

# Dewberry School

## Parent & Student Handbook 2017-2018



**Dewberry School**  
**Home of the Panthers**

*"PANTHER PRIDE"*  
**Potential**  
**Responsible**  
**Inspire**  
**Discover**  
**Engage**

Box 89  
Dewberry, AB T0B 1G0

Phone: 780-847-3051  
Fax: 780-847-4180

<http://dewberry.btps.ca/>





# Table of Contents

- [Table of Contents](#)
- [General Information](#)
- [Dewberry School Mantra and Motto](#)
- [School Colours and Logo](#)
- [Staff List](#)
- [Governance](#)
- [School Calendar](#)
- [School Fees](#)
- [Bell Schedule](#)
- [Student Services](#)
- [Guidance and Counselling Services](#)
- [Student's Union](#)
- [Athletics/ Extra-Curricular Policy](#)
- [Dewberry School Extra Curricular Policy](#)
- [Lockers](#)
- [Student Use of School Telephones/Personal Cell Phones](#)
- [Textbook Rentals](#)
- [Student Evaluation](#)
- [Reporting Periods and Interviews](#)
- [Retention](#)
- [Final Exams](#)
- [Exemption Policy](#)
- [Last Day of Critical Content](#)
- [Provincial Achievement Tests](#)
- [Diploma Exams](#)
- [Inclusive Education](#)
- [General School Rules](#)
- [Student Dress and Appearance](#)
- [Use of Tobacco](#)
- [Use of Alcohol](#)
- [Dewberry School Discipline Policy](#)
- [Student Discipline](#)
- [Attendance Policy](#)
- [Parent Council](#)
- [Graduation](#)
- [Dewberry School Graduation Policy](#)
- [Valedictorian Criteria](#)
- [Student and Visitor Sign-In/Sign-Out](#)
- [Fundraising Guidelines](#)
- [Mentor Database](#)



## General Information

Buffalo Trail Public Schools is committed to maximizing student learning, in a safe and caring environment, supported by a highly effective team.

### Dewberry School Mantra and Motto

At Dewberry School, we believe in “Working Together For Success” and going throughout our day with PRIDE.



**Dewberry School**  
**Home of the Panthers**

*"PANTHER PRIDE"*  
**P**otential  
**R**esponsible  
**I**nspire  
**D**iscover  
**E**ngage

### School Colours and Logo

Our logo is the Panther and the school colours are black and red.



## Staff List

### Administration

Curt Orbeck, Principal, *Sr. High Math*  
Shannon Bakos, Assistant Principal, *Inclusive Education*

[curt.orbeck@btps.ca](mailto:curt.orbeck@btps.ca)  
[shannon.bakos@btps.ca](mailto:shannon.bakos@btps.ca)

### Faculty

Sheena Parker, *Private Kindergarten*  
Kelsie Peterson, *Grade ½*  
Susanna Pankiw, *Grade 3/4*  
Shalene Zayac, *Grade , & Jr. High Options*  
Arnell Dennill, *SOL & Elem. Options*  
Jennifer Romanchuk, *SOL, Elem. Phys. Ed, Social Studies*  
Kaleigh-Anne Strickland, *SOL, Sr. English /Social*  
Brent Pitts, *SOL & Sr. Sciences*  
Ginenne Nichols, *SOL & Jr/Sr Sciences*  
Kurt McLean, *SOL, Math, Jr/Sr Phys. Ed*

[sheena.parker@btps.ca](mailto:sheena.parker@btps.ca)  
[kelsie.peterson@btps.ca](mailto:kelsie.peterson@btps.ca)  
[susanna.pankiw@btps.ca](mailto:susanna.pankiw@btps.ca)  
[shalene.zayac@btps.ca](mailto:shalene.zayac@btps.ca)  
[arnell.dennill@btps.ca](mailto:arnell.dennill@btps.ca)  
[jennifer.romanchuk@btps.ca](mailto:jennifer.romanchuk@btps.ca)  
[kaleigh.strickland@btps.ca](mailto:kaleigh.strickland@btps.ca)  
[brent.pitts@btps.ca](mailto:brent.pitts@btps.ca)  
[ginenne.nichols@btps.ca](mailto:ginenne.nichols@btps.ca)  
[kurt.mclean@btps.ca](mailto:kurt.mclean@btps.ca)

### Support Staff

Anne Fehr, *Administrative Assistant*  
Rhonda Ward, *Educational Assistant*  
Veronica Radesh, *Educational Assistant*  
Sheryl Davies, *Educational Assistant*  
Denise Bayko, *Educational Assistant*

[anne.fehr@btps.ca](mailto:anne.fehr@btps.ca)  
[rhonda.ward@btps.ca](mailto:rhonda.ward@btps.ca)  
[veronica.radesh@btps.ca](mailto:veronica.radesh@btps.ca)  
[sheryl.davies@btps.ca](mailto:sheryl.davies@btps.ca)  
[denise.bayko@btps.ca](mailto:denise.bayko@btps.ca)

### Custodial Staff

Harvey Evison  
Denise Eyben

[harvey.evison@btps.ca](mailto:harvey.evison@btps.ca)  
[denise.eyben@btps.ca](mailto:denise.eyben@btps.ca)

### Students Online Staff

Linda Kjenner, *Administrative Assistant*  
Brenda Robinson, *Jr/Sr Math, Jr Science, HCS, Fin Mgmt*

[linda.kjenner@btps.ca](mailto:linda.kjenner@btps.ca)  
[brenda.robinson@btps.ca](mailto:brenda.robinson@btps.ca)

## Governance

### **BUFFALO TRAIL PUBLIC SCHOOLS**

1041 – 10A Street, Wainwright, Alberta T9W 2R4

Telephone: (780) 842-6144

Fax: (780) 842-3255



#### 1. BTPS Board of Trustees

Chairman	Darcy Eddleston	(780) 745-2370	<a href="mailto:darcy.eddleston@btps.ca">darcy.eddleston@btps.ca</a>
Vice Chair	Alice McLaughlin	(780) 763-2196	<a href="mailto:alice.mclaughlin@btps.ca">alice.mclaughlin@btps.ca</a>
Trustee	Benita Fossen	(780) 753-4855	<a href="mailto:benita.fossen@btps.ca">benita.fossen@btps.ca</a>
Trustee	Bernie Huedepohl	(780) 853-2913	<a href="mailto:bernie.huedepohl@btps.ca">bernie.huedepohl@btps.ca</a>
Trustee	Sheldon Archibald	(780) 754-2850	<a href="mailto:sheldon.archibald@btps.ca">sheldon.archibald@btps.ca</a>
Trustee	Marie Isaman	(780) 842-7334	<a href="mailto:marie.isaman@btps.ca">marie.isaman@btps.ca</a>
Trustee	Cheryl MacIsaac	(780) 755-2350	<a href="mailto:cheryl.macisaac@btps.ca">cheryl.macisaac@btps.ca</a>
Trustee	Lanie Parr	(780) 847-4211	<a href="mailto:lanie.parr@btps.ca">lanie.parr@btps.ca</a>
Trustee	Jim King	(780) 853-6617	<a href="mailto:jim.king@btps.ca">jim.king@btps.ca</a>

#### 2. BTPS Central Services Staff

Superintendent	Bob Allen
Assistant Superintendent – Human Resources	Brad Romanchuk
Secretary-Treasurer	Bob Brown
Director of Inclusive Education	Crystal Towers
Director of Technology	Daryl Hoey
Director of Transportation	Chrysti Mannix
Student Information Services Coordinator	Glenn Partsch
Director of Facilities	Randy Huxley
Off Campus Coordinator/Colony Schools Principal	Glenn Gouthro
OH & S Coordinator	Don Doherty
Curriculum Principal-at-Large	Mabyn Grinde

## School Calendar



# 2017-2018 BTPS SCHOOL YEAR CALENDAR

Buffalo Trail Public Schools is committed to maximizing student learning, in a safe and caring environment, supported by a highly effective team.

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
DECEMBER	JANUARY	FEBRUARY	MARCH
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
APRIL	MAY	JUNE	JULY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

### STUDENT NON-ATTENDANCE DATES FOR 2017-2018

August 29	Teacher Directed	January 31	School-based Professional Learning Day
August 30	School-based Professional Learning Day	February 1	Teacher Directed
August 31	Teacher Effectiveness Support Team Day	February 2	Teacher Effectiveness Support Team Day
September 1	Teacher Directed	February 19	Family Day
September 4	Labour Day	February 23	School-based Professional Learning Day
October 5	Celebration Day	March 8&9	ATA Teachers' Convention
October 6	Designated Day-in-Lieu (Staff Meeting)	March 30	Good Friday
October 9	Thanksgiving Day	April 2-6	Easter Break
October 20	School-based Professional Learning Day	April 20	School-based Professional Learning Day
November 9	ATA Professional Learning Day	May 11	School-based Professional Learning Day
November 10	Designated Day-in-Lieu (Parent Teacher Interviews)	May 17	Designated Day-in-Lieu (Staff Meeting)
November 24	Teacher Effectiveness Support Team Day/ Support Staff PD Conference	May 18	Designated Day-in-Lieu (Parent Teacher Interviews)
Dec 25-Jan 5	Christmas Break	May 21	Victoria Day
		June 29	Teacher Directed

### 2017-2018 LEGEND

<span style="color: green;">■</span> Holiday	<span style="color: orange;">■</span> Day-in-Lieu
<span style="color: purple;">■</span> Teacher Directed	<span style="color: red;">■</span> Celebration Day
<span style="color: pink;">■</span> School-Based PL	<span style="color: blue;">■</span> Convention / ATA PL Day
<span style="color: lightgreen;">■</span> TES Team Day	<span style="color: grey;">●</span> First Student Day of Semester
<span style="color: brown;">■</span> Central Office Closed	

The first day for students is **September 5, 2017**. **February 5th, 2018** is the first day of Term 2. **June 28, 2018** is the last day of school for students.

The last day of critical content for students in Grades 7-11 will be **January 22, 2018** for the first term and **June 20, 2018** for the second term. The last day of critical content for Grade 12 will be the day before the first scheduled Part "B" Diploma Exam. Critical content includes new material that will be a part of assessments that measure what students know and are able to do in relation to the identified curricular outcomes. Critical content does not refer to any material that has been previously covered and is the subject to review in preparation for summative assessment.

Please refer to the school website for exam schedules and to the Alberta Education website for Diploma Exam schedules at [www.education.alberta.ca](http://www.education.alberta.ca).

The 2017-2018 school calendar provides for instructional time for students that exceeds the requirement set by Alberta Education for instructional hours at the Grade **1-9 levels of 950 hours** and at the Grade **10-12 levels of 1000 hours**. The total student days in this year's calendar equals 178 days.

For information on the BTPS School Calendar Guidelines, please refer to BTPS Administrative Procedure 302.1AP on our website at [www.btps.ca](http://www.btps.ca).



## School Fees

As per our current government initiatives, Basic School fees have been eliminated. In accordance to BTPS 201.5AP

Student Fees:

### 1. BASIC SCHOOL MATERIALS (BSM)

- 1.1 No fee will be charged for the basic materials necessary to achieve the learner outcomes and attain the requirements of a high school diploma. The BSM does not include enhancements that might be chosen by student, in consultation with their parents/guardians, for projects that extend beyond the mandatory expectations of the curriculum.
- 1.2 Any potential costs to parents/guardians that extend beyond the BSM in the form of Charges for Optional Activities or Reimbursable Deposits will be indicated on the School's Fee Schedule. This fee schedule will be established through a consultative process that will include the School Council.
- 1.3 The School's Fee Schedule cannot exceed the maximum amounts indicated in the Buffalo Trail Public Schools, Board approved, annual fee schedule.

### 2. CHARGE FOR OPTIONAL ACTIVITIES

- 2.1 Charges shall be on a cost recovery basis only.
- 2.2 Charges shall be established by the school principal in consultation with staff, school council and students when appropriate.
- 2.3 This administrative procedure and the Board approved annual fee schedule is available on the BTPS website.
- 2.4 The School's Fee Schedule will be made available to students and parents/guardians prior to the start of the school year and available on the school website. Charges will not exceed the amounts indicated on the Board's approved annual Fee Schedule.
- 2.5 Charges will be invoiced and collected through the school generated funds account.
- 2.6 Charges may be waived by the school principal as outlined in Section 5.
- 2.7 Charges collected will be deposited to the school generated funds account.
- 2.8 The school will be responsible for reporting costs associated with the charge for optional activities.
- 2.9 Circumstances under which charges can be waived should demonstrate financial hardship.

For more information visit:

<http://dewberry.btps.ca/documents/general/Dewberry%20School%20Fee%20Schedule%202017-2018.pdf>

<http://www.btps.ca/documents/general/201-5AP%20-%20Student%20Fees%20-%20working%20copy.pdf>



Bell Schedule



2015/2016

**BTPS Standardized High School Bell Schedule**

START	END	BLOCK	TIME
8:50 am	8:55 am	Morning Transition	5 min
8:55 am	9:38 am	Period 1	43 min
9:38 am	10:20 am	Period 2	42 min
10:20 am	10:25 am	Morning Break	5 min
10:25 am	11:08 am	Period 3	43 min
11:08 am	11:50 am	Period 4	42 min
11:50 AM	12:10 PM	Lunch Break	20 min
12:10 PM	12:30 PM	Lunch Break (cont'd)	20 min
12:30 PM	12:32 PM	Lunch Transition	2 min
12:32 pm	1:15 pm	Period 5	43 min
1:15 pm	1:57 pm	Period 6	42 min
1:57 pm	2:02 pm	Afternoon Break	5 min
2:02 pm	2:45 pm	Period 7	43 min
2:45 pm	3:27 pm	Period 8	42 min



2015/2016

**BTPS Standardized Elementary Bell Schedule**

START	END	BLOCK	TIME
8:50 am	8:55 am	Morning Transition	5 min
8:55 am	9:38 am	Period 1	43 min
9:38 am	10:20 am	Period 2	42 min
10:20 am	10:33 am	Morning Recess	13 min
10:33 am	11:08 am	Period 3	35 min
11:08 am	11:50 am	Period 4	42 min
11:50 AM	12:10 PM	Lunch Break	20 min
12:10 PM	12:30 PM	Lunch Recess	20 min
12:30 PM	12:32 PM	Lunch Transition	2 min
12:32 pm	1:15 pm	Period 5	43 min
1:15 pm	1:57 pm	Period 6	42 min
1:57 pm	2:10 pm	Afternoon Recess	13 min
2:10 pm	2:45 pm	Period 7	35 min
2:45 pm	3:27 pm	Period 8	42 min





## Student Services

### Guidance and Counselling Services

#### a) Career & Educational Guidance

Mr. Curt Orbeck will:

- P assist students in exploring vocational interest, aptitudes, abilities, and vocational opportunities
- P provide information on careers and training programs
- P assist students in postsecondary enrollment
- P provide up-to-date post-secondary information
- P provide post-secondary scholarship information/applications

#### b) Educational Guidance

Mr. Curt Orbeck will:

- P assist students with personal program planning and course selection
- P assess academic difficulties, offering suggestions and alternative course routes
- P help students deal with personal concerns and problems which interfere with personal well-being and progress at school

#### c) Personal/Social Guidance

Dawn Riley, Family School Liaison Worker, will be at the school Wednesday's and will provide:

- P crisis counseling
- P liaison with parents, students and social services
- P help students deal with personal concerns and problems which interfere with personal well-being and progress at school
- P refer students to community agencies depending upon student needs (Speech Therapist, Reading Specialist, Social Worker)
- P classroom presentations



## Student`s Union

The Students' Union provides the structure for the coordination of extra-curricular, service, and social activities in the school. In addition, the council provides communication among students, teachers, and administration.

### RATIONALE:

The staff at Dewberry School believes that an active Students' Union adds to the morale of the students and staff.

Students Union will serve to benefit all student members of Dewberry School.

### GUIDELINES:

1. At the beginning of each school year, the staff coordinator for Students Union will call for volunteers to be part of the Students Union. There must be at least one volunteer from elementary, one from junior high, and three from high school.
2. The volunteers will then pick an executive that will consist of:  
1 - President                      1 - Vice President
3. The President will chair all meetings, in his / her absence; the Vice President will assume the duties. The Treasurer will keep financial records and report to the Students Union their financial position at each meeting. The Secretary will keep minutes of all the meetings.
4. The Students' Union will meet no less than once a month during the school year.



### Athletics/ Extra-Curricular Policy

Dewberry School is proud of its athletic program. Over the years, many teams and individuals have gained recognition through sports at district and provincial levels. Students are encouraged to enhance their school experience by participating in sports programs.

<i>Sport</i>	<i>Season</i>
Cross Country Running	September
Volleyball	September – November
Badminton	March – April
Track & Field	May (Sr.), June (Jr.)
Basketball (in conjunction with neighbouring schools)	November - February

The Dewberry School staff welcomes any parents or community members to become involved as coaches for the above sports or any additional ones. Extra volunteer help would indeed enhance the existing programs.

8Yk VYffmGV\cc`9l hfU'7i ff]W`Uf'Dc`]WzE

The staff of Dewberry School believes that in addition to exercise, active participation in sports provides the individual with an opportunity to develop motor skills as well as intellectual abilities. It should foster the development of self-awareness as well as confidence in one's own abilities.

Extra-curricular sports teams are formed for providing athletic experiences for students at the interschool level. As such they are an integral part of our school program and the staff feels a commitment to their maintenance. School teams are organized and coached by staff members or community members on a voluntary basis. Benefits from these experiences should enhance the individual's moral and physical development.



## REGULATIONS

- 1) All team attire must be approved by the coach.
- 2) Students must wear clothing which is appropriate to the climatic conditions in which they are traveling.
- 3) Participants must conduct themselves in such a manner so as to enhance the reputation and respect of our school and student body.
- 4) Any student whose academic progress is deemed to be suffering or deteriorating due to participation in extracurricular sports may have the privilege suspended or withdrawn.
- 5) Students will travel to events in transportation arranged by the school, which includes parent volunteers. Students will be allowed to transport themselves only as a last resort, when sufficient transportation is not able to be arranged by the coach. (Parent and Student drivers subject to BTPS Board Policy)
- 6) Under no circumstances will students be allowed to transport other students to school events.

## Lockers

Lockers are assigned to students by the school for their use. Lockers are the property of the school board and staff may have access to a student's locker if they feel it is necessary. **The school does not assume responsibility for lost or stolen items from lockers.** Students are discouraged from bringing expensive electronic equipment. Students in Grades 7 – 12 are encouraged to use a lock to help reduce theft and vandalism providing they submit a spare key or a copy of the combination for the lock to the office.

## Student Use of School Telephones/Personal Cell Phones

- The school telephones are provided for school business and emergencies.
- Due to the interruptions to classes, parents are requested to limit phone calls to noon time and during breaks. The administrative assistant has been directed to take messages for students and teachers that come into the school during class time. Your cooperation would be appreciated.
- Students are not permitted to use their personal cell phones in class, unless it is for educational purposes or the discretion of the teacher.



### Textbook Rentals

The costs of textbook rental are included in the student's annual School Fees. Any textbook or library book, which has been abused, has pages or the cover missing, or has been lost, will be charged to the student. If textbooks have not been returned by September of the new school year, parents will find the charge on their invoice for the upcoming school year.

Replacement costs for textbooks and library books will be determined at the time of replacement and will be based on current pricing from school approved suppliers. Students with outstanding library fines may be suspended from further use of library resources, at the discretion of the principal.

### Student Evaluation

FYdcfh]b[ 'DYf]cXg'UbX` ðhYfj ]Yk gÆ

## 2017/2018 School Year Report Card Dates In Power School

Based on BTPS Calendar Guidelines

#### Report Card Distribution Dates for Three Report Periods

- Report 1 – December 8, 2017
- Report 2 – March 23, 2018
- Report 3 – June 28, 2018

#### Report Card Distribution Dates for Four Report Periods

- Report 1 – November 8, 2017
- Report 2 – February 5, 2018
- Report 3 – April 9, 2018
- Report 4 – June 28, 2018

<u>Parent Teacher Interviews</u>		
November 15 & 16, 2017	4:00-7:00 P.M.	Elementary and Junior/Senior High
April 11, 2018	3:30-8:30 P.M.	Elementary and Junior/Senior High

Parents should feel free to contact the administration or teaching staff at any time to obtain an interim progress report on their children. Interim progress reports offer spot checks on a student's progress, attendance, and effort at times other than the regular specified report cards. Interim reports will only be printed when requested, otherwise, parents can refer to [Parent Portal](#)

**Retention**

A student will be considered for retention in the same grade if:

- a. The student's average is less than 50%, Math, Language Arts, Social Studies, and Science are weighted at 75% and the remainder of the student's marks make up the balance (25%)

**IN CONJUNCTION WITH OR IF:**

- b. It is in the best interest of the student.

**Exams**

Exams will be scheduled and appear in the newsletter at the start of January and in June. Teachers are responsible for making students aware of the exam time.

**Exemptions**

Students will be allowed to exempt or lock in grades for two final exams in Junior High at year end as long as they have an 80% or higher in their course work, and have a signed exemption permission form signed by their parents and returned to the school by the cut off date. Students at "10" and "20" level courses will be allowed to exempt one exam per semester as long as they meet the preceding criteria. Grade 11 students must write their first science. **There will be no exemptions at the Grade Nine level in regard to Achievement Exams and no exemptions in any "30" level course. As of the 2016-2017 school year, high school students may not exempt the same course final two years in a row.**

**Exemption Dates**

Grades 7-11	Term 1: January 22, 2018 Term 2: June 20, 2018
Grade 12	Term 1 and 2: day before the first scheduled Part "B" Diploma Exam

**Provincial Achievement Tests**

Please refer to Alberta Education's website regarding Provincial Achievement Tests. Dates will be set according to their new guidelines. <https://education.alberta.ca/media/3653404/schedules-significant-dates.pdf>

## 8]d`ca U`9l Ua gÆ

Important dates can be found here:

<https://education.alberta.ca/media/3653376/schedules-significant-dates.pdf>

## hWl gjj Y`9Xi WWh]cbÆ

Students who have been assessed as having special needs according to Alberta Learning criteria are provided with an Individual Learning Plan (ILP) and placed in a modified, accommodated, or alternate learning program. Alberta Education mandates Inclusive Education. For more information, contact Darci MacMillan, our Inclusive Education teacher.

## ; YbYfU`GWcc`Fi`YgÆ

To complement the school discipline plan, the staff has developed some general rules that apply to all students. While not an exhaustive list, below are some basic rules that all students must follow:

Hats are to be removed upon entering the school

Dewberry School strives to be a NUT AWARE environment. No foods containing nut products are permitted in the building.

Students arriving prior to 8:30 A.M. and staying past 3:30 P.M. should have permission from a supervising teacher.

Student vehicles must be parked in the designated parking area.

Students who leave the school during the day must sign out at the office and sign in when they return.

Elementary students must have written permission to go downtown at noon hour. Junior High and Senior High students will be permitted to go downtown unless written instructions to the contrary are received from home.

## Gri XYbh`8fYgg`UbX`5ddYUfUbWÆ

Students should be dressed appropriately for school and for the weather conditions outside.

Clothing should not be offensive, suggestive, or a distraction to others. Clothing with suggestions of alcohol, drugs, tobacco, sexual, and racial nature displayed are not permitted. If necessary, students will be asked to change or cover up.

Hats are not permitted to be worn in the school, unless exemption has been made (ex. Spirit Days).

Students must wear appropriate clothing and footwear for physical education classes.

## 1.0 Introduction

Dewberry School, Buffalo Trail Public Schools and their properties are **smoke free environments**. As per 202.7AP Student Code of Conduct, grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behaviours such as: possession or use of illegal drugs, alcohol, or inhalants in school and on school property.

<http://www.btps.ca/documents/general/202-7AP%20-%20Student%20Code%20of%20Conduct.pdf>

## 1.1 Alcohol and Drugs

The staff and parents believe that school events should be fun for all participants. Anyone caught under the influence or using alcohol or other intoxicating substance will be disciplined accordingly.

## 1.2 Student Rights

Students at Dewberry School have a right to an education, the right to be treated with dignity and respect, the right to be heard, the right to feel safe at all times, the right to have sensible fun and the right to privacy.

Student Responsibilities (As outlined by the School Act)

### Students

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

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct;
- (f) respect the rights of others;
- (g) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- (h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- (i) positively contribute to the student's school and community.



Gi XYbh8]gVd`]bYÆ

### 1) *Disruptive Behaviour in Class*

Examples would include:

- leaving the class without the teacher's permission
- excessive noise in the classroom or hallway
- physical contact that disrupts others
- behaviour that interrupts the learning of others

### **Disciplinary Steps**

First Violation: Minimum: Student/Teacher Conference

Maximum: Student, Teacher, Parent and Principal Conference

Second Violation: Minimum: Temporary removal from class and Parent Notification

Maximum: Suspension and Parent Notification

Third Violation: Minimum: In School Suspension and Written Notification to the Parent

Maximum: Out of School Suspension and possible removal from course

5HhYbXUbW`Dc`]WmÆ

Regular attendance at school is one of the requirements that make it possible for a student to achieve his or her potential. The responsibility for good attendances rests with the student and his or her guardian/parents. In order to ensure good attendance practices, attendance will be monitored following the provisions in the School Act, Section 13. Parents are responsible for contacting the school if a student will be late or excused. Unexcused absences will be reported home through Synervoice. If attendance becomes a concern, parents will be contacted first by the child's teacher, and if they continue to be an issue, then by administration. In accordance with BTPS Policy 202.1 AP, should students have cases of unexplained absences, suspected truancy, or excessive absenteeism (more than 15% of instruction to date), the principal shall contact the parent or guardian as soon as a pattern of unacceptable attendance becomes evident. Attendance issues could be reported to the attendance officer at the Board of Education should it be a consistent issue, which may result in an attendance board hearing, which can lead to monetary fines being issued.

DufYbh7ci bWVÆ

The Dewberry Parent Council gives parents and community an opportunity to have a voice in school affairs. All parents are welcome to participate in discussions, but only members of the council have voting privileges.

The School Council Executive consists of a chairperson, secretary-treasurer, parent representatives, teacher representatives, community members, and student representative.



; fUXi Uh]cbÆ

In order to ensure that our students have a variety of experiences, and to keep students' career options as wide open as possible, students at Dewberry School should enroll in no fewer than 110 credits over a 3 year period. Many students will earn more than this. Current Alberta Learning Funding Policies are in a state of change. In the interim, students will enroll in the following manner;

1. Grade 10 - students must enroll in and carry a full program of 40 credits in Dewberry School, which may include Alternated Delivery Options as outlined under **Policy Regarding Alternate Delivery Options** and approved by the Principal.
2. Grade 11 - students must enroll in and carry a full program of 40 credits in Dewberry School, which may include Alternated Delivery Options as outlined under **Policy Regarding Alternate Delivery Options** and approved by the Principal.
3. Grade 12 - students must enroll in and carry no fewer than 35 credits in Dewberry School, which may include Alternated Delivery Options as outlined under **Policy Regarding Alternate Delivery Options** and approved by the Principal.

· In the event that a student wishes to finish in January, the following requirements must be met:

1. The student must be eligible to earn 110 credits by the end of the Fall Semester.
2. Of the 110 credits, only credits eligible to count toward a High School diploma will be accepted.
3. The student must enroll and carry no fewer than 17 school-based credits during the Fall Semester in Dewberry School, which may include Alternated Delivery Options as outlined under **Policy Regarding Alternate Delivery Options** and approved by the Principal.
4. In order to participate in graduation at the end of the school year, the student must be an active participant in all Graduation Planning and Fundraising activities during the Fall Semester.

Employers and postsecondary institutions are interested in students who go for more than the minimum and this policy helps effect that goal for our students.



8Yk VYffmGV\cc``; fUXi Uh]cb`Dc`]VwzÆ

To participate in the graduation ceremony, Grade 12 students must meet the following criteria:

1. Meet all Alberta Education Requirements for Graduation
2. By the third reporting period, be passing all subjects necessary to fulfill the requirements above with a mark of 50% or better.
3. Have submitted 50% of second semester core courses offered through Students' Online and have a passing average in said lessons or modules by the third reporting period.
4. Have submitted three quarters of Alberta Distance Learning Course lessons or modules, and have a passing average in said lesson or modules by the third reporting period.
5. Meet the Minimum Credit Policy as outlined above.

The annual grade 12 graduation will be planned for with the following budget in mind:

Banquet (average of \$20/plate) based on 10+2 tickets for 5 or more graduates, 12+2 tickets for 4 or less graduates

Flowers (average of \$10 each)

Decorations (\$1000)

DJ (\$500)

Late Lunch (\$100)

Invitations (\$100)

Hall Rental (\$110)

\*\* Budget to be reviewed annually in September and adjusted to account for student numbers, inflation, etc.

Funding to be provided by: High 45 Garbage Pick Up, Track and Field Concession, and Calendar Sales.

J U`YX]V\c:f]Ub`7f]hYf]UÆ

The Valedictorian will be considered the graduating student with the highest average in ELA 30-1 or 30-2 and four of the following:

Social 30-1 or 30-2, Math 30-1 or 30-2, Math 31, Science 30, Biology 30, Chemistry 30 and Physics 30.



Æ

Gi XYbh`UbX`J ]g]hcf`G][ b! ð#G][ b!Ci hÆ

In the event you are a parent volunteer within the school at any given time, *please remember to sign in at the office, as well as any younger children that are with you. We also ask that you sign out when leaving.* Please also sign in your child if you are dropping them off after 8:55 A.M. or picking them up prior to 3:27 P.M.

It is important that this process is followed, to assist administration in keeping track of people in the building in the event of a fire drill, lockdown, or other emergencies. Thank you for your cooperation.

: i bXfU]g]b[ ; i ]XY`]bYgÆ

In order to ensure all valued programs and events at Dewberry School are funded and in a fair and equitable manner, the following set of fundraising guidelines have been developed by Dewberry School in conjunction with Dewberry School Parent Council.

*School Swimming Program*-- funded by student fees, Parent Council, and instructional budget

*Dewberry School Athletics* -- funded by vending machine revenues, tournament fees and concession proceeds from hosted events

*Dewberry School's Students Union* -- funded by an operation budget and other fundraisers approved by Students Union Staff Advisor and Principal

*Year End Field Trips* -- to be scheduled annually in May or June and available to all students. Funded by SGF, and student fees. Field Trip destinations and opportunities will be decided by Administration with consultation with Staff, keeping in consideration the curricular outcomes and economic feasibility.

*School Ski Trip*-- to be scheduled annually in February or March and available to all grade 1-12 students.. Funded by SGF and student fees.

A Ybhcf`8UHUVUgYÆ

Are you a parent or community member who would be willing to volunteer your time and expertise to help students and teachers learn about your interests or your work? Mentorship opportunities can range from something as simple as sharing stories about your interests or your work, to helping critique student projects that are within your field of



Dewberry School  
Parent & Student Handbook  
2015-2016



expertise. Your mentoring style can be anything you want; a classroom visit, Skyping into a classroom or maybe students can visit you on site. Teachers work with you to plan the most appropriate experience.

Visit the link below if you would be interested, or contact the school and ask for the Peer Instructional Coach.

<https://docs.google.com/a/btps.ca/forms/d/1KCBzq9ETKze7q9RoWzqSK9Ub7R4iyOyVZ8EN6iHNMc/viewform>