BOTHWELL SCHOOL

STUDENT/PARENT HANDBOOK

2025/2026

A STUDENT CENTERED, SAFE COMMUNITY THAT USES ENGAGING LEARNING EXPERIENCES TO EMPOWER ALL TO BE POSITIVE, CONTRIBUTING CITIZENS

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www.bothwell.hsd.ca

Welcome!

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 to have 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

As always, our dedicated team of educators and staff is here to support each student's journey, both academically and personally. We are committed to ensuring that every student feels valued, challenged, and inspired to achieve their best.

This handbook is provided to students, parents/caregivers about the general procedures and information about Bothwell School.

Thank you for being an integral part of our school community. Let's make this year a remarkable one filled with growth, achievement, and memorable experiences. Here's to a fantastic year ahead!

Warm regards,

Mrs. Dent
Principal
Bothwell School

BOTHWELL SCHOOL STAFF

Mrs. P. Unger	Secretary
Mrs. S. Chamberlin	Librarian
Ms. J. Sclanders	Part-time Secretary
Mrs. C. Wareham	Resource and Literacy Support Teacher
Mrs. J. Lafreniere	Kindergarten
Ms. A. Green	Gr. 1/2
Mrs. C. Penner	Gr. 3/4
Mrs. K. Lawrie	Gr. 5/6, French
Mrs. C. Chalmers	Gr. 7/8 HR, Gr. 7/8 ELA & SS, Gr. 7/8 French, Gr. 1-8 Music
Mr. S. Giesbrecht	Gr.7/8 HR, Grade 7/8 ELA, Grade 7 Math, Grade 6 Math, SS & SCI
Mrs. L. Muntain	Gr. 8 MATH, Guidance Counsellor
Mr. E. Fast	K-8 PE/HE, Gr. 7/8 Science, Gr. K Music
Ms. L. Hagberg	Gr. 7/8 Human Economics
Mr. M. Molinski	Gr. 7/8 Tech Ed.
Mrs. S. Doerksen	E.A.
Mrs. B. Hiebert	E.A.
Mrs. J. Sclanders	E.A.
Mrs. A. Woods	E.A.
Mrs. T. Plett	E.A.
Ms. B. Peters	Youth Support Worker
Mr. J. Levesque	Head Custodian
Ms> Dauphinais	Evening Custodian
Mr. S. Penner	Bus Driver
Mr. D. Kadobiansky	Bus Driver
Ms. B Fehr	Bus Driver - Mitchell Shops

HANOVER SCHOOL DIVISION ADMINISTRATION

Mr. Joe Thiessen - Superintendent
Mr. Marlin Adrian - Assistant Superintendent
Dr. Leanne Peters - Assistant Superintendent
Mr. Robert Warkentin - Transportation Supervisor
Bothwell School Trustees - Jeff Friesen, Dallas Wiebe

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.

2025-26 CALENDAR

Parents will receive a year at a glance HSD calender. Please see divisional school calendar @ https://hsd.ca/calendar/master/ and access information on our monthly newsletters by checking our website: www.bothwell.hsd.ca

THE SCHOOL DAY SCHEDULE

8:55-9:00	Students Are Welcomed To Enter Building
9:00	Official start of school day/Morning Announcements
10:40-10:55	Recess
11:55	K students dismissal for bus and pick up time
12:05-12:25	Lunch
12:25-1:05	Noon Recess Break
2:15-2:30	Recess
3:40-43	Bus Students Dismissed by staggered exit
3:45	Non-Bussed Students Dismissed

MORNING ARRIVAL

Please do not send/drop off your children earlier than 8:55 AM. It is important for students who walk across the highway to be at the crosswalk during the time when the patrols are present from 8:50- 9:00. Bus time arrivals are at approximately 8:55. Students arriving after 9:00a.m. need to be signed in at the school office either by contacting the office via email/phone or by coming into the school.

CROSSING GUARD TIMES

Crossing guards should arrive at school at 8:45 and go out for duty at 8:50 until 9:00. End of day crossing guard duty starts at 3:45 until approximately 3:55.

RECESSES

All students are expected to go outside for recess. Students are required to dress appropriately for the outdoors. Kindergarten students start joining recess after Spring Break. Students should be warmly dressed for winter weather. Students are expected to be outside during recess. Grade 5-8 students will have the opportunity for some indoor options at noon break.

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.

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 plan to help students to play games together and encourage safe and fair

play practices. We want students to enjoy their time in our school and on the playground. We want everyone to feel safe here.

SCHOOL GROUNDS AT LUNCH/BREAKS

Students in grades K-4 are not permitted to leave the school grounds unless accompanied by an adult or there has been parental notification to the office/school. Students in grades 5-8 may leave during noon if a parent has contacted the school by phone or email 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 communicated with a supervisor and inform the office. Students that have permission are to check in again by 12:55. For families living in town, please advise your child's teacher if they are to stay or go home during the lunch hour so we have that for our records.

LUNCH INFORMATION

Students are welcome to eat lunch in their assigned rooms. Designated town students in Grade 1-8 may go home for lunch during the scheduled lunch hour. If a town student is planning to stay at school on a regular basis, parents should inform the school and any changes in routine should be communicated with the office. 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. Please, no sunflower seeds in school or on the playground. Students are not to bring energy drinks to school.

- Food/Snacks: Students are to bring their own lunches/snacks and water bottles and encouraged to not share food items.
- Canteen: Canteen service available daily from 12:05-12:10 (or longer if the need arises) and products/prices will be on website.
- Friday Hot Lunch Option available - ordering done online through Munch-a-Lunch. Orders need to be placed and paid for a month in advance for the following month. Monthly orders will be due the last Monday of the month for the following month (this date may change). This will begin on the third Friday of September. Payments may be made on the Munch-a-Lunch site or cheque or exact cash sent to the office. See Bothwell School Newsletter and website for schedule of Friday lunch options.
- Microwaves: We no longer have microwaves for general student use. Use of lunch thermos/containers to have heated options works well.

END OF DAY DEPARTURES

The bus students are dismissed at 3:40 and the non-bussed students 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 *rare occasions 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 up your child and time of pick up. *We want to ensure the safety of all of our students, so **please send a note, phone the school, or email the school at bothwell@hsd.ca 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 the office by the adult if leaving earlier than regular dismissal.

PARENT/GUARDIAN AND VISITOR INVOLVEMENT

Volunteers enrich school activities and events. All visitors first sign in at our school office and receive a visitor tag.
Bothwell School appreciates parent volunteers in a variety of areas such as in the classrooms, school events, coaching sports, and on field trips.

PAC- PARENT ADVISORY COMMITTEE

Bothwell School appreciates our parent advisory committee. As we work together and involve ourselves positively in the lives of young people, everyone benefits! As a community, we become stronger with healthy parent relationships and our school recognizes the importance of this valued relationship. The Parent Advisory Council meets a few times throughout the school year (in person or via on-line meetings) along with the principal. The PAC welcomes parents from our school community who wish to attend/volunteer and the annual general meeting is held in fall to go over the opportunities to get involved! Parents wishing to join PAC or attend a meeting, please contact the school for more information
The PAC is involved in

- supporting school and school division planning, community reports, programs, and priorities through ongoing discussions and feedback
- participating in school and school division planning, recommending and supporting future directions for education
- fundraising for school improvements
- the planning and organizing of things like hot lunch and the school picnic
- working in collaboration with the school to provide input from a parent's perspective.
- showing the staff appreciation and standing together to provide the best education we can for our children

COMMUNICATION BETWEEN HOME AND SCHOOL

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

- Email: Parents who provide us with an email address will receive email messages from Bothwell School as well as Hanover School Division with important reminders and information. Please be sure to share that contact information with the office.
- Website: www.bothwell.hsd.ca

- Newsletter: we send out a monthly email reminding parents to view our newsletters which are posted on our website: (this is our main source of information for parents).
- Twitter: @bothwellhsd- there is a link on our website to go directly to this account
- 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 and the monthly school newsletters.

Phone calls and/or emails are also an excellent way to keep in touch. If parents/ guardians have questions or concerns, please contact us at the school. Staff emails are available to you on our school website under the "About" tab, click on "Our Staff".

Students report cards in November, March and June are automatically uploaded to the Parent Portal for parents/guardians to access. Parents may receive prior notification to report cards as an additional way to communicate learning plans for your child. 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 on Parent Portal, call the school (204-388-4422), email the school at bothwell@hsd.ca AND the teacher, 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.

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. We respect diversity and embrace inclusion. Respect for Human Diversity Policy
Those who attend Bothwell School will ensure that they are contributing to our school's mission statement by being:

Respectful: By being considerate, kind, inclusive, 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, support 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.

Reminders, problem solving, and discussion of minor behaviour incidents may be handled between the teacher and the student. However, if the offense is more serious or if inappropriate behavior continues, the principal and 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. Teachers will communicate with parents through a phone call or an email to inform of situations as required.The principal will offer further support, investigate the matter as deemed necessary and follow-up with situations as needed. The approach will begin with a problem solving discussion with the goal that the student learns from the experience and is offered guidance and support. Suitable follow-up/ reconciliation and learning measures will also be followed. An entry of information will be updated on the student's file. If deemed appropriate by the principal, an immediate need for parents to pick up their child from the school, and/or follow-up meetings with the student and/or parents may be in place. 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 and HSD policies will be followed to help with discipline matters as needed.

PERSONAL ELECTRONIC DEVICES

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 phone the office.

STUDENT CELL PHONE POLICY (HSD Policy AH – Responsible Use of Technology)

In the Hanover School Division we aim to cultivate an optimal learning environment that minimizes distractions and promotes focused engagement in all school activities. By prohibiting the use of cellphones during school hours, we seek to foster a culture of attentiveness, active participation, and respectful interaction among students and teachers. This aligns with our commitment to prioritizing educational excellence and ensuring the well-being of our students.

Early/Middle Years (Grades K-8) ● Students are **not** permitted to bring a personal device to school. These grades are considered Cell Phone Free learning environments. If a student requires the use of a personal device for notification to administer medication or additional health related concerns, an accommodation can be provided by the school principal**.**

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. Clothes are to be appropriate for a school setting and for weather conditions.
Examples of appropriate dress include:

- Clothing that does not have offensive language/pictures
- Chests, stomachs, and bottoms are covered
- Shorts/skirts that are appropriate length for school setting (sport-type tights/leggings underneath may be needed)
- Undergarments are not showing
- Hats may be worn outside and by grade 7&8 students, and inside on designated days (exclusive of religious or medical head attire/gear)
- 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. It is understandable that clothing for some sporting events will be appropriate for those settings (ie. track and field/swimming events).
Due to health considerations and safety concerns, students must wear footwear at school. Students are to have indoor shoes that are appropriate for gym and are to have closed toed shoes for grade seven and eight tech education classes.

VAPING, SMOKING, DRUGS AND ALCOHOL

At Bothwell School, we want our school to be a safe and healthy place for everyone. This means that smoking, vaping, drinking alcohol, using drugs, or sharing these things with others is not allowed at school, on the playground, on the bus, or at any school activity. If a student brings or uses these items, there will be consequences, which may include in and out of school suspensions. Our goal is to help students make good choices, so we also provide learning and support to encourage healthy living.

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. 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

All fees will be charged on Parent Portal and can be paid on the Parent Portal or at school.

Activity Fees: Students in Grade 1-8 pay a $10 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)

Grade 7 & 8 Technical Education Fees: Grade 7 and 8 students participate in a Tech. Ed. program at Mitchell Middle School. Students pay a $20 fee defraying the cost of materials. Grade 7 & 8'S attend tech ed on Day 6 in the morning.

Textbook/Book 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 students' 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 cash.

FUNDRAISING

The money earned from school-wide fundraisers is used for equipment, resources and special events for our school which benefit all 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.

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 character building programs such as Zones of Regulation/Thrival Kits/Executive Functioning Skills, One Voice-One Team and Second Step. These programs are valuable and assure 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 as the year progresses include: School Patrols, Lunch Club Options, Recycling Team, Student Leaders, Participation in Surveys, and other opportunities to give back to their school community.

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 of 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. Hanover School Division also provides school social worker service to our school and this may be a resource to access as well.

LIBRARY AND LEARNING SPACE

We have a huge selection of books in our school library! Students will be allowed to sign out books through the librarian 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. If needed, a replacement cost will be collected for unreturned/damaged books.

STEAM ROOM

We have a learning space in our school that has materials to help students foster their

creativity, problem solving, embrace collaboration, and engage in hands-on learning experiences. The **S**cience, **T**echnology, **E**ngineering/design, **A**rt, and **M**ath skills are enhanced through existing curriculums. Our Deeper Learning skills of creativity, critical thinking, communicating, collaborating, and developing citizenship skills and character of a learner are an important part of our educational programming.

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.
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 is inappropriate for the activity, the student will be asked to change. Grade 5-8 students are expected to change into appropriate gym clothes. Jewelry should not be worn during gym class, intramurals, or inter school activities.

Grade 7 and 8 students are encouraged to join extra-curricular sporting opportunities when they are made available, and information will be given during the year. A contract will be given to each student 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.

PARKING LOT & BICYCLE STANDS

Students are not allowed to be in the staff parking lot at any time. The parking lot and areas for 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.

MEDICAL NEEDS/MEDICATION

Please verify medical needs/information on the parent portal or with our school staff as required. 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.

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. Teachers 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.

SAFETY/CRISIS PLANNING

The staff has specific emergency procedures in place in case a crisis occurs and steps are taken as we plan for safety at our school. Students are not to head home or be picked up until they have been accounted for, parents have been contacted, or you have received instructions from an administrator. Bothwell School has CRISIS CARE 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 that 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, go to www.hsd.ca, Services Tab, Transportation and check if there are any Bus Delay Bulletins out. If not, call 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 that is handed in to their teacher in order to request a Bus Pass.

HANOVER SCHOOL DIVISION SCHOOL BUS DISCIPLINE POLICY

These guidelines will help us to provide safe transportation to and from school for students. 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 school 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

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.

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

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.

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

- Gr. 5, Gr. 6, Gr. 7, Gr. 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 of sports, and divisionally for grade 7 and 8

ACADEMIC ACHIEVEMENT AWARDS

Grade 5 - 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.

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 80% with no mark below 50%

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

Student & Parent/Guardian Acknowledgement

We have read and reviewed the Bothwell School Student Handbook together. We understand the expectations, rules, and policies outlined in the handbook, including those about attendance, behavior, technology, and health and safety (such as the rules about smoking, vaping, alcohol, and drugs).

By signing below, we agree to follow these expectations and to work together with the school to support a safe, caring, and respectful learning environment for all students.

Student Name (print): _____

Student Signature: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____