

# Beacon Hill Public School

## Parent Handbook

2015-2016



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Welcome to Beacon Hill School – Where Individuals Count! Beacon Hill carries a long tradition of student success and supporting the special needs of each student. We offer a variety of programs to students from ECDP to grade 8. Our school colors are blue, yellow, and white and our school teams are the Beacon Hill BEARS. “ROARY” is our school mascot. We make every effort to nurture individual growth and to recognize student achievements in as many ways as possible. We are proud of our school community and the safe and caring environment we all work together to maintain.

Parents are partners in the education of students at Beacon Hill School. We will continue to do our best to include parents in decisions that affect their children and to keep as many lines of communication open as we can. I hope you find the information in this handbook helpful. Please come in and see us. We welcome your calls and visits.

Mr. Waleed Najmeddine  
Principal

<b>II. Vision Statement</b>	<a href="#">Table of Contents</a>
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*Beacon Hill Public School is a positive learning environment providing students opportunities to engage in a variety of educational experiences.*

**Statement of Beliefs:**

1. All school community stakeholders must work together as a team committed to promoting our school’s mission statement.

2. Each child has unique learning styles, interests, and needs. Our aim is to differentiate instruction to offer all students a rich opportunity to grow and experience success.
3. Fostering a love for learning in students will serve them their entire lives.
4. Recognition of achievement of all types is an important factor in the growth of all school community members.
5. Maintaining a safe, caring, and healthy learning environment is a key to the success of all students.
6. Behaviour expectations for students must be clearly defined.
7. Discipline is a learning process; students should be held responsible for their behaviour.
8. Parents are partners in their child's education. Effective communication between the school and home will foster the success of this partnership.



- B**ravery – doing what's right, no matter what
- E**ndurance – never giving up
- A**chievement – trying your best in all things
- R**espect – yourself and others
- S**haring – with others

<b>II. General Information</b>	<a href="#">Table of Contents</a>
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**Nut-Safe Policy**

Students in our school are commonly identified as having serious allergic reactions to nuts. Within a matter of seconds, these children may suffer from severe swelling and restricted breathing. To provide as safe an environment as possible for all our students, Beacon Hill staff and students will do our best to be a **nut-safe school**. We respectfully ask that all parents avoid sending to school any foods with nuts, or any imitation nut products.

The concern with imitation nut products (i.e. Wowbutter or Sunbutter) is that they are so similar to peanut butter in smell, taste, and texture, that they give other students the false impression that it is OK to bring peanut butter to school. Anaphylactic students can understandably become quite worried upon seeing/smelling these products, evolving into a very disruptive incident. Imitation products also force staff to analyze every lunch or snack brought to school to determine if it poses a threat or not. This can create a very stressful environment for everyone in our school, and must be avoided.

**Calendar**

See the District and school calendars online at [www.beaconhill.fmpsdschools.ca](http://www.beaconhill.fmpsdschools.ca)

**School Day Schedule**

**ECDP**

**Monday-Friday:**  
11:45-2:45 p.m.

**Kindergarten:**

**Monday-Friday:**  
8:05-11:00 a.m.

**Grades 1-8:**

**Monday-Friday:**

First Bell:	8:05 a.m.	Instruction begins @ 8:10 a.m.
Recess (grades 1-6):	10:10 – 10:25	
Lunch:	11:55 – 12:15	
Recess (grades 1-8):	12:15 – 12:35	Instruction begins @ 12:40 p.m.
Dismissal:	2:47 p.m.	

**Office Hours:**

8:00 a.m. – 3:30 p.m. (Monday-Friday)

**Attendance & Child Check Program**

All absences, late arrivals, and early dismissals must be communicated to the office by parents/guardians of students. A child check program is in place to ensure your child’s safety. ***Parents will be contacted*** when office staff have not received a telephone call or note explaining the student absence. A voicemail message may be left on our telephone system at any time and will be checked by office staff every morning. All students leaving the school early or arriving after 8:10 a.m. must check into the office for a late slip.

***Please ensure the school has at least one emergency contact name and phone number that is local and current***

**School Fees and Basic School Supplies**

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Payments can be made by debit card, credit card, cash, or cheque. A **\$75.00 school fee** is due in September for each K-8 student attending a Fort McMurray Public School. We will accept post dated cheque payments if full payment causes hardship. ***Grades 2-6 students will require a student agenda available at the school for \$10.00 each.*** Supply lists are available on our [website](#) and at the school office.

**Bus Information and Fees**

**Students riding the bus must pay bussing fees annually.** Please contact the school office, or contact the bussing coordinator at the Public School District office (799-7900) @ 231 Hardin Street to make arrangements concerning scheduling and payment. A bus pass will be issued to students [upon payment](#) and should be secured to book bags or clothing. Bus fees are **\$185.00** for each student riding the Saprae Creek/Prairie Creek bus. **We will accept post-dated cheque payments if full payment causes hardship (see school office for details).**

Passes must be shown to the bus driver prior to boarding. Please report any lost bus pass to the school office. ***Due to insurance requirements, unless the student holds a current bus pass, they will not be allowed to ride the bus.***

**Bus safety** is very important. A supervisor is assigned specifically to the bus area upon arrival to and departure from the school. Students are to proceed promptly to their bus in a safe and orderly fashion. **Running to the store after school before boarding the bus is not permitted.** The rules and regulations governing bus safety are posted at the front of each bus. Students are expected to respect the driver, supervisors, and fellow passengers. ***Poor behaviour or failure to obey the bus driver may result in suspension or removal from bus service.*** Evacuation exercises are carried out in September.

In the winter, buses are sometimes late in arriving and leaving the school. Concerned parents may contact the school up to 4:00 p.m., or call Sparksman Transportation directly at 790-3960 as their personnel can radio through to the bus their child is assigned. Visit <http://www.myschoolbusmonitor.ca> as well for information on bus delays.

**\*Please note: All outstanding bus fees will be forwarded to the School District Office for collection.**

### **Student Lockers**

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Student lockers are **property of Beacon Hill School** and are provided as a convenience for grade 7 and 8 students only. Students can use their own combination locks but must provide the combination to their homeroom teacher. It is unwise for students to store expensive personal belongings in their lockers. We advise students to keep their lockers **locked at all times and not to share their space or their combination with anyone else.** The school cannot guarantee the safety of students' personal belongings while at school. **Beacon Hill School will not accept responsibility for any lost or stolen items.** Please note that lockers are **subject to inspection** if there is reason to believe they may contain any harmful or illegal items.

### **Textbook Policy**

Students are assigned textbooks for the courses they are taking subject to the following policies:

- Students are responsible for the textbooks issued to them.
- Damaged books (exceeding normal use) must be paid for by the student to whom the books were issued. The replacement cost will be determined taking into consideration the condition of the book at the time it was issued to the student.
- If a book is missing for any reason during the instructional term, the student may be required to pay for the book before a replacement copy is issued. Special arrangements may be made in cases of financial hardship.
- If a missing book is paid for and later recovered, the amount paid will be refunded to the student.
- Students may be charged a "repair fee" in the event their textbooks become damaged or written on in any way.
- Students should write only their names on the inside front cover of their textbooks.

**\*The same recovery policies apply to library books and other school resources**

### **Homework Guidelines and Study Skills**

1. For purposes of this policy, the statement "homework" is defined as supplementary school work specifically assigned by the teacher to be completed at home.
2. Homework will not be assigned arbitrarily. It will be purposeful and an extension of regular class work.

3. Parents should expect the following time guidelines will be followed when reviewing their child's homework:

**Division I (Grades 1-3)** – approx. 30 minutes per night. At this level, homework will ordinarily be reading, spelling, and/or math practice, work not completed in class and for working on long-range assignments

**Division II (Grades 4-6)** – 45-60 minutes per night. At this level, several types of assignments may be given: completing unfinished work, catching up on missed work, studying for tests or quizzes, and working on long range assignments.

**Division III (Grades 7-8)** – approx. 60 minutes per night; at this level, homework will ordinarily be work not completed during class time, project work, and/or test preparation.

4. Teachers will provide sufficient classroom time for students to complete assigned work so as to minimize homework expectations.
5. Teachers will establish and communicate due dates for assignments.
6. Teachers expect all assignments to be submitted when they are due.
7. Incomplete work due to chronic absenteeism will be handled on an individual basis depending on what is fair and reasonable for the student.

Parents concerned with the amount of homework their child is receiving are encouraged to discuss this directly with the teacher. If the issue is not resolved, parents are asked to contact the school principal.

Grade 2-6 students are required to purchase an agenda at the beginning of the school year. The agenda is to be used by the student to record their homework assignments, and as a communication tool between home and school. **To maximize the effectiveness of this tool both at home and school, the agenda should be reviewed and signed by parents daily.**

## Home and School Communication

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- **Student Agenda / Homework Journals / Communication bags**  
Students will add events/materials to their student agenda or homework journals/bags daily that may be of interest for their class possibly of upcoming events that do not make it into the newsletter, or of importance to their class only, etc.  
Parents should check their child's backpack daily for communications between home and school.
- **School website**  
Visit our school website at [www.beaconhill.fmpsdschools.ca](http://www.beaconhill.fmpsdschools.ca) to view school news, information about assignments, calendars, programs, class newsletters, bulletins and more.
- **Email teachers**  
Visit our school website at [www.beaconhill.fmpsdschools.ca](http://www.beaconhill.fmpsdschools.ca) to find teacher webpages and email links.
- **Email notices from school**

Email messages throughout the year from the school and principal will help keep you informed of important events and dates. **Please keep us posted of your most current email address to receive these notices.**

- **Meet the teacher BBQ**  
An Open House will occur in September. The purpose of this event is to give parents an opportunity to meet staff and visit the school and their child's classroom.
- **Parent Teacher Interviews:**  
Report cards are sent home in November, March, and June. Interviews are scheduled for October and February and can be booked in advance on our [school website](#).
- **Concerts, Special Events, Assemblies:**  
During the year many special events are held for students and their families. Early in every month a Student Assembly is held. Parents are welcome and encouraged to attend. (See [school calendar online](#) for times and dates)

### **District Computer Use Policy**

Our school has desktop computers, laptops, iPads and other electronic devices available for student use. Conventional and wireless internet access is available to students and staff. These technology resources are intended for educational purposes. Students may use personal devices (laptops, tablets, etc.) to access the school wireless network but subject to their teachers' discretion and only in accordance with [FMPSD computer use guidelines](#) and Beacon Hill School policies. **Abuse of these resources or services (cyber bullying, inappropriate websites, computer hacking, etc.) may result in confiscation of students' personal property and temporary or permanent suspension from access to the school computers and/or network.** Teachers will discuss appropriate computer use with their students and monitor this throughout the school year. Students and parents will be asked to sign an agreement in accordance with [district guidelines](#) before access can be granted.

### **Student Dress Code**

We expect students to be dressed appropriately according to weather conditions and societal norms. Clothing, for example, that is scanty or provocative, "low-riding" below the hips or buttocks, has offensive words, slogans or pictures, are deemed inappropriate. Any clothing that promotes alcohol, drugs or tobacco products is also inappropriate in the school. In cases of inappropriate dress, students will be asked to change. It is advisable to send a change of clothing during wet/muddy season for younger children.

As Physical Education and daily physical activity (DPA) are a mandatory part of your child's education, all students are expected to participate to the best of their ability and to dress appropriately for these activities, which may include changing clothes at school. Skiing, skating, swimming, etc. may be included in your child's physical education program.

## **IV. School Programs and Services**

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Our school offers a full academic program. Core subjects include English, Mathematics, Science, Social Studies, French as a Second Language (in grades 4-6), Music, Art, Physical Education and Health. Complementary courses (Options) are offered to Junior High students. See Junior High teachers or administration for details.

### ***APPLE Schools***

Beacon Hill School is an [\*APPLE School\*](#). A trained district facilitator will support students, teachers, and parents to promote healthy and active lifestyles. Beacon Hill School is committed to supporting healthy food options for school programs and events. See our [Health and Wellness Guidelines](#) for more details.

**School Counselor** is on hand at Beacon Hill School on a part-time basis to support students experiencing emotional or psychological difficulties. See the school principal or LAC for more details.

**Learning Assistance Centre teacher (LAC)** provides support to students, teachers, and parents to design and maintain Individualized Program Plans (IPP) through consultation with parents, teachers, educational assistants, principal and education specialists as specific student needs are identified.

**Mental Health personnel** from community and government agencies work with students individually and in groups to provide support for students dealing with personal and school related issues.

**Early Literacy Program** (Kindergarten – Division 1) is a leveled reading program. Beacon Hill School uses the Fountas & Pinnell Leveled Literacy Intervention System to bring students quickly up to grade-level competency.

A **Family/School Liaison Worker** is assigned to our school and will act as an agent to the child, family, school, and community to provide information support, crisis intervention and referrals to promote successful academic and social development of children. Issues may range from school/classroom issues, family issues and social or emotional issues. Upon parental consent, referrals will be made to Family/School Liaison workers, Mental Health Therapists, Speech-Language Pathologist, or Occupational Therapists.

Our **school library** is equipped with digital and print resource material to assist students with research and reading skills. Computers and iPads are available for students to access the Internet. Computers, laptops, and iPads are also located in every classroom. Parents are welcome to use our library resources.

**Extracurricular programs** may include school teams in basketball, volleyball, floor hockey; beginner band for students in grade 5/6, Robotics, choir, 3-R Club (Environment), Power Skating, and Student Council, among others.

## **Student Recognition**

### ***A. Academic Achievement:***

Recognition of student achievement is an important component of a well-rounded education. Academics are important, but Beacon Hill School strives to recognize student achievement in as many areas as possible. The awards below (not a complete list) are presented at the end of the school year to recognize student achievement in a variety of areas:

**Grades 1-3:** Good Behaviour/All Round Good Kid Award

**Grades 1-8:** Academic Achievement, Citizenship Awards, Most Improved Student Awards, Outstanding Music Student Awards, Special Student Awards (Environment Club, Student Council), Jack Corless Citizenship Award

**Grades 4-8:** Academic Achievement

**Grades 5-8:** Sportsmanship Awards, Athletic Awards

**Grades 7-8:** CTS Excellence Awards (in specified subject)

## Grade 8: Jack Corless Memorial Award

**Excellence in Attendance** awards are presented to students (K-8) who have had no more than 3 absences from school and no more than 5 lates during the school year. School excused absence (such as participating in school trips, student meetings, any other school-sponsored activities) is not counted absences for purpose of the Attendance Award.

### ***B. Positive Behaviour Awards:***

School staff recognize positive student behaviours and attitudes among students on a daily basis using 3-R (Respect, Responsibility, Results) certificates and awards. Student of the Month awards and Pizza with the Principal are other examples of student recognition throughout the school year.

## **V. Student Services**

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### **Lost and Found Items**

Lost and found boxes are located in hallways, and front lobby of the school. Items not claimed will be displayed during Parent-Teacher Interviews and concert times. Unclaimed items are given to charity.

### **Student's Personal Property**

Students should not bring valuables/money, etc. to school as these items may be lost or stolen. Although sincere efforts will be made by staff to recover personal property of students, **Beacon Hill School does not accept responsibility for lost or stolen items.**

### **Cell phone Policy and Electronic Devices**

Students are encouraged to leave cell phones at home unless absolutely necessary. Cell phones, ipods, etc. may only be used for teacher-guided educational activities during school time. **During class time, it is not necessary for students and parents to communicate directly via text message or cell phone calls. Please communicate with your child through the school office only, and report abuse to the school office.** Each classroom is equipped with a school telephone so in an emergency the school secretary can quickly locate your child. We recognize that many students do need to have a cell phone in order to make contact with parents. However, these devices must be **kept in the student's locker or backpack and turned off during school times.**

### **Hot Lunch Program**

The Student Council raises funds by providing a Hot Lunch program once a week in accordance with our APPLE Schools nutritional guidelines. Hot Lunch order forms will be sent home in advance for students wishing to place their order. This is an optional program.

### **"Club Moo" Milk Program**

Grade five teacher and students will continue to operate a milk program this year. Milk order forms will be sent home throughout the year for students wishing to receive milk for their lunch. This is an optional program.

## **VI. Student Safety**

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### Student Supervision

Students are expected to use their assigned doors when entering or leaving the building before school, recess time, after lunch break, and after school. Supervision is provided in these areas during these times so a supervisor can monitor student safety and behaviour.

*There is no student supervision before 7:50 a.m. or after 3:00 p.m.*

### Inclement Weather and Indoor Recess Policy

Students are expected to *dress appropriately* for weather conditions at all times. When the temperature drops **below -20C (including the wind chill factor)**, or during inclement weather, **students will be admitted into the school at 7:50 a.m. to wait for the 8:05 a.m. bell. Students will remain in their classrooms for recess and lunch breaks as well on these days.** During fair weather, students are to remain outside upon their arrival at school until the 8:05 a.m. bell.

On outside days, all students who, because of **illness**, are to remain inside during noon hour and recess are to proceed to the office. They must have a note from either their teacher or parent with them. This **note must be renewed daily**. Students should bring a book to read or seat work to do.

***It is advisable to send a change of clothes during wet/muddy weather, especially for younger students.***

### Policy for Leaving School Grounds

Beacon Hill School is a **CLOSED CAMPUS** which means that students must be under direct supervision by school staff at all times. **Parental consent by phone or in person is required before a student may leave the school grounds to go home.** To ensure student safety, all students are expected to remain on school grounds during recess and lunch breaks. Students wishing to order lunch for delivery from local restaurants must **call from the school office phone only** at the morning recess break. **Payment must be left with the school secretary** at the time of ordering. **Students will be called to the office to pick up their purchases** at lunch break. Students who ride the school bus **after school** are to board the bus immediately after dismissal, and **not allowed to run to the store before boarding the bus**. This policy has been implemented for the safety of our students and to encourage positive choices concerning free time activities. Unless students routinely walk home for lunch or after school, **parents do not have authority to grant their child permission to leave school grounds unsupervised for the purpose of going to the store.**

**If parents prefer that their children go home for lunch on a daily basis, please submit a letter granting permission at the beginning of the school year. These students will need to sign out and sign in each day.**

### Visiting the School/Safe School Access

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To further ensure the safety of students while they are at school, the following measures will be taken:

1. At the 8:05 a.m. bell, and after morning and lunch recess breaks, teachers invite students in by greeting them at their designated entrances. These doors are kept locked during the day to secure the building from intruders. When students arrive late for school, or are

outside the building for recess breaks, they are to use the front doors to access washroom facilities or to visit the office.

2. **All parents/guardians/volunteers/visitors are required to sign in at the office and to wear the appropriate lanyard. It is very important that our students are taught to identify an authorized visitor. Students must not open locked school doors for anyone other than schoolmates or staff members.**
3. If you are picking up your child before dismissal time, please report to the office to sign your child in and out.

**Time: Our most valuable resource.** During instructional time, parents are expected to respect the sanctity of the classroom. Please do not disturb teachers, students, or school activities. If you have a message for your child, please inform office staff who will ensure that the message is delivered at the appropriate time. If you would like to discuss your child's progress with the teacher, please be courteous and respectful of their time; give the teacher advance notice. Teachers' primary responsibility during instructional time is the education and supervision of their students. **Instructional time must not be disrupted except in an emergency, and most appropriately by a school administrator or staff member.**

The **Freedom of Information and Protection of Privacy Act (FOIPP)** limits what teachers can discuss openly regarding individual student needs and progress.

### **Emergency Procedures**

Evacuation and lockdown drills will be held throughout the school year to educate students on how to evacuate the school in the event of an emergency, or to protect themselves from outside dangers. During inclement weather, **staff and students will muster at Good Shepherd School or to Frank Lacroix Arena** if the situation warrants use of an emergency shelter. Parents would be contacted to pick up their children if conditions remain unsafe for students to return to the school.

### **Parking**

Parking is available at the front parking lot and in available spaces in our staff parking area. **Please do not park in the bus loop** when picking up or dropping off students as busses for two schools drive through the loop to pick up students throughout the day.

### **Skateboards/Bicycles/Roller Blades**

**Students will walk their bicycles from the edge of the school grounds and place them into the bicycle racks provided.** Bicycle racks are out of bounds during school hours. Skateboards, roller- blades, etc. will be carried when on school grounds.

## **VII. Parent Involvement**

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### **Social Media**

Follow us on **Twitter** and **Facebook** to keep up to date on the latest news and events at Beacon Hill School!

**Twitter:**        [@BHpublicschool](#)

**Facebook:**    [facebook.com/pages/Beacon-Hill-Bears/1547699302110958](#)

### **Beacon Hill School (Parent) Council**

**All parents and staff of Beacon Hill School are members of the School Council.**

Executive members are elected or appointed as officers at the beginning of the school year at the joint School Council/Parents Plus Annual General Meeting. The school principal, seven (7) elected parents, and at least one (1) teacher representative serve on the council. One community member may also be invited to attend.

The School Council usually meets once a month during the school year. All parents are invited to these meetings. Meeting dates are announced through emails, the school website and social media. The School Council collaborates administration and staff toward school improvement, and advises and consults with the principal on any matter relating to the school. The goal is to facilitate cooperation between parents, staff and administration to maximize student learning.

The School Council also serves as a liaison between parents, the Public School Board, and Alberta Education. Council assists in long-term planning for the school and school policy issues. Beacon Hill School Council was established in September 1996.

**Parents Plus**

The key function of the Parent Plus group is to raise funds to provide financial support for capital purchases, special programs, and activities as approved by the membership and the school principal. A variety of fund raising activities are planned each year. Meetings are generally held once per month.

**Volunteers**

In September, a volunteer form is sent home to parents to allow them to indicate what talents or interests they would care to share with students, staff, or parent groups. The Volunteer Coordinator of the School Council will compile the information and provide a master list of volunteers for use throughout the year from the information you provide.

**a. Class Representatives**

In September, teachers are asked to identify a parent to act as their class rep. The class rep will inform parents of important information, solicit volunteers for class events, field trips, etc. Class reps may also attend School Council meetings.

**b. Fund-raising**

The chairperson of each fund-raising-raising event will call for volunteers throughout the year

**c. Bulletin Board:**

School Council maintains a bulletin board in the school. Please check it frequently.

**d. Volunteer Criminal Record Check**

Parents who wish to volunteer in the school will be required to complete a Volunteer Criminal Record Check via RCMP. See the school office for details.

<b>VIII. Student Code of Conduct</b>
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**Introduction and Rationale**

We live in a society governed by rules and regulations, and school is a part of that society. Therefore, we must provide students with well-defined expectations for behaviour.

Parents, staff, and students at Beacon Hill School work together to develop and monitor these policies, which provide a framework to help provide a safe, secure, and orderly school environment.

Our Student Code of Conduct is aimed to help students learn to:

- respect themselves and others
- accept responsibility for their actions and their behaviour
- resolve problems in an appropriate manner

Parents are expected to familiarize themselves and their children with these policies as parental support is essential to the success of students at school.

### **Alberta School Act**

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The following is an excerpt from the School Act regarding student expectations while in school:

Students shall conduct themselves so as to comply with the following code of conduct:

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

### **District Policy – Student Conduct**

The Board of Trustees believes that discipline starts in the home and that the school has a secondary role in teaching and reinforcing appropriate student behaviour. Within this context, the Board further believes that the basic purpose of developing a conduct policy is to provide conditions which make effective learning possible; to ensure the safety of persons and property; and to promote personal development, as well as the social behaviours and attitudes for appropriate participation in an adult democratic culture.

### **Beacon Hill School Student Expectations:**

Students at Beacon Hill School will. Bullying, threats, or any acts of intimidation will not be tolerated. Theft or damage of an individual's property or school property will not be accepted, and restitution will be required.

Student Expectations:

1. Show respect for themselves and others, and respect the property of the school and of schoolmates
2. Complete all class work and homework assignments to the best of their ability
3. Come to class prepared with all the necessary materials and be prepared to learn
4. Attend school regularly and on time. Parents will notify the school of their child's absence. Late students will report to the office for a permission slip before reporting to class. Excessive absences and lates may result in a referral to the Alberta Attendance Board
5. Move through the halls in a quiet and orderly manner
6. Remove outdoor shoes upon entering the building and place their outdoor shoes on the designated boot racks
7. Remove headgear before entering the classroom

8. Refrain from wearing clothing that promotes drugs, alcohol, sex or violence, or any clothing deemed inappropriate by staff or administration
9. Refrain from smoking on school property during class time, or while participating in a field trip or any school function or activity.
10. Use polite and respectful language when addressing schoolmates and staff
11. Refrain from chewing gum while in the school building
12. Bring disputes to the attention of a staff member and refrain from arguing, fighting, or throwing projectiles
13. Walk bicycles from the edge of the school grounds and place them into the bicycle racks. Skateboards, roller blades, etc. will be carried when on school grounds
14. Avoid the school parking lots and staff vehicles
15. Preserve the cleanliness of hallways, washrooms, and classrooms
16. During snack times, indoor recess and lunch breaks, remain seated while eating, use socially acceptable table manners, speak at conversational volume, request permission from the supervising adult to leave the room, and remain on school grounds at all times.
17. Refrain from bringing contraband items such as energy drinks, cigarettes, lighters, matches, pornographic materials, guns, firecrackers, knives of any kind, alcohol, illegal drugs, or drug paraphernalia or facsimiles of any kind onto school property

### **Beacon Hill School Representative Contract**

Students participating on school sports teams or clubs are role models for others and will therefore conduct themselves in ways that will set an example for others. See the copy of “Representative Contract” at the end of this document.

### **Staff Commitment to Positive Behaviour**

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*School staff is expected to:*

- be role models for appropriate student behaviour
- clearly communicate student conduct expectations
- recognize positive student conduct; offer positive feedback
- provide active supervision to promptly address inappropriate behaviour
- treat each student as an individual
- guide each student in problem solving strategies
- display pride in our students and programs
- encourage student participation in learning activities

### **Parent Commitment to Positive Behaviour**

Parents can encourage their children to behave appropriately in school by:

- modeling the behaviour expected of their children
- recognizing that you are your child’s first and most influential teacher
- communicating regularly with your child’s teacher
- treating school staff with dignity and respect
- attending parent/teacher conferences
- participating in school as a volunteer
- participating in assemblies, events, and activities
- provide consequences at home for inappropriate behaviour at school
- supporting school policies and staff members efforts
- helping your children develop study and homework skills
- ensuring regular attendance and promptness

### **Disciplinary Actions and Consequences**

The main purpose in applying disciplinary action is to teach students that actions have consequences, and to assume responsibility for their behaviour. Effective consequences must

be immediate, appropriate for the behaviour problem, and applied consistently. While the expectations for all students will be the same, each student will be treated as an individual in determining which disciplinary action will most benefit that student. Fair treatment is not necessarily equal treatment. Some factors that will be considered when determining consequences will be the severity and the frequency of misbehavior, age of the student, previous interventions applied, and the student's willingness to change behaviour and resolve the problem.

Disciplinary actions may include student/teacher conferences, time-outs, detentions, removal of privileges, apology, restitution, in-school suspension, out-of-school suspension, and in severe cases, a recommendation to the school board for expulsion. Expulsion procedures are only pursued if a student's behaviour interferes with the learning of others, if they refuse to recognize the authority of school staff and administration, or they exhibit non-compliance to the Student Code of Conduct.

### **Disciplinary Guidelines:**

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#### 1<sup>st</sup> Level

- student/teacher/parent conferences
- time outs, restitution
- teacher-parent contacts

#### 2<sup>nd</sup> Level

- class suspensions, 1 day or more in-school suspensions (office)
- student/parent/teacher/administration conferences

#### 3<sup>rd</sup> Level

- 1 day or more out of school suspensions
- student/parent/teacher/administration conferences

#### 4<sup>th</sup> Level

- District executive conference with student/parent/teacher/administration
- Recommendation for expulsion\*

\*The school principal may initiate this recommendation to the Superintendent of FMPSD. The case is brought to the FMPSD Board of Trustees for final decision. In extreme cases, the principal may make a recommendation for expulsion after a single incident, without working through levels 1-3.

**BEACON HILL SCHOOL REPRESENTATIVE CONTRACT**

Members of Beacon Hill School sports teams and clubs are ambassadors of their school in the community, and therefore will demonstrate the following behaviours while participating in school related trips or activities. These expectations apply to parents in attendance as well.

A member of our school sports team or club will:

**RESPECT**

**Coaches by:**

- paying attention to instructions
- abiding by coach's decisions
- regularly attending practices

**RESPECT**

**Referees and umpires by:**

- accepting the calls and decisions
- following the rules of the game
- refraining from insults or mocking behaviours

**RESPECT**

**Opposing team players by:**

- giving them positive support
- showing appreciation for their talents
- refraining from insults or mocking behaviours

**RESPECT**

**Fellow team members by:**

- encouraging with positive feedback
- showing appreciation for their talents
- refraining from insults or mocking behaviours

**RESPECT**

**Property and buildings by:**

- using equipment and facilities for their intended purposes
- reporting damage/abuse of equipment/facilities to our coach
- cleaning up after ourselves

**RESPECT**

**Bus/taxi drivers and spectators by:**

- using polite and friendly speech
- entering/leaving vehicles in a safe manner
- obeying driver's instructions

If teammates, spectators, or opposing players/parents/coaches are not conducting themselves in an appropriate manner, we will respectfully bring concerns to our coach's attention and avoid conflict. Our coach will decide what actions, if any, should be taken.

We understand that failure to adhere to the above guidelines may result in suspension or being banned from future Beacon Hill School sports or club activities.

Sports team/club: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date (month/day/year): \_\_\_\_\_