



Bears paw School



Student Planner 2022-2023

Student Name: _____ Grade: _____

Welcome to Bears paw School

253210 Bears paw Road
Calgary, Alberta
T3L 2S5
Phone: (403) 239-9607

Email: bearspaw@rockyview.ab.ca
Web Site: <https://bearspaw.rockyview.ab.ca>

This Parent-Student Handbook is provided as basic information about our school. More information can be found throughout the year at our website: <https://bearspaw.rockyview.ab.ca> as well as through on-going forms of communication such as the monthly newsletter, our Friday Fan Out e-mails, teacher e-mails and online communication, and paper memos that go home.

MISSION

Bearspaw School empowers learners through authentic and connected learning experiences.

VISION

Together we learn, evolve and shine.

MOTTO

We Champion Attitude, Effort and Teamwork.

BELIEFS

We believe that:

- Learning is the focus and reason for every decision we make.
- Learning should be positive, challenging and rewarding.
- Optimal learning happens in a safe and trusting environment when students, teachers and parents are supported and supportive of one another.
- Learners who understand how they learn, take ownership for their learning, and are empowered to act on their learning, become learners for life.

WELCOME

On behalf of the entire staff at Bearspaw School, we welcome you to the school and to the 2022-2023 school year. Bearspaw School offers Kindergarten to Grade eight programming to a population of over 500 students. Situated in the beautiful foothills of the Rocky Mountains, Bearspaw School is a spacious facility staffed by a dynamic team of educators and support staff. A strong sense of community and cooperation has been developed with the help of a very active School Council and the Friends of Bearspaw Education Society (FBES).

It takes a village to raise a child. High value is placed on the home-school relationship. You as parents/guardians play a fundamental role in the education of your child. We are fortunate the majority of our students come to school ready to learn as they come from homes that provide the love and nurturing needed for a healthy mind and body. Parent support of the school also comes from staying informed about your child's and the school's activities, cooperating with school policies and procedures, volunteering when possible and encouraging a positive attitude toward the school and learning in general.

SCHOOL START AND END TIMES

Monday-Thursday: Entry time 8:20. Students in class at 8:30
Lunch Break – First Half: 11:54 a.m. – 12:18 p.m.
Lunch Break – Second Half: 12:18 – 12:40 p.m.
*Dismissal: 3:00

Friday: Entry time 8:20. Students in class at 8:30
Lunch Break – First Half: 11:54 a.m. – 12:18 p.m.
Lunch Break – Second Half: 12:18 – 12:40 p.m.
*Dismissal: 2:00

*** Note:** Classes start at 8:30 a.m. Students need to arrive at least 10 minutes before class. Students who arrive after 8:30 a.m. are considered late and must sign in at the office.

****Note:** Friday is early dismissal

SCHOOL WORKBOOK

Each year Bears paw School writes a School Workbook that is compliant with the goals of Alberta Education. We are guided by our district, Rocky View Schools (RVS), and the goals, outcomes and strategies set out in the [RVS Four-Year Plan](#). Specifically, we design learning so young innovators can **Connect** to passions, interests, and people; **Achieve** their potential; and **Navigate** successfully as global citizens. We call this our “I CAN” goal.

To help each school understand how we are doing and what actions we could take to do better, we gather insights from students, parents and staff, collect other relevant data, reflect on that information, then brainstorm and test solutions to improve. This is captured in our school [playbook/workbook](#).

COMMUNICATION/PARENT INVOLVEMENT

Website: <https://bears paw.rockyview.ab.ca>

School Council/FBES

School Councils were created as advisory groups to help involve parents with the governance of schools. By being involved in School Council, you get to hear monthly updates from our Principal and our school board Trustee, as well as participate in discussions and support important school initiatives. Every parent is welcome to become part of Council and/or to attend the meetings. Further information is posted on the school's website under the School Council tab.

Friends of Bears paw Education Society (FBES) is a not-for-profit society which fundraises to support school initiatives. Volunteers are recruited each year and parent involvement is always welcome. FBES' funds support literacy, numeracy, technology, cultural and special events at the school as well as enhance resources used in teaching and learning.

Volunteering

Volunteers are important to the success of many school activities. At the beginning of the school year a Volunteer Sign-Up List goes home for parents to consider. Volunteer work changes throughout the grades. In the lower grades, parents are very hands-on in the classroom. In the higher grades, volunteering may be in the library, at a dance or on a field trip. Under Freedom of Information and Protection of Privacy legislation (FOIP), all volunteers are required to commit to confidentiality and fill out a Confidentiality form prior to volunteering at school.

Rocky View Schools requires that all volunteers provide a criminal background check. Background checks are considered valid for 5 years, with an Annual Statutory Declaration. Please see RVS policy:

<https://bears paw.rockyview.ab.ca> An application form is available at the office specific to Bears paw School and is needed to apply at the RCMP detachment or Calgary Police Service District Office, depending on where your primary residence is located. Volunteers are also required to **sign in at the office and wear a nametag for security reasons** and in the event of a school evacuation. Parent Volunteers are organized through School Council and the classroom teachers. Volunteering is very rewarding and connects parents to their child's school experience.

Telephones, Cell Phones and Voice Mail

Student use of school phones is limited to calling parents for important messages or to inform parents of illness. Students may use classroom phones only after obtaining permission from their teacher. Students are requested not to use any school telephone for visiting or social purposes at any time of day. We discourage students from using their devices during an emergency for a number of reasons:

- Cell phones can accelerate the spread of misinformation, rumors and fear;
- Our school phones could become overloaded with calls from concerned parents; and
- Parents may rush to the school at a time when public safety officials may need roads and quick access in and out of our school.

School administrators and safety officials will likely be using cell phones to communicate. It is possible that many students rushing to use their cell phones in an emergent situation could overload the system. This could conceivably decrease, not increase school safety during an emergency.

Bears paw School has a voice mail system you can access by dialing (403) 239-9607 and following the prompts. We make every attempt to answer each call from 8:00-4:00 daily (8:00-2:30 on Fridays). If it is not answered it means personnel are tied up on another line or helping students/parents at the office.

Who To Call When You Have A Concern

During the course of the year, you may have a concern about your child and his/her programming, relationships, behaviours or any other area. Your child's homeroom teacher is always your **first point of contact**. The Child Development Advisor (CDA) is also a good contact person concerning behavioural or social-emotional issues. If you feel the issue or concern has not been resolved through those channels, you are invited to call the Administration of Bears paw School.

E-Mail

E-mail is the preferred method of communication in most cases as teachers can be difficult to reach during the daytime and parents are often hard to reach in the evening. General e-mail etiquette is requested. E-mail addresses can be found on the school's website. Teachers generally do not check their e-mail during the day. More often, teachers check e-mail after dismissal when students have gone home. **Urgent matters should not be communicated via e-mail.**

PROGRAMS

As a public school, Bears paw follows the Alberta Education Program of Studies which is available on-line at <https://www.alberta.ca/programs-of-study.aspx>. The parent resource, My Child's Learning, can be found at: <http://www.learnalberta.ca/content/mychildslearning/> and will provide you with a better understanding of Alberta's curriculum and how you can help your child. It tells you what your child is learning, how they're assessed and what resources are available to help them be successful. Bears paw School provides a variety of programs and services to address the diverse learning needs of our student population. Support is offered to students who experience learning difficulties. We value the importance of parent involvement and recognize that parent support is essential to student success. We work collaboratively with personnel from Rocky View Schools' Student Support Services to develop and implement special programs to meet the needs of our students, and we strive to provide opportunities for all students to succeed as learners. Option classes are available to students in grade 7 & 8 whereby students choose from a variety of interest-based classes such as Foods, Construction, Robotics, Band, etc. Course selection is dependent upon space and teacher availability and may vary from year to year. Grade 6 students may choose a band or art major. Grade 6, 7 & 8 students have the opportunity to participate in inter-school athletic teams such as track and field, volleyball, basketball and badminton.

Athletic Program

Sports are an important part of Bears paw's culture as we champion "Effort, Attitude and Teamwork". Bears paw school participates in the Rocky View Schools (RVS) extra-curricular sports to the fullest extent possible as student interest and coach-volunteer availability determines.

The RVS extracurricular program consists of the following sports:

- Grade Six: Introductory Soccer, Volleyball and Basketball
- Grade 7/8 Track and Field
- Jr. A Volleyball
- Jr. B Volleyball
- Jr. A Basketball
- Jr. B Basketball
- Grade 7/8 Badminton

Student Assessment and Reporting

The primary goal of assessment and the communication of student learning is to guide instruction, promote student learning and inform parents. Assessment needs to be ongoing, consistent and accurate for all students utilizing multiple approaches that evaluate student success as a 21st century learner.

Formal communication of student achievement occurs at regular intervals with parent/student/teacher conferences and throughout the school year using Real Time Reporting (RTR). This involves both students and parents regularly checking for assessment information and comments on the parent portal of PowerSchool. Teachers will post assessments and comments throughout the year. Teachers in grades K to 8 post assessment information using PowerSchool software. This information is secure and requires a log in name and password available through the office. A web-based

Conference Manager is used to book conferences and conferences may be in person or on an online platform like Zoom. Parent participation in the formal student assessment and reporting process is vital; however, your ongoing communication with the teachers throughout the year supports students in their efforts to achieve their very best. A final report card will be available at the end of the school year.

Parents may access the RVS policy regarding “Assessment and Communication of Student Learning” at http://www.rockyview.ab.ca/board_policies/admin_procedures/300-students/ap360-assessment-and-communication-of-student-learning

Homework

During the school year parents may assist students by establishing a quiet time each day where your child is encouraged to do his/her/their homework, read or review. Please encourage your child to read regularly each evening. With younger students, the formal homework should amount to approximately 20 minutes an evening and will increase as they go up in grades. Students who are focused and hard-working during the day may have less. Reviewing homework and helping with its completion can be quality time together. It will also keep you current on what is being studied in the classroom. We appreciate your support when you monitor teacher’s communication tools daily to help your child stay on top of deadlines, catch up on missed assignments and encourage daily reading.

A Special Note About Homework, Projects, Exams and Extended Absences

Homework assignments cannot be provided for extended absences as students miss the instruction and teachers adjust assignments as learning progresses. Depending on the grade, students may access the assignment on the website. Contact your child’s homeroom teacher for further information. Students absent for extended periods of time are likely to have assignments, projects and exams missing, which could affect their overall progress and assessment results.

Fees

School fees are determined by the Board, with a few exceptions such as options and field trips. These fees are set by the school following guidelines provided by the Board. A fee statement is provided early in the school year and is payable upon receipt. In the event of financial hardship, special arrangements such as monthly payments can be arranged through the school’s Secretary of Accounts. A Waiver Application Form is also available yet only for School Established Optional Course Fees. Upon receipt by the school principal of Form AF5105 Waiver Application, parents of students who provide a copy of Goods and Services Tax (GST) credit notice with the names of dependent children listed, will qualify to have their fees waived. The deadline for submission of Form AF5105 Waiver Application to the school principal is June 30 of the current school year. Please check the school website for further information and for a summary of fees under Our School – School Fees.

School Policy Statement on Collection of Fees

Fees are important to the operation of a school. We always appreciate the prompt payment of all fees as they are invoiced. To ensure we have a fair process by which we collect fees, the following procedure has been put into place:

- Step One: General notice of fee amounts for the school year are provided to parents in the fall and posted on the School’s website.
- Step Two: An official invoice is distributed, by the middle of October, to each household indicating the specific amount owing and the due date of payment for each child attending Bearspaw School.
- Step Three: Reminders of fees will be on the Friday Fan Out which is emailed to all parents weekly.
- Step Four: Outstanding fee invoices will be mailed to all parent(s) in January or February.
- Step Five: Follow-up communication in March or April with the parent(s) by email and/or phone will be made discussing the outstanding fees. The reminder will state the date unpaid fees will be sent to RVS for collections.
- Step Six: A list of outstanding fees are submitted to RVS in May for collections.

Student accounts must be **in good standing** for the child to participate in extra-curricular activities for which there is a fee. This statement is included on all invoices and is enforced by the teachers and coaches.

Textbooks

Older students are assigned textbooks which must be returned in good condition. Your child will be responsible for any lost or damaged textbooks assigned. Textbooks are very expensive. Students are strongly encouraged to keep track and care of their textbooks as parents are usually unpleasantly surprised at the cost of repair or replacement. Each year, textbooks and library books are checked and invoices sent home when necessary.

Equipment

Students are allowed use of equipment as it pertains to their studies. Use of digital resources such as the computers, internet and cameras is permitted for educational purposes. The proper use and care of this equipment is essential to students' on-going access and use. Inappropriate use will result in loss of privileges.

School Cleanliness

Bearspaw is fortunate to have a committed caretaking team. Students are asked to assist in maintaining the cleanliness and appearance of our school and school yard by:

- Eating and drinking in designated areas only
- Disposing of garbage in the receptacles provided
- Using recycling containers
- Picking up litter in and around the school
- Abiding by the school's indoor/outdoor shoe policy
- For safety reasons, boots and shoes must be kept on the racks provided to prevent a tripping hazard.

We hope everyone will take pride in our beautiful school!

Litterless Lunches and Healthy Eating

We, at Bearspaw School, are making efforts to be environmentally conscious. To reduce waste, we encourage students and parents to pack lunches in reusable containers. Although it is challenging to be completely litterless, a reduction of litter is worthwhile. Also, as a school, we are conscious of balancing healthy eating choices with special treats whenever possible. When bringing in celebratory snacks for birthdays, class parties or other special events, we request that you consider some healthy alternatives. Options such as crackers and cheese, instead of cupcakes and cookies, or veggies and dip, or fruit are great options. We appreciate your consideration in this initiative as healthy eating positively impacts learning. Click here to view ["Rocky View Schools Approach to Healthy Eating"](#)

Lockers and Storage of Personal Possessions

Students in grades six to eight are given access to a locker for storage of their school materials and clothing. Lockers must be kept locked, neat and tidy. Students can use magnetized items on the inside of the locker but are not allowed to use tape or other sticky materials as it damages the finish on the locker. In grade six the school will sell an approved lock to each student that must be used to secure the locker. This lock can be used in grades 6, 7 and 8. Of course, when the students leave the school, they take the locks with them. If for some reason they require a new lock, it can be purchased at the school office.

Lost and Found

There are six lost and found drawers located underneath the benches in the commons area. Parents and students are encouraged to check these drawers frequently for lost items. All items not claimed at the end of each term will be packaged and sent to local charity organizations. All small items, money and jewelry should be turned into the office. Please ask at the office if you have lost money, keys or a small item.

ATTENDANCE, LATE ARRIVALS AND EARLY DEPARTURES

Attendance Procedures

Regular attendance is essential to students' consistent academic progress. If your child will be absent, parents are asked to call the school in advance at **(403) 239-9607** with the name and grade of your child, the reason for absence and the anticipated date of return to school. Illness, medical appointments and family emergencies are considered acceptable absences. We will attempt to contact the parent in the event of an unexplained absence. Please help us by ensuring we have your current phone numbers including emergency contacts.

Extended Absences

In the event of any extended absence, other than for illness, parents must provide a note indicating the nature and duration of this absence. Please consider extra holidays during the school year carefully as student achievement may be affected. Teachers are under no obligation to provide instruction or materials for students who miss school due to extended holidays.

Arriving Late and Leaving Early

Students should arrive 10-15 minutes before the first class commences. Late arrivals are disruptive to instruction and do not provide the best start to the day for your child. Students should be seated and ready to learn in their classroom by 8:30 a.m. Students who arrive after 8:30 a.m. must be signed in at the office. Students are expected to arrive promptly to all classes. Individual incidents of tardiness will be handled by the classroom teachers. Chronic tardiness will be referred to Administration. Since many students are driven to school, parent cooperation with arriving on time to class is essential.

Students leaving school at any time during the day other than regular dismissal must be signed out by their own parent or guardian at the office. For security purposes, the school reserves the right to decide if a student can be released to the care of an adult based on permissions and custody orders that may be on record. Parents are asked to ensure our records are up-to-date including phone numbers. **Parents are also asked to provide written permission for someone other than the regular adult to pick up your child.**

Bearspaw School Grounds, Parking and Drop-Off Area

In order to reduce the congestion and increase the safety of our students, we respectfully request your assistance with parking and drop off procedures. Please help us to reinforce the following guidelines:

- all vehicle traffic is prohibited on the bus road and in the bus loop
- observe the one-way flow and do-not enter signs as you come into the school parking area
- do not idle your vehicle. Please shut off your engine while dropping off or picking up and/or walking your children into the school
- for parent volunteers staying for a part of the day, please use the parking stalls on the southwest side of the parking lot
- do not park along the roadway at the entry into the school property, we must maintain a clear entry way for emergency vehicles
- park in designated parking areas only
- when dropping off, please pull forward up to the vehicle in front of you so that vehicles are not trying to parallel park in empty spaces. This allows for a more fluid entry and exit.

Please note: all students have designated entry doors. These doors open at 8:20. If you drive your child to school, we respectfully request they are not dropped off prior to 8:15.

HEALTH AND SAFETY

Illness

Please do not send your sick child to school as it is hard on your child and may spread germs to others. Bearspaw School has a small room in the office known as the infirmary. A student who does not feel well is allowed to lie down in the infirmary for a limited time. If the student does not improve, or has a fever, we will notify parents to pick up the child. Bearspaw School reserves the right to call an ambulance if your child appears seriously ill or injured. It is critical that your child's special medical needs are listed on the registration form, and that a current emergency contact other than parents is provided.

Students are encouraged to wash hands frequently especially before eating and after using the washroom. Students are discouraged from sharing drinks, lip balms, utensils, etc. to help reduce the spread of germs. Students are also discouraged from sharing toques, hats, combs, brushes etc. to help reduce the transmission of lice.

Bearspaw School seeks advice from Alberta Health authorities in the event there appears to be an outbreak of infectious conditions.

Medication, Allergies, and other Medical Conditions

Bearspaw School will NOT issue any medication or provide any medical attention beyond that of first aid treatment. Parents, emergency contacts, or an ambulance will be contacted. Students who require Epi-pens should carry them at all times. Please consider that Bearspaw School is allergy aware with a focus on nut allergies. Parents should **not** assume that the school is allergen free. We have requested that nuts not be brought to school but we **cannot guarantee** that everyone will comply with our request.

Parents of children with severe allergies are strongly encouraged to:

- Secure a medic-alert bracelet for your child
- Educate your child as to safe and unsafe foods and symptoms as well as how to self-administer the (auto-inject) Epi-pen if age appropriate
- Ensure you have discussed the matter with the classroom teacher
- Provide a second Epi-pen to be housed in the school's infirmary, in addition to the one they carry.

Parents are asked to complete the "Request for Administration of Medication" form if your child has medical conditions of which the school must be aware. Teachers review Epi-pen use for seizures and diabetes with the school nurse each fall.

Weather/School Closure

Inclement weather or unsafe road conditions, or other emergencies that result in the school not opening on a particular day, or the cancellation of bus service, will be announced on radio stations CBC, CHFM Lite96, 66CFR, JACK FM, FAN960, QR77, Q107, Country 105FM, CJAY92, CITY TV, The Range and Global News Morning Edition between 7:00 and 8:30 a.m. **Notification of school closure will be provided on the school's website and through our school's automated communication system as soon as the school has been notified.** If the school remains open, parents who choose to transport children to school when bus service on their route has been cancelled, will then be required to pick up their children at the end of the school day. **If the busses do not run in the morning, the busses do not run after school.**

Once students have been conveyed to the school, the school will not be closed by the school administration until the regular school dismissal time and it is deemed safe to allow school buses to depart on the return home journey. Ultimately, it is **the parent's decision** to determine the safety of your child's travel to school on any given day.

Bussing

At one point or another all students will ride a bus, whether it is for field trips, or on a daily basis as a means for transportation to and from school. All students, therefore, are required to be familiar with basic bussing rules and regulations. Students should be dressed for the weather in case of a bus breakdown. Once on the bus students should sit in their assigned seat, face towards the driver at all times, and keep their voices down so the driver can concentrate on the road. The driver's instructions must be listened to and obeyed at all times. Materials carried on to the bus must be of a size and nature that allows them to be held by the student without endangering others. Parents can access bussing information at <https://www.rockyview.ab.ca/transportation>.

Recess

Whenever possible, recess will be taken as usual. During times of extreme cold weather (wind chill will be taken into account) recess time outside may be shortened or cancelled. If outside recess is cancelled, students will be asked to play and have quiet time in their rooms or the Commons area.

As the decision to stay indoors is made on a day-to-day basis, please ensure your child is dressed properly to go outside in a variety of weather conditions.

Occasionally, during severe winter weather months, when a child has just recovered from an illness and parents would like to have their child remain indoors for a day or two, a note from the parent is requested. In order to provide adequate supervision at this time, they will be requested to be in the infirmary or office area. Note that this is meant only for special circumstances.

Emergency Preparedness

Emergency preparedness drills are required at regular intervals during the school year. These drills are an important safety precaution and everyone must follow procedures closely. The teacher in each classroom knows the specific instructions for emergencies. An evacuation team is trained to function in various roles in the event of an emergency. Students who do not cooperate in an emergency drill will have disciplinary consequences. The primary designated evacuation site is Bearspaw Lifestyle Centre. The secondary evacuation site is Cochrane High School in Cochrane. School lockdown procedures are also practiced for the unlikely event of an intruder. Parents will be required to show identification at the evacuation site for your children to be released to your care.

STUDENT CONDUCT AND BEARSPAW SCHOOL DISCIPLINE CYCLE

The role of the student is outlined in the Education Act (Section 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) co-operate 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.

ROCKY VIEW SCHOOLS STUDENT CODE OF CONDUCT

Bearspaw School Code of Conduct

Respect Yourself:

- ✓ Dress appropriately.
- ✓ Be on time for school, class, and other activities.
- ✓ Be ready to learn - have supplies ready, work ready, and your mind ready.
- ✓ Listen to instructions, staff, and others.
- ✓ Talk positively - be polite, use language that represents you in a positive way.
- ✓ Celebrate and appreciate your uniqueness; be a leader.

Respect Others:

- ✓ Put people up, not down, give compliments. Teasing, taunting, shunning, or bullying behaviours are taken seriously.
- ✓ Use positive language and positive non-verbal communication.
- ✓ Celebrate and appreciate others' uniqueness.
- ✓ Walk safely and quietly in our school, others are learning too.
- ✓ Play safe outside, our hands are for helping not hurting; no rough housing or play fighting, pushing, tripping, kicking, slapping.
- ✓ Any type of weapon or any item which may hurt others is not allowed at school and will be kept at the office until a parent can pick it up (this includes laser pointers). Possession of a weapon may result in suspension from school.
- ✓ Speak up for others; it is important when you see something which is wrong that you use your voice to help. Being a silent bystander is not okay.
- ✓ Share and respect other people's things; do not take others' property without their permission.

Respect Property

- ✓ Keep our school clean-we do not write on desks, lockers, walls, etc.
- ✓ Bathroom areas are not for playing or fooling around. Leave the washroom area as soon as you finish washing your hands.
- ✓ Clean up after yourself, in your classroom, in the lunch area, and outside.
- ✓ Take off dirty shoes when entering the school.
- ✓ Take care of all school equipment. All property needs to be respected. Put equipment away after recess.
- ✓ Stay within sight lines of school – students may not go to play on a neighbour's property, the community center site or the treed coulee area east of the school.
- ✓ Vandalism of any sort is unacceptable and restitution must be made for damages.
- ✓ Follow the acceptable use computer agreement which must be signed by all students and parents.

In support of positive student conduct we take a two-fold approach. The first aspect is proactive: We work towards developing good character in our students such that they recognize right from wrong and make decisions that support respectful behaviour. Students are supported in learning problem solving skills, critical thinking skills, social skills and empathy. The school's Child Development Advisor (CDA) is actively involved in promoting programs along these themes. FBES supports various presenters throughout the year who enhance and support the school's goals in this area. The second aspect is disciplinary: We work towards clear and consistent expectations and consequences.

Response to Inappropriate Behaviours:

Minor incidents are handled at the time, on the spot. The student is cooperative and remorseful. We generally begin with simple reminders, and then progress to structured problem-solving, if necessary.

Incidents that are deemed a concern, repetitive or handled inappropriately by the student may require more involvement. Documentation may be needed along with consequences. The parent may or may not be contacted depending on the situation.

Incidents that are viewed as more serious, chronic or handled inappropriately by the student usually require an investigation; witnesses are called; and parents are contacted. These types of behaviours involve school suspensions for one class, a part of the day, a full day, or multiple day and may be in-school or out-of-school.

When investigating incidents, we:

- seek to understand what happened rather than assuming.
- are effective, more than efficient, thus taking the time needed for all parties to be heard, looking to understand as accurate a picture of the situation as possible.
- keep every student's dignity and our dignity intact.

Our problem-solving structure includes the following:

- Taking adequate time to clarify the incident and the problem.
- Brain-storming solutions with students / parents / teachers when appropriate.
- Choosing an appropriate solution.
- Scheduling a time to follow up on how things are going and/or mediation through our CDA

Although each situation is judged on its own circumstances, the above guidelines help all parties understand and assess the nature of the misconduct. There are behaviors that are unacceptable, including violence, possession, or use of drugs and/or alcohol, possession or use of weapons, and direct defiance of an adult. In the case of these behaviors, our progressive discipline model could include, as a minimum, removal from classroom or playground or, as a maximum, out of school suspension of five days or recommendation of expulsion to the school board.

Dress Code

Bearspaw School is a public place of formal education and, as such, we expect our students to dress appropriately. We ask students to dress in a manner appropriate to the environment of a school, a place of learning and the workplace of our staff.

While there are particular guidelines that are useful in determining what is appropriate for students to wear at school these are not hard and fast rules, as they are almost impossible to consistently enforce. We ask our students to conform to reasonable standards of taste in dress and grooming and their attire needs to be suitable for all kinds of activities both indoors and outside.

Clothing to avoid wearing to school includes slogans or pictures on clothing (or buttons) depicting drugs, or with words or sayings that are hurtful, derogatory or profane. These would be deemed unacceptable and students will be asked to change. Included to avoid are clothing that reveals underwear or excessive midriff. In grades 5-8, hats are permitted in common areas and within the classrooms will be at the individual teachers discretion. Students may be asked to remove hats during assemblies and presentations.

Students whose dress is deemed inappropriate will be asked to change – clean gym strip attire will be available as a temporary measure or a phone call home for a change of clothing. We have noticed that, at times, the students modify their attire on the way to school or while at school so what may have been acceptable when leaving home is no longer acceptable due to the modifications. Our two-shoe policy regarding indoor and outdoor footwear is also part of our dress code.

Harassment and Bullying

Harassment and bullying are complex behaviours common in society but are different than conflict issues. It is important to note the difference between conflict and harassment / bullying. Conflict is a disagreement and solving it is the responsibility of all parties involved. Teaching students to manage conflict is a life skill. Harassment and bullying are identified as **targeted, on-going behaviours** intended to harm, humiliate or exclude another. Although we try to educate our students regarding all aggressive or mean behaviour, when it is targeted and repeated over longer periods of time, we consider it bullying and make even greater efforts to eliminate it.

Bearspaw has formalized a plan to deal with these types of behaviours. Much work is required every year with students and parents to keep a heightened awareness about harassment and bullying and its negative effects. The school has put in place a protocol for students found to be harassing or bullying their classmates. Each investigation is handled through our discipline cycle based on the situation, including evidence available, attitude of the student and severity of the behaviour.

Student Conduct in the Digital World

Electronic and digital communication has created a new set of responsibilities that our students need to demonstrate. The use of personal digital devices at school, on school property, or at school sponsored activities is subject to the same standards of conduct and consequences as any other behaviour. All use of digital recordings should be with honourable intent and with good conscience. The RVS Responsible Use Agreement must be signed annually.

At no time should any photos, voice recordings or transmission of personal information, including social media, be made without the **knowledge and permission** of all persons potentially involved or affected by such information. Please be advised that photos and videos are allowed at school public events. The school reserves the right to confiscate digital devices if found to have been used in contravention of school rules and expectations. We encourage the use of personal

digital devices for appropriate learning purposes. However, the school assumes no liability for lost, stolen or broken digital devices students may bring to school.

Calendar

Please see the Google calendar on the School's website for significant dates for the year, and ongoing dates as events are added.

We hope you find this Handbook informative. Your thoughts and feedback are greatly appreciated.