

# **BOWSMAN SCHOOL HANDBOOK**

## **2007 – 2008**

Welcome to Bowsman School. The following information is intended to help parents and students understand the operation of our school.

**Our School Policy is based on these three simple statements:**

- 1. Take care of yourself.**
- 2. Take care of each other.**
- 3. Take care of this place.**

### **STAFF LISTING**

Mrs. D. Walker-Gillam	Principal, Grades 4 – 8 Math
Mrs. J. Mosiondz	Resource, Reading Recovery, Grades 7 & 8 Language Arts
Miss C. Pearson	Grades 4 – 7 Language Arts, Grades 4-6 & 8 Social Studies, Intramural Activities at lunch time.
Mrs. T. Avery	Grades 4 -8 Science, Phys. Ed. and Health
Mrs. C. Cook	Grades 2 & 3
Mrs. C. Clelland	Grades 1 & 2
Miss R. Moore	Grades 4 – 8 French, Grade 7 Social Studies Grade 6-8 Art (Sept-Nov), Grades K-5 Music (Sept-Nov)
Mrs. C. Jones	K – 5 Music, Grades 6 – 8 Band (returning in Dec)
Mrs. T. Grandfield	Kindergarten
Mrs. J. Marchuk	Secretary

Our Educational Assistants for this year are: Mrs. Friesen, Mrs. Giles, Mrs. Hamilton, and Mrs. Graham.

Our custodian is Mrs. Foster Tamblyn.

### **SCHOOL SCHEDULE**

First Bell	8:50 a.m.
Opening Exercises/Announcements	8:55 a.m.
Period 1	9:00 – 9:40 a.m.
Period 2	9:40 – 10:20 a.m.
Recess	10:20 – 10:35 a.m.
Period 3	10:35 – 11:15 a.m.
Period 4	11:15 – 11:55 a.m.
Lunch Meal Time	11:55 a.m. – 12:10 p.m.
Lunch Recess	12:10 – 1:05 p.m.
Period 5	1:05 – 1:45 p.m.
Period 6	1:45 – 2:25 p.m.
Recess	2:25 – 2:40 p.m.
Period 7	2:40 – 3:20 p.m.
Period 8	3:20 – 4:00 p.m.

## ENRICHMENT DAY SEMINARS

During the school year a variety of day seminars will be planned for specific grade levels.

Students who wish to attend these seminars must meet a set criteria for selection. The enrichment activities are planned for students that are keen to learn about specific subjects. Please note that some students may be chosen to attend several sessions a year if they meet the criteria.

Day seminars are planned by the Division Enrichment Committee.

## SCHOOL GUIDELINES

**Awards:** In June we offer several awards: Achievement Award is offered to those students who have a minimum of three subjects over 85% and nothing else lower than 75%. The Honor Roll is offered to those who have five subjects over 85% and nothing else lower than 75% on their final report.

There is also an Arts and Sciences Award to the top Grade 5 – 8 students in Math and Sciences (Sciences) and Language Arts and Social Studies (Arts) for the years work.

**Athletics:** Interschool Athletic Awards may be given to the Most Valuable Player or deserving team member of the different school teams. In addition, there will be an Athlete of the Year award for a male and a female student.

**School Photographs:** A commercial photographer will take school photographs, on September 26th. An envelope including proofs and picture package pricing will be sent home with students in October so that parents may choose to purchase photos.

**Arrival Times:** Students are not allowed into the school until 8:35 a.m. If they arrive before this time, they are required to wait outside until 8:35 a.m.

**School Safety:** Students are reminded that they are not to leave the school grounds without both parental and teacher permission during the school day. This is to ensure that they are well supervised and that we always know roughly where they are.

All students are required to have a note or phone call from a parent to be allowed off the school grounds during the school day. We can accept a note for regular library attendance or music lessons for the year. Notes granting permission for students to visit the store or restaurant are needed on an individual visit basis. We strongly discourage students visiting other student's homes at lunch time, especially if there is no adult supervision.

\*\* If students abuse their privilege of visiting the Town Library, this privilege may be suspended, or a note will be required for each visit.

\*\* Students may lose recess and/or lunch hour privileges due to incomplete school work or misbehavior.

All outside doors, except the main doors, are locked after the start of the school day. If students are late, the only way into the building will be through the main front doors.

In case of emergency, it is essential for the office to be able to contact a parent at any time during the day. Please inform us of telephone and/or address changes.

**Visitors:** **ANY VISITORS TO THE SCHOOL MUST REPORT TO THE MAIN OFFICE.**

**Telephone Usage:** The telephone is available for students to use upon request, in the office. Students should be aware that they may only use the office phone. We reserve the right to deny students the use of the phone for social arrangements, or if their telephone behavior is unacceptable.

Parents are welcome to leave a message for a student with the office. Students will be called out of class for emergency situations only.

**Lunch Rules:** All students who stay for lunch will eat in their home room between 11:55 a.m. and 12:10 p.m. Fruit juices are available. We also have microwave ovens in the classrooms that are available for students who supply their own dishes and cutlery. Girls can bring microwavable food on Even Days and Boys can bring on Odd Days.

**Hot Lunch:** Hot Lunch will take place throughout the year. Please watch your child's agenda for details. If you are able to help prepare a Hot Lunch, please contact the school.

**Study Hall/Detention:** For students with incomplete schoolwork or inappropriate/disruptive behavior, a supervised work period is set up 3 days per week. Extra help/tutoring is also available at this time. Detentions will take place on Days 1, 3, and 5. Students with detentions are not allowed to participate in intramurals until the detention is served.

**Fire Drills:** Fire drills will be held on a regular basis, 10 per school year.

**Illness or Injury:** First aid will be given to a pupil who is injured on the premises or the school grounds. If the accident is serious, you will be notified immediately. If the parents cannot be reached then we will notify the responsible person indicated on the registration form. We reserve the right to call an ambulance without parent notification in extreme emergencies. It is recommended that parents take out Student Accident Insurance if they are not already covered by another agency.

We advise that students who wake up ill in the morning should remain at home until they have recovered. We do not need to share the germs around the building and an ill child needs rest and TLC to get well.

If a student becomes ill and/or is injured at school, she/he should notify a teacher and in turn, this student should report to the office. If the illness or injury appears to be serious, a parent will be notified by school personnel and will be requested to come to school to take the student home or for a medical examination. It is essential that the office be contacted when a student is ill – students are not to remain in a washroom or anywhere else without notifying the office.

**Lost and Found:** Students who find lost articles are asked to turn them into the main office. Students should check the office and the lost and found box for lost items. The lost and found box will be emptied regularly, so students need to check it frequently when they have lost something.

**Head Lice Policy:** Three times a year, September, December and April, or, as needed between these months, all students will be checked for head lice.

The following procedures are put into place if eggs or lice are found.

1. If eggs are found in a child's hair, a note will be sent home with the child indicating this and advising the parent or guardian to treat the child's hair with purchased lice shampoo or the home remedy of oil and vinegar. All other families in the school will receive a letter letting them know that someone in the school has eggs in their hair.
2. If lice are found in a child's hair, that child will be sent home with a letter indicating this. The child must be treated with purchased shampoo or the home remedy before they can return to the classroom. All families in the school will receive a letter informing them that someone in the school has lice.
3. The student that has had lice or eggs, will be re-checked in 7 – 10 days to ensure they are free of eggs and/or lice. If either is found, the process of number 1, 2, and 3 begins again.
4. If the 3<sup>rd</sup> head check reveals eggs or lice, steps 1 and 2 will be repeated, however a note from a medical doctor or a public health nurse will be required stating that the child is free from lice and/or eggs, before the child can return to school.

If these requests are ignored or neglected, administration has no alternative but to refer the child and his or her family to the Public Health Unit and/or Child and Family Services.

This policy is in place for the protection of all our students.

If untreated, lice can become a very painful condition for anyone, especially a child.

\* If a family is unable to purchase the shampoo, arrangements can be made with the Public Health Office to receive the shampoo at no cost.

**Medication:**

The school will administer medication to students with written parent permission, medication in the original prescription container, and written instructions for administration by the physician. These forms can be obtained from the school secretary.

**Valuables:**

**Students are asked not to bring valuables to school.** If you must, please ensure that they are in the possession of a teacher. Portable radios, toys, CD players, cell phones, beepers, cameras, and walkmans should not be brought to school.

Students in grades 4 – 8 may purchase a school lock for their locker and use it regularly. All personal items should be stored in a student's locker or desk. The school will make every effort to protect personal belongings, but we will not be held responsible for lost items under any circumstances.

**Dress Code:**

In winter students should dress in a way which will allow them to remain warm while outdoors for 45 minutes. Bus drivers may refuse to pick up students who are not dressed appropriately for the day. Kindergarten to Grade 8 students will be outside for the noon hour and recesses on most days. If the wind is up, or the temperature way down we will keep kids in or shorten the time out accordingly. But for the bus, warm clothing is really necessary.

At all times during the school year students should always dress appropriately for the weather. eg. wet weather means boots.

Students who are too ill to be outside should not be at school. Generally the 10 minutes or so at recess is not a problem to be outside. In exceptional circumstances we can make an arrangement at noon hour, but we prefer they were at home, in bed, getting well.

Hats and other headgear, clothing with inappropriate language and/or symbols, torn clothing, "belly" shirts, halter or tube tops and muscle shirts are not acceptable school attire. Skirts and shorts must be of a modest length. Teachers will consult and determine the appropriateness of a clothing item. If deemed inappropriate students may be required to return home and change.

**Hats and outside coats or jackets** – students are not allowed to wear them to classes. They must be left in lockers.

**Backpacks/purses** cannot be taken into classrooms. They must be left in lockers and used to take belongings to and from school only.

Students must remove their outdoor footwear as they enter the school and leave the shoes in the vestibules. A second pair of shoes, with non-marking soles is necessary for indoor wear.

**Attendance:**

We at Bowsman School believe that there is a strong positive correlation between attendance and success at school. Consistent attendance, punctuality and good work habits are essential for success. If students are absent:

1. Bring a note to the office from a parent or guardian stating the date(s) of the absence and the reason(s) for the absence.

**OR**

2. Have his or her parent or guardian call the secretary at 238-4212.

It is the student's responsibility to obtain and complete all work missed while absent and to make arrangements to write tests that may have been missed. These matters should be looked after when the student returns to school.

Students who are late for class habitually may be required to complete extra assignments or serve 30 minutes detention at noon. The late student must report in to the office to receive an admittance slip to their class.

**Special Events:**

The school has special events scheduled on a periodic basis at which students are expected to attend and participate. The events are sports days, class group activities, etc. The scheduling of these events is intended to develop social skills and large group skills among all students.

**Extra Activities:**

There are activities that go on outside regular school hours. Students participate on a voluntary basis but everyone is encouraged to take part in some activity. The intramural program is a major part of our extracurricular program. Students are divided into teams and participate by grades in various sports such as soccer, volleyball, basketball, etc. There is also an interscholastic program where we compete against other schools.

There are opportunities for students to become involved in Student Council and various clubs that may be formed. We feel that these activities are an important part of school life and encourage all students to participate.

Bowsman School offers a variety of extra-curricular clubs, sports, and activities. Students are encourage to enrich their School experience by participating in extra-curricular activities.

Visits to places and activities outside of the school often add considerable enhancement to the school program and are considered part of the program. Students are expected to attend. It is just a case of moving the classroom to a different location.

A student's inappropriate behavior may result in a loss of the privilege to participate in a Special Event or Extra Activity.

Classroom teachers and/or the Principal reserve the right to suspend certain privileges.

**Expectations of Players and Spectators at Athletic Functions:**

- Offer constructive support to our teams and avoid criticizing the opposition.
- Show appreciation of good plays by both teams.
- As a host, welcome the visitors as guests, offering all possible assistance.
- As a visitor, respect the property of the host school, and accept the hosts' regulations.
- Recognize and accept an official's (referee) decision as final.
- Respect the feelings of all participants, and show sincere concern for an injured player.
- Learn the rules of the game and play by them.
- Accept either victory or defeat graciously, respecting the efforts of everyone.
- Express thanks to those responsible for the opportunity to enjoy a school sports activity.

**Phys. Ed.**

All students are expected to participate in Phys. Ed. Classes. If a student has a sprain or some other minor ailment, a note from a parent or guardian will allow your child to "sit out" a physical education class. Another note is required to allow the student to miss the following class. These notes are to be presented by the student to the physical education teacher before the class. Marks in PE are for daily participation, not athletic ability.

Students must have a complete change of clothing for physical education classes. We suggest the following: shorts and sweatpants (no zippers), athletic socks, clean running shoes used for indoor wear only, and deodorant for grades 4 and up.

**Intramurals:**

Intramurals will take place during the noon hours on Days 1, 3, and 5. Students, grades 4 – 8 can sign up for any or all of the various events throughout the year.

**Grade 8 Highway Cleanup:**

The Lion's Club has agreed to give the school \$250.00 per year for cleaning the highway ditches (8 km). This money is used to offset the cost of grade 8 Grad and Camping activities. All students are expected to take part. Students will be transported to and from the site inside vehicles. Reflective vests will be worn and warning signs alerting traffic will be displayed.

Parental help is requested – If you can help transport students, please let Jocelyn or Dianne know. The date for fall cleanup is October 11th.

**Storms:**

Throughout the year, there may be times when the buses or classes will be cancelled due to inclement weather or an emergency. School closing announcements will be made over radio stations CKDM – Dauphin (730), CJGX – Yorkton (940), FOX FM, Yorkton, and our local radio station.

All students who ride a bus must have a storm residence in Bowsman. If the buses should be cancelled during the school day, the storm residence is where your child would spend the night.

**Student Responsibility:** Students are responsible to all teachers, secretaries, nurses, caretakers and educational assistants for their actions within the school and on its property. In addition, students are responsible for their conduct on the way to and from the school. Students must come to class equipped with the appropriate materials and prepared to work. **STUDENTS ARE RESPONSIBLE FOR ALL WORK ASSIGNED DURING THEIR ABSENCES.**

Each student is expected to attend all classes regularly and on time. All students must behave in a responsible manner.

Bowsman School Parent Advisory Council has subsidized the cost of student agendas. Students are to use these agendas each day. We ask parents to check the agendas for any messages, etc. Teachers will check for notes from home also. Please sign the agendas each day.

We ask that all students respect each other's right to learn in a safe, orderly environment. No one has the right to interfere with another's opportunity to learn.

Each student must come prepared with all materials required for the class.

A student who defaces or destroys another's belongings will be required to replace the item as well as face disciplinary action.

Students are expected to complete all work, including assignments in class and homework, and participate positively in class discussions. Students are expected to meet teachers' standards concerning such class procedures as: sharpening pencils, staying in seats, not chewing gum, bringing all necessary materials and books, talking, leaving the room, moving to the next class.

Students are expected to discuss issues of concern with the teacher at an appropriate time and in a respectful manner before they result in problems. If a student thinks a staff member has been unfair to them, he or she must take the time to make an appointment with the staff member privately. Do not try to solve the difficulty during class time. Teachers, too, when unhappy with a student, should work with that student privately.

**Texts and Supplies:** Texts are issued in some subjects. If any school books are damaged or lost, students are required to pay for the damage or for replacing the item(s). Students are responsible for bringing all other materials such as paper, pencils, pens, mathematical sets, calculators, binders, dividers and a change of clothes for physical education and other activity oriented classes.

**Homework:** Students are required to complete some assignments at home. Homework should include assigned work as well as unassigned study and review. The following areas should serve as guidelines for a weekly homework plan:

1. work not finished in class
2. work missed due to absenteeism
3. long term assignments
4. organization of notes, assignments
5. review of each day's work
6. study for tests and examinations
7. assigned homework

It would be beneficial if parents and students could agree upon a suitable place and a regular time for students to complete homework. Parents are encourage to check notes and assignments on a regular basis and to ensure that homework is completed.

**Vandalism/Property Damage:** Students and their parents are responsible for the cost of vandalism done by students. Students who intentionally, or through carelessness, damage school property will be charged for repair or replacement. Any damage should be reported immediately. A vandalism report will be completed and forwarded to the Division Office which will take action to collect the money owing.

**Swearing:** Profane and vulgar language and gestures are not acceptable at any school-related activity.

**Trade Cards:** Cards, such as Pokemon, Hockey, Baseball, etc. are not permitted at school or on the bus. The same rule applies for marbles.

**Smoking:** Smoking is not permitted during regular school hours nor during school activities. **No student in Bowsman School has the legal right to purchase tobacco products. We will seize and destroy all cigarettes, etc. found in the possession of any student.**

**Discipline Policy:** Our goal is to provide a safe and orderly place where young people can grow in knowledge, responsibility and self-discipline. The basis of our school discipline cycle is that every child has the right to learn and enjoy school, and behavior that violates this right will not be tolerated.

The “key” person involved in correcting a student’s inappropriate behavior is the student. Students make decisions and choices and must accept the responsibility for the consequences of such decisions and choices.

Incidents which involve serious incidents of physical or verbal assault, weapons, smoking, chemical abuse and misconduct may lead to an out of school suspension (OSS). You will be notified if a serious issue arises. A form has also been developed, division wide, that will be filled out and a copy will be sent to you and the Superintendent of Schools.

Students may be removed from class and/or recess privileges in what is called an in school suspension (ISS). The ISS will normally be used when a student is, for whatever reason, unable to cope with a classroom environment or to associate appropriately with their peers. Generally you will know about the minor issues as they occur through the Incident Reports.

**We encourage parents to visit the school regularly and see how your child is progressing. Please enter via the front door and check in at the office as you enter the building.**

**If you have a concern, please call the school and make an appointment to talk with the classroom teacher.**

**If further discussion is necessary, call the school to set up an appointment with the teacher and principal.**

**Bus Behavior:**

Parents are encouraged to read your Bus Ridership Handbook. Students may lose their right to ride on the bus if they are loud, unruly and/or disruptive. Appropriate behavior is expected from all students while riding division buses to and from school, as well as on Field Trips.