



Student/Parent Handbook

2017-2018

H. E. Bourgoin Middle School
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Facebook: HEB School (information only – unable to reply to comments from followers)

Twitter: @hebschool

Our Parent/Student Handbook is available this year on our school's website. It has been prepared to answer some of the more common questions about routines, policies, and procedures in effect at H. E. Bourgoin Middle School.

We suggest that you read through the entire handbook and use it as a reference throughout the school year. Please understand that some routines, policies and procedures are often revisited during the school year; therefore, any updated information will be shared with you via our monthly school newsletter or on our school's website.

We are also aware that not all questions can be answered through our handbook, so please do not hesitate to call the school at any time. *Additional policies and procedures can be found on the division web site at www.nlsd.ab.ca.*

Mission Statement: Maximizing the learning of every student

Vision Statement: Working to meet the needs of all students

Logo: Bear

Colors: blue, black, white

Dear Parents/Guardians:

We welcome and invite you to join us for another exciting year at H. E. Bourgoin Middle School. The middle school years are certainly among the most important years in school as your child experiences considerable academic, emotional, moral, and physical growth. It is in these years that students acquire values and ethics as they become more responsible, conscientious and organized.

We accept the premise that the school should do everything possible to inspire each student in becoming an engaged thinker, an ethical citizen, with entrepreneurial spirit. Therefore, every effort will be made to provide an exciting and stimulating environment designed to assist your child in realizing his/her maximum cognitive, physical, social and emotional development. Providing for the educational development and welfare of your child is the primary goal of H. E. Bourgoin Middle School.

A large part of a student's education is the development of good character and the practice of common values which can have a great influence on his/her success in school. Therefore, as a school we focus on teaching moral intelligence skills with an emphasis on the virtues of empathy, conscience, self-control, respect, kindness, tolerance, and fairness; as your child is learning the curriculum, he/she is also growing as an ethical citizen.

When registering your child, he/she will be encouraged to purchase a student agenda. This agenda is designed to help your child keep organized with homework assignments, upcoming exams, and any special school events. As well, your child will be encouraged to write a brief summary in the agenda of the material covered in class on a per class basis. This will provide a review technique and help your child stay consistent with using the agenda daily. Please encourage your child to use the agenda and review it with him/her on a daily basis. This will keep you adequately informed of your child's daily homework and study schedule.

This school year promises to have many rewarding and exciting learning experiences for your child. We look forward to working together with you, the students, and community members to support the best possible middle school practices in order that our students, your children, become engaged thinkers, ethical citizens with an entrepreneurial spirit.

Welcome to H. E. Bourgoin Middle School! If you have any questions or concerns please call. We look forward to working together as a team to make this a great year for your child.

Sincerely,

Maureen Ference, Principal
JoDee Conrad, Assistant Principal

Are you new to H. E. Bourgoin School? *Below are frequently asked questions that we have been collecting over the past few years from new parents at HEB. Feel free to contact us if you require additional information.*

My child is new to H.E.B. When can I get a tour of the school? On Monday, August 29th, our school will be open in the evening from 7:00 to 9:00 pm for tours. Both the school principal and assistant principal will be available to answer any questions you may have.

You can also visit the school on Monday, August 29th or Wednesday, August 31st between 8:30 am and 3:30 pm.

Administration will be available to provide tours, however teachers will be unavailable to meet with you as they are in team planning sessions. (Note: on Tuesday, August 30th, all schools in the division are closed for Systems Day.)

When can I find out what homeroom class my child is in? Class lists are posted on the first day of school; they will be unavailable before first day of classes.

My child is coming from Duclos Elementary School. Do we need to register? No, you do not need to register. Students who attended Duclos in grade 4 will have their registration automatically rolled over to H. E. Bourgoin School.

What time is the school open on the first day to drop off my child? Our school is open every day at 8:15 a.m. However, on the first day of school we will open our doors at 8:00 a.m. to accommodate parents who need to get to work or have children to drop off at multiple schools.

Where do I drop off my child? Your child can be dropped off at the main entrance of the school.

Is there parking available to drop off my child? Yes, you can park across the street from the school, on the north side of the school or in the far end of the staff parking lot where there are three guest parking stalls. Note that the front of the school is a designated bus zone.

What can my child expect on the first day of school? Class lists will be posted and staff or student leaders will be available to escort you and your child to his/her homeroom class. Classes begin at 9:00 am. At this time, your child's homeroom teacher will assign a desk and locker for your child and have him/her label his/her school supplies.

What supplies does my child bring on the first day? On every supply list, you will notice checkmarks next to some of the supplies; these are the supplies your child needs for the first day. The teacher will inform students through their Student Agenda of what other supplies are needed for the first few weeks of the school year.

When does my child get his/her lock and student agenda? Within the first week of school, teachers will begin distributing all locks and agendas that have been purchased. At this time, students will be given the necessary assistance on how to use their new school lock and will be encouraged to practice at home prior to putting it on their locker.

Will my child be using his/her agenda right away? Yes, once the agenda has been paid for, your child will be using it on a daily basis. This agenda is designed to help your child keep organized with homework assignments, upcoming exams, and any special school events.

As well, your child is encouraged to write a brief summary in the agenda of the material covered in class on a per class basis. This will provide a review technique and help your child stay consistent with using the agenda on a daily basis. Please encourage your child to use the agenda and review it with him/her on a daily basis. This will keep you adequately informed of your child's daily homework and study schedule.

The agenda also includes the parent/student handbook, valuable subject specific resource pages, maps, study tips, etc.

How do I pay for my child's school fees? Fees are paid online on the division's School Cash Online parent portal. This portal will allow you to set up an account that includes all of your children, make payments and receive notification when new activity fees are added. You can register at <https://nlsd.schoolcashionline.com> using your child's last name and Alberta Student Number (this number is listed on your child's progress report or PowerSchool Parent Portal). Staff will be available on the first day of school to assist you with the online payment process.

If I want to speak to administration, when can I book a time? We wish to honor the excitement of the first day of school for our students and the opportunity for our staff, including administration, to welcome and interact with the students and the parents as they arrive. Therefore, we ask that any requests to meet with administration begin on the second day of school when students are settled in their classes and the necessary time and focus can be given to you.

How does my child and the parents stay informed about the events in the school? H.E.B. has a variety of ways to keep you and your child informed of upcoming events:

- **Live daily newscasts in the morning** presented by student leaders

- **Monthly school newsletter**
- **School-wide assemblies**
- **Extra-curricular sports bulletin board:** Students sign up if interested so additional information can be sent out.
- **Entrance Sign (outside) :** Monthly special events
- **Student Agenda:** Parents asked to sign and return the agenda daily
- **Parent/Student Handbook:** Located on our school's website
- **Attendance Callouts:** Automatic callouts and text messages are sent out for any unexcused student absence.
- **School Website** hebschool.ca
 - Upcoming school events
 - School Calendar (online and in monthly newsletters)
 - Parent/Student Handbook
 - School contact information
 - School programs, policies and procedures
 - School newsletters
 - Teacher page (includes link to teachers' school e-mail)
- **Facebook:** HEB School
- **Twitter:** @hebschool
- **E-mail:** General emails: heb@nlsd.ab.ca
For teacher e-mails, visit our school website under dropdown menu "Staff"
- **Google Classroom:** Students can retrieve homework assignments, obtain links from teachers regarding assignments (if applicable), and submit assignments electronically.
- **Student Agendas:**
- Staff members open to initiating and receiving parent contact via telephone, e-mail or in person (by appointment). Contact for successes, concerns, behaviors, incomplete assignments, etc.

- **SchoolMessenger (NEW)**

Northern Lights Public Schools has implemented a new communication tool for parents that is consistent from classroom to classroom and school to school within the division; SchoolMessenger.

SchoolMessenger is an online tool used by teachers to communicate with parents and caregivers. It replaces some of the practices that schools have had in place in the past such as Remind and texting or emailing with groups of parents.

With SchoolMessenger the division, schools or individual teachers can send messages to parents in a variety of ways, including voice messages to phones, text messages, and emails. There is also a School Messenger app that will allow teachers to communicate directly with parents/caregivers, and/or students, individually or in groups.

Our division has started the process of training school staff on how to use SchoolMessenger for attendance and sending school messages. They hope to complete that training and have SchoolMessenger in use at every school by the end of September. Once School Messenger is in place at the school level, their focus will shift to providing staff members with the training and

resources they need to effectively use the classroom communication tools that are available to them through SchoolMessenger.

At the GRADE-LEVEL, SchoolMessenger may be used to send alerts regarding

- Fundraising reminders/deadlines
- Request for classroom volunteers
- Parent meetings regarding student progress, upcoming field trips or grade-level special events
- Field trip reminders

**We remind you that our staff often cannot respond promptly to your messages during the day due to their work and supervision commitments. Therefore, we ask that you be cognizant of their work hours and recognize the delay that you may experience in their reply. Please send your messages on school days during the hours of 8:00 am and 4:30 pm and staff will make every attempt to respond back to you during these work hours.*

At the SCHOOL LEVEL, SchoolMessenger may be used to send alerts regarding

- Daily attendance alerts if your child is absent and the absence has not been reported by the parent or guardian
- Invitations to school-wide special events
- Request for volunteers to assist with a school-wide special event
- Changes (delays or cancellations) in bus transportation
- Reminders of upcoming meetings such as our monthly School Council meetings
- School-wide fundraising initiatives and deadlines
- Notice of our monthly school newsletter
- Request for volunteers for breakfast program (ongoing)

At the school level for EXTRA-CURRICULAR ACTIVITIES, SchoolMessenger may be used to send alerts regarding

- Cancellation of a practice or game or club activity
- Delay in return from a game/tournament or club activity when school transportation is provided

At the DIVISION LEVEL, SchoolMessenger may be used to send alerts regarding

- General messages from the division such as parent newsletters and invitations to upcoming events.

What can I expect the first couple of weeks at school? HEB offers many extra-curricular events starting the second week of school. Stay tuned for notices of volleyball tryouts for grades 5/6 (junior teams) and 7/8 (senior teams).

Other events include the Mountain Bike Race in mid to late September and the Cross Country Run in the first week of October.

If your child is interested in any of these activities, he/she will be asked to sign up on the extra-curricular sports bulletin board so we can target our notices to your child and his/her interests.

As new parents to the H.E. Bourgoin family, is there anything you need us to know? Your interest in your child's education is important to us. Therefore, we always enjoy a visit to just say "hi" and happy to answer any questions or concerns you may have.

To ensure that we are updated with your child's personal information, a package will be sent home asking you for updates; it is important that your child's demographics and medical needs are up to date.

We encourage you to participate in our school council. Check out H.E.B's first newsletter to find out more about the agenda items and time and date of the first meeting of the year.

WE WELCOME YOU TO H.E. BOURGOIN MIDDLE SCHOOL

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SCHOOL PROFILE

Value Statements

LIFELONG LEARNING	the love and skills of learning;
CARING	concern and understanding of others; being empathetic;
RESPECT	treat others with esteem and be worthy of esteem;
DIFFERENCE	respect differences;
RESPONSIBILITY	dependable and accountable;
HARDWORK	never giving up on yourself or others;
DEDICATION	committed to excellence;
DETERMINATION	resolute and focussed to do well;
COOPERATION	willing to work together to accomplish common goals;
TRUST	to be able to rely and believe in and to be relied and believed;
EMPATHY	to understand what another is feeling and/or thinking;
CREATIVITY	curiosity, openness, and innovation, and
OPENNESS	to encourage and accept different ideas and different ways of doing things

H.E. Bourgoin Middle School

- is committed to young adolescents
- has a shared vision
- has high expectations for all
- believes in an adult advocate for every student
- has family and community partnership
- has a positive school climate

Therefore, H.E. Bourgoin Middle School provides

- a curriculum that is challenging, integrative and exploratory
- varied teaching and learning approaches
- assessment and evaluation that promotes learning
- flexible organizational structures
- programs and policies that foster a healthy, safe and caring community
- comprehensive guidance, counselling and support services
- a strong moral and ethical foundation for student

H.E. BOURGOIN STAFF

Principal	Mrs. Maureen Ference
Assistant Principal	Mrs. JoDee Conrad
Grade 5C	Mr. Jesse Caddy
Grade 5C	Mrs. Wanda Carlin
Grade 5N	Ms. Kacie Nault
Grade 6B	Ms. Megan Brosseau
Grade 6M	Ms. Kelly Murphy
Grade 6W	Mrs. Vonda Worthman
Grade 7Gi	Mr. Travis Gibbons
Grade 7G	Mr. Larry Godziuk
Grade 7O	Ms. Bethany Olson
Grade 7S	Ms. Kelly Shyry
Grade 8I	Mr. Tristan Ilko
Grade 8SH	Ms. Lisa Shankowski
Grade 8S	Mr. Michael Straile
Physical Education	Mr. Colby Bowers
Music	Mr. Walter Boldt
Inclusive Education (SST Coordinator)	Mrs. JoDee Conrad
Inclusive Education Lead Teacher	Mrs. Sharon Sharun
Student Advocacy Counsellor	Mrs. Kimberly Turchyn
School Administrative Assistants	Mrs. Penny Metcalfe / Mrs. Kami Bowers
Librarian	Mrs. Cheryl Edwards
Educational Assistants	Mrs. Michele Nicholson / Ms. Gina Elock / Ms. Janice Brundige / Mrs. Teresa McLain
Custodians	Ms. Lois Hart / Mrs. Catherine Vaters / Mrs. Pearl Brown
A.P.P.L.E. Schools Coordinator	Ms. Kelly Murphy & Mrs. Cheryl Edwards
School Resource Officer	Officer Chelsea Eshpeter

SCHOOL CALENDAR

A comprehensive monthly school calendar covering school holidays, reporting periods, and special events is available through the school's website at www.hebschool.ca. **Please note that this calendar is continually updated.** A copy of the month's calendar is also published in the school's monthly newsletter *The Bear News*.

A district school calendar is provided to all students at the commencement of the school year and is available on the Northern Lights School Division website at www.nlsd.ab.ca.

DAILY SCHEDULE

Supervision begins at 8:15 a.m.; therefore doors remain locked until this time. Students should arrive at school between 8:20 a.m. and 8:42 a.m. **WARNING BELL - 8:38 a.m.** Students are expected to be seated and ready for opening exercises by 8:40 a.m. Opening exercises consist of the National Anthem and the Lord's Prayer with exceptions to accommodate diversity.

Students are assigned to a homeroom class/teacher at each grade level. They are responsible to their homeroom teacher for general activities about the school. Over the course of the year, their homeroom teacher will aim to develop meaningful school-based relationships with the students. If the students are experiencing problems regarding their studies, school activities or need assistance in some way, they should speak to their homeroom teacher or another adult they feel comfortable with. The staff member will be pleased to talk with, help, or direct them to someone else if necessary.

ACTIVITY	TIME	BELL	Minutes
Doors open	8:15 a.m.		2 minutes
Transition Bell	8:38 a.m.	8:38 a.m.	
AM Exerciese	8:40 – 8:45 a.m.	8:40 a.m. 8:45 a.m.	5 minutes
BLOCK 1	8:45 – 9:21 a.m.	9:21 a.m.	36 minutes
BLOCK 2	9:21 – 9:57 a.m.	9:57 a.m.	36 minutes
BLOCK 3	9:57 – 10:33 a.m.	10:33 a.m.	36 minutes
Recess	10:33 – 10:46 p.m.	10:46 a.m.	13 minutes
BLOCK 4	10:46 – 11:22 a.m.	11:22 a.m.	36 minutes
BLOCK 5	11:22 – 11:58 a.m.	11:58 a.m.	36 minutes
Lunch (5/6) Recess (7/8)	11:58 – 12:20 p.m.	11:58 p.m. 12:20 p.m.	22 minute
Grade 7/8 Come in from recess	12:18 p.m.	12:18 p.m.	2 minutes
Recess (5/6) Lunch (7/8)	12:20-12:43 p.m.	12:20 p.m. 12:43 p.m.	23 minutes
PM Exercises	12:43 – 12:46 p.m.	12:46 p.m.	3 minutes
BLOCK 6	12:46 – 1:22 p.m.	1:22 p.m.	36 minutes
BLOCK 7	1:22 – 1:58 p.m.	1:58 p.m.	36 minutes
BLOCK 8	1:58 – 2:34 p.m.	2:34 p.m.	36 minutes
Block 9	2:34 – 3:10 p.m.	3:10 p.m.	36 minutes
Closing Exercises Dismissal	3:10 – 3:20 p.m. 3:20 p.m.	3:20 p.m.	3 minutes

FEES

Athletics

A comprehensive letter is distributed to all parents of students participating in our extra-curricular sports program at the beginning of each season of play. This letter outlines:

- seasons of play
- fees
- sports schedule for practices, games and tournaments
- fundraising
- uniforms
- roles and responsibilities of athletes, parents/guardians, and coaches.

Sport	Season	*Fee (junior)	*Fee (senior)
Cross Country (Districts)	October	\$5.00/participant plus cost of busing	\$5.00/participant plus cost of busing
Volleyball*	September-November	\$20.00/participant	\$45.00/participant
Basketball*	January - March	\$20.00/participant	\$45.00/participant
Badminton * (Districts)	March-April	\$5.00/participant plus cost of busing	\$5.00/participant plus cost of busing
Track & Field (Wards and Districts)	May	\$5.00/participant plus cost of busing	\$5.00/participant plus cost of busing

Fees listed above are approximate as our sports teams are operated by a “Pay to Play” policy. These fees include transportation for all league games, registration for all tournaments, and Athletic Association fees (referee costs, purchase of medallions for Wards and District competitions). Parents may be asked to fundraise to offset the cost.

* Charges will apply for additional tournaments

School

A comprehensive fee schedule is sent out with June report cards outlining the fees for the following school year. It is also provided at time of registration at the school. This fees schedule outlines costs for:

- Exploratories
- Sports for Life (field trips to the swimming pool, C² Centre field house and arena)
- Student Agenda
- Student Lock (Students who wish to lock their lockers are required to purchase a school lock.)
- H. E. B. T-shirt (All grade 5 students AND students new to the school are given a complementary H.E.B. school t-shirt)
- School Yearbook (optional)
- Personal copy of novel study books (To develop engaged, attentive and independent readers, we encourage the students to use a personal copy of the novel as a learning tool by having them highlight key words/phrases and make notes in the margins while exploring text elements.)
- Other – as detailed on grade level fee schedule

Note: All fees reflect direct costs, therefore costs are subject to change

Field Trips: In addition to the above fees, classroom based field trips are paid through fundraising and/or cash difference at the time of the trip.

Students attend a one-day ski trip to Kinosoo Ridge. Approximate cost is \$35.00 (transportation, lift, helmet, and ski rentals). This fee is collected at the time of the field trip.

H.E.B. Clothing: H.E.B. has a variety of school clothes for purchase including sweatpants, black t-shirts, long sleeved shirts and bandanas. See the front desk for purchases.

Transportation

Current transportation fees can be obtained from the NLSD website at <http://www.nlsd.ab.ca/Transportation.php>.

Online Payment

School Cash Online - <https://nlsd.schoolcashionline.com>

Northern Lights offers *School Cash Online* as an option for parents to pay online for school items such as trips, club/athletic fees, hot lunches, and spirit wear. *School Cash Online* is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal allows parents to add students, make payments, check current balance/account history and print or view receipts. At HEB, this is the preferred payment method for all parents to use.

Please Register Online by following this link: <https://nlsd.schoolcashionline.com> Or you can go directly to this website by clicking the link for School Cash Online from our school website: <http://hebschool.ca/> To register, you will need your child's last name and Alberta Student Number (ASN), which is listed on the report card and on *PowerSchool*.

New items will be added to the *School Cash Online* system as we go through the year: field trips, school clothing, daily hot lunch, skiing, swimming, etc. For more information, contact the Parent Helpdesk at 1.866.961.1803. Or please contact our front desk.

FACILITIES

Computer Labs

H.E. Bourgoin has a PC lab available for students, a portable PC lab, i-pads, Google chrome books, as well as a Mac lab. The computers are used only for educational purposes; mainly for the implementation of the ICT (Information and Communication Technology) Program of Studies. This would include all uses of the technology to supplement any of the core and complementary courses offered at H.E.B.

Students wishing to work in the computer labs during classes must have permission from their teacher. Work must be course-related school work ONLY with arrangements made in advance. Educational use (if required) takes priority in all situations. Parents and students are asked to refer to the district's **Administrative Procedure 140 Acceptable Computer Use** that outlines for students acceptable computer use, privileges and responsibilities. The **Student Acceptable Use of Technology Guidelines and Agreement F140-1** requires both a student and parent/guardian signature.

Gymnasium

During morning and noon recesses the gymnasium is scheduled for seasonal sports, free play, and intramural leagues.

Library (Learning Commons)

Our library is a 'Portal to Possibilities.' This ever evolving space is a place of **Quiet, Calm and Respect** filled with resources to enhance student learning. From 8:30 a.m. until 4:00 p.m., students are welcomed in to complete school work, research curricular topics as well as personal interest topics, volunteer with various library duties, or enjoy the atmosphere while reading a favorite book or magazine. Updates to the library this past year have included 12 new computer stations and a reading lounge.

Even after our library is closed for the day, there are still resources available for our students to access! Just visit www.learnalberta.ca (User ID: LA41, Password: 8088) to find numerous electronic resources including current events, encyclopaedias, maps and databases.

Those who use the library are required to respect and care for all library materials and to conduct themselves in a manner suitable to the environment of the library. It is expected that lost and/or damage of library materials be replaced or paid for by year-end.

SERVICES

Concession/Hot Lunch

The concession is equipped with a facility where subs, cold treats, frozen dinners, and snacks are sold during lunchtime. 100% fruit juices are also sold. We continually make changes to our menu to provide foods that are nutritious in nature. All concession items are identified (according to *The Healthy U Food Checker*) as “Choose Most Often” or “Choose Sometimes” food items. For more information please see <http://www.healthyalberta.ca/>. H.E.B.’s monthly school newsletter will update you as to what healthy food choices are available for your child.

A healthy hot lunch program is available 3 days a week on a pre-order basis. All orders must be completed through *CashOnline*.

Town students who wish to go home at noon are free to do so. Bus students (including town students who ride the in-town bus) are not allowed to leave the school unless they provide a note from their parents granting permission to do so.

Counselling

Our student advocacy counselor supports the school community including students, staff and parents through individual, group, and classroom interventions.

The counselor’s primary focus is on early intervention; therefore referrals can be made by a student, parent, or teacher. The counselor is also available to provide referrals, consultation and resources to families and supporting agencies.

Health

A Community Health Nurse visits each school in the area to provide the following services:

- Immunization of students and staff
- Communicable disease information and follow-up. (eg. measles, chicken-pox, lice, etc.)
- Epi pen demos, diabetes information, etc.

Due to some students having severe anaphylactic allergy to peanuts or fish,
H.E.B. is a “PEANUT & FISH SAFE” environment.

This means that although we do not check lunches, we notify our staff and students about allergies within the classrooms and educate the students on how to keep contamination to a minimum.

Insurance

Accident insurance is available to students at a reasonable cost. Application forms for this type of insurance are distributed at the beginning of each school year. Please see the office for additional forms if necessary.

Lockers/Locks

Lockers are assigned to students by the school. The school does not assume responsibility for lost or stolen items from lockers; therefore students are encouraged to purchase a lock to help reduce theft and vandalism. Students must use school locks if they wish to lock their locker. These combination locks are for sale at the office. Students are responsible for keeping their lockers clean.

Photographs

School photos take place early in the school year and again in the spring. The cost of these photos varies according to your choice of package. All students have their photos taken but the purchase of these photos is optional.

Telephone

A telephone is located in each classroom for student use after requesting staff permission. Unless an emergency exists or for health reasons students are asked to limit phone use in the classroom and at the front desk. Students will be called from a classroom to answer a telephone call only on an emergent basis; otherwise, messages will be taken and passed along at the next break. Please refer to the section on *SCHOOL PROCEDURES: School Phone Usage and Personal Communication and Recording Devices* for details on use of smartphones/cell phones.

Student Transportation

Information on the following topics can be found on the student transportation website at <http://www.nlsd.ab.ca/Transportation.php>.

- Transportation Policies
- Bussing fees
- Attendance Boundaries
- School of Choice
- Inclement Weather/Wind-chill Factor Chart
- Transporting guests and/or luggage, instruments, equipment and tools on school buses
- Bussing for student who live in urban areas

SCHOOL PROGRAMS

Athletics

H.E.B. has many fine and successful inter-school teams, as well as an active Intramural program. Over the years, many teams and individuals have gained recognition through sports. Students are encouraged to participate in our sports program as it enhances their school experience and contributes to the total growth of students.

Sport	Season	Teams	
Mountain Biking	September	Grades 5 - 8	
Cross Country	October	Grades 5 - 8	
Volleyball	September-November	Junior Grades 5-6	Senior Grades 7-8
Basketball	December-March	Junior Grades 5-6	Senior Grades 7-8
Badminton	March-April	Grades 5-8	
Track & Field	May-June	Elementary Grades 5-6	Junior based on age

Awards

Fostering a caring and supportive learning environment, the staff of H.E. Bourgoin believes that every child is worthy of praise and that every child has a special gift worth noting. They also recognize and understand that each student is unique, therefore wishes to be recognized and honored in different ways; from public recognition to private recognition; for some, a simple accolade or hand shake; for others, quality time with another or just getting the opportunity to help another; and for some, a gift or certificate recognizing their efforts, skills, talents and accomplishments.

The H. E. B. awards program recognizes and honours the achievements of our students in academics, athletics, leadership and personal growth within the H.E. Bourgoin School community. At grades 5 and 6, H.E.B. School feels

it is important for students to develop a sense of their own personal excellence and the unique and valuable contributions they and their classmates make to their class and school as a whole. Thus, students are recognized at the classroom level throughout the year for their personal growth and for their contributions to the H.E.B. school community. On the last day of school, the students are presented with certificates acknowledging their unique efforts and achievements at our Closing Ceremony.

H. E. Bourgoin School recognizes the achievements of our grade 7/8 students at our school-wide “Student Success” assemblies three times a year; in November at the end of Term I, March at the end of Term II, and on the last day of school for Term III Student Success Assembly/Closing Ceremony.

Grade 5/6: Closing Ceremony
**Held on the last day of school*

Little Bear Medallion: Presented to a grade 6 student who best models outstanding citizenship to the H.E. Bourgoin student body through regular participation and a positive attitude in the school community and support of the school culture. As ambassadors of our school, this student would be doing his/her best in academics, athletics and leadership (attitude and effort). This award must go through a nomination process. A committee approves the nomination in order for the nominee to become a recipient. This committee has representation from all areas including teachers from each grade level, in specialty areas as well as support staff. *Note: More than one medallion may be presented in a particular year.*

Recognition Certificate: Each student at H.E. Bourgoin receives a personalized recognition certificate indicating two of his/her special gifts that he/she has shared with staff and students during the school year.

Recognition Stickers: These certificates are presented to students in grade 5 and 6 who have committed themselves to the school’s co-curricular and/or extra-curricular programs, representing H.E.B. in sports, clubs or school-wide initiatives, committed to growth in self-leadership and/or commitment to their academics. Students are recognized year-long with stickers, with the certificate presented at closing ceremony.

ACADEMICS	
English Language Arts Social Studies Science Mathematics	Student demonstrates outstanding effort by showing meaningful engagement in learning activities, is highly focused on tasks, and consistently shows a high level of responsibility in the specific subject.
Accelerated Reader	Met personal AR goal 1, 2, 3, 4 and 5
Second Language French Ukrainian	Student demonstrates outstanding effort by showing meaningful engagement in learning activities, is highly focused on tasks, and consistently shows a high level of responsibility in the specific language.
Merit/Effort	Student has shown tremendous educational growth, improvement, commitment to or intellectual development in their academic pursuits.
ATHLETICS	
Volleyball School Team	Played on the Jr. school team
Basketball School Team	Played on the Jr. school team
Badminton School Team	Played on the Jr. school team
Mountain Biking	Participated in Mountain Bike Race
X-Country Run	Participated in X-Country Run
Track and Field	Participated in Track and Field
Intramurals	Participated in Intramurals
LEADERSHIP	
CHANGE Makers	Participated in C.H.A.N.G.E. Committee (Children Helping all Nationalities Grow Equally)
7 Habits	Students are recognized for their growth and/or commitment with the 7-Habits of Effectiveness:

Habit 1- Be Proactive (HAVE A PLAN): I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin with the End in Mind: I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3 - Put First Things First (WORK FIRST, THEN PLAY): I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4 – Think Win-Win (EVERYONE CAN WIN): I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5 – Seek First to Understand, Then to Be Understood (LISTEN BEFORE YOU TALK): I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6 – Synergize (TOGETHER IS BETTER): I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

Habit 7 – Sharpen the Saw (BALANCE FEELS BEST): I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

VOLUNTEERING

Keep it Clean	Assisted custodians
Breakfast Club	Helped with breakfast program
Library Assistant	Helped in Library

OTHER

Sewing Club	Participated in extra-curricular Sewing Club
Remembrance Day	Completed an essay/poem/poster for the Legion
Terry Fox Run	Participated in Terry Fox Run
Spring Play	Had a role in the Spring Play
Lego Lunch	Participated in Lego Lunch Group
10 Hour Famine	Participated in 10 Hour Famine

Grade 7/8 Term I: Student Success Day
(November Report Period I)

ACADEMICS

Standard of Excellence: Grade 7 and 8 students who have achieved top standing (80% or over) in any of the four core subjects: language arts, mathematics, science, or social studies. The student, along with top standings, demonstrates outstanding effort by showing meaningful engagement in learning activities, is highly focused on tasks, and consistently shows a high level of responsibility and respect.

Distinction: Students in grades 7 and 8 who have achieved the 'Standard of Excellence' in all the four core subjects of language, math, science, and social studies.

Academic Merit: This award recognizes students that show tremendous educational growth, improvement, commitment to or intellectual development in their academic pursuits. This award encourages and rewards students who work hard and give their best effort in school, often in the face of various challenges.

Literacy: Using STAR Assessment and staff support, each student determines a personal points goal. Each time a student successfully completes an Accelerated Reader quiz from his/her selection of independent reading material, he/she earns points towards his/her personal points goal. Goal achievement is recognized 3 to 5 times a year at the grade level and celebrated through various field trips or special activities. *(Recognized at the grade level)*

ATHLETICS

Active Living: Students are recognized for their skills in a variety of sports, intramural participation, peer support, school spirit, teamwork, and improvement. *(Recognized at the classroom level)*

District Cross Country Race: The top athletes in grade 5, 6, 7 and 8 that places within the top five at the District level in his/her category.

District Mountain Bike Race: The top athletes in grades 5, 6, 7 and 8 that places within the top five at the District level in his/her category.

Senior Athlete in Team Volleyball: One female and one male at the senior level on each of the volleyball extra-curricular teams..

Senior Sportsmanship in Team Volleyball: One female and one male at the senior level on each of the extra-curricular volleyball teams.

LEADERSHIP

Citizenship: Students are recognized for displaying the core virtues at H.E.B. of empathy, respect, tolerance, fairness, self-control, conscience, and kindness. By exhibiting good citizenship skills, these students are showing that they are productive and caring members of society. *(Recognized at the classroom level)*

Grade 7/8 Term II: Student Success Day *(March Report Period II)*

ACADEMIC

Standard of Excellence: Grade 7 and 8 students who have achieved top standing (excellence) in any of the four core subjects: language arts, mathematics, science, or social studies. The student, along with top standings, demonstrates outstanding effort by showing meaningful engagement in learning activities, is highly focused on tasks, and consistently shows a high level of responsibility and respect.

Distinction: Students in grades 7 and 8 who have achieved the 'Standard of Excellence' in all the four core subjects of language, math, science, and social studies.

Academic Merit: This award recognizes students that show tremendous educational growth, improvement, commitment to or intellectual development in their academic subjects. This award encourages and rewards students who work hard and give their best effort in school, often in the face of various challenges.

Improvement Award: This award recognizes students who have shown a minimum of a 5% growth in a certain subject area.

Literacy: Using STAR Assessment and staff support, each student determines a "personal points" goal. Each time a student successfully completes an Accelerated Reader quiz from his/her selection of independent reading material, he/she earns points towards his/her personal points goal. Goal achievement is recognized 3 to 5 times a year at the grade level and celebrated through various field trips or special activities. *(Recognized at the grade level)*

ATHLETICS

Active Living: Students are recognized for their skills in a variety of sports, intramural participation, peer support, school spirit, teamwork, and improvement. *(Recognized at the classroom level)*

Senior Athlete in Team Basketball: One female and one male at the senior level on each of the basketball extra-curricular teams.

Senior Sportsmanship in Team Basketball: One female and one male at the senior level on each of the basketball extra-curricular teams.

LEADERSHIP

Citizenship: Students are recognized for displaying the core virtues at H.E.B. of empathy, respect, tolerance, fairness, self-control, conscience, and kindness. By exhibiting good citizenship skills, these students are showing that they are productive and caring members of society. *(Recognized at the classroom level)*

Grade 7/8 Term III: Student Success Day

(June Report Period III)

**Held on the last day of school*

ACADEMIC

Standard of Excellence: Grade 7 and 8 students who have achieved top standing (80% or over) in any of the four core subjects: language arts, mathematics, science, or social studies. The student, along with top standings, demonstrates outstanding effort by showing meaningful engagement in learning activities, is highly focused on tasks, and consistently shows a high level of responsibility and respect.

Distinction: Grade 7 and 8 students who have achieved the 'Standard of Excellence' in all the four core subjects of language, math, science, and social studies.

Academic Merit: This award recognizes students that show tremendous educational growth, improvement, commitment to or intellectual development in their academic subjects. This award encourages and rewards grade 7 and 8 students who work hard and give their best effort in school, often in the face of various challenges.

Literacy: Using STAR Assessment and staff support, each student determines a "personal points" goal. Each time a student successfully completes an Accelerated Reader quiz from his/her selection of independent reading material, he/she earns points towards his/her personal points goal. Goal achievement is recognized 3 to 5 times a year at the grade level and celebrated through various field trips or special activities. *(Recognized at the grade level)*

Second Languages: This award is presented to grade 7 and 8 student(s) who puts a great deal of "effort" into speaking the second language and engaging in cultural activities and events. The effort level is commendable; the student shows meaningful engagement in learning activities, is highly focused on tasks and shows a high level of responsibility and respect, that is, nearly all the time. Recognition is acknowledged in French and Ukrainian.

Musicianship: This award is presented to the student(s) in grades 7 and/or 8 who, through commitment, diligence, enthusiasm, and musical achievement, has made an outstanding contribution to the band program.

Drama: This award is presented to the student(s) in grades 7 and/or 8 who, through commitment, enthusiasm, and ability, has made an outstanding contribution to the drama program. He/she has shown leadership in the cast dynamics from rehearsal to final production in the Christmas concert and/or Spring Play.

ATHLETIC

Active Living: Students are recognized for their skills in a variety of sports, intramural participation, peer support, school spirit, teamwork, and improvement. *(Recognized at the classroom level)*

Senior Athlete in Track & Field: One female and one male at the senior level on the track & field school team.

Senior Athlete in Team Badminton: One female and one male at the senior level on the badminton extra-curricular team.

Senior Athlete of the Year Medallion: These awards are based on individual athletic ability and participation in school and/or team sports. This medallion is presented to one female and one male student in grade 7 or 8. Note:

Individual female and male athletic awards presented for volleyball, cross-country, basketball, badminton and track & field.

Senior Sportsmanship of the Year Medallion: These awards are chosen by coaches and the physical education teacher based on a consistent showing of fair play, leadership skills, positive attitude and sportsmanship in physical education classes (including cross-country running and track & field), intramurals, and/or extra-curricular team sports activities (volleyball, basketball, and badminton). This medallion is presented to one female and one male student in grade 7 or 8. *Note: Individual female and male sportsmanship awards presented for volleyball and basketball.*

LEADERSHIP

Citizenship: Students are recognized for displaying the core virtues at H.E.B. of empathy, respect, tolerance, fairness, self-control, conscience, and kindness. By exhibiting good citizenship skills, these students are showing that they are productive and caring members of society. *(Recognized at the classroom level)*

Volunteerism: Presented to a student or students for working to improve the welfare of the school and our community during his/her/their personal time. The student(s) also demonstrates a positive attitude and presents himself/herself/themselves as a good role model to others. In a quadrant of unexpected-done (versus, expected-done, expected,-not done, unexpected-not done)

Big Bear Medallion: Presented to a grade 8 student who best models outstanding citizenship to the H.E. Bourgoin student body through regular participation and a positive attitude in the school community and support of the school culture. As ambassador of our school, this student would be doing his/her best in academics, athletics and leadership (attitude and effort). This award must go through a nomination process. A committee approves the nomination in order for the nominee to become a recipient. This committee has representation from all areas including teachers from each grade level, in specialty areas as well as support staff. *Note: More than one medallion may be presented in a particular year.*

Grade 7/8 Closing Ceremony

**Held on the last day of school*

Recognition Certificate: Each student at H.E. Bourgoin receives a personalized recognition certificate indicating two of his/her special gifts that he/she has shared with staff and students during the school year.

H. E. Bourgoin Crystals: Presented to students who have successfully completed grade 8 at H. E. Bourgoin Middle School

In June, 1995, when the amalgamation of Duclos and H.E. Bourgoin School was announced, staff members at H.E. Bourgoin explored the possibility of some lasting memento which each child who had completed their final year at Bourgoin would receive. The crystal has been adopted as the formal symbol of the passage of our oldest students from their adolescent home at Bourgoin into the world of education beyond The Middle.

The crystals symbolize the knowledge, which shines through our students, generating wisdom and lifelong learning. Just as the light refracts through a crystal to produce a kaleidoscope of colours shifting, changing and dancing as the crystal moves, so do we pass on to each of our children in their final year, our best wishes for their success in the challenging world of tomorrow.

There are three crystals, which belong to the Bourgoin collection. The teardrop symbolizes CARING between staff, student and parents. The pendulum represents the SHARING, which occurs in the life of our students during their time at Bourgoin. The arrowhead is representative of the DARING to risk-take, to achieve to each student's greatest potential - an accomplishment that our staff and parents encourage daily.

The holder of a Bourgoin crystal owns much more than a part of the history of our school. Captured in the magic of each crystal, is the spirit of Bourgoin. Guard it carefully, as you move into the circle of learners and leaders of tomorrow. The crystal represents our gift of love, support and encouragement. This is a powerful resource. To all who gain entrance to the circle of crystals, cherish the power well; use your gift wisely and always be the best that you can be now and in the future.

Flex Afternoon

H. E. B. took on the challenge in 2013-2014 by re-designing its weekly timetable to offer our students new learning and enrichment opportunities through a “flex” afternoon. The purpose to offering a “flex” afternoon is to improve student learning of curriculum outcomes in core academic subjects, broaden enrichment opportunities, enhance community partnerships, and strengthen classroom instruction by providing more planning and professional development time for teachers.

The vision behind the flex afternoon is to provide all students with the support and knowledge they need to help them become self-monitors and managers of their learning in order to become fully engaged thinkers, ethical citizens with an entrepreneurial spirit. “Flex” afternoon is scheduled every Wednesday afternoon.

Homework Room

Students who do not complete homework or who fall behind in their class work are required to attend a supervised classroom at lunch hour to complete their work. Teachers are available to provide assistance to the students at this time.

BELIEFS/VALUES

- All assignments and/or exams we give to students are purposeful and important
- All students can learn
- Students do not want to fail
- A system must be in place to support students in successfully completing assignments
- Students need to complete assignments in order to learn and be successful
- With support, students can master challenging academic materials
- Staff must work collaboratively with colleagues, students, and parents to help students learn and achieve

VISION: Every student develops the personal management and study skills to independently complete and be successful on all assignments/exams.

MISSION: To provide time and support in a warm and pleasant environment where students will complete all assignments/exams and learn personal management and study skills in order to become successful learners.

After school support, is available to students Mondays, Wednesdays, and Thursday from 3:30 - 4:30 pm in the computer lab. Please note that Homework Room will be cancelled on Thursdays when the Friday of that week is a “No School” Friday.

Moral Intelligence/Character Education

Moral Education teaches students moral intelligence skills that instill the virtues of empathy, respect, tolerance, fairness, self-control, conscience and kindness. Lessons are imbedded in the daily curriculum and reinforced during school assemblies and daily advisory as well as through special classroom and school-wide presentations.

Real8

Real8 is an experiential education program for Grade 8 students. Here students participate in hands on learning activities as they study grade appropriate curriculum. Activities may include ice fishing, snowshoeing, geo-caching, wall climbing, canoeing, and/or daytime/overnight camping trips.

A.P.P.L.E. Schools (Alberta Project Promoting active Living & healthy Eating)

Make the Healthy Choice the Easy Choice: H.E. Bourgoin Middle School is part of the Alberta Project Promoting active Living and healthy Eating in school. At APPLE schools, we are “making the healthy choice the easy choice.” This means that your child’s school is making an effort to provide healthy options whenever food is served at the school. It also means that your child will be provided with more opportunities to be active as well as have chances to try new physical activities.

Developing a healthy school community starts with the school, parents, and the community being dedicated to helping improve the healthy eating and active living behaviors of your children.

Here are easy ways that you can help your child develop healthy habits:

- Pack a fruit and vegetable in your child's lunch that they can eat it at first recess as a part of HEB’s healthy first snack program
- Encourage your child to eat 6 servings of vegetables and fruits a day
- Encourage the use of a water bottle instead of juice or pop
- Walk your child to and from school if possible as part of a goal of 60 minutes of physical activity needed each day
- Try to have a quiet place for your children to sleep for a minimum of 10 hours a night
- Turn off any TV or electronics so your child is watching no more than two hours of screen time a day and replace the screen time with family games and activities.
- Dress your child in appropriate clothing to be active at recess time (during the winter time have winter boots, hat, mittens, and a jacket)

For further information, visit www.appleschools.ca

S.W.A.T. (Student Wellness Action Team)

S.W.A.T is a leadership based E2 option that focuses on health and wellness including nutrition, physical activity, and mental wellness. This course contains two components: learning and leadership opportunities in the school. S.W.A.T is responsible for running a monthly health campaign, ensuring there are health announcements on the news, running monthly challenges, organizing monthly taste tests, helping with Toast Tuesday, Tim Hortons Thursday, Fruit Friday, and contributing to school wide assemblies.

Accelerated Reader

Accelerated Reader and *Star Assessment* are a few of the tools used school-wide to strengthen literacy skills by providing quality reading practice. Students read a book and then complete a short on-line quiz to earn points towards their personal goal. Please visit the “LIBRARY” section of our school’s website www.hebschool.ca to find the complete **AR PARENT GUIDE**.

In the LIBRARY section of our website, you will also find links to the following:

- **AR Bookfinder:** This link enables you and your child to search for information on books at home.
- **Home Connect:** This link will give you a direct connection to your child’s activities within the AR program. You can even sign up for email notification of your child’s quiz activity!
- **OPAC:** Online public access catalogue of the entire collection HEB library books.

C.H.A.N.G.E. Committee (Children Helping All Nationalities Grow Equally)

The C.H.A.N.G.E. Committee is a student leadership group at H.E.B for students in grades 5 through 8. Being a part of this leadership committee is voluntary and completely student driven. Students meet during their lunch recess to plan events and fundraising initiatives as well as organize school spirit days. Our goal is to engage and educate middle school students about social justice issues affecting children and youth both in the local and global communities.

The C.H.A.N.G.E. Committee aims to promote active citizenship through leadership opportunities, awareness campaigns, and fundraising projects that support and allow children an equal opportunity to achieve success. It is through our fundraising and awareness projects with *Free the Children*, a non-governmental organization, we will reinforce these values. Together, we hope to inspire students to be able to recognize and make differences to shape social change locally and around the globe.

SCHOOL PROCEDURES

Student Agenda Use

When registering your child, he/she was encouraged to purchase a student agenda. This agenda is designed to help your child keep organized with homework assignments, upcoming exams/quizzes, and any special school events. As well, your child is encouraged to write a brief summary in the agenda of the material covered in class on a per class basis. This will provide a review technique and help your child stay consistent with using the agenda on a daily basis.

Please encourage your child to use the agenda and review it with him/her on a daily basis. This will keep you adequately informed of your child's daily homework and study schedule. *Note: incentives to reinforce the use of the agenda may be implemented intermittently by staff.*

Role of the Student

1. Record homework assignments
2. Report results of any exams/quizzes and/or assignments
3. Respond to the prompts provided by our teacher such as:
 - a. Good question I asked in school today were ...
 - b. The best part of the school day was ...
 - c. Today I am grateful for ...
 - d. What made your learning "AWESOME" today was ...
 - e. The part of the day I would like to do over is ... because ...
 - f. Thank you to ... for ...
4. Complete any "Silly Homework" activities
5. Read for 20 minutes
6. Do "Reflex Math"

Role of the Parent

1. Sign the Agenda
2. Ask your child about the prompts he/she was asked to respond to.
3. Reply to any teacher comments addressed to you.

Role of the Teacher/School

1. Upcoming special events or meetings including:
 - a. Monthly School Council meetings
 - b. Fundraising initiatives and deadlines
 - c. Cancellation of or additional sports practices
 - d. Any scheduled fire or lockdown drills
 - e. Sporting events and/or field trips
2. Communicate to parents with student's academic and/or behavior progress

Student Attendance

The following Attendance Policy is in accordance with the following governing boards:

- **Alberta School Act** (sections 13 and 14) which states that, “every child must be in attendance at school and maintain an acceptable pattern of attendance.”
- **Northern Lights School Division No. 69 Procedure 330** regarding the expectations of student who are registered in their schools.

H. E. Bourgoin Middle School Philosophy: Staff members at H. E. Bourgoin Middle School require that students attend school every day in order for the students to achieve at their potential. Because student attendance is a priority, the staff carefully monitors attendance and holds students and parents accountable for good attendance. Therefore, every student registered at H. E. Bourgoin Middle School shall be required:

- a. To attend school regularly and report to classes at the specified time in order to maintain a satisfactory level of achievement.
- b. In the event of an absence or tardiness, parent/guardian or parent representative give prior notice to the school through a written request or phone call.
- c. In the event of student leaving school during school hours, to sign out at the office indicating the reason for leaving.
- d. In the event of student arriving late to school in the morning or afternoon, sign in at the office indicating the reason for his/her tardiness.

Attendance is taken in the morning at the start of the school day (8:45 a.m.) and in the afternoon at the start of period five (12:11 p.m.) Students are expected to cooperate fully by being on time for registration.

Absences: Parents/guardians or parent representatives are asked to phone the school office between 8:30 a.m. and 9:00 a.m. to inform the school that their child will be late or absent for all or part of the day. If this information is not received by 9:00 a.m., the student’s absence will be recorded as an unexcused absence.

In the event of an unexcused absence, *SCHOOLMESSENGER*, an automated system, will call-out to parents/guardians at 9:30 am and 4:00 pm. As well, if staff feel a need to connect with the parent/guardian or parent representative, the homeroom teacher will make the first contact and if unsuccessful, then by office personnel.

A student’s absence shall be considered excused for the following reasons

1. Personal illness
2. Serious illness in the family
3. Quarantine under the direction of a country or town health officer
4. Medical, dental, optometrist, or chiropractic appointments (when they cannot be arranged prior to the start of the school day or after school hours)
5. Attendance at funeral services
6. Appearance in court
7. Attendance at weddings
8. Observation of a holiday or ceremony of his/her religion

When a student who has been absent returns to school, and attempts to contact the parent/guardian or parent representative were unsuccessful, he/she shall present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify the student’s absence.

1. Written note from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the homeroom teacher (or teacher designate) and the student’s parent/guardian or parent representative.
3. Written note to the parent/guardian or parent representative in the student’s school agenda noting the unexcused absence.

4. Physician's verification.

Attendance Record: The following procedure will be used to address student attendance or tardiness

Step 1: Teacher monitors/tracks attendance and tardiness. When the student has approximately 10 days of unexcused absences, the homeroom teacher calls home advising the parent/guardian or parent representative of attendance record and advising that matter will be referred to administration should there be no improvement.

If no improvement: chronic absenteeism or lateness continues

Step 2: The homeroom teacher advises administration. Written letter from administration mailed to parent/guardian requesting a meeting to discuss the matter.

If parent does not respond to the letter and/or if no improvement

Step 3: Administration notifies Superintendent or designate (Director responsible). Agreement is put in writing and signed to resolve attendance matter.

If parent does not respond to letter and/or if no improvement

Step 4: Superintendent or designate (Director responsible) makes a referral to the Provincial Attendance Board.

Note: *When a group of students is on a field trip, classes will be held for the remainder of the students who are in school. Small classes are an excellent opportunity for review and enrichment learning activities. Students are expected to attend classes as per their daily schedule.*

Inclement Weather/ Poor Road Conditions: The Board recognizes certain weather conditions may occur that can jeopardize the safety of staff and/or students. The Board also recognizes the decision to cancel buses, cancel classes, and/or close schools to staff and students require careful deliberation and early communication. The Board believes any decision to cancel operations and/or close schools should take into consideration the following weather related factors:

- Condition of the roads;
- Outside temperature;
- Wind chill factors; and
- Visibility (blowing snow, fog, etc.).

Finally, and most importantly, the Board believes the parent is the primary decision-maker in matters involving students during emergency school closure due to inclement weather; that is, parents must ultimately decide whether or not they will send their child(ren) to school by bus or other method of transport. Check the Northern Lights School District Transportation website for further information <http://www.nlsd.ab.ca/Transportation.php> or listen to the local radio stations for updates.

Student Behavior/Discipline Strategy

Philosophy Statements:

- Students must be accountable and responsible for their behaviour. The more mature the student is, the more responsible that student should be for his/her actions.
- Each student is unique. The relationships they develop within H.E. Bourgoin School will be an important factor in determining the consequences of their actions.
- It is possible for every student, regardless of his/her history, to become a positive and productive citizen of H.E. Bourgoin School. It is the goal of the staff at H.E. Bourgoin to encourage every student to attain this high standard of responsibility for his/her actions.
- It is the intent of the staff at H.E. Bourgoin to have students consider their responses in advance of their actions. This will assist in the development of positive citizenship in the students - a goal of H.E.B. School.

Consequences: This is a discipline policy - not a punishment policy.

References: Students in H.E. Bourgoin School will be dealt with in a manner that is appropriate in relation to the Alberta School Act and the Northern Lights *Student Conduct* Administrative Procedures. The following Student Behavior Policy/Discipline Strategy is in accordance with the following governing boards:

- **Alberta School Act** (section 12 Students) which states that “ A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:
 - (a) be diligent in pursuing the student’s studies;
 - (b) attend school regularly and punctually;
 - (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
 - (d) comply with the rules of the school;
 - (e) account to the student’s teachers for the student’s conduct;
 - (f) respect the rights of others;
 - (g) ensure that the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
 - (h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
 - (i) positively contribute to the student’s school and community.”
- **NLSD Administrative Procedures** located on the NLSD website: www.nlsd.ab.ca --- *Our Division --- Administrative Procedures --- Students...*
 - AP350 Student Conduct
 - AP351 Hazing and Initiation Events
 - AP352 Student Alcohol, Drug or Solvent Use
 - AP353 Dangerous Weapons
 - AP358 Vandalism

Teacher: Teachers will decide upon consequences for daily issues in the school. Minor infractions are dealt with in an expedient manner, acted upon with dignity, and forgotten. Minor infractions are the failure to follow daily stated classroom or school expectations of behaviour. Examples include but are not limited to: disruption of learning, poor work habits, tardiness, disrespectful behaviour, violating dress code, not prepared for class, not following staff instructions, and other stated expectations.

Both the students and the teacher shall have the responsibility of seeing that the school and classroom expectations are followed. The teacher will make the final decision as to whether or not the expectations have been followed. Although the focus is on reinforcement of positive classroom behavior, in the event that classroom expectations are not followed, the following steps will be implemented:

1. Low key responses

- eye contact
- gestures and facial expressions (the ‘look’)
- proximity
- minimal verbal contact

2. Logical consequences

- If student cannot make choice, teacher will.

3. Detention

- If student makes choice and does not follow it, detention time will be assigned.

4. Informal contract

- If student continues to demonstrate inappropriate behavior, parents will be notified and a possible visit to office will be required.

5. Formal contract

Administration: When staff members refer major infractions to administration, they also refer the solution. Consequence decisions will be the responsibility of the administrator involved in mediating the issues. An investigation of the infractions will be conducted by an H.E. Bourgoin administrator. It is our intent to involve parents/guardians in this process wherever possible.

Examples of major infractions may include but are not limited to: bullying, cheating/dishonesty, computer misuse, dangerous conduct, defiance, extortion, property damage, vandalism, harassment, absenteeism, theft, tobacco possession/use, verbal assault, alcohol possession/consumption, physical assault/fighting, weapons possession/use, other.

The **consequence** levied to the student will be decided based upon the following conditions.

1. student actions/reactions
2. information elicited including involved student, peer and staff observation
3. the history of the student in dealing with his/her responsibilities and behaviour for that school year

The **intervention** to support the student's understanding of the infraction will be individualized to the student's needs and could include the following:

1. meeting with teacher, parent and/or student to create an action plan or safety plan
2. meeting with Student Advocacy Counsellor (one on one or group setting)
3. complete a reflection sheet from a readings or from watching a video clip in relation to the infraction

When an apology is appropriate and necessary, the apology will consist of four parts:

1. State what the issue was
2. State effect of issue or incident
3. Regret and why
4. Correct situation

Fairness: **No two students are alike.** The H.E. Bourgoin Mission statement created by the staff, students, parents and administration at H.E. Bourgoin recognizes that every child is unique. The disciplinary decision of the administrator will take into account the above conditions relative to the individual student. Disciplinary actions between students will not be compared; our mission recognizes the uniqueness of each student at H.E. Bourgoin School. There are no "carte blanche" solutions which will be used in problem-solving situations for different students.

Parental Consultation and Information: In the event of a serious infraction occurring, the administration will inform the parent by phone wherever possible, and a follow-up letter may be sent designating the problem and the resulting consequence. Parent meetings will be scheduled as soon as possible to confirm the situation and the administrative action. Should the infraction result in student suspension, parents will be requested to attend a meeting prior to the student returning to the classroom. The student will also be involved in this meeting in order to ensure that there is a clear understanding of responsibility levels and expectations of all parties, in particular, the student.

Each year constitutes a new beginning for every student. No previous behaviour which has been attached to a different school year will impact upon the administrative decisions for consequences given to a student in the school year where an infraction occurs.

Assignment and Homework

All students are encouraged to purchase and use the H. E. Bourgoin Agenda. These are made available to students at the beginning of the school year on a cost recovery basis. Extra copies are available through the school office.

Homework Room, a program to address incomplete student work, is in place at H. E. Bourgoin Middle School. (Refer to “Student Programs” for additional information.)

Recesses

Even in the cold winter months, we believe outdoor recess is an important and valuable part of a student’s day at H. E. Bourgoin Middle School. With that in mind, we ask that you consider the temperature and weather conditions when dressing for the day.

Research shows that recess or a movement break improves concentration and learning and also promotes positive social interactions and behaviors throughout the day. It is expected that students are dressed for the weather and go outside for morning and lunch recesses. If the temperature is **below -20 C with or without wind chill** as reported on the Weather Network Website – Bonnyville location, a **CHOICE Recess will be announced**. Indoor recess will be called in the case of extreme weather.

Extra-Curricular & Co-Curricular Field Trips

Students who participate in **extra-curricular** activities are encouraged to maintain an acceptable standard within their own academic programs. These students will exemplify positive behaviour at all times because they are representative of the whole student body at H.E. Bourgoin School. Those students whose behaviour is not acceptable will not be permitted to participate in extra-curricular activities, including sports, student leadership activities and other after-school programs.

Co-curricular field trips during the school day are part of the school’s curriculum program, reinforcing what students are learning by addressing the outcomes in the core subject areas. It is expected that students who are not attending these events be present at school. For students who have consistently struggled to meet the acceptable standard of behaviour of an H.E. Bourgoin student, alternative arrangements will be made. Students may be:

- a. excluded from field trips, but will be expected to stay at school for the duration of any field trips and provided with alternate assignments.
- b. required to have the support and supervision of the parent/guardian (adult identified on a student’s registration form) to attend the trip with them (including transportation to and from). Decision to have a parent/guardian attend will also be based on the risk-assessment of the intended field trip.

Field trips will occur where finances permit. Field trips that have a per student cost (i.e. tickets, passes, etc.) are the responsibility of the individual student. Fundraising may offset some costs in some situations.

NOTE: For all field trips, a parent permission form must be completed and handed in at least one day prior to the scheduled trip. Forms handed in on the day of the trip WILL NOT be accepted unless unforeseen circumstances prevail.

School Property

Students are expected to accept personal responsibility for school property. It is important that library books, textbooks or other resource materials available on loan to students be returned at the required time so that all students in the school have access to these materials. Students who lose or damage school property are responsible to pay for such loss or damage. A statement for damaged property costs will be sent to parents if an intentional breakage occurs. With regard to textbooks, the value of the book is determined by the Learning Resources Distribution prices.

Student Dress and Appearance

H. E. Bourgoin School strives to promote a positive body image and an environment where all students respect one another. We want all of our students to feel comfortable and confident in their learning environment and to

exercise good judgement regarding their attire, hygiene and grooming; therefore students are to follow the dress code accordingly.

“Dress for Success” does NOT include:

- Tops that expose undergarments, the midriff, cleavage, back or shoulders (strapless tops, halter tops that are not approximately three finger-length wide at the shoulder, spaghetti straps, low-cut camisoles/shirts, low V-cut shirts, backless shirts, racerback tanks, transparent shirts, or muscle shirts)
- Low-cut or baggy pants sagging below the waistline that exposes undergarments
- Shirts with inappropriate slogans, politically incorrect statements, alcohol, drug or tobacco labels, vulgar language or pictures
- Shorts or skirts above mid-thigh length.
- Clothing with a gang relation
- Jewelry that contain text that promotes violence, alcohol, tobacco or drugs, or present any sexual statement (explicit or implicit) or association with a gang

Students wearing clothing that is deemed to be inappropriate will be asked to:

- Cover up with a sweater or other article of clothing
- Contact parent/guardian to bring appropriate clothing
- Turn clothing inside-out
- Put on a change of clothing provided by the school
- *If required, a parent-student-administrator meeting will be arranged*

Note: For semi-formal events, such as school dances and the Awards Ceremony/Grade 8 Farewell on the last day of school, the dress code is relaxed.

The school is a hat-free zone between the hours of 8:15 a.m. and 3:20 p.m. on instructional days. However, hats can be worn on theme days.

Due to the sensitivity to scents, we ask that perfumes, cologne and body mists be used in moderation.

Physical Education Clothing: Students must have a change of clothing for physical education classes. Running shoes, socks, **SCHOOL T-SHIRT**, shorts or sweat pants are required. Two pairs of shoes are required: one for indoor (non-marking), the other for outdoor.

Although our wishes are for each student to accept responsibility for following the rules of this dress code, we welcome and appreciate both the authority and responsibility for all parents/guardians relative to this dress code; H.E.B. staff value and support all parents/guardians in the enforcement of this dress code.

Lost and Found: All students are urged to check the Lost and Found when something goes missing. There is a Lost and Found shelf and hooks where lost items are placed. As well, there is a drawer for smaller items (watches/etc.) in the office. Three times a year (at Christmas, Easter and Year-End), the accumulated articles are displayed and the students filed by; any items not claimed are then donated. If you are concerned about your child losing articles, please notify the homeroom teacher immediately. **Parents are asked to label their child's boots/shoes and winter clothing. This will help in identifying lost articles.*

Cleanliness of the School

It is expected that students will cooperate in maintaining a high standard of cleanliness in the school and on the school grounds. Garbage bins are provided in all hallways and classrooms. Students are expected to take their shoes off at their entrance and change into their indoor shoes. This policy will help keep the school cleaner and in better repair (eg., gym floor). Footwear that marks or damages the floor shall not be worn.

School Phone Usage & Use of Personal Communication & Recording Devices

Modern communication and recording devices include, but are not limited to such items as smart phones, hand-held PDA's, video camcorders, and MP3/4 players and I-pods. These devices add significantly to students' ability to communicate with others and/or record information and events. These devices when misused can provide significant disruption to the classroom teaching and learning process, violate privacy, and detract from the safe and caring atmosphere established by the school.

Please note that during non-instructional times of the day, students are allowed to use school phones in the event of an emergency or for calls regarding important family matters. As well, students can receive important phone calls from parents or guardians while at school; however, messages will be taken for any phone calls received during class time with these messages announced at breaks and prior to dismissal.

If you require your child to carry a cell phone or other personal communication and recording devices, they are to remain within your child's locker during school hours. If your child is using these devices during instructional hours of the school day, he/she will be required to hand it in to the office where a parent/guardian will be required to pick it up. The school is not responsible for lost, stolen or damaged devices.

STUDENT ASSESSMENT

Early in September, all teachers will send to parents a copy of the course objectives for the core subject areas and assessment practices that will be used with the students. Students are evaluated on both Academic Achievement (based on curricular outcomes) and Learner Attributes (effort/work habits).

Please feel free to contact the teachers with any questions you may have regarding these objectives and procedures.

Reporting Periods

Progress reports are issued three times a year: November, March and June. During each term, quizzes and tests (which help to measure growth in skills and understanding of concepts) will be administered to all students. Students will also be evaluated on the basis of their daily work, assignments and projects as well as through observations and conversations with the students. Their performance on specific curriculum outcomes will be assessed and given a level of achievement and/or percentage. Reports indicate a student's current progress towards achieving specific curriculum outcomes.

The purpose of the Progress Reports is to communicate to you and your child information about your child's achievement and growth. These Progress Reports may contain three pieces of information for each subject, all in accordance with the Alberta Education Program of Study:

- a. What your child has been learning
- b. What your child has demonstrated and/or where your child has shown growth
- c. Challenges your child may have or what areas he/she can focus on for the next term

The Progress Reports are a part of an ongoing process of collecting information about students and should not always be considered a final assessment. Progress reports are meant to guide conversations between you, your child and your child's teachers in terms of what successes your child should celebrate and what goals he/she needs to set.

Student-Led Conferences/Parent-Teacher Interviews

Student-Led Conferences or Parent/Teacher Interviews are held in November and March. Parents/guardians are asked to call in and schedule an appointment with each child's team/ homeroom teacher or subject specific teacher. If a private meeting is needed, parents/guardians are encouraged to contact the student's teacher directly through email or telephone to set up a meeting date and time.

Interim Reporting

Student work is sent home periodically to promote conversation and reflection at home as well as to provide a starting point for discussion with your child's teacher. As well, the web-based program *PowerSchool* will be updated monthly for parents to track their child's progress. Refer to the school's online calendar to determine dates *PowerSchool* is updated and available for viewing.

In addition to progress reports, conferences and interim reporting, parents are encouraged to communicate with teachers throughout the year with any concerns or questions that may arise.

Exam Policy

All students write final exams in the four core subject areas of Language Arts, Math, Science and Social. With Alberta Learning administering Provincial Achievement Tests (PAT's) at the grade 6 level, the final exams for students in grade 6 will be the results of the PAT's. The written component of the PAT (Language Arts Part A) that is administered every May, is scored by the homeroom teachers and used as a summative writing assessment.

Final exams are approximately two hours in length. Students are expected to remain at school for the review sessions during exam week.

STUDENT PROGRAM OF STUDIES

H.E. Bourgoin operates on a ten-month school year with Grade 5 to Grade 8 incorporating the Middle School Philosophy. We offer a program of studies set out by Alberta Education and all students follow this program. Students who are experiencing difficulty maintaining a level of academic achievement equal to their chronological age may receive extra support.

Core Curriculum

Language, social studies, math and science are presented to Learning Communities using large blocks of time. The core subjects are connected in presentation so that students understand the learning objectives through an integrated approach. Students will be able to apply the concepts through the subject areas in a manner which relates to their own experiences and more globally to daily living.

Teachers will be working together in teams to connect different levels of the curriculum in order to provide continuity of understanding in the learning objectives to the students. Language Arts/Social Studies may be connected as Humanities and Math/Science may be connected through a similar fashion. Language Arts/Science may also be connected areas of studies.

Community Classroom

Community Classroom is a daily activity which encourages students to verbalize and respond to concerns they encounter which are as a result of adolescent development. The Community Classroom groups are responsive to middle school student's needs psychologically, and developmentally. Peer issues, guidance in long term versus short-term commitments as well as many other concerns are areas which advisors address.

Exploratories

All students are offered five exploratory options in a school year. At the beginning of the school year, a letter is sent home to students detailing the exploratories available. Students then sign up for the exploratories of their choice dependent on space availability.

E² (Enrichment & Enhancement)

The "E² Enrichment and Enhancement" program:

- Enables students' access to increased literacy and numeracy support.

- Provides opportunities for students to experience challenging tasks in order to foster critical thinking and problem solving skills.
- Acquaint students with a second language and culture in order to enhance their outlook and become global citizens.
- Provides opportunities for students to develop their musical talents through beginner and advanced band.
- Encourages students to live a healthy lifestyle and to take a leadership role in creating a positive school culture.

Note: A reading assessment is administered to all students to identify their current reading level. Based on a student's interest and academic needs, our staff spend time determining what E² program would best suit his/her academic progress; if it is deemed necessary that a student work on improving his/her reading skills, he/she will be placed in a reading support program or if further support in math is identified, he/she will be placed in a math enhancement class.

Health & Physical Education

Students will be involved in TRIBES development as an integrated extension of language arts/social studies/humanities. The core physical education will consist of daily physical education classes with instruction in physical fitness, dance and movement, games, team sport, and well as individual and team pursuits.

INCLUSIVE EDUCATION

Students who have been identified as struggling academically or who are experiencing emotional/behavioral difficulties are monitored closely and may be placed on a Support Plan, Behavior Support Plan or Individual Program Plan after consultation with parents, staff and other professionals if needed. Alberta Education mandates inclusive education; therefore students will spend the majority of their time in an inclusive setting for most of their subjects.

Teachers are expected to differentiate instruction to meet the needs of all learners. Universal supports are in place to meet the needs of all learners. Targeted supports are in place to meet the more specific needs of some learners, while individualized supports are in place to meet the more specific learning needs of those learners requiring more intensive supports. Small group and individualized instruction is coordinated with the availability of staff and programming opportunities. Educational Assistants may be assigned to assist students in a particular subject during a particular time.

For some students, a "Functional Living Skills" program is available in combination with regular class instruction wherever possible. The purpose of a Functional Living Skills program is to provide students with the daily and practical life skills needed to easily navigate their world. Surviving daily challenges and experiencing independence and success in everyday living is a goal for all students. Students with special needs, in particular, require extra help in focusing on learning these tasks. The homeroom teacher, in consultation with specialists/consultants and therapists, programs for students and directs the Educational Assistant to support students in developing and strengthening those skills that have been identified as most beneficial to help our students become independent in their homes, at school and in the community.

Some of the activities that the Functional Living Skills students may participate in include:

- Fountas and Pinnell Literacy Intervention (specialized reading program)
- Practical Math (e.g., money, menu math, calculator use, calendar)
- Basic computer skills
- Cooking and sewing
- Personal Hygiene
- Personalized phys. ed. program
- Conflict resolution
- Social Thinking Skills

- Community-based field trips

SUPPLY LIST

Student supply lists are available at the office and on the school’s website. As well, they are faxed out to local stores in Bonnyville and Cold lake. For E² and Exploratories, these lists will be provided to the students when classes commence.

COMMUNICATION

Home Communication

H.E.B. staff makes every effort to keep you informed and updated of our daily events:

- **Sign out front of our School:** *Drive by our school and check out the special events of the month.*
- **Student Agenda:** *Parents are asked to sign and return the student agendas daily.*
- **Monthly School Newsletter:** *Sent home with your child. Contact us if you would like an electronic copy.*
- **Attendance call-outs:** *Automatic call outs and text messages are sent out for any unexcused student absence.*
- **Facebook:** *HEB School (To get notifications, hold the mouse over the “Liked” box. A dropdown menu will appear, click “Get Notification.” Note: for information only; unable to reply to comments from followers)*
- **Twitter:** *@hebschool*
- **SchoolMessenger:** *A messaging and email service. Visit www.nlsd.ab.ca to learn more*
- **School Website:** *hebschool.ca*
- **School E-mail:** *General emails: heb@nlsd.ab.ca.*
- **Teacher E-mails:** *For teacher e-mails, visit our website under the dropdown menu “Staff”*
- **Teacher Websites**

Channels of Communication

Whenever questions or concerns arise, it is best if they are addressed to the person(s) closest the situation. Therefore, Northern Lights School Division encourages its stakeholders to direct any questions or concerns according to the following channels of communication.

H.E.B. School

Level 1: Student or parent discusses question/concern with staff member

If not resolved.....

Level 2: Student or parent discusses question/concern with school administration

If not resolved.....

Level 3: Parent discusses question/concern with Division Office personnel

If not resolved.....

H.E.B. Athletics Department (extra-curricular sports program)

If your child has a question or concern, please encourage your child to follow these steps to address these questions/concerns.

Level 1: Student discusses question/concern with coach

If not resolved.....

Level 2: Student discusses question/concern with coach and parent

If not resolved.....

Level 3: Student discusses question/concern with coach, parent and athletic director

If not resolved.....

Level 4: Student discusses question/concern with coach, parent, athletic director and school administration

Student Transportation Department:

Level 1: Parent discusses question/concern with bus driver

If not resolved.....

Level 2: Parent discusses question/concern with bus contractor

If not resolved.....

Level 3: Parent discusses question/concern with Director of Transportation (Matt Richter, [780-826-6038](tel:780-826-6038) / matt.richter@nlsd.ab.ca) **OR** School Administration

If not resolved.....

Level 4: Transportation Appeal Committee

Inclement Weather

Inclement weather may lead to bus runs being cancelled. Runs may be cancelled due to bad road conditions, cold outside temperatures, high wind chill factors and visibility problems. School buses will not run when: ☐☐ the wind chill exceeds -45 degrees Celsius at 4 Wing or at Lac La Biche Airport **Or** ☐☐ the outside air temperature, as measured at 4 Wing or at Lac La Biche Airport, equals or exceeds -40 degrees Celsius.

Cancellations will be announced on the following radio stations:

CHED 630 AM

CJXX (K-Rock) 95.3 FM

CJEG (Kool) 101.3 FM

CILB (Big Dog) 103.5 FM

CKBA (River) 94.1 FM

CFCW 790 AM

CKLM (Goat) 106.1 FM

Northern Lights School Division No. 69 Student Transportation website is updated regularly with cancellations or delays at <http://www.nlsd.ab.ca/Transportation.php>. Please note: The parent is the primary decision maker on whether or not they will send their child/ children to school by bus, or any other method of transportation, during inclement weather conditions.

Accidents

In the case of a serious accident, the school will make every attempt to contact parents/guardians. In the interim, we will provide first aid treatment. If the school cannot reach you, we may arrange transportation to the Bonnyville Health Centre. Only parents/guardians are allowed to authorize medical treatment, therefore, it is very important that we have a current and emergency phone number.

SCHOOL COUNCIL

The H.E. Bourgoin School staff would like to encourage parents to become involved in the H.E.B. School Council Committee. The School Council meets approximately 7-8 times a year with a 7:00 p.m. meeting start time. The October organizational meeting will organize the School Council for this school year.

The School Council is an advisory association that can provide input from the parents and the community prospective to the school administration. The Principal and/or Assistant Principal attend all School Council meetings in order to answer questions directed toward the school administration from the School Council. A strong, active School Council is highly recommended by the H.E. Bourgoin team. We are looking for dedicated, interested parents who are interested in becoming involved in the operation of H.E. Bourgoin School.

VOLUNTEER PROGRAM

Parents and extended family members are encouraged to participate regularly at the school in classroom activities, during Exploratories and as participants in the large group physical education program. We continually seek ways for all stakeholders in the learning community to be a contributing member to the education of our students at HEB. Through the years, our school has benefited from parent and community volunteers who have generously given their time to help in various aspects of the school. If you are interested in becoming a volunteer at the school, contact the front office or complete the sign-up sheet that is distributed to parents/guardians at the commencement of the school year.

Although not a complete list of opportunities, the following descriptions may help you decide that you may be valuable to the school in a specific area.

Classroom Volunteer: If you are a volunteer in the classroom you would be assigned to help students on an individual basis or small group with specific assignments especially in the areas of language arts, math, social, and science and with our exploratory classes.

Classroom Materials Preparation: Volunteers are needed to assist with classroom material preparation. This could include photocopying, laminating, putting up bulletin board displays, and organizing classroom materials.

Coaching: If you are interested in supporting our school sports teams either at the junior or senior level, you would work with our athletic director/physical education teacher and staff coaches.

Library: The library has effectively utilized volunteers on an annual basis to assist with Book Fairs, organization and maintenance of library collection, and special events to strengthen literacy skills.

Breakfast Program: (*Taost Tuesday, Smoothie Wednesday, Bagal Thursday, Fruit Friday*) Volunteers for the breakfast program are required from 8:00-8:45 a.m. (or earlier) to assist with preparing snacks for the students.

Note: *Any individuals wishing to coach students in extra-curricular school sports team(s) and/or attend a school field trip that requires sharing overnight accommodation with students, are required to complete the following:*

Acquire and give proof of the following

- Criminal Record check with “vulnerable sector”
request letter attached; complete in person at the local police station
- Child Welfare check
request letter and “Intervention Record Check” form attached; complete and drop off in person at North Central Child and Family Services – Bonnyville office (New Park Building, 5201-44 Street, main floor - 780-645-3324)

Read the following document

- Administrative Procedure 490 – School Volunteers

Complete the following documents

- NLSD F490-3 School Volunteer Agreement
- NLSD F490-4 Volunteer Registration Form

Attend an orientation/meeting and read any accompanying documents that cover

- Relevant school and Division policies and regulations

- Overview of volunteer's role and responsibilities
- Expectations of the school