



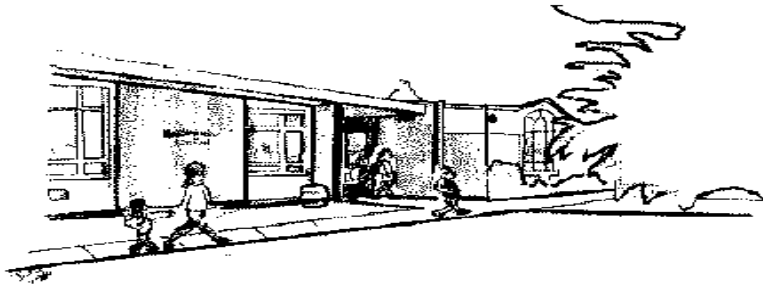
STUDENT HANDBOOK 2014 – 2015

Principal: Mr. Nolan Krauss
Assistant Principal: Mr. Dan Walker

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This agenda belongs to:

NAME _____
ADDRESS _____
TOWN _____ POSTAL CODE _____
GRADE _____ TEACHER _____

Welcome to Bluffton School !

September 2014

Dear Parents,

We are excited to welcome your son or daughter today to another school year. A very special welcome is extended to those families who are new to our school and to our community. We hope that you will soon feel at home here in our school community.

We are proud of the strong academic program our school provides and the tradition of excellence we have worked hard to maintain in the school community. Our school opens this year with approximately 140 students from Kindergarten to Grade 9. We value all of our students at Bluffton School and recognize that each one is unique and has great potential. At Bluffton School, we believe that by providing a positive and supportive learning environment, our students can achieve academic, personal, and social growth.

You will find school hours as well as a copy of the school year calendar listed in the accompanying information. Further information about our school, our programs, and our staff will be featured in newsletters throughout the year. Our newsletters are intended to be a good communication tool between the school and each family. In the front few pages of this agenda, you will find our school handbook. We hope this handbook will provide you with the information you need to understand the procedures and policies at our school. These guidelines and policies were developed in the hope that the time our students spend at Bluffton will be a rewarding, as well as an enjoyable experience. By working together, the co-operative efforts of the parents, students, and staff of Bluffton School can accomplish this. We appreciate the support we have received and look forward to your continued support.

We invite you to become involved in learning in your child's classroom at various points during the year. Our School Council is another way in which we encourage you to become involved. Detailed information about School Council meetings is included in our newsletter and on our school website. Our school website address is:

www.bluffton.wolfcreek.ab.ca

If at any time during the year you have any questions, concerns, or comments to make about our school, please do not hesitate to call. The staff at Bluffton School looks forward to an exciting year ahead!

GENERAL REMINDERS:

Your cooperation in the following matters would be greatly appreciated:

SCHOOL MISSION STATEMENT

We support each other in a caring community to learn, to grow, and to become the best that we can be. **Together we are committed to providing an environment within our community to enable individuals to reach their highest potential.** This requires successful interaction between students, teachers, and parent; with all parties working cooperatively toward the above goal. Our school operates in a manner that is consistent with the *Goals of Basic Education* as outlined in the *Alberta Program of Studies*, published by Alberta Education. Instruction is based upon the curriculum objectives and programs as outlined in the *Program of Studies*, supported by policies of the Wolf Creek Public Schools.

SCHOOL PHILOSOPHY

The goal of Bluffton School is to provide for each individual, opportunity to acquire knowledge and to develop mentally, physically, emotionally, and socially. We recognize that each child is an individual with their own strengths, skills and interests. We believe that each person deserves to be treated with respect and dignity. It is our desire that each child experience success in a wide variety of activities.

OUR LOCATION

Bluffton School is located 15 minutes north of Rimbey, with an enrolment of approximately 140 students from Kindergarten to Grade Nine.

SCHOOL AGENDAS

The student agendas are used as a valuable daily companion to help students understand expectations, create timelines, set goals, monitor progress and track success. They also contain a student handbook in the front, which will detail the school calendar, special events, phone numbers and school rules/procedures. The Grades 5 - 9 classes utilize Chromebooks and other personally owned devices and as such communication relating to their homework and other information will be shared electronically for both the student and their parents.

This agenda (K-6) will be used each day to record information such as home reading, homework assignments, and upcoming special events. If the agenda is lost, the student will be provided with a plain scribbler for the remaining part of the year. A limited number of replacement agendas may be purchased if the original agenda is lost. Please assist us in emphasizing the need to keep track of this personalized agenda to your child by reading and signing it each night at home. **School agendas should be brought back to school each day.**

During the first few weeks of using this agenda, your child's teacher will be helping students develop the "agenda habit" by teaching them to enter information and assignments. They will be monitoring the use of these agendas on a regular basis. There is a spot for you to write any comments/concerns you would like your child to see inside the agenda on each date.

CONFIDENTIALITY

With the implementation of the Freedom of Information and Protection of Privacy Act in September 1998, school personnel must adhere strictly to guidelines of confidentiality. Generally, anyone working with students in the school or in a position to observe skills or behaviors (teachers, education assistants, secretaries, caretakers, volunteers, other parents) is bound to protect the privacy of the student and his/her parents.

DISCIPLINE POLICY

At Bluffton School we constantly strive to build children's self esteem. As students experience academic success, social and emotional growth, they develop awareness that they are responsible for their own choice and the resulting consequences. We have high but realistic expectations for our students. Our staff is dedicated to helping students express themselves in ways that maintain honesty, dignity, safety, and the self worth of others. When expectations are clear and consequences assist the students in learning what is appropriate, students are able to mature in this area.

When instances of negative behavior occur, effort will be made to provide the student(s) with an opportunity to learn and grow from the experience within the context of our discipline policy guidelines.

At the classroom level, teachers will establish rules and procedures that foster a learning environment. In cases that are severe and repetitive in nature, the administration will be involved. We will contact parents when home support is needed to assist a child.

At Bluffton School we emphasize responsibility and respect as a basis for student behavior. For example, we expect students to:

- Be friendly and courteous to their fellow students as well as staff members
- Cooperate and participate in classroom activities and school functions
- Behave, dress, and respect others in a manner conducive to an orderly and happy school
- Refrain from using foul and abusive language
- Be punctual and dependable
- Respect personal belongings and school property at all times

Students must recognize that they have a responsibility to behave in a manner that does not violate the well being of

any individual, child or adult, on school property, or on the school bus. Students who have difficulty meeting behavioral expectations will be given the opportunity to reflect on and discuss their behavior and, if necessary, to make amends.

Any kind of harassment or bullying will not be tolerated at Bluffton School.

According to the Alberta Provincial School Act, a student shall conduct himself so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing his studies;
- Attend school regularly and punctually.
- Co-operate fully with everyone authorized by the board to provide education programs and their services;
- Comply with the rules of the school;
- Account to his teachers for his conduct;
- Respect the rights of others.

Additional rules may be introduced within specific classrooms, or in response to specific circumstances; however, these rules are common throughout the school.

Administration and Parents have the responsibility to effectively communicate and enforce acceptable behaviors. It should be remembered that discipline in itself is not punishment. Rather, it is teaching students to work within the framework provided by the school. The best kind of discipline is self-discipline.

SCHOOL HOURS

Students are to be in their homerooms at 8:20 a.m. Students who ride buses will not be marked late if their bus is running late.

- Morning recess: 9:48 a.m. to 10:03 a.m.
- Noon hour: 11:50 a.m. to 12:37 p.m.
- Afternoon recess: 1:55 p.m. to 2:10 p.m.

ARRIVAL AT SCHOOL

Students arriving on busses generally arrive between 8:15 - 8:20am. If driving students to school, **students should not be dropped off at school before 8:10am** as the school is not open to students prior to this time.

Students will report to homerooms each morning for five minute morning exercises. General announcements will be broadcast immediately before O Canada. O Canada will be played over the intercom with everyone standing silently or singing. Students will then be dismissed for first period classes at 8:26am. Students are encouraged to have their books and materials ready for two period blocks throughout the day in order to cut down time between periods.

LEAVING THE SCHOOL GROUNDS

Students are not allowed to leave the school grounds

unless they bring a note giving permission. It is important that notes or phone calls provide exact details of where the student is allowed to go when off the school grounds at noon hour. We need to be fully aware of where our students are at all times.

We ask your cooperation in sending notes wherever possible, rather than telephoning the school office. A note sent with the student directly to the teacher guarantees accuracy of the message, and also makes us much more efficient in the use of our time at school – time that is important for the business of teaching and learning.

ABSENCES FROM SCHOOL

Absences are checked every morning by homeroom teachers and are reported to the office. Your cooperation in letting the school office or kindergarten teacher know about a student absence prior to 8:25am is appreciated. Messages regarding student absences can be left on the school phone system by voicemail and will be forwarded electronically to the classroom teacher.

Whenever students have been absent, please send a note with them when they return to school, stating the days that were missed and giving a reason for the absence. Notes are also necessary whenever children must be kept indoors or must be excused from classes for any reason.

PROPER DRESS / DRESS CODE

Please be sure your children are adequately dressed to suit the weather. Unless they are ill, we expect them to play outside at noon hour and recesses except when extreme weather conditions prevail. Generally, if a child is too ill to be outside for a short period of time, it is likely he or she is too ill to be in class to attend to learning.

As a means of encouraging a school atmosphere supportive of learning, students are encouraged to dress appropriately. In their choice of school dress, students are asked to consider cleanliness, neatness, and good health; appropriateness for the activities of the school day; safety and consideration for others; and personal dignity. Shirts must reach the belt line of pants or skirts when the student is in an arms-down standing position, and clothing that displays logos or slogans related to drugs, alcohol or sex will not be permitted in our school. Low cut tank tops and halter tops with revealing cleavage are not acceptable. **Students will not be permitted to wear pajama pants, short shorts, or expose bare midriffs.** Jackets, coats, and hats are not to be worn in the school during the school day. Students wearing unacceptable clothing will be asked to change. The final determination on what is acceptable or unacceptable remains with the school administration during school hours and events. For safety reasons, students will not be allowed to go outside without suitable footwear.

- Special theme days and dress down days will be the exception to this and will be hosted and

promoted by the student leadership team throughout the year.

PLEASE MARK BELONGINGS CLEARLY

All children's belongings such as runners, lunch kits, back packs, skates, etc. should be clearly marked using a felt marker or indelible marker.

USE OF SCHOOL TELEPHONE

Use of the school telephone by students is limited to emergencies. **Making arrangements from school for visiting with a friend after school is not a legitimate reason to use the phone.** Students must have permission from a teacher before using the phone and only local calls are permitted.

2014-2015 SCHOOL FEES

An Instructional Materials Fee is charged for each student. Paying these fees as soon as possible is appreciated. Payment can also be made by installments throughout the year. These fees provide for rental of textbooks, some school supplies, some photocopying, the student agenda, some field trip costs and resources for complementary courses. As such, these fees are different for the various grade levels.

- Kindergarten: \$65.00
- Grades 1-6: \$90.00
- Grades 7-9: \$120.00

(Junior High includes some fees for Rec. Ed. Programs)

Please make cheques payable to Bluffton School. **Arrangements to pay fees should be paid at the school office no later than September 30.**

SCHOOL INSURANCE

Envelopes will be sent home with the students. We remind you that as part of the Instructional Materials Fee, all students are provided with basic accident insurance on all school days and for all school activities. This includes coverage for transportation by ambulance in case of a serious accident. If you wish to purchase year 'round coverage, or to increase coverage or add life insurance, fill out the form, mark your method of payment, and mail the envelope to the Vancouver address.. Please ensure cheques are made payable to Industrial Alliance Pacific Kids Plus, not to the school. Also note that you **do not return insurance envelopes to the school.**

DO NOT BRING TO SCHOOL

Any weapons, cell phones (unless signed permission is on file at the office), video games, portable DVD players, roller blades, and skate boards **are not allowed** at school or on school property. Students riding bikes to school are to take them directly to the bike racks and not ride them on the school grounds. It is strongly recommended that

students secure bikes to the bike racks with a sturdy lock. Bike racks are unsupervised for a large part of the day.

CELL PHONE POLICY

Bluffton School policy requires that any student that wishes to have a cell phone at school fill out a permission form where the details regarding the use and access to that cell phone are specified. Inappropriate use or unauthorized access to cell phones will result in the cell phone being confiscated. ***This policy is reviewed in our fall newsletter each year. Please contact the office if your son or daughter wishes to have a cell phone at school as the policy must be adhered to.***

MEDICAL EMERGENCIES

Occasionally, a situation arises in which a student requires the services of a doctor or hospital. In such cases, if the parent or appointed guardian (or Emergency Contact) cannot be contacted to take the student for treatment, school policy is to take the student to the nearest medical facility or practitioner for treatment. It is therefore very important that the school be made aware of any allergies, medications currently being taken, or medical conditions (outlined on registration forms, as well as just "keeping us up-to-date). In the event that a student is too sick to attend class, the parents will be contacted to take the student home.

EMERGENCY SCHOOL CLOSURES

All school closure decisions are made by Central Office Personnel and are relayed to each school involved. In the event of an emergency school closure (i.e. impassable roads or weather conditions), an announcement will be made on the Bluffton School and Wolf Creek websites. Parents should also receive an automated voicemail or text to their cellphone as notification of a school closure. Announcements will be broadcast on Sunny 94.1 FM, Big 105.5 FM, CKGY 95.5 FM, ZED 98.9 FM KRAZE 101.3 in Red Deer or CHED 630 AM and CFCW 790 AM in Edmonton and KJR 1440 AM in Wetaskiwin as soon as a decision has been made to close the school. Should it become necessary to send students home early because of an emergency school closure, the school will attempt to notify parents (or emergency contacts) of children.

ATTENDANCE

Success in academic pursuits is largely dependent on regular attendance. As much as possible, appointments and other controlled situations should be planned to miss as little school as possible. When an absence is unavoidable, parents are expected to provide a note or a telephone call to inform the school in advance of the absence. Attendance messages can be left on the school voicemail and will be forwarded to the appropriate teacher(s).

Medical certificates may be required:

- To verify absence because of communicable disease.
- To excuse a student from participation in Physical Education classes.
- To verify extended absence because of major surgery or serious illness.
- To verify frequent absences because of recurring illness.

CLOTHING and FOOTWEAR

It is expected that all students will dress in comfortable, tasteful clothing, suitable to the season. Jackets, coats and hats will not be worn in the school. Students wearing clothing displaying logos/and or graphics representing offensive or unsuitable subject material will be asked to change their clothing.

To help keep the school clean, and to reduce the amount of dust in air of the school, **all students** must have at least **one pair of shoes with non-marking soles for wearing within the school only**. This means that all students should have suitable outdoor footwear at all times.

PHYSICAL EDUCATION

Physical Education classes require suitable attire, for hygienic and safety reasons. Grade 5–9 students are required to change to shorts and a t-shirt for gym classes. Gym wear for Gr. 5-9 students should be taken home and laundered often! For physical education classes, students must wear non-marking running shoes that are only worn inside, and students must have a different pair of shoes for outside playground use. This is for the protection of our gym floors. For safety reasons, students shall not participate in gymnasium activities in bare feet or socks.

MEDICATION

Any parent requiring the administration of any medication (either prescription or non-prescription) by teachers to their children must fill in a medication form available at the school office. A copy of this form will be given to the classroom teacher, as well as a copy will be kept at the office.

Teachers will not dispense medication to students whose parents have not complied with this requirement, and shall in no case provide any medication (e.g. Tylenol) to any student; a phone call by the parent is not sufficient to circumvent this policy.

School Administration should be made aware of students with severe asthma, diabetes, and allergies so that proper emergency procedures can be taken if needed. The safety of your child at Bluffton School is very important to us.

LOCKERS

Lockers are provided for students' coats, lunch kits and books. Students are expected to keep their lockers tidy, and will be given time at regular intervals to clean and disinfect them. At no time are students to allow uneaten portions of their lunches to accumulate in their lockers; this practice results in generally unsanitary locker conditions, provide room and board for the occasional mouse or fruit flies. Repeated violations of the "clean locker" policy will result in suspension of locker privileges.

Students are expected to be ready and prepared for their classes. We will discourage all students from returning repeatedly to their lockers for items that they have forgotten to bring to class (i.e. calculators, writing implements, text and notebooks); learning preparation and organizational skills is an integral part of the education process.

Students in Grades 5-9 are encouraged to use a lock on their locker and their combinations or an extra key must be turned in at the office. A copy of the combination for each locker is required to be kept on file at the school office or this may result in the lock being removed to gain access. Grade 4 students are allowed to use locks, but must leave a copy of their combination, or a spare key at the office. Students should be aware that periodic locker checks may be conducted.

LOST and FOUND

The school lost and found boxes are placed in the connecting hallway on the boot shelf near the west and south exit doors. They contain clothing, footwear, and many treasures. Please browse through the lost and found boxes occasionally to reclaim your children's lost items. Items that are unclaimed at the end of the term will be sent to a charitable organization.

REPORT CARDS & ASSESSMENT PRACTICES

There will be regular reporting periods throughout the year where students and parents are involved in receiving some feedback on student performance. This feedback is an indication of the current state of a student's progress in a given grade and subject area and are based upon careful observations and testing.

PROVINCIAL ACHIEVEMENT TESTS

All students in Grade 6, and Grade 9 are required by Alberta Education to write Provincial Achievement Exams in Language Arts and Math in June each year, unless the parents request an exemption. These exams are designed as one measure of student growth, and are consistent throughout the province. Individual Students Profiles (ISP's) are returned to the school early each fall, and become a part of each student's permanent record. PAT's in grade 3 are to be discontinued as of September 2014.

INTRAMURALS & EXTRA-CURRICULARS

During the course of the year, Bluffton School offers many different extracurricular activities to our students, as a part of continuing commitment to allow them the greatest range of experiences possible. These activities may include Special Days, Noon Hour Clubs or Sports Teams.

Junior high students are encouraged to participate in after-school sports. School teams in cross-country running, volleyball, basketball, badminton, track, and flag football represent our school in meets with other Wolf Creek schools, often advancing to Central Western Alberta Junior High Athletic Association tournaments. We are proud of the skill and sportsmanship our athletes take to other schools and we encourage parents and friends to come and cheer them on!

We believe that learning is a lifelong pursuit that takes place both inside and outside of the classroom. Participation in these activities is voluntary. **It is expected that students must keep up to class work and assignments in order to participate in these activities.** Failure to do so may result in removal from an event, a sports practice, sports game with notification of the students' parents.

PROFESSIONAL DEVELOPMENT DAYS

The school day at Bluffton is longer because of the bussing system. High school students in the Bluffton area must gather at our school early enough in the morning that they can be transported to Rimbey Junior/Senior High. In the afternoons, Bluffton students must wait until the high school feeder busses have returned from Rimbey.

When this transportation system was implemented, the instructional day at Bluffton School was increased, because it was more practical to have students in class for those extra minutes than to try to look after them on the playground. However, our instructional time far exceeds the provincial requirements for elementary and junior high students. Therefore, in response to requests from parents in our school community, the Wolf Creek Board of Education has permitted us to end school on June 22, 2014 for grades 1-8 students. Grade 9 students will still be required to complete their PATs from the 23-26 and go home following their exams. Bluffton School teachers will still be required to be at the school on June 23-26 and will use these days for professional development activities, planning, and classroom enhancement; as well as taking the opportunity to meet to discuss student achievement. With a district wide calendar implemented in 2014-2015, this will allow Bluffton School teachers to meet regularly with same grade teachers from other school to work on formative assessments, literacy and numeracy benchmarks and curriculum discussions.

CONCESSION

The school concession provides students with snacks to supplement the lunches they bring from home. Price lists and more details will be made available in the weekly newsletters. \$5.00-\$10.00 concession cards are available at the office for student purchase.

SPECIAL HEALTHY LUNCHES

The Healthy Lunch program relies on parent volunteers to provide these special lunches each month. A parent committee oversees this program and details are included in the monthly newsletters with order forms being sent home with students. Proceeds from the sale all go directly to programs at the school and are used to purchase materials, equipment, or services for special events. If you are interested in becoming a volunteer for this program please call or stop by the school office.

SCHOOL COUNCIL

Parents are encouraged to become involved in the Bluffton School Council. This is the most effective way parents can become informed about school decisions and events. It is also the best place parents can give their opinions and advice concerning the programs and activities of the school. This is a very important organization, because it is through the School Council that staff and administration receive the necessary information to improve the way our school serves our students and families.

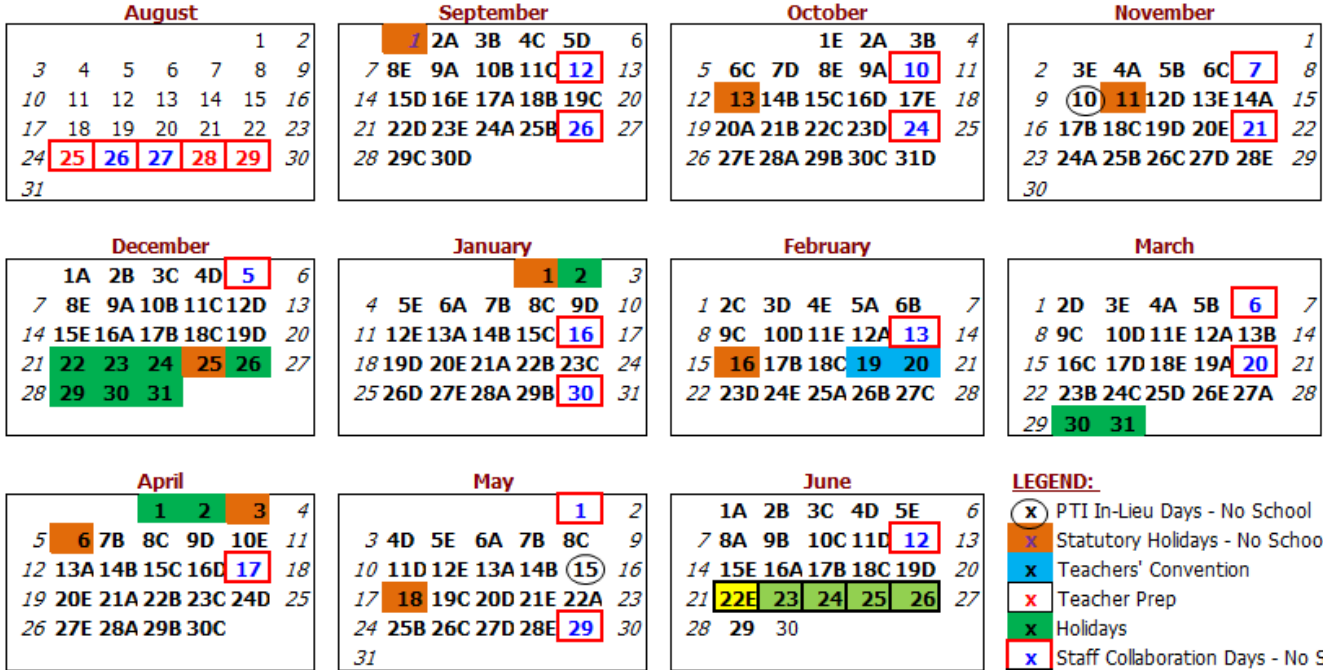
BLUFFTON SCHOOL BELL SCHEDULE

8:18 am	Call Bell & Morning Reading
8:28 am	First Period
9:08 am	Second Period
9:48am	Morning Recess
10:05 am	Third Period
10:45 am	Fourth Period
11:20 am	Fifth Period (Enhanced Learning Period)
11:50 am	Lunch
12:04	Noon Recess
12:37 pm	Afternoon Call Bell
12:40 pm	Sixth Period
1:20 pm	Seventh Period
1:55 pm	Recess
2:10 pm	Eighth Period
2:45 pm	Ninth Period
3:20 pm	Homeroom Period
3:25 pm	Dismissal Bell

Student Absences
Call 843-6528 or 785-0729
Please leave voicemail message.

WOLF CREEK PUBLIC SCHOOLS 2014 - 2015 School Year

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- LEGEND:**
- (x) PTI In-Lieu Days - No School
 - x Statutory Holidays - No School
 - x Teachers' Convention
 - x Teacher Prep
 - x Holidays
 - x Staff Collaboration Days - No Students
 - Teachers and Grade 9 PATs Only
 - Students last day

August	Aug. 25-29	School Organizational Days/Summer Institute
September	Sept. 1	Labor Day Holiday
	Sept. 2	Students' First Day
	Sept. 12, 26	Staff Collaboration Days
October	Oct. 13	Thanksgiving Day Holiday
	Oct. 10, 24	Staff Collaboration Days
November	Nov. 10	Staff Earned Day Off (In-Lieu for Parent-Teacher Interviews)
	Nov. 11	Remembrance Day Holiday
	Nov. 7, 21	Staff Collaboration Days
December	Dec. 5	Professional Development: Leading & Learning (CARC)
		Christmas Holidays (Dec 20 - Jan 4 inclusive)
January	Jan. 5	First day back from Christmas Holidays
	Jan. 29	Conclusion of First Semester
	Jan. 30	Semester Break / Staff Collaboration Day
February	Feb. 13	Staff Collaboration Day
	Feb. 16	Family Day Holiday
	Feb. 19/20	Teacher's Convention
March	Mar. 6, 20	Staff Collaboration Days
		Spring Break (March 28 - April 6 inclusive)
April	Apr. 3	Good Friday
	Apr. 6	Easter Monday
	Apr. 17	Staff Collaboration Day
May	May. 15	Staff Earned Day Off (In-Lieu for Parent-Teacher Interviews)
	May. 18	Victoria Day Holiday
	May. 1, 29	Staff Collaboration Days
June	Jun. 22	1-8 Students' Last Day
	Jun. 23-26	Grade 9 PATs/Teachers Only