



At Dewberry School we believe in “**Working Together For Success,**” while promoting **PRIDE** in ourselves and our Community.

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

# Parent & Student Handbook 2024-2025

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

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# Staff List

## Administration

Tyler Comeau, *Principal*

[tyler.comeau@btps.ca](mailto:tyler.comeau@btps.ca)

## Faculty

Krystal Becker *Private Kindergarten & Preschool*

[krystal.becker@btps.ca](mailto:krystal.becker@btps.ca)

<u>Teacher</u>	<u>Homerroom</u>	<u>Courses</u>	<u>Contact</u>
Rebekah Kern	1/2/3	Generalist, Literacy Specialist, Optimal Learning Coach	<a href="mailto:rebekah.kern@btps.ca">rebekah.kern@btps.ca</a>
Melanie Stevenson	4/5/6	Generalist, Literacy Specialist, Foods, Land Based Program, CTF	<a href="mailto:melanie.stevenson@btps.ca">melanie.stevenson@btps.ca</a>
Kelsie Peterson	7/8/9	Literacy Specialist, Social Studies 7/8/9, Health 7/8/9, Land Based Program, 1/2/3 PEW, CTS, Optimal Learning Coach	<a href="mailto:kelsie.peterson@btps.ca">kelsie.peterson@btps.ca</a>
Tyler Comeau		Science 7/8/9/10, Biology 20, CTS, CALM 20, Academic Advisor	<a href="mailto:tyler.comeau@btps.ca">tyler.comeau@btps.ca</a>
Kurt McLean	10/11	Math 7/8/9, 10C, 10-3, 20-1, 20-2, CTS, Land Based Program, 4/5/6/7/8/9 PEW, 10/20/30PE	<a href="mailto:kurt.mclean@btps.ca">kurt.mclean@btps.ca</a>
Tyson Lancaster	12	ELA 7/8/9, 10, 20, 30 Social 10/20/30, CTS, Green Certificate (Greenhouse and Poultry), Land Based Program, Inclusive Learning Lead	<a href="mailto:tyson.lancaster@btps.ca">tyson.lancaster@btps.ca</a>

## Support Staff

Anne Fehr, *Administrative Assistant*  
 Rhonda Ward, *Educational Assistant*  
 Stacey Nelson, *Educational Assistant*

[anne.fehr@btps.ca](mailto:anne.fehr@btps.ca)  
[rhonda.ward@btps.ca](mailto:rhonda.ward@btps.ca)  
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## Custodial Staff

Denise Bowman  
 Twila McVeety

## School Calendar



# 2024-2025 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	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30		
25	26	27	28	29	30	31	29	30																			

  

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

  

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

### LEGEND

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

The first day for students is **September 3, 2024**, **February 3, 2025** is the first day of Term 2. **June 26, 2025** is the last day of school for students.

Please be reminded that when inclement weather does not allow us to operate our buses, schools will be open, classes are occurring and student learning continues. As with any absence, students who miss material will be provided with an opportunity to receive instructional material through an alternate means or catch up on missed school work upon return to school.

Students are required to be in attendance until the last day of school as identified by the BTPS Board Approved Calendar. Final exams at the Grade 7 to 9 level will occur during the last five student days each semester. During non-examination times, tutorials, course review and alternate activities will occur. Final exams in non-diploma courses at the Grade 10 to 12 level will occur during the last five student days each semester. During non-examination times, tutorials, course review and alternate activities will occur. Final exams in diploma courses will occur as described in the Alberta Education Diploma exam schedule ([www.education.alberta.ca](http://www.education.alberta.ca)) and submission of marks will occur the day prior to the diploma marks submission date. During non-examination times, tutorials, course review and alternate activities will occur.

The total student days in this year's calendar equals 180 days.

Email: [buffalotrail@btps.ca](mailto:buffalotrail@btps.ca)

### STUDENT NON-ATTENDANCE DATES

August 26	School Based PL	January 30	School Based PL
August 27	Self Directed Teacher Day	January 31	Self Directed Teacher Day
August 28	BTPS Learning Day (All School Staff)	February 13 & 14	ATA Teachers' Convention
August 29	School Based PL (All School Staff)	February 17	Family Day
August 30	Self Directed Teacher Day & Support Staff Conference	March 14	BTPS Learning Day (Teachers)
September 2	Labour Day	March 28	School Based PL
September 30	National Day for Truth and Reconciliation	April 18	Good Friday
October 14	Thanksgiving Day	April 21-25	Easter Break
November 11	Remembrance Day	May 15	Designated Day-in-Lieu (Staff Meeting)
November 12	Designated Day-in-Lieu (Staff Meeting)	May 16	Designated Day-in-Lieu (Parent Teacher Interviews)
November 13	Designated Day-in-Lieu (Parent Teacher Interviews)	May 19	Victoria Day
November 14	School Based PL	June 27	Self Directed Teacher Day
November 15	ATA Professional		
Dec, 23 - Jan, 3	Christmas Break		

\*\* Central Office will be closed to the public July 21 - August 1, 2025

## School Fees

2024-2025 - BTPS Enhanced Education Fees are \$60 (\$30 for technology, \$30 for Supplemental Supports)

[BTPS School Fees](#)

For more information visit:

[BTPS School Fee Schedule:](#)

## Time Table 2023-2024:

[Elementary](#) - Please note that blank sections are dependent on the individual teacher to create for their classroom.

[Junior High](#)

[High School](#)



2020-2021

Dewberry School

Elementary Bell Schedule

START	END	BLOCK	TIME
8:50 am	8:55 am	Morning Transition	5 min
8:55 am	9:36 am	Period 1	41 min
9:36 am	10:18 am	Period 2	42 min
10:18 am	10:31 am	Morning RECESS	13 min
10:31 am	11:07 am	Period 3	36 min
11:07 am	11:49 am	Period 4	42 min
11:49 am	12:32 pm	Lunch Break	43 min
12:32 pm	1:14 pm	Period 5	42 min
1:14 pm	1:56 pm	Period 6	42 min
1:56 pm	2:09 pm	Afternoon RECESS	13 min
2:09 pm	2:45 pm	Period 7	36 min
2:45 pm	3:27 pm	Period 8	42 min

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	12:32 pm	Lunch Break	42 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

## Student Services

### Guidance and Counseling Services

a) Career & Educational Guidance

Mr. Comeau will:

- P assist students in exploring vocational interests, 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

b) Educational Guidance

Mr. Comeau 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

Social Emotional Coach, JoAnne Flath, will be at the school on Wednesdays 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

## 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. **Each student will have only one ASSIGNED locker.**

## Student Use of Personal Electronic Devices

Please refer to [BP304](#) and [AP303.1](#)

## Textbook Rentals

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 and Visitor Sign-In/Sign-Out

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.

### **Parent Teacher Interviews**

Dates:

Semester 1: October 23/24, 2024 - 3:45 - 7:00

Semester 2: March 19/20, 2025 - 3:45 - 7:00

Parents should feel free to contact the administration or teaching staff at any time concerning their child's academics. Parents will need accounts to the Parent **Portal** to access their child's grades and electronic report cards.. <https://powerschool.btps.ca/public/>

### **Final Exams**

Exams will be scheduled and be sent out through SchoolMessenger at the start of January and in June. Teachers are responsible for making students aware of the exam time.

[BTPS Electronic Reporting Information](#)



## Last Day of Critical Content

Grades 7-11                      Term 1: January 23, 2025  
    Term 2: June 20, 2025

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.

### **Diploma Exams**

Important dates can be found here:

<https://www.alberta.ca/diploma-exams-overview.aspx>

### **Inclusive Education**

Students who have been assessed as having special needs according to Alberta Learning criteria are provided with an Individual Education Support Plan (IESP) and placed in a modified, accommodated, or alternate learning program. Alberta Education mandates Inclusive Education. For more information, contact Tyson Lancaster and Rebekah Surina, our Inclusive Learning Coaches.

### **General School Rules**

To complement the school discipline plan, the staff has developed some general rules that apply to all students. Reference to BTPS 202.7 AP will be made in terms of student code of conduct.

[Student Code of Conduct](#)

While not an exhaustive list, below are some basic rules that all students must follow:

- 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. Junior High and Senior High students will be permitted to go downtown unless written instructions to the contrary are received from home.

### **Student Dress and Appearance**

- 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. Any staff member reserves the right to enforce the dress code, and ensure administration follow up.
- Students must wear appropriate clothing and footwear for physical education classes.

### **901BP Alcohol, Tobacco, Inhalant and Cannabis Free Environments**

Buffalo Trail Public Schools is committed to providing a safe environment for students, employees and visitors. All BTPS buildings, school grounds, vehicles and school buses contracted by the division shall be Alcohol, Tobacco, Inhalant and Cannabis free environments.

1. All BTPS buildings, school grounds, vehicles and school buses contracted by the division shall be Alcohol, Tobacco, Inhalant and Cannabis free environments restricting the use of:

a. Tobacco and tobacco products (including but not limited to cigarettes, cigars, bidis, kreteks, chewing tobacco, loose tobacco, snuff, dip, snus)

b. Inhalants (including but not limited to e-cigarettes, vapes, pipe/hookah and shisha)

c. Cannabis and any product containing cannabis in any form

d. Toxic substances or any substance used in an abusive manner

e. Alcohol and alcohol products

i. Exceptions may be made on a case by case basis to serve alcoholic beverages in facilities where permission is a part of a Community Joint use Agreement or by written request for Special Use Privileges as outlined in Buffalo Trail Public Schools Administrative Procedure 503.IAP – Community Use of School Facilities.

2. While participating in school sanctioned activities the possession or use of illegal substances, alcohol, tobacco or tobacco products (including but not limited to cigarettes, cigars, bidis, kreteks, chewing tobacco, loose tobacco, snuff, dip, snus) cannabis (in any form) or inhalants (including but not limited to e-cigarettes, vapes, pipe/hookah and shisha) is prohibited.

### **Dewberry School Discipline Policy**

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 Education Act)

Part 3 Responsibilities and Dispute Resolution

Responsibilities

### **Student responsibilities**

31 A student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) 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,
- (d) respect the rights of others in the school,
- (e) 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,
- (f) comply with the rules of the school and the policies of the board,
- (g) cooperate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

### **Student Discipline**

Dewberry school will adhere to its [accountability plan](#) when it comes to student discipline.

### **Attendance Policy**

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 attendance 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 Education 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 SwiftK12. 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.

For further reference, please refer to [Dewberry School's Attendance Guidelines](#).

### **Dispute Resolution**

Please note that Dewberry school will follow [BTPS's dispute resolution process](#).

### **School Council**

The Dewberry School Council gives parents and the 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, parent representatives, teacher representatives, and a community member.

### **Student Leadership**

The Student Leadership provides the structure for the coordination of extra-curricular, service, and social activities in the school. In addition, the student leadership provides communication among students, teachers, and administration.

#### **RATIONALE:**

The staff at Dewberry School believes that an active Student Leadership adds to the morale of the students and staff. Student Leadership will serve to benefit all student members of Dewberry School.

#### **GUIDELINES:**

1. At the beginning of each school year, the staff coordinator for Student Leadership will call for volunteers to be part of this organization. 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

1- Secretary

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 meetings.

4. The Students' Union will meet 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 - June
Basketball (in conjunction with neighboring 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.

## **Dewberry School Extra Curricular Policy**

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 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.
- 7) Students with an unexcused absence are not eligible to participate in sporting events on the same day.

## Graduation

Please refer to our [Dewberry Graduation Handbook](#) for more information regarding requirements and ceremony details.

■ [High School Requirements for Diploma and Certificate of Achievement.pdf](#)