Community Classroom as well as programmed Girls Groups and Boys Groups. Referral support to community resources is offered to students and families with more complex concerns or with concerns that only appear at home.

### RCSD (Regional Collaborative Service Delivery)

The Student Health Initiatives offers services to families in addressing health needs. These areas include emotional and behavioral support services, speech and language and family support. These services are in place to benefit students in order to experience optimum success in school.

### HEALTH SERVICES

The public health nurse may be reached at the health unit at (780) 968-3700.

### SPEECH THERAPIST

The speech therapist (from the local health unit) may be available for individual/group student assessment and assistance.

### MODIFIED PROGRAMS

For students with diverse learning needs, Blueberry School offers many strategies, supports, and resources to ensure student success. IPPs (Individual Program Plans), Assistive Technology, differentiation within the regular classroom, support from the Inclusive Education Lead Teacher and educational assistant support are just a few of the resources used to support learners with diverse needs.

### HOW TO GET HELP

If you are experiencing difficulty with school or schoolwork, the following people will be of help:

- **Homeroom Teacher** – If you experience peer problems, loss of personal goods, etc., your homeroom teacher can probably help you.
- **Subject Teacher** – If you are in Gr. 7-9, these teachers are available to give you extra help at lunchtime or after school.
- **Administration** - If your homeroom teacher can't solve your dilemma, please ask the principal, assistant principal.

## **LEARNING COMMONS (Library)**

The Learning Commons is an integral part of the learning program within our school. We try to provide materials at all levels of student development and interests. The library commons is a space in our school where students may work independently, in small groups, or in whole class activities. Most books, with the exception of encyclopedias and other specific reference books, may be borrowed for use outside the library. Students are encouraged to carry plastic book bags to and from school to protect books from weather and other damage.

Please encourage your children to take care of the library books and return them to school on or before the due date. Providing space at home where library books may be stored until they are returned will help minimize loss or damage. Students are responsible for books signed out and will be required to pay for lost or damaged books. Money will be refunded if and when the book is found.

When students are transferring to another school all library books must be returned to the school.

## **TELEPHONE**

A telephone is located in each homeroom. This phone may be accessed with permission of the teacher. The telephone in the main school office may be used only in the case of an emergency and requires a teacher's note. Due to the increasing number of calls coming into the office for students, we find it very difficult to pass messages on to the students at the end of the day. Therefore, we ask that all parents and guardians please make their arrangements prior to coming to school, unless of course, an emergency arises. Cellphones are not allowed to be used by students during class time, other than for learning purposes.

## **EATING TIMES**

Student eating times coincide with breaks:

10:13-10:28	Grades K-6
10:16-10:28	Grades 7-9
12:08-12:30	All Grades

ECS – Gr. 9 – Food is to be eaten in homerooms, or other designated eating area at the lunch break.  
*Eating in some areas of the school is restricted due to allergies and equipment (large gym, library, hallways, etc.)*

## **BEVERAGE / SNACK MACHINE**

Located in the west foyer, these machines are for grade 7-9 use only. Items may be purchased before and after school and during lunch break only. Older students may not buy items from these machines for younger students.

## **HOT LUNCH**

Hot Lunch is offered to students from October to June. Menus are available online monthly. Students pre-order and pre-pay for these meals. Cost varies depending on the size of the meal ordered. Visit [Blueberry Hot Lunch Program](#)

## **GRADE 9 FAREWELL**

This group has fundraisers during the year. The money earned goes towards paying for the ceremony held in June and a legacy gift. Parents and staff members help students throughout the year to plan this evening. Committee work includes: decorating, food, dance, speeches, etc. Parent volunteers are required to help make this evening a success.

## **PARKLAND SCHOOL DIVISION EMERGENCY RESPONSE PLAN**

Parkland School Division's first priority is the safety, security, and well-being of our students and staff. While we hope our schools are never faced with an emergency situation, we are prepared to respond to an incident if one should occur. For more information please visit the PSD 70 website, the [Emergency Response Procedures](#) section.

We have taken steps to prepare our schools and school jurisdiction to deal effectively with emergency situations that may occur in or around a school during the school day. Our comprehensive Division Emergency Response Plan is complemented by individual plans tailored for each school. These plans are reviewed regularly.

In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, including the police and the fire departments, and parents.

Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Please observe the procedures explained below.

### **In the event of an emergency:**

#### **Do not call the school or your child's cell phone.**

We understand and respect your concern, but it is essential that the phone systems be available for emergency communications. If you call the school you will tie up lines and systems required for communicating with emergency responders and may inhibit our ability to send or receive critical information.

By calling your child's cell phone, you could potentially put them in harm's way, depending on the nature of the crisis. Please do not call. We will ensure that you get the information you need by contacting you.

#### ***The quickest way to receive emergency information.***

There are many ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

- Visit the **Division website** - <http://www.psd70.ab.ca> for updated news.
- Call the Centre for Education at 780-963-4010.
- Tune into a local radio or television station.

#### ***What happens during a Lock-Down or Shelter-in-Place?***

In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures of anyone including staff, students or parents. You will not be allowed to pick-up your child until after an "all-clear" is given and established student release procedures are in order. This procedure will be strictly adhered to under all circumstances. Please do not go to the school until instructed to do so.

#### ***What if the school is evacuated?***

It may be necessary to keep the streets and parking lot clear for emergency vehicles.

If it's necessary to evacuate the school, students will gather at a primary assembly location, pre-determined by each school, to ensure their safety. Students will remain at the assembly location until they are returned to the school or released to their parent/guardian.

Depending on the severity of the situation, students may be transported to a secondary assembly location away from the school. You will be notified of this via the Division website and the media.

#### ***How do I reunite with or pick up my child during or after an emergency?***

Should circumstances merit, the school may activate a student release procedure. This allows the school to do a controlled release of students to their parent/guardian. Should it be necessary to activate the student release procedure, instructions on where and when to pick up your child will be posted on the **Division website** <http://www.psd70.ab.ca>. Students will remain at either the primary or secondary assembly location until they return to the school or are released to their parent/guardian.

Instructions on where, how and when you are able to pick up your child will be posted on the front page of our website. Please also read the Procedures for Parent-Child Reunion.

Carefully read all information you receive from the school regarding emergency procedures as assembly locations are different at each school. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.

### **Procedures for Parent-Child Reunion**

To ensure your child's safety, and to assist staff in quickly reuniting you with your child, please observe the established procedures. We recognize that you may be worried and want to be reunited with your child as quickly as possible; however, this system has been established to ensure your child's safety. You could be jeopardizing your child's or another child's safety by not adhering to these procedures.

1. Detailed release instructions will be posted at the secondary assembly location.
2. A designated Parent Waiting Area will be established at the secondary assembly location. Please wait in this area until your child is brought to you. This is for the safety of both you and your child.
3. No student will be released unless you or an individual designated on the student's Emergency Information Card arrives to pick up that student.  
**Note:** Please ensure the information on your child's powerschool demographics is up to date.
4. Every parent/guardian will be required to sign for the release of their child. This step is extremely important, as it is the school's only means of ensuring all students are accounted for at all times. Please do not take your child from the secondary assembly location without signing for their release. You will also be required to show valid identification during this process to ensure students are safely released to their custodial parent/guardian.

All students will be kept at the secondary assembly location until a parent/guardian can arrange to pick them up.

**Note:** It is imperative that contact information is updated. . Each school refers to this information in the event of an emergency.

**For more information contact:** The Centre for Education at (780) 963-4010

### **FIRE DRILL/ LOCKDOWNS**

During the first week of classes in September, students are informed about procedures to follow. Each room differentiates only in where the students are to leave the school and report outside. There are several practice drills over the course of the year.