

Blue Hills Community School

**Parent/Student
Handbook**

2017-2018

Blue Hills Community School

Box 30
Buffalo Head Prairie, AB
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Learn, Work, Grow...Together!

Message from the Principal

Welcome back to a new school year. The staff and I are excited to be back for another school year. We have many new ideas and programs planned for our students. We will continue to ask students for their input into programming and activities.

The junior high students will continue on with the Real Life programming. Students will have input on what projects they want to do and the school will assist them in helping them meet their goals.

At the end of the first week of school teachers will be sending home a letter stating the rules that need to be followed in the classroom. The rules will be developed with the input of students. Parents can also give feedback on the rules as well. The purpose is to have all people involved knowing what to expect on a daily basis at school. With a set of rules and expectations clearly communicated the learning environment will be more comfortable for all.

I would like to leave an open invitation to all parents to visit the school when you have a chance to see what is going on and even get involved with some of the school activities. I know the teachers will also send out formal invitations for some of the activities and events that they will be planning this year.

Let's work together to make this school year successful and exciting one for our students.

Sincerely,

Terry Gibson
Principal

School Information

Mailing Address	Box 30 Buffalo Head Prairie, AB T0H 4A0
Phone	(780) 928-3632
Fax	(780) 928-2299
Email	bluehillsoffice@fvvd.ab.ca
Grade Configuration	Kindergarten to Grade Nine
School Opening	1987-1988
Sports Team Name	Blazers

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.

13. INSTRUCTIONAL FEE POLICY

- a. Fees are due and payable at the time of registration and prior to receipt of services unless arrangements are made with the school principal for alternative terms of payment. Fee schedule will be posted in September newsletter.

School Council Bylaws

- 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

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.
- Be familiar with the curriculum associated with your child's classes and grades.
- 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

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 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

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

Learn, Work, Grow...Together!

Blue Hills Community School's Vision

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

- Increase reading levels of all students.
- Have all grade 9 students choosing to go on grade 10 at La Crete Public School or the Learning Store.

School Council Code of Ethics

- 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

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 principal. The school council is composed of six elected parents, one teacher representative, the 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.

A copy of the School Council's bylaws can be found on page 31 of this handbook.

2017-2018 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.

For a copy of the education plan please call Mr. Gibson.

School Staff

Miss Melanie Reid	ECS/Inclusive Ed Coordinator
Mr. Henry Driedger	Grade 1
Miss Sarah Lawlor	Grade 2/3
Miss Chiasson	Grade 3/4
Mr. Walker	Grade 5
Mr. Jody Vey	Grade 6
Mr. Robert Smith	Grade 7 homeroom, JH Math and Science
Ms. Shepherd	Grade 8/9 homeroom, JH Social and Language Arts
Mr. Terry Gibson	Principal & 9 Math
Mr. James Gibson	Custodian
Mrs. Sheila Gibson	Secretary
Mrs. Jacquie Braun	Educational Assistant
Mrs. Teresa Harder	Educational Assistant
Mrs. Peters	Librarian
Miss Tena Teichroeb	Early Literacy Assistant
Miss Lisa Neufeld	Educational Assistant Learning Store
Mr. Elmer Wieler	Bus Driver
Mrs. Annie Neufeld	Bus Driver
Mr. Willie Neufeld	Bus Driver

Bell Schedule

8:35 am	Buses Arrive	11:55 am	Lunch
8:38 am	Warning Bell	12:10 pm	Recess
8:40 am	Announcements	12:30 pm	Warning Bell
8:45 am	Period 1	12:35	Period 7
9:15 am	Period 2	1:05 pm	Period 8
9:45 am	Period 3	1:35 pm	Period 9
10:15 am	Recess	2:05 pm	Recess
10:25 am	Period 4	2:15 pm	Period 10
10:55 am	Period 5	2:45 pm	Period 11
11:25 am	Period 6	3:10 pm	Dismissal

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

Every day 2 and 4 volunteers can help laminate new books, put books back onto shelves and read to students.

Office Volunteers

Office volunteers are encouraged to visit the school at any time to assist in preparing materials for the school and classes. Some activities could include photocopying, preparing classroom materials (cutting, coloring, pasting), laminating, and preparing bulletin boards

Office volunteers can pick and choose which tasks they would like to complete. Anyone planning on coming to the school as an office volunteer is asked to call the school to ensure there are tasks to be completed.

Hot Lunch Teams

These volunteers assist the School Council, preparing hot lunches for students. Sign up occurs at the annual AGM.

General Information

Student Intramurals

During the school year, a number of intramural sports are offered at lunchtime to students in grades 1-9. The intent of these intramurals are to promote teamwork, participation and sportsmanship.

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. 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.

Academic Information

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

On Day 1, all Junior High students travel to La Crete to attend Home Economics and Industrial Education classes. Buses leave the school at 12:10 pm and arrive back at 3:10 pm.

For students who wish to remain in La Crete rather than return to Blue Hills on the bus, they must have a note signed by a parent and the principal. Students are not allowed to leave La Crete Public School during class breaks.

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.

Academic Information

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 and the school.

Students Going to the Bush

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

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:

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

Every morning, students participate in opening exercises conducted over the intercom system, which include:

- The Lord's Prayer
- Announcements for the day (read in classrooms)

General Information

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. The following guidelines have been established to ensure proper care and borrowing limits of library materials:

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

Student Assessment

Report Cards

All students will receive four reports. Four formal report cards will be sent home on the following dates:

- November 17
- February 9
- April 27
- June 28

Junior High Report Cards will reflect midterm and final exam marks. Parents may request an update regarding their student's marks or academic progress at any time.

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.

Student Assessment

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

The individual results of these tests will be made available to parents in the Fall.

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

General Information

Student Agendas

At the beginning of the school year, every student 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.

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

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 head and hand protection.

Junior High School Fees

The following fee schedule will be followed for Junior High students. Fees are to be paid at the beginning of the school year.

JH Shop Fee for LCPS	\$20
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Canteen

A canteen will be open every school day at lunch for students to purchase lunch and snack items. The canteen is managed by a group of Junior High students. Canteen prices are kept as low as possible, with all funds raised set aside for fundraising for school activities or for approved charities.

Canteen menus will be sent home as updated.

Student Assessment

Canadian Achievement Testing (CAT)

Students in grades 1-9 participate in Canadian Achievement Testing in late April to provide student information to teachers in the areas of Language Arts and Math. These tests provides the school and parents with many useful pieces of information, including:

- Individual student, class and school growth from previous years
- Specific strengths and weaknesses of specific students and grades
- Assists in providing the best programming for students and classes
- Identifies students for further testing

The individual results from these tests are included in the June report card and the general school and grade information is shared at the October School Council meeting, as well as the Fall potluck.

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.

School-Wide Behavior Expectations

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.

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 Principal in 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).

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.

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 is granted from the principal or classroom teacher. During break time, students can use the phone without asking for permission. Students use the phone found in the office in the corner on the table.

Recess Supervision

At each recess break, student supervision is provided by staff members on the playground, in the school and in the study hall.

Communication with Parents

Blazer Update

The Blazer Update is a newsletter sent home with the youngest student in every family every second week 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.

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 and staff 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.

House Team System

At BHCS, all students from kindergarten to grade 9 are divided equally into four house teams – Avalanche, Volcano, Tsunami, and Tornado – 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.

Bus Rules

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 voices
- Take care of your garbage

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

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.

Communication with Parents

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
- February
- April or May

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

Student Attendance

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

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.

- Students in grades 1-9 can be sent to the study hall at lunch times until missed work is completed.

Student Recognition

YEAR END AWARDS

Elementary Awards

At the end of the school year, the following awards are presented to Elementary students:

Overall Effort	one boy and one girl per elementary class (based on criteria used throughout the school year at each end of term awards)
Academic	grades 4-6 – 80% or above in all four core courses, no grade less than 75%
Citizenship	choose one student per grade who has consistently demonstrated outstanding citizenship throughout the school year
Leadership	For students showing leaderships Skills throughout the school year

Student Recognition

Junior High Awards

At the end of the school year, the following awards are presented to Junior High students:

Academic Excellence High	highest overall average in Junior High
Academic grade level (plaque) Achievement	highest overall average at each grade level
Citizenship	student who best demonstrates kindness to all students and teachers, leadership within the school, a dedication to school and its students. (plaque)
Athletic	top male and female athlete
Overall Effort	one student per Junior High class (based on criteria used throughout the school year at each end of term awards)
Sportsmanship	one boy and one girl who have demonstrated outstanding sportsmanship on a consistent basis throughout the school year
Leadership	For students showing leaderships Skills throughout the school year

Safety Procedures

Fire Drill/Emergency Evacuation

In the event of an emergency evacuation, students are asked to remain clam 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.

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.