



Botha School
Clearview Public School
Parent & Student Handbook
2024-2025

“The Future Begins With Us”

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Welcome

Welcome to Botha School. The staff are excited for the opportunity to work alongside parents and the community as we support the learning and development of students. This handbook serves as a reference for families for our school so that we all know the expectations and guidelines that have been put in place to ensure a safe and caring environment that maximizes learning opportunities. Please keep this handbook handy throughout the year as a reference.

Belief Statements

- The primary purpose of education is student learning in keeping with Alberta Learning's Program of Studies.
- Students learn best in a positive school environment where they feel safe, respected, and cared for.
- All students can learn and experience success.
- Students have a responsibility to participate fully in the achievement of their educational success.
- The best educational opportunities for our students are possible when parents and the community work together with school staff, administration and the Board.

Hours of Operation

Please ensure that your child attends school regularly and arrives on time. Punctuality is an important life skill and ensures your child will not miss out on important learning necessary for success.

First Bell rings at 8:30 am (Doors to the school will open at 8:20)

First recess from 10:02 am - 10:22 am

Lunch 12:02 pm - 12:20 pm

Lunch Recess 12:20 pm - 12:35 pm
Last bell to dismiss students rings at 2:50 pm

Students who live in Botha are encouraged to go home directly after school to check in with their parents to ensure student safety, and avoid worry and concern. For students who ride the bus, if there are changes made to their regular routine, please inform the school as well as their bus driver.

****Students will need a signed note to ride a bus with another student.**

After School Program

The After School Program will run every school day. Teachers and support staff will run the After School Program Monday through Thursday and there will be a cost associated with the program. ***Fridays are run by the Family Resource Network and will be free of charge for all students.*** The Program will start at 2:50pm and run until 4:00pm. Please call the school if you are running late.

****IF buses are canceled, there will be NO after school program running on that day.**

The cost will assist in making sure we have the supplies to run the program as well as pay support staff for their additional hours.

Full Time one child -- \$40.00 per month

Full Time two children -- \$70.00 per month

Full Time three or more children -- \$90.00 per month

10X Punch Pass -- \$50.00 per child

Drop in Fee -- \$5.00 per child

If you would like to send your child please sign your child up with one of the following:

Call the school, email Joy/Gayle, write a note in the child's agenda.

Cash and cheques will be accepted for payments. If you are interested in this program, please contact Joy Corpataux at jcorpataux@clearview.ab.ca.

Absentee Check Program

Please email your child's teacher and Joy, or call the school when they are absent from school, late in arriving, or send a note if they will be picked up during the school day, or if they have a different routine from their usual dismissal routine. If a student is absent and we have not heard from you, the office will call home to check in. Regular and

punctual attendance is important to a student's progress at school and to his or her personal development. The Province of Alberta School Act requires that all students attend school regularly and punctually.

[Administrative Procedure 330 -- Student Attendance](#)

Family Holidays Taken While School is in Session

Students spend a good amount of time in school learning through discussions and hands-on activities. This change from years past makes it difficult to send homework with children while they are on a vacation. For this reason we will not send work in advance of a family vacation. When you return from vacation, the staff are happy to help students catch up on missed learning.

If a student is absent for the day, teachers will work with that student to catch them up. There is a lot of work that happens in a classroom that cannot be sent home, such as projects, class discussion, videos etc.

School Division Calendar

<https://www.clearview.ab.ca/download/460865>

School Fees

- Agendas
- Student Union (per student)
- Grade 6 camp (when applicable)

Fees are payable on School Cash Online anytime before the end of that school year. Cheques can be made payable to Clearview School Division.

Safe and Caring School

The staff at Botha School believe that a safe and caring environment is imperative to student learning. To maintain a positive culture in our community all partners need to respect themselves, respect each other, and respect school property. To ensure a safe place for our students, our school division has the following policies and procedures:

[Administrative Procedure 311 -- Student Safety](#)

Supervision

Staff supervision is provided during all aspects of the students day, including in the halls before and after recess. Staff will be supervising outside during recess breaks . To help us

ensure the safety of your child, we ask that students not arrive at school before 8:20 am, as adequate supervision will not be provided before that time.

Locked Outside Doors & Sign In Sheet

The school has a doorbell installed so that community members can still access the school but provide another layer of safety for our students by keeping the doors locked. We encourage parents to still be active members in our school but please use the doorbell located by the main entrance so that we are aware of who is in our building at all times.

We also ask that all visitors sign in on the sheet located by the main entrance. Please provide your name and the date/time you arrive. When you exit the school, please sign out, providing the time of departure.

[Administrative Procedure 156 -- Visit Protocol](#)

Cold Weather

Please ensure that your child is appropriately dressed for the weather. They are expected to go outside during recess and we want them comfortable during that time. Students may be asked to stay in the classroom during recess when we are experiencing extremely cold conditions. 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

We request that lunch kits and all clothing items be identified with your child's name. Our lost and found items are laid out by the water fountains when you enter the school. We encourage students to grab their items if they see them there. All students are responsible for securing their valuable items.

Student Health

It is important that clear and open communication is maintained between parents and the school regarding student health. When students are at school, in order for staff to provide adequate care and supervision, please inform the school of any health related concerns.

[Administrative Procedure 315 -- Emergent Student Health Support](#)

[Administrative Procedure 316 -- Ongoing Student Health Support](#)

Allergy Aware

We are an allergy aware school so that means you are able to bring in peanuts, peanut butter etc.

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 a small portion of the form, and return the form and medication to the office before we are allowed to give the child the medication at school. This form is a directive from Clearview Public Schools.

Lice

Life is an unfortunate part of life at an elementary school. They will infest anyone. Our practice with lice at school is 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 school and keep them home until their hair has been treated. Quick attention to this issue helps reduce the spread.

Student Behavior

Under 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
- Cooperate 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

[Administrative Procedure 350 -- Student Code of Conduct](#)

Computer Use Agreement

[Administrative Procedure 140 -- Computer Network Acceptable Use](#)

Cell Phone

[Administrative Procedure 145 -- Student Use of Personal Electronic Devices](#)

If students bring their cellphones to school, they are to stay in their lockers in their backpacks during the school day. They are not allowed to take their phones out for recess or lunch breaks. If students are found on their cell phones during the school day we will follow the following protocol.

- **First offense:** The student's mobile device will be confiscated by a staff member and held in the classroom **until the end of class**. The student's parent/guardian **may** be contacted and informed of the student's failure to follow the mobile device procedures.
- **Second offense:** The student's mobile device will be confiscated and held in the school office until the end of the school day. The student's parent/guardian will be contacted and informed of the student's refusal to follow the mobile device procedures.
- **Third & subsequent offenses:** The student's mobile device will be confiscated and held in the school's office until the student's parent/guardian is able to come and pick it up. Repeated violations of the mobile device guideline will result in escalating consequences, including parent-teacher meetings, detention, and potentially restricting the student's ability to bring a device to school.

Bus Expectations

Riding a bus is a privilege, not a right. We expect students to follow these guidelines to ensure the safety of all students. Failure to do so may result in the removal of bus privileges.

- Sit properly and quietly in your seat, facing the front while the bus is in motion.
- Always promptly obey orders given by the bus driver.
- Be properly dressed for the weather.
- Be on time at your pick up point.

It is very important, for you as a parent, to contact the school and your bus driver if your child(ren) will not be riding the bus.

[Administrative Procedure 350 -- Student Conduct on School Buses](#)

Student Assessment

The collection of evidence related to a students' learning is known as assessment. It consists of teacher professional judgment in the form of observations, conversations, products, and student reflection on progress. Classroom assessment is broad-based

including a variety of evidence gathered over time using varied assessment methods. While student learning is measured in relation to learning outcomes from the Alberta Program of Studies, some students' programs are adapted or modified in one or more subjects to meet their individual learning needs. Three times a year the school will issue report cards which include teacher comments and levels of achievement. Each report card reflects students learning for that particular reporting period. Information regarding attendance, behavior, effort, participation, attitude etc., is collected, recorded, and communicated separately from achievement-based evidence.

Report Cards

Report cards are issued three times during the school year. Parent Teachers Interviews are scheduled in conjunctions with the first and second report. We encourage all parents to attend parent teacher interviews as it is important that we work alongside one another to best meet your child's needs while they are in school.

Student Extra Curricular and Co-curricular Activities

Extra curricular and co-curricular activities can have a positive impact on students' learning, social development and enjoyment at school.

Field Trips

Field trips are meant to supplement classroom experience. 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 teachers by the due date. Parental involvement is encouraged in field trips as requested. **Additional fees may be charged for field trips.

Parent Drivers

In order for parents to drive students they must have \$2million insurance coverage, and Clearviews Policy will cover liability over \$2million. See Gayle to fill out the appropriate forms.

School Council

Botha School is blessed with an amazing group of parents who participate in the School Council. Council members provide input and assistance to the principal regarding educational issues throughout the year. The council is also involved in raising funds for special projects, and supports the various extra curricular and co-curricular activities. Serving on our school council is an excellent opportunity for parents to work with the

school to effectively support and enhance student learning. School Council meets are posted on the calendars and facebook page.

[Administrative Procedure 110 -- School Councils](#)

[Administrative Procedure 110-2 Appendix B -- Suggested Code of Ethics for School Council Members](#)

Contacting School and Staff

Communication between staff and parents is critical, and an open line of communication is key to a successful partnership. If you have classroom concerns please email or call your child's teacher. If there are concerns outside of the classroom, please contact Joy Corpataux either by email or phone the school. Due to the busy schedule of a school day, your email or call may not be addressed immediately, but you can expect a response within the next day. Please use your discretion when contacting staff during the evenings and weekends, respecting their time with their families.