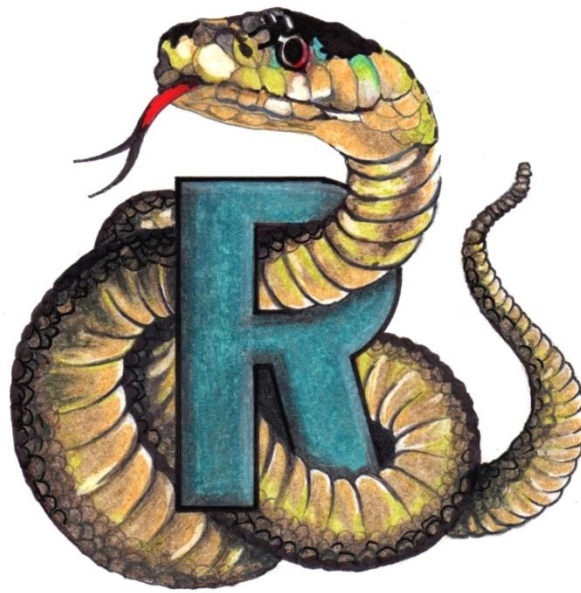


# ROLLING HILLS SCHOOL HANDBOOK 2017-2018



**Rolling Hills School**  
322 – 4 Street  
P.O. Box 60  
Rolling Hills, AB T0J 2S0

**School Principal: Nicole Short**  
**Phone: 403-964-3640**

School Website: [www.rollinghills.grasslands.ab.ca](http://www.rollinghills.grasslands.ab.ca)

Grasslands Website: [www.grasslands.ab.ca](http://www.grasslands.ab.ca)

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## I. EDUCATIONAL PHILOSOPHY

### A. **Rolling Hills School Mission Statement**

Rolling Hills School strives to create an environment of learning, respect, and acceptance that ensures all students set high standards to achieve academic success, as active life-long learners who contribute to society.

We envision a school where...

- students will develop creative expression and individual talents
- everyone is physically and emotionally safe
- everyone takes responsibility for their own actions
- parents, community, and staff encourage and support students
- students will be lifelong learners
- students are technologically literate and globally-minded
- students will communicate effectively and work cooperatively
- students will think critically, solve problems, make informed choices, and strive to achieve academically to their highest potential
- students will demonstrate the rights and responsibilities of good citizenship
- students show respect toward themselves and others regardless of differences

### B. **Grasslands School Division**

**Vision** – A community of learners dedicated to student success.

**Mission** – To provide educational opportunities that develop the competencies of our students to enable them to be engaged thinkers and ethical citizens with an entrepreneurial spirit.

#### **Values –We value:**

Engaged Thinkers Who:

- Know how to learn: to gain knowledge, understanding or skills through experience, study, and interaction with others
- Think critically: conceptualize, apply, analyze, synthesize and evaluate to construct knowledge
- Identify and solve complex problems
- Apply multiple literacies: reading, writing, mathematics, technology, languages, media and personal finance

#### **Ethical Citizens Who:**

- Demonstrate global and cultural understanding, considering the economy and sustainable
- Demonstrate good communication skills and the ability to work cooperatively with others.
- Manage information: access, interpret, evaluate and use information effectively, efficiently, and ethically.

#### **Entrepreneurial Learners Who:**

- Identify and apply career and life skills through personal growth and well-being.
- Innovate: create, generate, and apply new ideas or concepts
- Create opportunities through play, imagination, reflection, negotiation, and competition

## II. SCHOOL OPERATION

### A. School Year Calendar

Final Grasslands 2017-2018 Calendar																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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## B. BELL SCHEDULE

Morning Bell:	8:30 a.m.	Outside Recess:	12:05—12:35 p.m.
Period 1:	8:35—9:10 a.m.	Transition Time:	12:35—12:40 p.m.
Period 2:	9:10—9:45 a.m.	Period 6:	12:40—1:15 p.m.
Period 3:	9:45—10:20 a.m.	Period 7:	1:15—1:50 p.m.
Transition Time:	10:20—10:25 a.m.	Transition Time:	1:50—1:55 p.m.
Morning Recess:	10:25—10:40 a.m.	Afternoon Recess:	1:55—2:10 p.m.
Period 4:	10:40—11:15 a.m.	Period 8:	2:10—2:45 p.m.
Period 5:	11:15—11:50 a.m.	Period 9:	2:45—3:20 p.m.
Lunch Break:	11:50 a.m.—12:05 p.m.	Afternoon Dismissal:	3:20 p.m.

## C. Busing & Transportation

Students living in the country will be transported to school on Grasslands busses. Questions with regard to route and times should be directed to the bus driver. Disciplinary problems are the responsibility of the bus driver. Should parents experience a minor problem regarding busses, their concerns should first be directed to the bus driver. Should this fail to resolve the problem, they should contact the school principal.

**It is the responsibility of parents and/or students to inform the bus driver if students will not be on the bus in the morning and/or afternoon.**

When picking up children after school, parents **must** park in the designated parking lot beside the school or behind the busses **ON THE SAME SIDE OF THE ROAD AS THE SCHOOL**. Please **do not** park on the south side as children have to cross the road between parked busses, creating a dangerous situation.

## D. Volunteers

All persons wishing to volunteer for school related functions **MUST** complete:

- Criminal Record Check with vulnerable sector
- Superintendent Approval Form

In addition, persons wishing to transport students using personal vehicles **MUST** also meet the following requirements:

- The driver is in possession of a valid driver's license appropriate to the vehicle
- The driver is over 18 years of age
- The vehicle is appropriately registered
- A minimum of \$1,000,000 liability insurance is carried on the vehicle.
- Volunteer driver must complete and sign the Volunteer Automobile Authorization Form
- Volunteer drivers must obtain an Annual (current school year) Driver's Abstract

## E. Opening Exercises

Opening exercises each day will include the Canadian National Anthem and daily announcements.

### III. PROGRAM OF STUDIES

The Program of Studies for elementary and junior high are mandated by the Department of Education. Copies of the Program of Studies are available for viewing at the school or at <https://education.alberta.ca/programs-of-study/programs-of-study/>.

### IV. STUDENT ASSESSMENT

#### A. Parent/Teacher Conferences and Report Cards

Report cards will be issued three times a year. *Meet the Teacher* evening will be held during the first month of school. Parent/teacher conferences will be held twice a year as scheduled. Telephone calls and/or conferences may also be requested by either the teacher or parents at any other time during the year.

#### B. Formative and Summative Assessment

Students will be assessed regularly using Formative Assessments to monitor student progress and needs. Summative Assessments will be used at the end of each unit to evaluate if students have met the outcomes of each unit. Only the results of Summative Assessments will be reported on the Formal Report Card.

#### C. Recognition of Academic Achievement

It is hoped that recognition of academic achievement will encourage pride in one's achievements, encourage greater effort on the part of the students, and instill pride in the school.

##### Requirements - Junior High

*Grade 7, 8 and 9* require a minimum average of 80% in the four core subjects: Language Arts, Math, Science and Social Studies. In addition, they must have an 80% average in their complementary courses and Physical Education and Health.

#### D. Grade Nine Graduation Awards

Three awards are presented to grade nine graduates each year: Leadership Award, Top Academic Award, and Citizenship Award. All awards are sponsored by the Rolling Hills Community Club.

##### 1. *Rolling Hills Community Club Leadership Award of \$100*

This award goes to the grade nine student who best exemplifies the spirit of leadership in activities within the school. The award recipient is selected by an Awards Committee from the Ladies Community Club and will be presented with the award at the grade nine graduation ceremony.

##### *Criteria:*

- a). This award will be presented annually to a grade nine graduate of Rolling Hills School
- b). The student must have exhibited one or more of the following qualities:

- displays a positive attitude and is a good role model
- motivates peers to take responsibility for the school and the community
- promotes and volunteers for extra-curricular activities e.g. students' union, spirit council, field trip planning and other innovative programs.

c). Students must submit a resume and a letter giving concrete examples of instances where the student has demonstrated the above qualities.

**The deadline for application will be the first Monday in June of each year.**

**2. *Rolling Hills Community Club Academic award of \$100***

This award is presented annually and goes to the student of Rolling Hills School with the highest academic average for the grade nine year in the four core subjects (math, language arts, science, and social studies).

**This award is based strictly on academic achievement so students do not need to apply for this award.**

**3. *Rolling Hills Community Club Citizenship Award of \$100***

*Criteria:*

a). This award will be presented to a grade nine graduate of Rolling Hills School.

b). The student must have exhibited one or more of the following qualities:

- assisting and helping other students and staff and members of our community
- demonstrating thoughtfulness and consideration of others
- demonstrating charitable acts and sharing qualities
- involvement in community groups, events and activities

c). Students must submit a resume with two references and a letter giving concrete examples of instances where the student has demonstrated the above qualities.

**The deadline for application will be the first Monday in June of each year.**

## **V. STUDENT SUPPORT SERVICES**

### **A. Support services**

Grasslands School Division is committed to providing the best possible programs and services to all students. We have an extensive network of professional services available to all students including Family Wellness mentors, Psychologists, Behavior Consultants, Occupational Therapists, Speech Language Pathologists, Physical Therapists and consultants in the areas of literacy and learning and innovation. These professionals are in our schools providing ongoing consultation and support to teachers, administrators and assistants.

Your child/student may see different members of this team in their classrooms at various times working with school based staff. If, at any time, it is felt that support from one of these professionals would be beneficial to your child specifically, you will be contacted by the school to discuss the services recommended.

If you have any questions, please feel free to contact your school's administrator.

### **B. Hearing screening Opt Out**

Hearing screening will be conducted (by registered Speech Language Pathologists) throughout the school year at all Grasslands School Division. School-age hearing screenings are an integral tool in identifying children with hearing loss who were not identified at birth, lost hearing due to lack of follow-up, or who developed hearing loss later. Without mandated routine hearing screenings in schools, students with unilateral, less severe, or late-onset hearing loss may not be identified or will be misdiagnosed and managed. Efforts to provide consistent protocols, screener training and follow-up through school-age will help ensure that children with hearing loss are identified and managed in a timely manner, and thereby minimize negative academic consequences. (Source: <http://www.asha.org/Advocacy/state/School-Age-Hearing-Screening/>)

Parents will be notified of their child's results only if your child fails two screenings on two different dates. Further consultation and follow up from an audiologist will be recommended.

If you DO NOT want your child to be screened, please contact one of the Speech Language Pathologists listed below.

Jennifer Heinrichs, MSc, R.SLP  
[jennifer.heinrichs@grasslands.ab.ca](mailto:jennifer.heinrichs@grasslands.ab.ca)  
403-362-8729 ext. 113

Karmen Zich, MSc, R.SLP  
[karmen.zich@grasslands.ab.ca](mailto:karmen.zich@grasslands.ab.ca)  
403-362-8729 ext. 110

## **VI. HEALTH AND SAFETY PROCEDURES**

### **A. Grasslands School Division Student Conduct - *Policy 905***

The Grasslands School Division Board of Trustees recognizes its responsibility to work with parents, staff and students to ensure that all students and school staff are provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.



### *Guidelines*

1. Schools' student conduct procedures must address expectations for student behaviour and consequences that are age appropriate and take into consideration individual circumstances.
2. The Board authorizes school personnel to enforce school rules:
  - a) on school property at any time.
  - b) during school hours at any place.
  - c) at school co-curricular or extra-curricular activities at any time and at any place.
  - d) during any recess or lunch periods on or off school board property.
  - e) while traveling to and from school.
  - f) on vehicles used for the transportation of students to and from school and school activities.
  - g) off school property and beyond the hours of school operation if the behaviour or conduct detrimentally affects: the personal safety and well-being of students or staff members, the school climate, or the governance and operation of the school.
3. The Grasslands administrative procedures and school procedures must:
  - a) demonstrate procedural fairness.
  - b) require actions that are act fair, reasonable, and appropriate.
  - c) demonstrate progressive discipline that clearly illustrates interventions and due diligence in meeting the needs of students.
  - d) collect evidence based on first-hand information, not second-hand or hearsay.
    - i. interview students separately and do not tell them that what they share is confidential.
    - ii. ensure appropriate steps have been taken to gather evidence.
  - e) demonstrate that the process has maintained a balance between the safety of students/teachers and the rights of the student being disciplined.
  - f) ensure members of the Student Conduct Committee have not received any details of the case or predetermined consequences before hearing the case.
  - g) ensure that for students expelled to distance learning/online learning programs, such programming is educationally appropriate.
4. The Board shall form a Student Conduct Committee to hear recommendations for expulsion; this committee shall consist of three trustees from the Grasslands Board.
5. The Board delegates authority to the Board Student Conduct Committee to hear and decide on expulsions using the procedures outlined in Section(s) 24 and 25 of the School Act or Education Act Section 36 or 37.

## **B. Dispute Resolution**

The Grasslands Board of Trustees is committed to providing a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging. It is recognized, however, that periodically disputes will arise when large numbers of people interact. The Board expects that processes will be in place to ensure that concerns and complaints identified by parents, students or community members are dealt with in a candid, cooperative and timely manner.

### *Guidelines*

1. The Board recognizes that all members of the school community (students, staff, parents and neighbours) have a right to voice their concerns in an appropriate manner to the proper school division personnel.

2. The Board believes that when issues are dealt with openly, honestly and respectfully, they can usually be resolved before a formal dispute resolution process is required.
3. If the dispute involves employees only, the process for resolution is described in Administrative Procedure 720 Employee Conduct.
4. If the dispute involves a suspension or expulsion, Policy 905 Student Conduct and Administrative Procedure 905 Student Conduct apply.
5. If the dispute results in an appeal of a decision concerning specialized supports and services to a Grasslands child or student, Policy 920 applies.
6. Other appeals concerning Grasslands children or students will be dealt with as described in Policy 910.

### *Procedures*

1. It is expected that concerns or complaints will be brought forward in a respectful manner, at an appropriate time and place and not:
  - a) in the presence of students;
  - b) during instructional time; or
  - c) in the presence of an employee's co-workers
2. Respectful behaviour of all parties is expected. If the complainant's behaviour is disruptive to the workplace she/he will be requested to leave and return later.
3. Concerns and complaints are best resolved as close to the source of the concern or complaint as possible. Therefore, the first step is for the complainant to approach the employee and provide him/her an opportunity to resolve the dispute.
4. If the complaint is initially raised with someone other than the employee involved in the dispute, the complainant shall be informed of the required process.
5. The employee shall meet with the complainant as soon as possible and respond in a courteous and constructive manner. Unless there is a concern about employee safety, this meeting shall be one-to-one and in person.
6. If the dispute is not resolved through a meeting with the employee, the complainant may contact the immediate supervisor who will meet with the complainant, either alone or with the employee present, depending on the circumstances, and follow up to assist in resolving the dispute.
7. If the supervisor has been unable to assist with a successful resolution of the dispute, the complainant may request the superintendent to deal with the dispute personally or delegate a senior central office administrator to do so.
8. Disputes will be referred to the Board only if the superintendent has been unable to assist with a successful resolution.
9. The Board will create, on a case-by-case basis, a Dispute Resolution Committee to deal with situations that have not been resolved successfully by employees, and have been referred to the Board.
  - a) Real or Perceived Bias - The Alberta Court of Appeal has divided "bias" into three different categories:
    - i) an opinion about the subject matter so strong so as to produce fixed and unalterable conclusions;
    - ii) any pecuniary bias, however slight;

- iii) personal bias, due to association with a party or hostility to a party, to the extent there is a real likelihood of bias or an appearance that justice cannot be done in the circumstances.
- b) Any trustee who believes that he/she may be perceived to be biased based on the above, shall declare himself/herself ineligible to sit on the committee that will deal with that specific dispute.
- c) If one of the parties to the dispute challenges the presence of a trustee on the committee on the basis of perceived bias, and the trustee chooses not to excuse himself/herself, the Board shall decide whether or not the trustee can sit on that committee.

10. The superintendent shall provide the Committee with a summary of the dispute and the actions taken to resolve the situation.

11. The parties involved in the dispute shall be given an opportunity to meet with the Committee as soon as possible and present their interpretation of the events or actions that led to the dispute and the reasons that it has not been resolved.

12. The Committee shall deliberate with no one else present and will inform all parties of a decision with seven days of the meeting.

### **C. Attendance**

Compulsory Attendance - Failure to attend regularly and punctually interferes with the learning of the individual and the group; therefore, students will be encouraged to attend regularly and on time. This will, in most instances, require support from parents or guardians. Punitive grading is not an acceptable strategy. In severe cases of unacceptable absences, the student may be referred to the Attendance Board, which can make an order under section 128 of the School Act, or subsequently sections 45-50 of the Education Act. Actions can include:

- i. directing the student to attend school;
- ii. directing the parent of a student to send the student to school;
- iii. directing the student to take an education program, course, or program;
- iv. reporting the matter to a director under the Child, Youth and Family Enhancement Act; Administrative Procedure 905 Student Conduct Page 3 of 14
- v. imposing a monetary penalty not exceeding \$100 per day up to a maximum of \$1000 to be paid to the Crown;

#### *School Attendance Procedure:*

Homeroom teachers enter attendance at the start of first period and at the start of sixth period (after lunch). If students are absent and no call has been received from a parent/guardian, the administrative assistant will call home to inquire as to the reason for the absence.

### **D. Dress Code**

Clothing worn to school must be suitable for a learning environment and respectful to students, staff and parents. It is expected that students do not wear swimsuits, halter tops, or clothing that exposes undergarments or does not adequately cover the student. Any clothing that displays vulgar or derogatory images / language, displays alcohol, drug or tobacco content, or displays images or text that may imply any of the stated items are not permitted at school. We do understand that students and parents have varying opinions regarding appropriate attire for school, but it is the job of the school to ensure a learning environment that respects the expectations of all people in the school and community and promotes a positive learning environment for students and staff.

Should a student wear inappropriate clothing they will be asked to turn the article inside out or remove it. Students must dress appropriately for the weather and are expected to wear appropriate foot wear at all times while in the school. Emergencies or drills may require students to be outside so students are to be prepared for those. Students are asked to remove muddy footwear when entering the school. Physical Education students are to wear proper gym attire for Phys. Ed. Classes. A separate pair of white soled or non-marking shoes is to be worn in the gym.

### **E. Student Illness/Accidents at School**

Students who become ill or have an accident at school will be made as comfortable as possible. Parents will be called as soon as possible. If the school is unable to contact the parents, the emergency contact number will be used. If a student is seriously ill or injured, parents will be immediately advised to pick up their son or daughter. If time does not permit, the student will be taken directly to the clinic or hospital.

When an accident occurs, the teacher in charge becomes responsible for taking the necessary steps in dealing with the student. Within twenty-four hours of the accident, a written report by the teacher summarizing the details and circumstances of the accident, and signed by the principal will be completed.

### **F. Emergency Closing**

*Grassland's Policy 510 states:*

The Grasslands Board of Trustees believes that schools in the division have the responsibility to remain open, if at all possible. The safety of the students shall be the primary criterion to determine whether a school remains open.

*Policy*

The decision to close schools because of weather or other emergent reasons shall be made by the principal and the superintendent or their designates, after reviewing the details of the situation.

*Guidelines*

1. School closing decisions will be made for individual schools. In communities with more than one school, the decision to close a specific school will be a collaborative decision coordinated through the Board office.

A decision to close a school will be based on the following:

- a) Power outage; utilities failure (and the expected duration of same)
- b) Emergent reasons

2. If the school is not safe for occupants, the principal will arrange for students to go to the prearranged emergency evacuation location until transportation home can be arranged.
3. If the decision is to close a school prior to the school day commencing.
  - a) The principal will notify the transportation supervisor and the radio station as soon as feasible after the decision has been made to close a school (preferably by 7:30 a.m. in cases where the school will not open.)

- b) Principals will ensure that a plan is implemented to accommodate students and parents who did not hear closure announcements. All commonly used student entrances to the school will be opened by 8:00 a.m., or students will be directed to the emergency evacuation location.
- c) Principals will ensure that appropriate arrangements are made for any students who do arrive at school to be kept safe until they can return home.
- d) No student under 12 will be sent from school earlier than usual unless an adult or older sibling is home, or another parent-approved adult takes the student from the school.
- e) When the school is closed for students, staff members will be given specific directions regarding their attendance.
- f) School closure will normally preclude students participating in school or school - sponsored events that day or evening.

- 4. If the decision is to close a school during the school day.
  - a) The principal will notify the transportation supervisor and the radio station as soon as feasible after the decision has been made to close a school. No student under 12 will be dropped off earlier than usual unless an adult or older sibling is home.
  - b) The principal will coordinate contact with parents to transport students who do not travel by bus.
  - c) Students will remain at the school or the emergency evacuation location until transportation has been arranged.

## **VII. PARENT INVOLVEMENT**

Students benefit greatly when parents are involved in their schooling. While we recognize that all parents cannot come into the school and work with their children, simply listening to them read at home, checking their homework on a regular basis and talking to them about what's happening can prove invaluable.

- A. School Council** - We have a very active School Council. Everyone in the community is welcome to attend any of the meetings.

The purpose of this council is to:

- 1. Serve as a liaison between the parents and the school in an advisory capacity;
- 2. Create a sense of community and spirit of cooperation among teachers, students, parents and the community at large;
- 3. Consider and advise on school philosophy, policy and programs; and
- 4. Promote and support various educational activities of the school and the school community.

## **VII. STUDENTS' UNION**

The students in grades seven, eight, and nine make up the Students' Union. Nominations, speeches, and elections will be held in September to decide officers for the Students' Union. Each junior high student signs up for a position on one of the committees determined by the student body.

The Students' Union sponsors various fundraising activities to help fund their extra-curricular athletic and educational activities. They also help fund and organize activities for the entire school population and the community.

## **IX. FAIR NOTICE LETTER – THREAT ASSESSMENT**

Notice to parents and community that Grasslands schools are required to respond, as provided for in local policy, in all cases of students posing a threat to themselves or others. The safety of our children is a top priority for all of us. Grasslands School Division have plans in place for responding to all situations in which students may pose a threat to themselves or others.

The Grasslands policy requires that principals complete formal threat assessments in all cases of students making significant threats to harm themselves or others. This message is intended to provide fair notice to all that, as a school community, we will be responding to all high risk behaviours to ensure we can protect the existing healthy, caring learning environment.

When students' behaviours pose a potential threat to safety or serious harm, the Grasslands School Division Violence Risk Threat Assessment (VTRA) Protocol helps Administrators take further steps to protect students' well-being. The protocol helps schools respond quickly to threatening incidents such as: possession of a weapon or a replica weapon, bomb threats or plans, verbal, written or electronic (internet, text) threats to kill or injure oneself or others or other threats of violence, fire setting. The VTRA Protocol outlines how a school responds immediately to threatening behaviour.

Administrators may first bring together a School VTRA Team. If the situation is serious, the Administrator may also consult with the Superintendent of Schools, and call in members of the community. This community team may include representatives of community agencies who work with us to keep our schools safer such as local police, children's mental health organizations or Human Services. Parents and guardians will be notified as soon as possible in the VTRA process. If parents/guardians cannot be reached, or if they choose not to provide consent, but a concern for safety still exists due to threatening behaviour, the threat assessment may still proceed.

Personal information shared throughout this process will respect and balance each individual's right to privacy with the need to ensure the safety of all. As always, student safety is our first priority. If you have any questions regarding the Grasslands VTRA Protocol, please contact your local school Administrator.