



Botha School Handbook 2017-18

“The Future Begins With Us”

Belief Statements

-The purpose of education is to instill a love of lifelong learning, a sense of confidence and to give students the skills and abilities to solve problems that benefit themselves and their communities.

- Students learn best through experience.
- It is the commitment of our school to create experiences for students in safe and caring environment.
- All students can learn and experience success. With that said, it is expected that students are active participants in their own learning. Students will achieve success through attention, effort, full participating and application of learned skills with the understanding that mistakes are necessary for learning.
- The best educational opportunities for our students are possible when parents and the community work together with school staff, administration and the Board

Principal’s Message

While we hope that you enjoyed your summer break, the staff of Botha School are very excited to welcome students back for another successful year.

At Botha School, we believe that students are at the centre of decisions that we make on a daily basis. We strive to ensure that Botha students are safe, respected and happy members of our school community. We also believe that our parent community is an equally important part of the success of our students and school. We encourage parents to participate in the daily learning activities of their child by talking to their child about their learning and by using planners to openly communicate with us.

In the coming year, we remain committed to student success. We will continue to focus on helping students build great literacy skills. We also want to continue to create great learning experiences for your child with the goal of every child becoming confident problem solvers.

As always, we welcome your feedback. Should there ever be any questions, please do not hesitate to drop in or contact us phone or email.

Sincerely,



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Botha School Staff 2017-18

Mr. Mike Flieger	Principal- Grades 5-6 (Math and Science)
Mrs. Angela Boxma	Kindergarten
Ms. Melissa Burton	Grade 1-2
Mrs. Nadine Maxwell	Grade 3-4
Mrs. Katherine Melnyk	Grade 5/6 (ELA and Social Studies)
Mrs. Gayle McMillan	Secretary/Educational Assistant
Mrs. Amy Kobi	Educational Assistant
Mrs. Lisa Reiter	Educational Assistant

Botha School Council and Executive

Meetings are held at least four times each school year. They provide an opportunity for staff, parents and community members to be involved and informed.

Meetings will be announced on the school website and letters sent home at least one week prior to the meeting date.

Meetings are open to all parents and stakeholders.

Executive for the 2017-18 school year were as follows:

Mrs. Candace Waugh	Chair
Mrs. Megan McPhee	Vice- Chair
Mrs. Tamara Rutz	Secretary/Treasurer



Our Roles in Ensuring Success

As a **student**, I will:

- Always try to do my best work, believing that I can and will learn.
- Be kind and helpful to my classmates.
- Show respect for myself, my school, and other people.
- Show respect for property by not stealing or vandalizing.
- Come to school prepared with my homework and my supplies.
- Spend at least 15 minutes each day reading at home.
- Talk with my parents each day about my school activities.

As a **teacher**, I will:

- Show respect for each child and for his or her family.
- Make efficient use of learning time.
- Provide a safe and comfortable environment that's conducive to learning.
- Help each child grow to his or her fullest potential.
- Provide necessary assistance to parents so they can help with assignments.
- Enforce school and classroom expectations fairly and consistently.
- Supply students and parents with clear evaluations of progress and achievement.
- Use special activities in the classroom to make learning enjoyable.
- Demonstrate professional behavior and a positive attitude.

As a **parent/guardian**, I will:

- Show respect and support for my child, the teachers, and the school
- Ensure that my son/daughter maintains good attendance
- Attend parent-teacher conferences
- Talk with my child each day about his or her school activities.
- Ensure that my child reads each day, according to expectations by grade

Hand in hand, we will work together to carry out this work



Homework @ Botha School

Homework assigned on a nightly basis (Monday- Thursday) will consist of reading, studying spelling words or practicing math facts. **The time that it should take to complete this work should be approximately 10 minutes for Grades 1-2, 15 minutes for Grade 3-4 and 20 minutes for Grade 5-6.**

In certain circumstances, when a student has failed to complete an assignment in class, or when a student has missed time, then this “catch up” work may be assigned to be done at home. In cases such as this, the teacher will communicate this with parents via a note in this agenda.

We ask that parents sign off on student homework each night by signing the agenda.

There will be no punishment for homework that is missed, however whereas we believe that this work is important, repeated failure to complete homework may have a negative impact on student learning.

At the teacher’s discretion, there may be a reward program put in place for completion of reading minutes, for excellence in spelling, etc.

Assessment/Grades @Botha School

Students and parents are issued 3 formal report cards per year at Botha School. In addition, students are given an a “preliminary learning report” at the end of September.

The goal of these report cards are to inform parents about learning habits, areas of strength, concerns, and next steps for learning.

Botha School, as with most other elementary schools, uses outcome based assessment. Students do not receive percentage marks, and marks are not averaged. Student learning is rated using a 5 point scale where 5 indicates high achievement and independence and 1 indicates difficulty in a given area of study.

Students are assessed on an ongoing basis. While tests and quizzes may be administered, these are only some ways that teacher’s gauge student learning. All assignments are important and we always encourage students to give the absolute best effort.



Expectations Regarding Student Behaviour

According to the Alberta School Act (section 7) students are expected to conduct themselves so as to comply with the following code of conduct:

- be diligent in pursuing their studies
- attend school regularly and punctually
- co-operate fully with everyone authorized by the Board to provide education programs and other services
- comply with the rules of the school
- respect the rights of others.

Dress Code

Students at Botha School are very young and should be dressed accordingly.

- 1) Shorts or skirts that are too short, or tops that are too short or revealing, expose the stomach, are examples of clothing choices that are not appropriate in a school setting.
- 2) Clothing that promotes or brings awareness to hate, persecution, intolerance of others, unhealthy lifestyles, etc. are not allowed at school.
- 3) Students are expected to have two sets of shoes at school.**
- 4) One pair is to be worn inside while the other is to be worn outside only.**
- 5) Students do not change for gym classes but will be required to wear school athletic uniforms for athletic matches.

Cold/Wet Weather Concerns

Please ensure that your child is appropriately dressed for the weather. They are expected to go outside twice a day during recess, and when scheduled for Physical Education.

Believing that it is important that students have the chance to access fresh air and be active, only in extreme circumstances will students be asked to stay in during recess. At Temperatures of -30 or below, students, will have an indoor recess. In raining weather, the staff will come together to make a reasonable judgement as to whether or not students should go outside for recess.

Note; It may be a good idea to have an extra pair of pants and socks in the locker or student backpack during periods of wet weather.



Personal Property and Cellphones

Except in cases where students are permitted to bring personal items to school for Show and Tell or other school projects, the staff of Botha School cannot be responsible for personal items. It is for this reason that we do not allow students to bring items such as toys, electronic devices, etc.

Students may bring cell phones to school when permitted by their parents. As with all personal property, students are responsible for the safekeeping of their phones. Please note, student cell phones must be turned off and kept in student backpacks once the student is on school property.

Note: We request that lunch kits and all outer clothing items, including footwear, be identified with your child's name.

Field Trips

Field trips are meant to supplement classroom experiences. Information will be sent home prior to each field trip and you will be asked to sign a permission slip. It is a district expectation that this slip be signed before your child is allowed to go off site. To avoid disappointment, please ensure the permission slip is signed and returned to your child's teacher by the due date. **Parental involvement is always welcome on field trips.**

Student Health

Medication

There are times when parents need the help of school staff with the administration of medications to their children. Please ask office staff for a Request for Assistance to Administer Medication Form when this happens. You will need to complete the form, ask a medical doctor to complete small portion of the form, and return the form and medication (with a prescription label and the child's name) to the office before we are allowed to give the child the medication at school. This form is a directive of Clearview Public Schools.

Lice

Lice are an unfortunate part of life at an elementary school. They will infest anyone. Our practice with lice at school will be as follows: Teachers will send students they suspect as having lice to the office where office staff will check their hair. Parents will be notified if we find lice and will pick their children up from the school and keep them home until treated.



Communication Plan

Botha School does its best to update its website regarding important dates and upcoming events. We invite you to check this resource often. Clearview Central Office also updates bus routes that are delayed on our site on a daily basis.

At the beginning of each month, the school will send home a brief newsletter as well as a paper calendar for you to post.

In term of updates regarding field trips, ie. students returning late/early, we prefer to use the Remind app. Please contact us should you want more information on this app.

In the case of emergency, such as a sudden school closure, an announcement will be made using School Messenger which has the ability to make an automated call to your cell phone, landline and send mail to your email address quickly.

Bell Schedule

Botha School uses the same bell schedule Monday through Friday. Please see below:

8:25 AM	Students admitted to lockers
8:35 AM	Beginning of morning activities- National Anthem, Lord's Prayer
8:40-10:40	Period 1
9:40-10:40	Period 2
10:40-11:10	Lunch/Recess
11:10-11:45	Literacy Block
11:45-12:30	Period 3
12:30-1:20	Period 4
1:20-1:50	Lunch/Recess
1:50-2:20	Period 5
2:20-2:50	Period 6
2:50	Students are dismissed