



WETASKIWIN REGIONAL PUBLIC SCHOOLS



Buck Mountain Central School

SCHOOL HANDBOOK

February 2017



**Wetaskiwin Regional
Public Schools**

**Buck Mountain Central
School**

2016 – 2017

Handbook

**Buck Mountain Central School
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Motto: *"Respect - Responsibility - Results!"*

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Buck Mountain Central School's Administrative Team

Principal: Mrs. Melissa Humby

- Responsible for all aspects of the school
- Instructional leadership of staff
- Collaborates with staff and oversees all programming in the school
- Responsible for human resources and budgeting activities
- Health and safety regulations
- Responsible for student issues / discipline in all grades
- Outreach school

Vice Principal: Mr. Jon Meyers

- Responsible for student issues / discipline in all grades
- Oversees and coordinates our high school redesign programming / PD
- Provides academic and career counseling to students
- Learning Support

Administrative Support Team

Administrative Assistant: Mrs. Brenda Linde

- Financial Management
- Student Information Support

Administrative Assistant / Librarian: Mrs. Randi Tyler

- Librarian
- School attendance
- Event coordination / concession

Student Support Team

Family School Liaison: Teri Boyce

- Provides emotional and personal support for our students
- Mediation for student issues
- Meeting with at-risk youth

BMC Outreach: Mrs. Melissa Humby

- Coordinates our off-campus programming including Work Experience, Distance Learning

Maskwascis Wahkotowin Team: Mrs. Carrie Lazzo, Mrs. Leslee Kress, Mrs. Heidi Plotts

- Provides guidance and support to students and families
- Supports culturally responsive programming

Learning Support Teachers: Mr. Jon Meyers, Linda Kwirant

- Facilitates the development of Individual Program Plans for students in the school
- Works with classroom teachers to meet the individual learning needs of students
- Works with students who require additional assistance to experience success

Career Counselor: Mr. Jon Meyers

- Assists students with all areas of career and academic planning
- Assists students with programming to ensure their success at school
- Works with TAG teachers to ensure that all students are engaged in post-secondary planning, scholarship application, student financial aid, career exploration and work searches.

Office Hours Monday – Friday 8:00 am – 4:00 pm

Daily Class Schedule

Buses Arrive at BM – 8:45 am	
8:50	Warning Bell
8:52	Classes Begin
8:52-9:31	Class 1
9:31-10:10	Class 2
10:10-10:14	BREAK
10:14-10:44	FLEX BLOCK
10:44-11:23	Class 4
11:23-12:02	Class 5
12:02-12:38	LUNCH
12:38-1:17	Class 6
1:17-1:56	Class 7
1:56-2:00	BREAK
2:02-2:39	Class 8
2:39-3:18	Class 9
3:18	Classes End
Buses leave BM – 3:23 pm	

Fees for 2016 – 2017:

	<u>Grade 7</u>	<u>Grade 8/9</u>	<u>Grade 10/11/12</u>
Instructional Material Fee	\$55.00	\$55.00	\$80.00
Industrial Arts/Fabrications	\$20.00*	\$20.00*	\$40.00*
Home Economics/Foods	\$30.00*	\$30.00*	\$30.00*
Instrument Rental (Band)	\$65.00	\$65.00	\$65.00
Locker/Lock Rental	\$5.00	\$5.00	\$5.00
Student Union	\$6.00	\$6.00	\$6.00
Yearbook (Optional)	\$45.00	\$45.00	\$45.00
Graduation (Gr. 12 only)			\$25.00
Distance Education	\$20.00	\$20.00	(Depends on course)
Returned cheque charge	\$20.00	\$20.00	\$20.00
Drama	\$10.00	\$10.00	\$10.00

*Includes the additional costs required for projects beyond the basic program. Per semester.

NOTE: Yearbook, if not pre-ordered and pre-paid, will be \$50.

2016 – 2017 School Calendar

August 29 & 30	Student Registration
August 31- September 2	No School - Teacher Collaboration Day
September 5	No School - Labour Day
September 6	First day of classes
September 23	No School - High School Redesign Day
October 7	No School - Teacher Collaboration Day
October 10	Thanksgiving Day – No School
October 21	Report Cards Mailed
October 20	Awards Ceremonies – 2:00 PM
October 21	No School - High School Redesign Day
October 26 & November 9	Student-Teacher-Parent Team meetings 4:00 – 7:00 PM
November 11	No School - Remembrance Day
November 14	No School – In lieu of parent teacher interviews
November 25	No School - High School Redesign Day
December 2	No School - Teacher collaboration day
December 7	Report Cards Mailed
December 16	Last day of school before Christmas Holidays
December 19 – January 2	Christmas Holidays
January 3	First Day of Classes (after Christmas Holidays)
January 30	Rabbit Hill Ski Trip
January 31	Semester Two Begins
February 1	Report Cards Mailed
February 9 & 10	No School - Teacher’s Convention
February 17	No School - High School Redesign Day
February 20	No School - Family Day
March 10	No School - High School Redesign Day
March 10	Report Cards Mailed
March 16 & 21	Student-Teacher-Parent Team meetings 4:00 – 7:00 PM
March 23	No School - Teacher Collaboration Day
March 24	No School – In lieu of parent teacher interviews
March 27 – March 31	Spring Break
April 13	No school - Teacher Collaboration Day
April 14	No School - Good Friday
April 17	No School - Easter Monday
April 28	No School - High School Redesign Day
May 3	Report Cards Mailed
May 19	No School - Teacher Collaboration Day
May 22	No School – Victoria Day
June 2	Graduation
June 30	School Ends
July 3	Final Report Cards mailed

NOTE: The above is tentative and subject to change. Check website regularly for updates.

Failing A Grade Level:

Students in junior high are expected to demonstrate that they have achieved the skills, attitudes and knowledge necessary to move from one grade to the next. This is typically demonstrated in the attainment of good marks. Student will be considered for grade retention if:

- They have failed at least two core subjects
- They have missed a significant amount of school time (more than 25%)

However, the promotion of students takes into account other factors such as maturity level of the student, chronological age, physical size and previous retentions.

Good Standing:

Students are expected to demonstrate the attributes and characteristics contained in the School's 3-Rs – Respect, Responsibility, and Results. Students, who consistently do this, remain in good standing with the school and are able to:

- Represent the school as an athlete or musician
- Join extracurricular clubs
- Attend school dances
- Have all the privileges available to students at BMC

To lose good standing, a student may:

- Be failing two or more subjects
- Have a record of habitual absenteeism
- Have a record of habitual "lateness"
- Have been suspended from school
- Demonstrate significant behavior issues

Academic Help:

High School Redesign - teachers, principals and superintendents have been encouraged and supported in working with students, parents, and community members to rethink and redesign high schools across Alberta to become increasingly student centered. This work is critical as we prepare students to be active, engaged and successful participants in an increasingly knowledge-based and globalized society. High school redesign at Buck Mountain includes the following:

Flex Block

A "Flex block" is time built into the timetable that offers students some choice in terms of where they want to invest their learning time. A 30 minutes flex block is offered to all students and utilized by teacher to reteach, advise students, provide homework help as well as offer extensional opportunities. At BMC we have merged this concept with the response to intervention work. In this way, we can offer choice to students along with providing opportunities for extension introduction of restorative principles via counselling circles and providing interventions for students who may need additional help, either Tier II or Tier III level.

Tier 1: Effective classroom instruction and diagnostic testing

Tier 2: Small group instruction and additional instruction time

Tier 3: Intensive support and remediation pertaining to universal skills (reading, writing, behavior attendance, etc.)

Credit Recovery

This is a formal process that provides opportunities for students to gain credit for courses that they fail without having to redo the whole course and without having to drop down to the lower level. Basically, students would have to redo, or do for the first time, assignments and other work in a course they fail, perhaps re-write a final exam, or do other work to ensure they meet the outcomes for the course.

Credit Recovery Expectations

- Minimal mark of 40+ with teacher discretion

- Failed one unit or two small units
- Teacher /admin/student/parent meeting required
- All participants must be willing to do credit recovery (teacher, student and administration)
- 80% attendance
- All expectations must be met in order to qualify
- Opportunity to complete/or relearn outcomes and show that students are now capable of meeting those outcomes.
- This will be the responsibility of the student and that timelines and grade expectations are exceeding 50% on credit recovery

The flex block could be used by students for credit recovery.

Teacher Advisory Groups (TAG)

A teacher advisory group is a program where each teacher in the school tracks and encourages academic progress of a small group of students. The teacher supervises the day to day work of student as well as provides direction, advise and support such that a student can be more successful in school. In our school teachers track and encourage: credits and progress through high school, homework, studying for tests, assignments. Teachers take a interest in their TAG students by getting to know their personal characteristics, interests, and experience. Teachers facilitate the development of Personal Learning Plans. Teachers celebrate student accomplishments.

Teacher advisors will be expected to touch base with students Bi-monthly. Time will be set aside for each teacher advisor to meet with his\ her advisory group. This will occur every second Wednesday and will happen during Flex time.

BMC Redo Policy

1. This policy will be consistent in any grade and any subject throughout the school.
2. This policy aims to help students meet the Learner Outcomes
3. The REDO Policy only applies to students that have handed in the assignment on time.
4. REDO's will be allowed on Chapter Tests, Quizzes, as well as Assignments.
5. REDO's will NOT be allowed on Unit Tests, Term Papers, Mid-term Examinations or Final Examination
6. Students have to inform the teacher that the wish to redo an assignment within 2 days after receiving the mark from the teacher.
7. The mark that is received on the REDO will be the mark that is recorded in the teacher mark book
8. Students and parents will have to sign off the on redo request sheet that outlines a student improvement plan.
9. Multiple REDO's of the same assignment are not permitted.

Redo Request Sheet

- Rewrites allowed will be allowed on Chapter Tests, Quizzes, as well as Assignments.
- REDO's will NOT be allowed on: Unit Tests, Term Papers, Mid-term Examinations or Final Examination
- The Original Assignment must be handed in on time for a student to be eligible for a REDO.
- Redo only can be written once. The redo is the mark you will receive.
- In order to do a redo, you must decide within **two days** of receiving the mark.
- The student must meet the criteria outlined in the action plan.

Student: _____

Date: _____

Subject: _____

1. Redo (what are you requesting a redo on): _____

2. Why are you requesting redo? _____

3. Action Plan. What are you going to do to improve your learning? (study plan, questions, help after school or lunch, make corrections) _____

4. Parent signature: _____

5. Student signature: _____

6. Discuss with teacher whether or not redo is approved according to if the action plan is adequate and set a date for the redo.

7. Provide **evidence of your action plan** (that it was carried out). This must be shown before the rewrite will occur.

8. Teacher Signature: _____

Credits:

Credit Loads – Grade 10

- Grade 10 students enrolled at Buck Mountain Central School shall have a full-time class load of in-school courses. (Minimum of 40 in-school credits)
- Grade 10 students may take Work Experience outside of classroom hours.
- Grade 10 students may take courses via Distance Education, but these courses must be completed outside of classroom hours.
- All grade 10 students will take CALM and PE 10, both for a minimum of three (3) credits.
- All grade 10 students shall take two optional courses – chosen from the CTS, or Fine Arts courses offered.

Grade 11 Students

- Grade 11 students enrolled at Buck Mountain Central School shall have a full-time class load of in-school courses. (Minimum of 40 in-school credits)
- Grade 11 students may take Work Experience.
- Grade 11 students may take courses via Distance Education.
- All grade 11 students shall take two optional courses – chosen from the CTS, Physical Education or Fine Arts courses offered.
- Grade 11 students shall take a sufficient number of courses to ensure that graduation requirements are met. (No spares)

Grade 12 Students

- Grade 12 students enrolled at Buck Mountain School must take more than 50% of a full-time class load to maintain regular student status. For those students who are classified as part-time, the guidelines for part-time students shall apply.
- Grade 12 students may take Work Experience.
- Grade 12 students may take courses via Distance Education.
- Grade 12 students shall be expected to carry a minimum class load necessary to provide for the student being able to meet graduation requirements
- Grade 12 students may have one spare per semester to retain their full-time status. If a student wishes to have more than one spare, the student and/or parent must meet with the school administration to discuss the implications of a part-time student. (See information on part time students).

Part-Time Students – A student who takes less than 50% of a full time class load is considered a part time student. Part time students, so long as they meet age requirements, are eligible to participate on school teams, attend school dances, etc. A part time student is expected to leave the school campus when their classes are done. Thus, part time students must either be able to drive or have their parents transport them.

Blended Program – Students who opt to take a combination of courses in school, through the outreach program and/or through home education are considered to be on a blended program. Students on a blended program, so long as they meet age requirements, are eligible to participate on school teams, attend school dance, etc.

High School Diploma Information – Students must achieve a minimum of 100 credits to receive a high school diploma. Check with a school counselor or administrator for detailed information.

The Alberta High School Diploma is awarded to students meeting the requirements outlined below:

- Earn a minimum of 100 credits
- Complete and meet the standards of the following courses: English 30-1 or 30-2 or 30 Social Studies 30-1 or 30-2 Mathematics 20-1, 20-2 or Mathematics 20-3 Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20
- Complete and meet the standards of the following: Physical Education 10 (3 credits) Career and Life Management (CALM) (3 credits) 10 credits from career and technology studies (CTS) or fine arts or second languages 10 credits in any 30-level course (including locally developed) in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2

Awards and Scholarships:

Junior High Awards – For each grade level (7, 8 and 9):

- Highest Academic Award – Highest average in the four core subjects.
- Honours – Students with an average of 80% or more on the four core subjects.
- Drama – Student with the highest mark.
- Industrial Arts – Student with the highest mark.
- Home Economics – Student with the highest mark.
- Outdoor Education – Student with the highest mark.
- Boys Physical Education/Athletics – A boy that displays the following: a high grade, good participation, sportsmanship, leadership and a positive attitude. Selected by the Physical Education teachers and coaches.
- Girls Physical Education/Athletics – A girl that displays the following: a high grade, good participation, sportsmanship, leadership and a positive attitude. Selected by the Physical Education teachers and coaches.
- Band Award – Student with the highest mark.
- Merit Award – Student in each grade that best displays the characteristics of effort and perseverance. Selected by staff.
- Citizenship Award – Student in each grade that best displays the qualities of a good citizen (is kind, generous, and thoughtful of others, contributes to the school and is respectful). Selected by staff.
- Attendance – students with zero up to three absences.
- Hayduk Trucking Incentive Award (donated by Norm and Josie Dodman) – presented to a student in junior high, who works hard, does well and contributes in a positive way to the school but is often not recognized for their efforts. Selected by staff.
- Layne Steeves Outdoor Education Memorial Award – presented in memory of Layne Steeves. This award will be presented to a grade 8 or 9 outdoor education student.

Grade 10/11 Awards

- Highest Academic Award using the Honours criteria.
- Honours – Students with an average of 80% or more: English, Social Studies, Math and one Science.
- Student with the highest mark in each of the following subjects:
 - English 10-1; English 10-2; English 20-1; English 20-2
 - Social Studies 10-1; Social Studies 10-2; Social Studies 20-1; Social Studies 20-2
 - Math 10 C; Math 10-3; Math 20-1; Math 20-2; Math 20-3
 - Science 10; Biology 20; Chemistry 20; Physics 20
 - Drama
 - Fabrications
 - Outdoor Education
 - Food Studies
 - Band 10; Band 20
- Boys Physical Education/Athletics 10 and 20 – A boy that displays the following: a high grade, good participation, sportsmanship, leadership and a positive attitude. Selected by the Physical Education teachers and coaches.
- Girls Physical Education/Athletics 10 and 20 – A girl that displays the following: a high grade, good participation, sportsmanship, leadership and a positive attitude. Selected by the Physical Education teachers and coaches.
- Merit Award – Student in each grade that best displays the characteristics of effort and perseverance. Selected by staff.
- Citizenship Award – Student in each grade that best displays the qualities of a good citizen (is kind, generous, and thoughtful of others, contributes to the school and is respectful). Selected by staff.
- Layne Steeves Outdoor Education Memorial Award – presented in memory of Layne Steeves. This award will be presented to a high school outdoor education student with a preference to a grade 12 student

Grade 12 Awards

- Highest Academic Award using the Honours criteria.
- Second highest academic award.
- Honours – Students with an average of 80% or more: English, Social Studies, Math and one Science
- Student with the highest final mark in each of the following subjects:
 - English 30-1; English 30-2; English 30-4

- Social Studies 30-1; Social Studies 30-2
- Math 30-1, Math 30-2, Math 30-3
- Biology 30; Chemistry 30; Physics 30
- Drama (when offered)
- Foods 30
- Communications 30
- Outdoor Education 30 (Wildlife)
- Band 30
- Drama 30
- Boys Physical Education/Athletics 30 – A boy that displays the following: a high grades, good participation, sportsmanship, leadership and a positive attitude. Selected by the Physical Education teachers and coaches.
- Girls Physical Education/Athletics 30 – A girl that displays the following: a high grade, good participation, sportsmanship, leadership and a positive attitude. Selected by the Physical Education teachers and coaches.
- Merit Award – Student in grade 12 that best displays the characteristics of effort and perseverance. Selected by staff.
- Citizenship Award – Student in grade 12 that best displays the qualities of a good citizen (is kind, generous, and thoughtful of others, contributes to the school and is respectful). Selected by staff.
- Hayduk Trucking Incentive Award (donated by Norm and Josie Dodman) – presented to a student in grade 12, who works hard, does well and contributes in a positive way to the school but is often not recognized for their efforts. Selected by staff.
- Bob Sherwood Memorial Award – presented in memory of Bob Sherwood, a former graduate of Winfield High School. It is in recognition of academic achievement, keen sportsmanship and good citizenship. Selected by staff.
- Governor General Medal – an award provided by the Governor General of Canada and is presented to the student who graduates with the highest standing in his/her class. The highest standing is calculated based on the final results of all the grade 11 and 12 courses as listed on the student’s official transcript of grades from Alberta Learning.
- Premier’s Citizenship Award – presented to a graduate on behalf of the Premier of Alberta.
- Valedictorian – the graduate with the highest average using the criteria for Honors in Grade 12.
- Seely Leadership Award
- Winfield and District Agricultural Society: Citizenship and Achievement Award
- Winfield Lions Scholarship
- Science Award – highest average in at least two grade 12 sciences (Physics, Biology or Chemistry)
- Layne Steeves Outdoor Education Memorial Award – presented in memory of Layne Steeves. This award will be presented to a high school outdoor education student with a preference to a grade 12 student.

Other Scholarships/Awards for grade 12 graduates:

CASS Scholarship – This is a \$100.00 award presented on behalf of Wetaskiwin Regional Public Schools. The School using the following criteria selects students: Leadership qualities; citizenship; social acuity; positive relationships; role modelling.

Xerox Scholarship – This is a \$500.00 award that must be applied for. Two scholarships will be presented to WRPS students. The following criteria apply: good citizenship and community involvement with extra consideration for those involved in athletics. See a counsellor for more information and to apply. Application must be made by the middle of June

Other Scholarships may be available. Please check with a counsellor.

For further information on Scholarships, please talk to a counsellor. The following is a helpful website:

www.studentawards.com

Rutherford Scholarship Criteria

Grade 10: An average of 75% or higher OR 80% or higher in five subjects:

- English 10-1 or English 10-2;
- Plus two of the following:
 - Math 10C

- Science 10
- Social Studies 10-1 or 10-2
- Second Language (10 Level)
- Any two other courses at Grade 10 including those listed above and Introductory C.T.S*. Courses.

Grade 11: An average of 75% or higher OR 80% or higher in five subjects:

- English 20-1 or English 20-2
- Two of the following:
 - Math 20-1 or Math 20-2
 - Science 20
 - Biology 20
 - Chemistry 20
 - Physics 20
 - Social Studies 20-1 or 20-2
 - Second Language (20 Level)
- Any two other courses at Grade 11 including those listed above and Intermediate C.T.S* courses.

*C.T.S. Courses – Three one-credit modules can be combined and used as one subject at the grade 10 and/or grade 11 levels. All modules must be from the same level

Grade 12: An average of 75% or higher OR 80% or higher in five subjects:

- English 30-1 or English 30-2
- Two of the following:
 - Math 30-1 or Math 30-2
 - Mathematics 31
 - Science 30
 - Biology 30
 - Chemistry 30
 - Physics 30
 - Social Studies 30-1 or 30-2
 - Second Language (30 Level)
- Any two five credit courses at 30 Level (including CTS courses)

Student Assessment and Evaluation

Measures used to assess and evaluate student achievement shall be based on the outcomes defined in the Alberta Curriculum and Program of Studies. Teachers shall use both Formative and Summative Assessments to determine the student progress.

Formative Assessment (assessment for learning): assessment experiences that result in ongoing exchange of information between students and teachers about student progress toward clearly specified learner outcomes.

Summative Assessment (assessment of learning): assessment experiences designed to collect information about learning to make judgments about student performance at the end of a period of instruction. Information gathered from formative assessment and practice is not used to determine a student's grade. Only levels of achievement derived from summative assessments are used as evidence and are reported in a Teacher's Markbook. The final evaluation shall be a cumulative final mark. Buck Mountain School does not feel that a Zero is an accurate measure of student learning in reference to the course outcomes. As a result Zero's will not be given as a mark unless:

- A student has not handed in an assignment two weeks prior to end of the term.
- A student has cheated on a test or assignment.
- A student has committed plagiarism.

Plagiarism:

Plagiarism is an extremely serious offence. Essentially, plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when:

- a. The work submitted by the student was actually done by someone else, but is presented as the student's work.
- b. Parts of the work are taken from another source without reference to the original author.
- c. The whole work is taken from another source without reference to the original author.
- d. The student submits work in one course which has also been submitted in another course without prior agreement of the teachers(s) involved.
- e. While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, honesty requires that such references be explicitly and clearly noted.

BEHAVIOUR EXPECTATIONS of Buck Mountain Students

The pursuit of excellence includes the pursuit of good behaviour. At BMC we believe our students should:

1. Attend school regularly and punctually
2. Cooperate fully with everyone involved in providing educational programs and services
3. Comply with the rules of the school
4. Account to their teachers for their conduct
5. Respect the rights of others
6. Respect and care for personal and public property
7. Be polite and display good manners
8. Use appropriate language
9. Hats allowed in common areas and in classrooms at teacher discretion

Buck Mountain Central School maintains a zero acceptance policy of poor behaviour and students who misbehave in or out of the classroom will be subject to disciplinary action.

Zero acceptance includes the following behaviours:

- Physical aggression
- Verbal taunting/teasing/name calling
- Swearing/use of profane and/or offensive language

Students can expect: Loss of privileges – dances, trips, teams, detentions and/or suspensions

Physical Aggression / Verbal Threats:

Students who engage in any kind of physical or verbal aggression (hitting, pushing, tripping, threats etc.) will be subject to disciplinary action in the office. BMC has a zero acceptance of any kind of physical aggression. Students can expect to be suspended for a period of 3-5 days for displaying aggressive behaviors or possible expulsion

Foul/Offensive/Obscene use of Language:

Students who engage in the use of foul, offensive or obscene language will be subject to disciplinary action from any staff member. Foul language directed at a staff member may result in immediate suspension for a student. A school is not a place where students need to use offensive language even while talking to each other. Buck Mountain School has a non-acceptance policy of foul language. Students' use of language will be closely monitored and habitual users of foul language will be subject to progressive discipline, which may include suspension.

Example of possible disciplinary action:

Time one – warning

Time two – sent to office for the class

Time three – ½ day in school suspension

Repeated – meeting with parents

Illegal Drug and/or Alcohol use/Possession/ Paraphernalia:

The consumption / possession of alcohol or the use of illegal drugs will be dealt with severely. In the event of drug use, or suspected drug use, the RCMP will be contacted. This applies to students throughout the school day, at school dances and/or at events sponsored or supported by the school (Including field trips, athletic events, excursions, band trips, and so on. Alcohol or illegal drugs and / or paraphernalia found on a student’s person or in their locker will be confiscated and will be turned over to the RCMP. Parents will be phoned and students will be automatically suspended from school for a period of 3-5 days.

Vapes/ E-cigarettes/ Cigarettes/Tobacco/Tobacco Products / Lighters:

Buck Mountain Central School is a Tobacco free facility, which includes the school building, playgrounds and parking lots, or on the property directly adjacent to the school. Students will not be allowed to possess tobacco products while in attendance at Buck Mountain Central School. Students who are found to have tobacco products will have those products confiscated. Students are not allowed, at any time, to walk off campus to smoke. Students caught smoking or leaving the campus to smoke, will be subject to severe penalties, including suspension.

Example of possible disciplinary action:

Smoking time 1 – 1 day in school suspension

Smoking time 2 – 2 day in school suspension

Smoking time 3 – Out of school suspension, meeting with parents

Closed Campus:

Buck Mountain School has a closed campus policy, which means that students are not able to come and go from the school facility or grounds without permission from parents/guardians and without signing out at the school office. Unless otherwise notified, in writing or by phone for each occurrence, students are only allowed to leave the school with their parents/guardians.

Example of possible disciplinary action:

Skipping time 1 – 1 day in school suspension

Skipping time 2 – 2 day in school suspension

Skipping time 3 – Out of school suspension, meeting with parents

Attendance Policy:

Regular school attendance is one of the key factors responsible for students doing well in school. Students who are absent from school must provide the school with a written note explaining the reason for being absent or have their parents/guardian phone the school.

- Teachers may be in contact with parents if they notice a student has too many absences or too many lates.
- When a student reaches an absentee rate of 5%, they may receive a letter from the school advising them of the absentees.
- A second letter may be sent out when the rate is 10%.
- When a student’s absentee rate reaches 15%, students and/or parents may be asked to meet with the school administration to review the reasons for the absenteeism and to set up a plan for improvement. Parents will continue to receive reports from the school if the absentee rate does not improve. Parents and students (High School) are advised that an absentee rate of 15% or more may result in a student losing credit for their course(s). Parents and students are advised that a student might be better served academically to retake the course at a future date when they can assure more regular attendance.

- If a High School student misses 25% or more of class time, the student may be removed from the course(s) and be asked to retake the course at a later date when they can assure more regular attendance. Parents may appeal this decision to the principal.
- Referrals to appropriate officials with the Wetaskiwin Regional School Division and/or the Provincial Attendance Board may be made if efforts to improve poor attendance fail at the school level.

Extended Holidays:

A few parents or guardians take their children on holidays that exceed those granted by the Wetaskiwin Regional Division Board of Education and the Department of Education. Parents/guardians and students must accept full responsibility for any detrimental effects of missing regular classroom instruction. When a student is going on an extended holiday, the following conditions apply:

1. Parent/guardian should arrange to discuss this with the Principal.
2. It is the responsibility of the student to contact his/her teachers to find out what will be missed or has been missed.
3. A student is responsible for all missed work as directed by the teacher.
4. A student will be responsible for assigned major projects.
5. Unless a clearance has been previously arranged by the student and approved by the school, any test missed during this extended holiday period will be assigned zero.

Signing out/Skipping school/Late for class:

Buck Mountain Central has a closed campus, which means that students are **not** allowed to come and go from the school “without parental consent” and without formally “signing out”. Signing out means the student must come to the office and inform the office staff that he/she will be leaving the school. They must be prepared to state the reason for leaving and that they have parental consent. Often, the school will contact parents/guardians as a check to make sure that consent has been given. Students should bring a note or have their parents phone the school prior to checking out.

If a student leaves the school building/grounds (campus) without signing out & parental permission, they are considered to be skipping school and subject to disciplinary actions, including suspension from school. A student who leaves the school after signing out but who, upon a check by the school, does not have parental consent, is considered to have skipped school and subject to disciplinary action.

Once a student leaves home, either on the school bus or by private vehicle, with the implied intent of coming to school, they are considered to be “in attendance” at school. Thus, if a student who does leave home as noted and does not go to classes, that student will also be considered to have skipped school and subject to disciplinary action. For example, if a student gets on the school bus and rides to school, he or she is considered to be attending school. Even if the student leaves the school grounds without entering the school building, they will be considered to have skipped school.

Example of possible disciplinary action:

Late 5 times – ½ day in school or removal from a school activity

BUCK MOUNTAIN CENTRAL SCHOOL ANTI-BULLYING POLICY:

Belief Statement

Buck Mountain Central School community is committed to the elimination of bullying through the positive involvement and ongoing education of students, parents and staff. It is the belief of the Buck Mountain Central School community that students are not inherently bullies but rather that bullying is a learned behavior and the behaviors of the bully, the bullied and the bystanders can be changed.

The Buck Mountain Central School community is committed to the creation of a safe and caring environment for all students which promotes respect for all and to that end, has zero acceptance of bullying behavior. A disciplinary process will be used to address any incidents of bullying behavior while still leaving the dignity of all students intact.

What is Bullying?

Bullying can be best defined as a behavior that is intended to cause, or should be known to cause people to feel uncomfortable or threatened. Bullying is an action that hurts, frightens, upsets or demeans someone else. It can be committed by a group or a single individual and may involve repeated and systematic harassment and attacks or a single incident of inappropriate conduct designed to harass or intimidate a victim. Bullying can take many forms, none of which are acceptable. The main types of bullying include:

VERBAL	PHYSICAL	RELATIONAL	CYBER BULLYING
Name calling/putdowns	Hitting	Manipulating friendships	Email
Insults	Kicking	Gossip/rumors	Social networking
Racist comments	Spitting	Exclusion	Instant messaging
Sexist comments	Pushing	Intimidation	Text messaging
Teasing/taunting	Inappropriate gestures/touching	Written notes	Cell phone communication
Threatening/extortion	Tripping		Internet blogs
Harassment	Stealing		Chat rooms

Signs and symptoms that bullying might be occurring to a student:

- Is frightened when walking to or from school
- Doesn't want to go on the school bus
- Begs to be driven to school
- Changes to his/her usual routine
- Is unwilling to go to school
- Becomes withdrawn, anxious, or lacking in confidence
- Starts stammering
- Attempts or threatens to run away or harm himself or herself
- Cries a lot
- Has nightmares
- Feels ill in the morning
- School work begins to suffer
- Arrives from school with damaged clothes or books
- Has possessions go missing
- Asks for money or steals money to pay bully
- Comes home hungry after lunch is stolen
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Is frightened to say what is wrong
- Gives improbable excuses for any of the above

Responsibilities of members of the Buck Mountain School Community

All members of the school community are encouraged to take advantage of any educational opportunities to become more knowledgeable about bullying and bullying issues.

Responsibilities of students

Students shall:

- Refrain from, report and not accept bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, on the school bus, during the school day, or by electronic means.

Responsibilities of Staff – including adult volunteers

Staff and adult volunteers shall:

- Provide a safe and secure environment for all students free from bullying.
- Act upon, respond, attend to and follow up on any incidents of bullying that are reported to them or come to their attention through other indirect means.

Responsibilities of parents and guardians

Parents and guardians shall:

- Report any incidents of bullying as soon as reasonably possible.
- Provide positive support to students and the school involved in incidents of bullying.

Responsibilities of By Standers

Do the right thing:

- Don't be a silent witness. You would want someone to have your back if you were the one getting bullied.
- Don't watch and laugh. That's even worse than doing nothing.
- If it's too hard to speak out, send an anonymous note to school staff
- Be assertive, not aggressive. Fighting doesn't help anyone.
- Invite the person being targeted to leave the situation with you
- Encourage the target to get help from someone, like a counselor, teacher, or other adult who can help.

Reporting

Whether you are the bullied or the bystander you must notify an adult of bullying situations as soon as possible. If you are unsure of who to talk to, contact one of the adults on the list below. You are encouraged to talk to the primary contact person first as they are closest to the situation and can have the most immediate effect. If the primary contact person is not available, contact one of the people in the secondary contact list.

<u>LOCATION</u>	<u>PRIMARY CONTACT</u>	<u>SECONDARY CONTACTS</u>
On the bus	Bus driver	Parents Guardians Counselors Fellow students Teachers Teacher Assistants Custodians Office staff Community member
In the hallway	Hallway supervisor	
In the classroom	Classroom teacher teacher assistant	
In the gym	Gym supervisor	
School grounds	Outside supervisor	

School activities, trips, sports	Activity supervisor	Vice principal Principal RCMP
Cyber bullying	Parent/ school counselor	
After school	Parent/ school counselor	

Procedures

All incidents of bullying that are reported to school personnel will be dealt with. Students who engage in bullying-type behavior can expect a progressive disciplinary route with the ultimate goal of changing student behaviors. To get there, students can expect office referrals, documentation of information, contact with parents, referrals to counseling; and progressing to detentions, removal of school privileges (as describe elsewhere in this document), in-school suspensions and out of school suspensions. The welfare and dignity of all students will be respected throughout any disciplinary action taken.

Other School Policies & Information

Cell Phones, IPODs and other Electronic Devices (tablets and computers):

Unless give explicit permission by individual teachers for use in their classroom, students are not allowed to have or use cell phones, IPODS, MP3 players or other such electronic devices in the school’s instructional areas during the school day. Further, students who bring these devices to school are expected to keep them in their lockers during school hours unless being used for instructional activities.

During the school day, students may only use cell phones in the common areas outside of class time and classrooms.

Unless given explicit permission by individual teachers for use in their classroom, these devices are not allowed to be in classrooms or other instructional areas. Students who bring these to school must keep them in their lockers during the school day, except during the lunch break when students will be permitted to use them in the school.

Cell phones or other electronic devices will be confiscated by the teacher or staff member and shall be kept in the office. The student may pick up the device at the end of the school day or the student’s parent(s) or guardian may pick up the device during the school day.

WIFI Expectations:

All students and staff have access to WIFI using their computer logins. Some expectations apply:

- Regular calculator needed (School will have extra calculators)
- Devices cannot be used during testing – leave in locker or teachers desk.
- Is a “privilege,” your teacher will decide when, how or if your device can be used in their class.
- Device on the desk or in view
- Teacher can see what you are doing – refusal to let teacher see –taken to office
- No expectation of privacy
- FOIP not allowed to take photos/record videos
- Sound – sound/vibrate off
- Texting – no texting during class time (no social media)
- Student responsible for device at all times – expectation to leave in locker when not in use
- WiFi is for educational purposes only

Cell phones are not allowed in the bathroom or change rooms areas under any circumstances. Students who violate these provisions will be dealt with severely.

Energy Drinks:

BMC is moving towards a healthier approach, therefore energy drinks are no longer permitted in the school.

Coffee:

There will be a coffee machine in the library, which is to only be used at breaks. No cups or sugar will be supplied.

Dance Policy:

The Student Union may offer up to three dances a school year. Students at BMC have the privilege of attending school dances. There are no open dances. Every student attending BMC is allowed to invite one guest. The guest's name and school is provided one week prior to the day of the dance and the student who invited that person is responsible for the guest's actions. Guests are required to be registered in school and must receive approval to attend by the principal. The dance is from 6:30 p.m. - 10:30 p.m. The doors will be locked at 7:30 p.m. and no one will be admitted after that time. If a student leaves the school after being admitted, they will not be readmitted. Drugs or alcohol are not permitted. Infractions may result in suspension from school, and in the case of alcohol or drugs, the police will be notified. Students who have been given in-school suspensions or out-of-school suspensions in the term prior to the dance are not eligible to attend the dance.

Students have to be in "good standing" to go to a dance. The following are reasons why a student will lose their good standing and therefore lose the privilege of attending a dance:

- Students who fail or are failing at the time of a dance, two or more subjects (including health, computers and complimentary subjects) may lose the privilege of attending that dance.
- Students, who are late for class a minimum of 5 times in the period preceding a dance, or time between dances, may lose the privilege of attending that dance.
- Students, who are inexcusably absent from school for a minimum of 5 days in the period preceding a dance or time between dances, may lose the privilege of attending that dance.
- Students, who receive a minimum of a one-day suspension from school in the period preceding a dance or time between dances, may lose the privilege of attending that dance.

Dress Code:

Students are expected to dress in a clean, neat, appropriate manner. The learning atmosphere should be considered comparable to a business atmosphere. Clothing with offensive words, slogans, or pictures is considered inappropriate. Students will not wear skimpy, revealing tops, shorts or skirts (the arm rule). This would include tops that are backless or strapless. Spaghetti straps and bare midriffs are also not allowed. Bandannas are to be removed when in the school; coats should be removed when in class. Students are expected to have a second pair of shoes to be worn in the school and in the gym. Outside shoes are to be removed at the entrance door when conditions are wet or muddy. Students may be asked to change or possibly go home.

Excessive Public Displays of Affection:

The school recognizes that genuine feelings of affection may exist between students; however students should refrain from inappropriate intimate behaviours at school or school related events. The following activities specifically will not be allowed:

- Prolonged kissing
- No pelvic contact allowed, including, but not limited to, full body hugs and sitting on laps.
- No touching and fondling of a sexual nature.

Consequences: Offenses will be brought to the attention of people involved. Severe or repeated offenses will warrant a meeting with students, parents, and teachers, where appropriate consequences will be decided.

Dropping classes/changing classes:

Students are given the opportunity to drop a class or change a class according to a strict schedule. The first three weeks of a semester are relatively open for students to change courses, as students may register in a course and quickly find that it is too difficult or for some other reason they need to change. After the first few weeks, changing courses become quite difficult as hours of instruction come into play, but it may still be possible to move from a higher academic to a lower academic course once the appropriate counseling has taken place and administrative details worked out. Students who wish to change or drop a class need to complete the appropriate form, which is available from the office

Illness/Emergency contact telephone numbers:

There is no “sick room” or “bed” at our school. Students who are not feeling well (i.e. who are “sick”) should be at home recovering from their illness. As you know, illnesses are spread very easily in a public space such as a school. It is with this in mind that we urge you to have, at the very least, two emergency contact numbers with the School office, in case your child(ren) are not feeling well, or get injured, and need to leave school. These persons should have been informed of this arrangement and be aware that they will be expected to pick up your child, or make alternate arrangements for them, should you be unavailable. The office telephone will be made available for students should they need to phone home or to an emergency contact if they are sick at school.

Instructional Field Trips:

Students will not be charged for transportation on field trips of an instructional nature. Students will be charged a fee equivalent to admission costs or other associated costs.

Books and Materials:

Students are expected to get the books and materials they require for the next periods at their breaks. Students losing or abusing books will be charged fair replacement value. When the school year begins, students are expected to arrive with general school supplies.

Textbooks and School fees:

Textbook rental fees and other school fees are payable in September. Students will receive a fee schedule at that time. If payment of school fees is a concern, parents are encouraged to contact the school to make alternative arrangements.

Gym Clothes:

Students shall have a separate change of clothes and shoes for Physical Education class. Shorts, T-shirts and sweat suits are all suitable attire.

Locker/Locker Searches:

Students will be issued a school locker and lock on their first day of school. Combination locks will be attained from the school. The lock combination will be kept on file in the office. All other locks will not be permitted. Lockers must be locked at all times. Failure to follow these rules will result in loss of locker privileges.

All student lockers are the possession of the Wetaskiwin Public School Division and are rented to students on a year-to-year basis.

- Students, and their parents, will be required to sign a locker-rental agreement before being assigned a locker.
- Students should have not an expectation of privacy in regards to the lockers they rent from the School Division.
- Student lockers may be subject to un-announced searches by School Administration and/or by outside law enforcement agencies

Phone calls:

Students who receive a phone call will not be taken out of class unless it is an emergency. Student may also make calls during breaks in the office.

Fire and Lockdown Drills:

Fire drill and lock down drills will be held regularly and are of a serious nature. Specific rules and directions for fire drills are posted in all rooms. It is the duty of each student to be aware of these rules and directions.

Spares:

Only students in grade 12 are allowed to have spares. Students in grade 10 and 11 must take a full load of courses, either in class or via distance education. High School have four places where they may be during their spares:

1. In the Library with sufficient work to occupy them for the duration of the spare.
2. Galleria area with work, reading or other quiet activities.
3. In the early fall and late spring they may take work to the picnic tables.
4. They may leave the school grounds.

Under no circumstances will students on spares be permitted to be in the halls during class time. Failure to follow these rules will result in the students spending their spares in a supervised room where classes are in progress. The basic rules of conduct apply to all students with spares. Students who do not conduct themselves appropriately will lose the privilege of having a spare.

Inclement Weather:

The most current and update information about Bus Schedules is posted at www.wrps.ab.ca. Any buses that are not running due to inclement weather will be posted on the website. Parents and students are advised to check the jurisdictions web site during evenings or mornings of days in which school operation is in doubt. Schools are generally open and are not closed due to weather conditions. Please do not drop your child off at school without ensuring they have gained access before you depart.

Students Providing Their Own Transportation:

The Wetaskiwin Regional Division provides transportation for students to attend school. Students who choose to provide their own transportation on a regular or occasional basis should observe the following rules:

1. Park in designated areas. Enter and leave the school grounds, at a speed not in excess of 15 km per hour.
2. Students are not permitted to sit in vehicles at any time, nor are they permitted to loiter around the vehicles. This area is out of bounds unless students are arriving or leaving.
3. Enter the school grounds quietly and leave quietly (radios, mufflers, etc.)
4. Students who do not follow the above rules will not be permitted to bring vehicles to school.
5. Students are not allowed to transport other students to school sanctioned extra-curricular events. They are to use the provided bussing as arranged by the school.

Extra-curricular Opportunities: Team Participation

Transportation:

For away games, all players must travel with the team and ride in the transportation provided by the school. Most likely, this will be a bus. It is possible for parents to drive to away games, provided they have completed the necessary forms from the school and are, therefore, approved by the school to drive. The coach and/or staff advisor will decide whether or not the team takes a bus, the school van or parent vehicles.

Fees:

Fee to participate will be set each year and will reflect costs involved in league registration, referees and transportation. Players must pay the fee prior to playing any games. This fee is non-refundable.

Player Conduct:

Players are expected to conduct themselves appropriately. They must display good sportsmanship and good behavior at all times. Students are representing the school and any student who fails to conduct him or herself as good representatives are subject to removal from the team as well as to such discipline from the school as is appropriate.

Eligibility to play:

Students must attend Buck Mountain School in order to participate on a team. Students must further remain “in good standing” to participate on an extra-curricular team. Please refer to the section on good standing. In summary, a student must adhere to the following:

- Students must maintain passing grades. Students who are failing two courses may be removed from the team until such time as their grades have improved to passing.
- Students must maintain a good attendance record.
- Students must not be habitually late for class.
- Students must demonstrate appropriate behavior – those students involved in incidents that include suspensions from school may lose their eligibility to play.
- Fees must be paid.

Team Commitment:

Players are expected to make all practices and games. If a player is unable to attend a practice or a game, they must inform the coach at least one day prior.

Extracurricular activities/trips:

Students will be expected to pay the costs, including transportation costs, set by the school for participation in extracurricular activities.

Sports Teams:

<u>Volleyball</u>	Fee	<u>Basketball</u>	Fee
Jr. Boys Volleyball	\$100.00	Jr. Boys Basketball	\$100.00
Jr. Girls Volleyball	\$100.00	Jr. Girls Basketball	\$100.00
Sr. Boys Volleyball	\$125.00	Sr. Boys Basketball	\$200.00
Sr. Girls Volleyball	\$125.00	Sr. Girls Basketball	\$200.00

Cross Country

Jr. and Sr. Cross Country \$25.00

Badminton

Jr. and Sr. Badminton \$25.00

6-Man Football

High School Spring: \$100.00
Fall: \$250.00

Track and Field

Jr. High Track and Field \$25.00
Sr. High Track and Field \$40.00

Note: Fees are tentative and subjective to change

Performing Arts:

- Junior Band: Under the direction of Miss Dunsdon, the Junior Band performs at various community and school functions.
- Senior Band: The Senior Band, under the direction of Miss Dunsdon, performs at most school functions, as well as many community events.
- Band Tour: The Senior Bands may go on a 3-4 day tour, performing at different schools and other venues during the tour.
- Music Festivals: Bands participate in at least one festival each year.
- Christmas Concert: Put on by the Band programs.
- Spring/End of the Year Concert: Put on by the Band programs.
- Band Camp: An intensive weekend camp to get students off to a great start in band.
- Drama: Puts on anywhere from 2-4 performances in a year.
- Drama Dinner Theatre: Before Christmas

- Drama Club: An opportunity for students from grades 7-12 to develop advanced acting/technical skills, leading to a community based performance of a play. High school students may receive credits at the completion of the process. Admission is based on auditions and/or teacher recommendation.

Other Activities:

- Yearbook: Students compile the yearbook.
- Student's Association / Leadership: Student representatives meet twice monthly at lunchtime. Various activities are planned, including spirit days and dances.
- Ski Trip: During Semester Break, students and staff go to Rabbit Hill or Canyon.
- Skills Canada: Students in Fabrications attend the Skills Canada Competition in Edmonton and compete in various categories, such as woodworking, cabinet building, etc. If cosmetology is offered, students have gone to participate in those categories as well.
- Travel Club – Students in grades 10-12 have the opportunity to participate in the travel club. This club has travelled to Greece, England, Scotland, France, Costa Rica, London and other European countries in the past few years. Trips are usually taken over the Easter Holiday. Students who wish to participate must pay for all costs associated with the trip.
- Intramurals – occurs over the lunch break. Students compete in various activities throughout the year.

Buck Mountain Outreach

The Buck Mountain Outreach is a learning center that provides a High School program for students who, for a variety of reasons, have found that formal “mainstream” education practices do not meet their needs. The program is designed especially for school aged learners who are not currently registered in school and who have a desire to get back to school, and work toward a high school diploma or for students wishing to take courses online through ADLC (online learning). Typically, students will not be permitted to take Outreach courses if the class is being offered at BMC.

Buck Mountain Central School Staff

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