

BOTHWELL SCHOOL

2018-2019

PARENT AND STUDENT HANDBOOK

**BOTHWELL SCHOOL: A STUDENT CENTERED, SAFE COMMUNITY THAT USES
ENGAGING LEARNING EXPERIENCES TO EMPOWER ALL TO BE POSITIVE,
CONTRIBUTING CITIZENS.**



**25 Crown Valley Rd. E.
Box 220
New Bothwell, MB
R0A 1C0**

**Telephone: 204:388-4422
Fax: 204-388-4686
WEBSITE: bothwell.hsd.ca**

Welcome to Bothwell School!

Bothwell School is a K-8 School in the growing community of New Bothwell which takes pride in offering quality programming for all of our students. The philosophy of Bothwell School encompasses the emphasis of meeting the needs of student learning through creating a respectful, safe and responsible learning environment. In order to be dedicated to learning, we believe that:

- Children are entitled to a positive, safe and valuable school experience
- All students have unique learning needs and can successfully achieve goals
- The school promotes social responsibility and should reflect and benefit its community
- Communication and support between home and school is an essential part of a positive educational experience

Our staff cares about the well-being of each child and supports students to achieve to their best potential. Our strong academic and support programming enrich numeracy and literacy skills and engage students in their learning. Essential skills are also highlighted within our planning and include: communication, citizenship, critical thinking, creativity, collaboration, and character development. The physical education and sports, music/arts education and social responsibility programs are also highlights of the school community- a community in which a sense of belonging is integral!

Bothwell School enjoys the strong community support and benefits from the many parent volunteers and the supportive Parent Advisory Council. Parents/guardians are key partners and are welcomed at Bothwell School. We look forward to the opportunities to meet and work together in the best interest of your children.

This handbook is provided to parents/guardians and students about the general procedures and information about Bothwell School. You are welcome to phone us or visit us soon!

On behalf of the staff, I wish all students the best as they learn throughout their school year with us.

Laura Rekrut

Principal

Bothwell School



BOTHWELL SCHOOL STAFF

Mrs. L. Rekrut	Principal
Mrs. P. Unger	Secretary
Mrs. S. Chamberlin	Librarian
Mrs. R. Kroeker	Secretary
Mrs. C. Wareham	Resource and Literacy Support Teacher
Mrs. A. Neufeld	Kindergarten
Mrs. J. Blair	Gr. 1/2
Mrs. K. Brown	Gr. 2/3
Ms. L. Koslowsky	Gr. 4/5
Mr. P. Heese	Gr. 5/6
Ms. E. Chalmers	Gr. 7-8 Science, 1/2 Music, Literacy Support
Ms. L. Schipper	Gr. 7 HR, ELA, SS, 7/8 ART, Gr. 5-8 French
Mrs. Hutchinson	Gr. 8 HR, ELA, SS, 2/3 -8 Music, 5-8 Guidance
Mr. N. Giesbrecht	Counselor
Mrs. S. Doerksen	K-8 PE/HE, Gr. 7-8 Math
Ms. J. Sclanders	E.A.
Mrs. B. Hiebert	E.A.
Ms. J. Klassen	E.A.
Mr. M. Vogt	E.A.
Mrs. S. Kulikow	Head Custodian
Mr. S. Penner	Evening Custodian
Mr. J. Hiebert	Bus Driver
	Bus Driver

HANOVER SCHOOL DIVISION ADMINISTRATION

Mr. Randy Dueck - Superintendent

Mrs. Shelley Amos- Assistant Superintendent

Mr. Colin Campbell- Assistant Superintendent

Mrs. Geri Robson- Assistant Superintendent of Student Services

Mr. Robert Warkentin- Transportation Supervisor

Bothwell School Trustees- Ruby Wiens and Shannon Friesen

Address: 5 Chrysler Gate Steinbach, Manitoba R5G 0E2

Phone Number: 204-326-6471

Public school board meetings are held every month during the school year – check the divisional calendar for specific dates.

HANOVER SCHOOL DIVISION MISSION STATEMENT: Hanover is a student-centered school division striving for excellence while developing skills and promoting values for a productive and wholesome life.

2018-2019 CALENDAR

PLEASE SEE OUR DIVISIONAL SCHOOL CALENDAR AND ACCESS INFORMATION ON OUR MONTHLY NEWSLETTERS BY CHECKING OUR WEBSITE: BOTHWELL.HSD.CA

THE SCHOOL DAY SCHEDULE

8:45	Student Arrival Begins
8:50	Students Are Welcomed To Enter Building
9:00-9:05	Religious Exercises
9:08	Morning Announcements
9:10-9:40	Period 1
9:40-10:10	Period 2
10:10-10:40	Period 3
10:40-10:55	Recess Break Grades 1-8
10:55-11:30	Period 4
11:30-12:05	Period 5
11:50	K students dismissal for bus and pick up time
12:05-12:25	Lunch
12:25-1:05	Noon Recess Break Grades 1-8
1:05-1:40	Period 6
1:40-2:15	Period 7
2:15-2:30	Recess Break Grades 1-8
2:30-3:05	Period 8
3:05-3:40	Period 9
3:40	Bus Students Dismissed
3:45	Town Students Dismissed

PARENT AND VISITOR INVOLVEMENT

Volunteers are welcome and enrich school activities and events. We ask that all visitors first sign in at our school office. Bothwell School appreciates parent volunteers in a variety of areas such as in the classrooms, library, coaching sports, and on field trips. We are very thankful to our volunteers! Our Parent Advisory Council is always looking for volunteers to assist with various activities throughout the school year.

MORNING ARRIVAL

Students should arrive at school no earlier than 8:45 AM and it is important for students who walk across the highway, to be at the crosswalk during the time when the patrols are present from 8:45- 8:55. Bus time arrivals are at 8:45.

RECESSES

All students are expected to go outside for recess. Students are required to dress appropriately for the outdoors. Students should be warmly dressed for winter weather. Students are expected to be outside during recess.

General recess guidelines we follow when the weather is cold and there is a wind chill:

* When the wind chill is -30 C or colder, recess is indoors.

* When the wind chill is between -25 C and -29 C, recess is shortened or indoors.

Areas that are out-of-bounds for students include the parking lots, and the neighbouring yards. Grade 5-8 students will have opportunity to have time in gym and take part in noon hour activity options.

Students are to stay on school property unless there is permission from both a parent and/or your teacher. Student safety is important to us. Our staff supervises our property during school hours.

Students are to play appropriately and be careful not to hurt another person. We want students to enjoy their time in our school and on the playground. We want everyone to feel safe here.

LUNCH

Hot lunch ordering is changing for the 2018/19 school year. September orders & money will be due the Thursday before each Friday hot lunch. The rest of the year needs to be ordered a month in advance for the following month. Monthly orders will be due the last Monday of the month for the following month. Payments may be made on Parent Portal, cheque, cash or hot lunch tickets. See Bothwell School Newsletter and website for schedule.

Students are welcome to eat lunches in their homerooms. Designated town students in Grade 1-8 may go home for lunch during the scheduled lunch hour. All students are to respectfully eat their lunch and show appropriate manners during lunch. They are expected to remain seated until the bell rings and leave the classroom tidy and clean.

The canteen is open daily from 12:05-12:15. Students can purchase pizza pops, burritos, chocolate milk, juice and other items.

Student use of microwaves to warm up their lunches has proven to be a popular choice. In order to accommodate that students are able to eat their lunch within the time designated, the following schedule will provide service for microwave use:

Monday and Wednesday	Tuesday and Thursday	Monday to Friday
Grade 1, 2 and 3	Grade 4, 5 and 6	7 and 8

SCHOOL GROUNDS AT LUNCH/BREAKS

Students in grades K-4 are not permitted to leave the school grounds unless accompanied by an adult or parental notification to office/school. Students in grade 5-8 may leave if a parent has contacted the school or has sent a permission note that is signed and dated. The signed note is to be given to the child's homeroom teacher, and then they are to present the note to the supervisor or inform the office. Students that have permission are to check in again by 12:55. Friends are not permitted to accompany students home unless both sets of parents have provided notes. Please make those arrangements in advance.

END OF DAY DEPARTURES

The bus students are dismissed at 3:40 and the walkers/bikers are dismissed at 3:45 (after buses leave). *If a student is to be picked up by someone other than a parent/guardian, a note, call or email from a parent is required.

*Although we understand that on the *rare occasion or in emergency situations*, there may be a need for last minute plans to be shared with the school, we are requesting that you let the school know **well in advance** of any changes to the end of day routine.

Please include the following information: Who is picking them up and time of pick up.

*We want to ensure the safety of our all of our students, so **please send a note, phone the school or email the school and the teacher by 10:00 am when any different arrangements for your child need to be in place.**

Students are to be signed out at office if leaving earlier than regular dismissal.

HOME/SCHOOL COMMUNICATION

Parents /Guardians are welcome in our school-please first visit the office upon arrival.

There are several ways the school communicates with students' homes:

-Email: Parents who provide us with an email address (and have not unsubscribed) will receive email messages from Bothwell School with important reminders and information.

-Newsletter: we send out a monthly email reminding parents to view our newsletters which are also posted on our website: www.bothwell.hsd.ca (this is our main source of information for parents).

-Auto Voice/Email Messages: we also send messages to parents/guardians as needed.

-On-line Calendar: we post important dates on our school's website which can be viewed on our website.

Phone calls and/or emails are also excellent way to keep in touch. If parents/ guardians

have questions or concerns, please contact us at the school.

Report cards for each student are shared with parent/guardians . Students report cards in November, March and June and are automatically uploaded to the Parent Portal for parents/guardians to access. Student formative and summative assessment includes collection of products, observations, and conversations about their learning. Parents may receive prior notification to report cards as an additional way to communicate learning plans for your child. Parent-teacher conferences are scheduled after the November and March report cards. Consistent communication between parents and school provides support for all concerned.

ATTENDANCE

Students who attend school regularly are more engaged in learning, have a greater sense of belonging, and are more likely to graduate. Regular attendance is important and will help your child understand and finish the grade level curriculums. Parents of students who are chronically absent will be contacted by the school to work out a plan to improve student attendance. If your child will not be at school due to appointments, or if they are not feeling well, please inform the school. You may enter the absence in Parent Portal, call the school (204-388-4422), email the school at bothwell@hsd.ca, or send a signed note. If students arrive or are leaving other than the regular schedule, they are to be signed in/out at the office. The school will phone if students are absent without notification from a parent.

TELEPHONE

There is a phone available for students in the office for use with permission. If parents need to contact their children they are welcome to leave a message at the office. Students are called out of class in emergency situations only. We ask that students do not bring their own personal electronic devices to school.

OUR LEARNING ENVIRONMENT

We encourage respect, safe and responsible behavior at Bothwell School and have aligned our focus with the HSD code of behaviour expectations. All school staff have a responsibility to ensure that our school is a safe and productive place for all to learn. Those who attend Bothwell School will ensure that they are contributing to our school's mission statement by being:

Respectful: By being considerate, kind and friendly to all students, parents and staff, we show respect for ourselves, others, school and private property.

Safe: By thinking about safe choices with our words and actions, we show that we value that everyone has the right to a safe learning environment.

Responsible: By striving to be and do our personal best and be a good citizen, we demonstrate pride in ourselves, and others. We show gratitude to others and are proud of our school.

SUPPORTS IN OUR LEARNING ENVIRONMENT

As much as possible, supports to encourage positive behaviour will be handled on an individual basis, where all circumstances will be considered. We will attempt to handle all discipline in a way that reflects the welfare of the individual child as well as the security of the school. Follow-up of incidences will be reasonable, and as much as possible, aligning with the nature of the offense.

Students demonstrate responsibility when they do their assignments with the best quality effort and hand them in on time. The amount of homework students have varies from grade to grade and teacher to teacher. If the teacher does not officially assign homework, students should spend time reading or reviewing class content on their own. Incomplete homework will be recorded by the teacher and arrangements will be made for the student to complete the work. Students with chronic incomplete assignments may not be eligible to participate in extracurricular teams and a support plan will be identified. Minor discipline problems may be handled between the teacher and the student. If, however, the offense is serious or if inappropriate behavior continues, the student's parents will also be notified.

When it becomes necessary to refer a student to the office, the teacher will complete a behavior form with the student that will be utilized in making decisions concerning consequences. Parent signature may be required on the form.

When a student is referred to the principal as part of the teacher's classroom plan for consequences, the following process is taken:

- a) Behaviour Form: filled out by the teacher and/or principal and student
- b) First Referral: problem solving and discussion of expected behavior, appropriate restitution possible assignment or, depending on incident, parental contact may be required. A report will be added to the student's discipline file.
- c) Subsequent referrals- a problem solving discussion of expected conduct, alternate work setting, a phone call to parents, special assignment, suspensions, or any other consequences deemed necessary or suitable for the situation. An update of the student's page in the discipline file will also be completed.

In situations of repetitive and/or severe incidences, students may be referred with a behavior form to the principal as part of the teacher's classroom plan for misbehavior deemed as:

~Disrespectful- abusive or profane language, shoving and pushing, going in undesignated areas, refusal to comply with reasonable directives from any staff member, and other offensive behavior deemed as disrespectful.

~Dangerous- any injury to a student or staff member. This includes unsafe choices such as throwing objects, threatening or striking with objects, fighting, or other offensive behavior deemed as dangerous.

~Illegal- irresponsible behavior or actions deemed inappropriate by school policy, division policy, or the law. This includes theft, vandalism, and possession of dangerous objects, weapons, smoking, drugs, alcohol, threatening or assaulting a student or staff member, as well as other offensive behavior deemed as illegal.

The principal will then investigate the matter as they deem necessary and apply consequences suitable for the offense. The approach will begin with a problem solving discussion with the goal that the student learns from the experience. Suitable corrective and learning measures will also be applied: in-school and/or out-of-school suspensions will be considered if appropriate or possibly an immediate need for parents to pick up their child from the school. A pupil card will be opened or updated in the discipline file. If deemed appropriate by the principal, follow-up meetings with the student and/or parent will be made. In cases of out-of-school and in-school suspensions, communication will be made with the parents. A re-entry process will also be initiated for the student to return to class. The HSD Superintendents will be notified as needed.

As in accordance with HSD policies, the administration may suspend a student from school for up to five days. Some board policies require police involvement as a consequence for some actions, and principals, at their discretion, may involve the police for any incident. Please refer to the HSD website for further clarification.

APPROPRIATE DRESS CODE FOR OUR LEARNING ENVIRONMENT

All who attend or visit Bothwell School are asked to come to our school dressed appropriately for learning situations experienced for a K-Gr. 8 school. All students are to wear clothes that are appropriate for a school setting and for weather conditions.

Examples of appropriate dress include:

- Clothing that does not have offensive language/pictures (swears, references to drugs, alcohol, or sexual comments are not appropriate)
- Chests and stomachs are covered
- Shorts and skirts are mid-thigh or longer
- Undergarments are not showing
- Hood and hats may be worn outside (inside only for designated special days)
- Proper running shoes for gym classes and tech ed classes

Staff will monitor and determine what is appropriate for school and will inform the student, parent, or principal if needed. Students will be asked to change/cover up clothing that is not suitable for our learning environment. Due to health considerations and safety concerns, students must wear footwear at school. K-6 classes have a "two-shoe" policy. Students change from outside shoes/boots into an indoor pair of shoes.

BOTHWELL SCHOOL STUDENT RECOGNITION AND AWARDS

We look for the opportunity to share verbal praise, a special certificate or note, a phone call to the parents, or offer a special privilege to students who are deserving. BADGER PRIDE is a way we positively focus on our great students! What ways can students show they have the strength of a BADGER? A student may be acknowledged when they demonstrate skills of determination, eagerness, pride, independence, confidence, persistence, ability to focus, or able to face a challenge. Celebrating personal achievement is important!

In June, staff and parents will celebrate and honour achievements at an assembly.

FRENCH AWARDS- certificate

- Grade 5, Grade 6, Grade 7, Grade 8
- Demonstrate a positive attitude toward learning French
- Participate and make positive contributions to the French class
- Engage in conversational French to practice their second language skills
- Demonstrate evidence of perseverance and personal growth as a language learner

INDUSTRIAL ARTS AWARDS- certificate

- Grade 7 Human Ecology/Technical Education, Grade 8 Human Ecology/Technical Education
- Human Ecology- demonstrate high levels of academic and practical performance, along with leadership, responsibility and a positive attitude
- Technical Education- demonstrate high levels of academic and practical performance, along with leadership, responsibility and a positive attitude

ARTS AWARDS- certificate

Visual Arts- Grade 5, Grade 6, Grade 7, Grade 8

- Demonstrate a high level of interest, creativity, and enthusiasm in the area of visual arts
- Participate and make positive contributions to Art class
- Willingness to develop artistic talent and demonstrate growth in artistic skills
- Evidence that shows willingness to try different techniques and to grow from feedback
- Demonstrate commitment to projects, and a continued interest in attaining and developing his/her skills and techniques in the visual arts

Performing Arts- Music/Choir- Grade 5, Grade 6, Grade 7, Grade 8

- Demonstrates positive and enthusiastic attitude, respect for others and displays consistent effort in classes and performances
- Willingness to develop musical talent and demonstrate growth in musical skills
- Evidence that musical skills demonstrate potential

Performing Arts- Drama- Grade 7, Grade 8

- Demonstrates positive and enthusiastic attitude, respect for others and displays consistent effort in classes and performances
- Willingness to develop dramatic talent and demonstrate growth in dramatic skills
- Demonstrate willingness to support program through participation in classes, practices and performances
- Evidence that dramatic skills demonstrate potential

PERFECT ATTENDANCE – certificate

- Deserving recipients in grade 5-8 acknowledged as having perfect attendance for the school year

VOLUNTEER AWARDS- certificate

- Deserving recipients in grades 4-8 acknowledged as outstanding volunteers for this category and certificates will be given to students by homeroom teachers
- Contributes to making our school a better place by being kind, caring and committed to being a helper through a variety of volunteer efforts at school.

IGNITE AWARDS- certificate

- Deserving recipients in grades 5-8 acknowledged as outstanding students for this category
- Shares awareness in an effort to help others work together to make a difference in area of social justice
- Inspires others with his/her creativity, imagination and enthusiasm for their passion that makes a positive difference for our school, local and global community
- Positive leadership - respecting peers' thoughts and ideas
- Shows concern and care for the well-being of others
- Honors a commitment she/he makes and follows through to best of abilities

BADGER PRIDE CITIZENSHIP AWARDS-Sponsored by PAC medal/ certificate and name on plaque from PAC

- Grade 5, Grade 6, Grade 7, Grade 8
- Demonstrates the strength of a badger- perseverance, determination, independence, eagerness, pride, confidence
- Exceptional citizenship skills that are noticed by students and staff alike
- Consistently demonstrates respect for self/ for others, is friendly and kind
- Willing to take on new challenges
- Displays a positive attitude and is a good role model
- Involved in school activities, participates/promotes school spirit, leads by example

ATHLETIC AWARDS—medal and certificate

- Male/Female Grade 5, Male/Female Grade 6, Male/Female Grade 7, Male/Female Grade 8
- Comes to class prepared , and ready to participate during classes
- Exhibits skills and values of teamwork, fair play, sportsmanship and leadership
- Evidence showing willingness to try different techniques and to grow from feedback
- Willingness to develop athletic talent and demonstrate growth in athletic skills
- Participate in a variety sports, and divisionally for grade 7 and 8

ACADEMIC ACHIEVEMENT AWARDS

Grade 5 and 6 Achievement Awards - certificate

- Successfully demonstrates growth as a learner through diligence, engagement in studies, and a positive attitude.
- Makes consistent effort at producing quality work
- Willingly participates in class and activities/discussions

Grade 7-8 Achievement Awards - certificate

- Successfully demonstrates growth as a learner through diligence, engagement in studies, and a positive attitude.
- Successfully demonstrates that they have worked hard to *improve* work habits, quality of work, and participates in class activities/discussions. Demonstrates an increase of 10% or higher in courses

Grade 7 and 8 Academic Achievement Awards- certificate

- Successfully demonstrates growth as a learner through diligence, engagement in studies, and a positive attitude
- Demonstrates overall successful accomplishments in all courses, earning a minimum average of 70-79%

Grade 7 and 8 Academic Excellence Awards- certificate

- Successfully demonstrates growth as a learner through diligence, engagement in studies, and a positive attitude
- Demonstrates overall successful accomplishments in all courses, earning a minimum average of 80-89%

Grade 7 and 8 Academic Honour Awards- medal and certificate

- Successfully demonstrates a strong work ethic, diligence and engagement in studies. Student has a positive attitude, and consistently shows strong evidence of their learning
- Demonstrates overall, consistent ability to achieve high standards in all courses, earning a minimum average of 90-100%

Kyle Shepherd Memorial Highest Academic Honour Award- medal and certificate

- Grade 8 student
- Consistently demonstrates a strong work ethic, positive attitude and a growth mindset to be a resilient learner
- Has achieved the highest academic average for two consecutive years

USE OF PERSONAL ELECTRONIC DEVICES

K-8 students should not be bringing their personal electronic devices to school, and if they do, they will be asked to have them stored with their teacher or in the office for the *entire* school day including all recesses, and lunch times; devices should not be used on the playground or in washrooms. Teachers will be allowing students to use school devices, and may only permit student to use personal devices on a situational basis.

In accordance with the **HSD Safe and Responsible Use of Technology Policy**, the following criteria are for any electronic devices, including cell phones, digital cameras, and music or video players and gaming devices:

- Personal electronic devices may not be activated when classes are in progress or during any school event during the regular school day unless with the permission of teacher or supervisor. Students may not leave class to make or receive an electronic communication-cell phone, text message or internet communication.
- During school, field trips or extracurricular events, use of a cell phone or electronic device is by permission of the supervising staff or the designated coach, where no staff is present.
- Use of electronic communication devices or digital cameras for any reason during a test or assignment will result in removal of the student from the assessment and the assessment will be considered invalid. A mark of zero may be assigned.
- Cameras or phones equipped with cameras should not be used during school events and not activated in washrooms, change rooms or any other private areas. Use of an electronic communications device or digital camera to record video, still shots or sound must be done with express permission of the supervising staff member and with full advance knowledge and permission of any individual or group being recorded. Sharing, distribution or broadcasting of any such material must be done with full permission of every individual being recorded. Posting to the Internet may require written permission of parents.
- Respectful use of communication technology such as the Internet, social networking sites, websites, email, text messaging and instant messaging is of high importance as the repercussions of poor choices (i.e.: sending mean or threatening emails/messages, posting embarrassing information or photos, or making fun of others) may have very negative effects on student(s) and school community. Recordings made secretly or used maliciously will result in disciplinary action up to and including expulsion and a police report.

- Any use of an electronic communication device during prohibited times or in an inappropriate manner may result in immediate confiscation of the device by school staff. Devices will be returned to the student, parents/guardians under conditions set by administration.
- Hanover School Division assumes no responsibility, in any cases, for the loss, destruction or theft of any electronic device brought to school or any school related activity by a student.

COMPUTER / INTERNET POLICY

Bothwell School has a computer lab and devices for students to use in classrooms. Students are expected to treat all equipment with care and respect. Specific instructions about acceptable use of technology will be given. Before a student is permitted access to the use of devices, "Responsible Use of Technology Agreement" must be signed.

LOST AND FOUND

If student belongings are labeled, they are easily returned. Items left are put in the Lost and Found. Any unclaimed items will be donated to self-help organizations.

VALUABLES/PERSONAL BELONGINGS

Money and valuables should not be left in lockers/desks/change rooms as the school cannot assume responsibility for their safe keeping. Grade 7 & 8 students will be issued locks and lockers should be kept locked. Students should not use personal communications/electronic devices at school unless permission has been given. If the devices are used while traveling to and from school, they must be turned off and stowed before getting off the bus or coming on to school grounds. Items such as (but not limited to) pocket knives, weapons/imitation weapons, fireworks, lighters, matches, laser pointers are not permitted at school. If any of the above such items are brought to school they will be confiscated and Hanover School Division Policy will be followed. Bothwell School assumes no responsibility for the loss or theft of valuables if they are brought to school. In the event a student's personal property has been damaged or stolen at school, we may help to investigate, however the school will not take the responsibility to become involved in seeking reimbursement of damaged or lost personal property.

STUDENT FEES- can be paid on the Parent Portal or at school

Activity Fees: Students in Gr. 1-8 pay a \$5 fee at the beginning of the school year to help cover the costs of activity days throughout the school year. (field trips are not covered with this fee)

Tech Ed. Fees: Grade 7 and 8 students participate in a Tech. Ed. program at Mitchell Middle School. Students pay a fee defraying the cost of materials. Grade 7's- Day 2 in the morning, and Grade 8's – Day 6 in the morning.

Textbook Fees: Books are provided to the students free of charge unless they become lost or unduly damaged. It is the responsibility of all students to keep textbooks in good condition. Students are expected to submit all fees for lost or damaged textbooks/library

books to the office immediately on notification of cost.

Field Trip Fees: Field trip fees will be charged to each student's account prior to the field trip. It is recommended that the fees be paid on the Parent Portal or may be sent to school in the form of a cheque (payable to Bothwell School) or with cash.

RESOURCE/LEARNING SUPPORT TEACHER

Care of students at Bothwell School provides a variety of levels of additional support to help meet the needs of individual students. School Resource Support works with teachers to support students in the areas academic support, speech and hearing, behavioral, emotional and/or social needs, and motor development. Our school team develops a plan which promotes individual strengths and helps students reach their potential.

Referrals by our teachers and Resource Department may also include the support of the school counselor, divisional clinicians (speech pathologist, social worker, occupational therapist, and school psychologist). All referrals to divisional clinicians are made only with parental consent and must have the backing of the school educational team.

Information on the services provided by the division is available through our Resource/Learning Support Teacher.

GUIDANCE COUNSELOR

Bothwell School's guidance counseling program is focused on the Middle Years' age group. Students can access the counselor by request, or a teacher may request that a student see the counselor. Parents may also make a request. The discussions between the counselor and student remain confidential unless the student threatens potential harm to him/herself or another person, or the counsellor or a staff member has reason to believe that a child is or might be in need of protection; in these cases, appropriate action to protect the student and/or others would take place.

PHYSICAL EDUCATION/ HEALTH

All students have time designated to be active during the school day. Students have scheduled gym and health classes. Outdoor breaks also provide time for activity and play time. Grade 5-8 students also have opportunity to be in the gym during noon hour and will have an option club day.

White soled or non-marking athletic shoes are required in the gym. It is understood that activewear may be needed for some sports and activities. If the teacher and/or principal feel that the clothing worn are inappropriate for the activity, the student will be asked to change. Grade 5-8 students are expected to change into appropriate gym clothes.

Jewellery should not be worn during gym class, intramurals, or inter school activities. Grade 7 and 8 students are encouraged to join the extra-curricular sporting opportunities, and information will be given during the year. A contract will be given to each student that is involved in extracurricular sports events.

FAIR PLAY POLICY

Bothwell students are expected to demonstrate good sportsmanship in all competitive situations. The HSD Fair Play policy encourages all players on all teams to compete within the rules of the game.

All principals, supervisors, coaches, officials and student athletes in HSD will:

- Respect the rules.
- Respect the opponents.
- Respect the officials and their decisions.
- Have everyone participate.
- Maintain self-control at all times.

LIBRARY AND LEARNING SPACE

Students are welcome to use the library and learning space! Students may access resources to support their learning. Students will be allowed to sign out books from the

library during assigned times. Books may be signed out for a 2 week period. We ask that no books leave the library without being signed out. Magazines may be read during library class or at noon, but should stay in the library area. If needed, a replacement cost will be collected for unreturned/damaged books. Grade 5-8 students will have options to utilize our library during noon hour.

PARENT AND CHILD COMMUNITY PROGRAM

We invite you to bring preschool (younger than 5 years old) or kindergarten aged children to our weekly parent and child program held in our school on Thursday mornings from 9:30- 11:30 am!

STUDENT VOICE AND LEADERSHIP

It is important for students to establish a strong sense of school pride by being directly involved to help organize, participate and promote school activities, recycling programs and social justice initiatives.

Kindergarten to grade 8 students will participate in a character building program-Second Step. This program is valuable and is direct teaching of skills and strategies to support appropriate social skills.

Students are instrumental in helping our school be a great place to learn. Areas that students may be involved with include: School Patrols, Lunch Monitors, Clubs Options, Recycling/Composting Team, Social Justice Team- IGNITE, Participation in "What Did You Do in School Today" surveys, and other opportunities to give back to their school community.

FUNDRAISING

The money earned from school-wide fundraisers is used for equipment, resources and special events for our school which benefit students. We thank you in advance for your support of school fundraisers! Money for all fundraising will need to be accepted at the school (not on the Parent Portal) and cheques will be made out to Bothwell School or Bothwell PAC, depending on who is organizing the fundraiser.

PARKING LOT & BICYCLE STANDS

Students are not allowed to be in the staff parking lot at any time. The parking lot and staff vehicles are out of bounds for students. We encourage students to use bicycles, although very young children are discouraged from cycling to school until they can demonstrate their understanding of the rules of the road. Manitoba law now requires students riding bikes to school to **wear CSA approved helmets** and we encourage the use of bike locks. Students should know and obey bicycle safety rules on the way to and from school. The school will assume no responsibility for damage or loss of bicycles. Bicycles must remain parked in a bike rack during the school day. Students are not allowed to ride their bikes on sidewalks, playground or on the school yard. Please discuss safety rules with your child so they know how to properly and safely ride their bike on the roadways.

SAFETY DRILL PROCEDURES

Safety drills are practiced throughout the school year to ensure that all students and staff are prepared in the case that a real emergency takes place. We practice fire drills, lockdowns, and tornado drills.

All students are to wear shoes during the school day so they will not be caught unaware if we need to head outside.

In the case of an emergency in which students are to remain in the building, teachers and students will practice safety procedures so they know to stay away from windows, doors and remain calm.

Students must stay in line and walk out quickly and orderly during fire evacuation drills. Teacher will take out class lists to check attendance. Detailed maps for fire and tornado drill procedures are posted in each classroom.

In case of a fire or any other emergency where the school has to be evacuated, the Bothwell Recreation Centre is a location where we are able to access shelter to keep our students safe.

EMERGENCY SCHOOL CLOSURE

If all schools are closed due to cold or bad weather, and if bus service is to be cancelled throughout Hanover School Division, the announcement will be made on Radio Stations AM 1250, and 96.7 FM between 6:00 A.M. and 8:00 A.M. Hanover School Division will also inform homes (that opt in) via telephone messages starting at 6:45 A.M. You may also check the divisional website at www.hsd.ca. If unsafe afternoon driving conditions necessitate delaying or cancellation of school buses, students will remain at school until parents have been contacted and students are picked up.

MEDICATION

Hanover School Division has established medically approved guidelines for the administration of medication in schools that ensures the safety of students. Before any prescription medication is given out by the school, parents must complete all necessary forms. Please advise the school of any medical concerns.

ALLERGY CONCERNS

We want to ensure the safety of students and staff that may have allergies. We may have several individuals in the school that have severe allergies. Students needing an epi-pen must have them on them at all times. Please notify the school of any allergy concerns

CRISIS PLANNING

The staff has specific emergency procedures in place in case a crisis occurs. Students are not to head home until they have been accounted for, parents have been contacted, or you have received instructions from an administrator. Bothwell School has CRISIS TEAM members and specific protocol to follow in case of emergencies.

ACCIDENT & EMERGENCY PROCEDURES

All parents are requested to also supply our office with an alternate name and phone number of someone to contact in case of emergency. We will contact these people only when we cannot contact the child's parent or guardian in an emergency situation. Any child who receives a minor scrape, cut, or bruise, will be attended by our staff.

Should a child receive a more serious injury, the following procedure will be followed:

-Parents or guardians (or the designated emergency contact person) will be phoned.

Parents may be asked to transport their child to see the family doctor or go to the hospital. In the case which contact is unavailable, we will transport the child to the nearest hospital (usually Steinbach) for medical assistance. If we feel that ambulance service is required, we will not hesitate to call one.

-Most accidents that occur in school can be handled by our staff. We do, however, want

parents to understand that we will move very quickly to insure the speediest of medical attention should a serious accident occur.

TRANSPORTATION

When riding the bus, students will adhere to all safety procedures as set by the bus driver, and by the rules of safe conduct. Please read the HSD school Bus Discipline Policy that follows. If your child has been waiting for the bus to pick them up for more than 10 minutes, they should return to the house, phone the HSD Transportation Supervisor at 204-326-6471 and find out if the bus is running late.

BEHAVIOUR ON THE SCHOOL BUS

Any time students ride the school bus, they need to behave properly. When traveling on a school bus, students are expected to: talk quietly, be courteous, follow the driver's directions, keep the aisles clear, and stay seated for the whole bus ride. If a problem occurs on the bus, the driver will talk with the student and may also involve the principal. The driver may fill out a "Student Misconduct on Bus" form. The principal will then contact the student's parents, outlining the reporting system and how future misconduct reports will affect the student's bus privileges. A student may lose their right to ride on the bus for a time. Please note, non-bus students may not ride the bus to friends' houses. Bus students on the same bus who need to get off at an alternate stop must have written permission from a parent to do so.

HANOVER SCHOOL DIVISION SCHOOL BUS DISCIPLINE POLICY

These guidelines will help us to provide safe transportation to and from school for your student. Students should be at the bus stop at least 5 minutes prior to the scheduled time. It is a privilege, not a right, to ride school buses in Hanover School Division.

Bus Discipline Policy:

Students who have the opportunity to ride division school buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior may result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. The responsibility for student supervision by the Hanover School Division shall begin when the student boards the bus in the morning and is retained until the student leaves the bus at the end of the day or is released to the parent/guardian in a manner consistent with the guidelines on release of students.

Note: The bus is an extension of the school day. The bus driver has the authority to assign seats. The sexual/racial harassment policy of Hanover School Division will be strictly enforced on the school bus as well as at school. An offense may result in loss of bus service. A severe offense may result in immediate loss of bus service.

Please access this link to view and discuss the HSD School Bus Safety Tips with your children: <https://hsd.ca/wp-content/uploads/2015/08/2015-Sept-bus-driver-handout-brochure.pdf>

