

# **Beacon Hill Elementary School**



## **Beacon Hill Elementary School**

29 Brookstone Drive  
Sylvan Lake, Alberta T4S 0M1  
Phone: (403) 887- 8455  
Website: [beaconhillschool.ca](http://beaconhillschool.ca)

## **Chinook's Edge School Division #73**

4904-50 Street  
Innisfail, Alberta T4G 1W4  
Phone: (403) 227-7070 or 1-800-561-9229

## **School Staff 2022-2023**

Principal	Mr. Trevor Sanche	
Vice Principal/Inclusion Coordinator	Ms. Suzanne Thibault	
Administrative Assistants	Mrs. Adrienne Booth Mrs. Cherilyn Michaylow	
Kindergarten	Mrs. Lacey Robley Mrs. Andrea Weimer	
Grade 1	Mrs. Alicia Diachuk Mrs. Lisa Hiron Ms. Jeanne Rasmussen	
Grade 2	Mrs. Michelle Jacobs Mrs. Michelle Pengelly	
Grade 3	Mrs. Tammy Burton Mrs. Brooklyn Thudium	
Grade 4	Mrs. Sheri Christoffersen Ms. Tia Susnyar/Mrs. Debbie McKinlay	
Grade 5	Mr. Kevin Pizzey Ms. Jordyn Hall	
Grade 5/6	Ms. Kim Niemela	
Grade 6	Mr. Justin Bander	
Educational Assistants	Ms. Nicole Bianchi Mrs. Jenny Braitenback Mrs. Susan Foulds Mrs. Cayley Norton Mrs. Andrea Reiser Mrs. Tara Smith	Mrs. Kelly Bradshaw Mrs. Shawna Eleniak Mrs. Mandi Hyatt Mrs. Camilla OpdenDries Mrs. Joanne Sikma
Music Library Technician Early Literacy RTA	Mrs. Kerry Heisler Mrs. Lindsay Haugan Mrs. Andrea Gulayets Ms. Kara Gustum	
Family School Wellness	Mrs. Melissa Frank-Douglas	
Custodial Staff	Mr. Ben Carter Mrs. Karen Horn	

# ***BHES School Routines and Expectations***

## **Absentee Analysis**

The BHES principal will do an analysis of student absences throughout the school year. It is our belief that absentee rates at or above 10% are detrimental to a student's academics, health, and wellness. The principal will contact parents when a student's absence rate exceeds 10%.

## **Accident or Illness**

In the event of a serious accident or illness at school, parents or emergency contacts will be notified. It is the parent's responsibility to provide emergency contacts.

## **Agenda (Communication) Bags**

We encourage all K-2 students to purchase an agenda bag. These are purchased from the school at a cost of \$5. It's a great tool for students to transport their materials, such as library books, between home and school.

## **Attendance Policy**

According to the Alberta School Act, students are expected to attend school regularly and punctually. It is the responsibility of the parent to ensure their child follows these policies. Please inform teachers and/or office staff if your child will be away from school. Also, please ensure your child is on time for school.

**The bell to enter the school rings at 8:32 am. Classes begin at 8:40 am**

## **Bell Times and Security**

Our morning bell rings at 8:32. This is when designated student doors open and students can enter the school. The front door will open at 8:00. Only kindergarten students and those students who are late for school use the front doors.

**Bell Time:**    Doors open – 8:32  
                    School begins – 8:40  
                    Lunch break – 12:20-1:00  
                    End of day – 3:05

### **Security (Doors)**

The front doors will be open from 8:00am-4:00pm.  
All other doors will open at 8:32, every recess break and at 3:05.  
All but the front doors will lock 5 minutes after recess ends.

## **Bus Transportation**

Transportation - **Phone: 1-800-561-9229 or (403) 227-7067.**

Please notify the bus driver in advance if your child will not be riding the bus home from school. Communication between parents, the bus driver, and the school is very important. Students are required to follow the Chinook's Edge School Division #73 policy regarding bus conduct, which is available at the office. **Students must ride their assigned bus only.**

## **Cell Phones and Electronic Device Policy**

Cell phones and other electronic devices are not to be used on school property and should be locked in school lockers during the school day. If students or parents need to contact each other during the day, this can be done through the school phone (front office: (403)887-8455). Devices and cell phones must be locked in a locker.

Many devices are equipped with cameras and video cameras. It is strictly against the law and the school rules to take pictures and/or video of students and/or classmate other than when it is part of a school sanctioned activity. Devices are not allowed outside at recess.

## **Collaboration & Professional Development Days**

Staff collaboration and professional development days are scheduled throughout the year. Students do not attend school on these days. (See school calendar for dates).

## **Courtesy Phone**

A courtesy phone is located in the school's main office. Students must have permission from the Administration Office personnel and their homeroom teacher to use this phone during school hours and after school. They should have all after-school plans arranged prior to coming to school in the morning. The courtesy phone is for unforeseen situations. Messages from parents during school hours will be given to the student's teacher to give to your child immediately.

## **Damaged Property**

For safety reasons, **accidental** property damage should be reported by students to teachers or the office for repairs. Vandalism of school property will be charged to the students who are responsible. Damaged or lost library books and textbooks are the student's responsibility to replace.

## **Field Trips**

Field trips that are scheduled throughout the year can be a valuable and enriching educational experience for students. All field trips are pre-approved by the principal and consent is needed by parents or guardians. Parents are encouraged to assist in supervision whenever possible. These opportunities will be at the request of the teacher(s). A Criminal Record check and a Child Intervention check must be completed in order to help supervise during all school activities.

## **Field Trip Fees**

Field trip fees are calculated based on the expectation that the majority of students will be in attendance. The fees include the cost of the field trip plus the bussing cost. Field trip fees will be removed in their entirety if you contact the teacher or school office with notification of your child's absence prior to the day of the field trip. If no prior notice has been given and, at the last moment, your child is sick or unable to attend, the fees may be prorated to reflect the cost of the non-refundable bus fee. The portion of the cost that belongs to the venue may be reimbursed. If you have any questions, please contact Mrs. Michaylow in the school office.

## **Fire and Emergency Regulations**

Fire drills and emergency procedures are posted in each classroom and are reviewed with students. Fire, tornado, and lockdown drills are held throughout the year as practice for these procedures to help staff and students learn the applicable evacuation routes and processes.

## **Footwear**

Suitable footwear should be worn according to weather conditions. Outdoor footwear should be removed and placed on boot racks in their assigned boot room. Indoor shoes should be worn at all times inside the school building. Non-marking running shoes are best for use in the gymnasium and halls.

## **Lunches/Snacks**

**Note: our lunch break time is 12:20 to 1:00.**

**Please remember that BHES is a Nut and Peanut Free school.**

Students may bring their lunch to school each day. In order to make eating lunch at school a positive experience for all, students are required to follow these rules:

- **Keep your hands, feet, and other objects to yourself;**
- **stay in your desk;**
- **use an inside voice;**
- **place your garbage in the garbage can and clean your space.**

Students who choose not to follow these rules also choose not to have the privilege of eating in their classroom.

In order to ensure the safety of our students, we ask that students who regularly stay for lunch bring a note if they are to go home for lunch.

**Students will not have access to microwaves.**

## **Library Services**

Students may browse through the shelves, sit, and read in the reading areas or familiarize themselves with the library computer programs. Our library technician provides support to students in many ways, such as assistance in research projects and book exchanges.

Annual book fairs and author visits help to make the library a favorite place within the school.

## **Lockers and Classroom Cubbies**

Grade K-6 students will be assigned a locker by their homeroom teacher. It is the student's responsibility to see that his/her locker is kept clean and neat. If a student in grades 4-6 chooses to bring an electronic device to school, a lock must be used to secure their locker, as devices will be stored in the locker. **Please use school combination locks only. Locks will be made available to students, from the office, at a cost of \$5.00/year.** Replacement locks will be made available at a cost of \$5.00 if they are lost. Any unreturned locks at the end of the school year will be subject to an additional \$5.00 fee. Any locks that break will simply be replaced.

## **Lost and Found**

Students and/or parents are encouraged to check the lost and found boxes often. Lost items will be on display in the school year at all times. Also, the items can be seen on the BHES website - these photos are updated on a regular basis. Unclaimed items will be donated to charity.

## **Medical Information**

It is extremely important that the school be advised of pertinent medical information concerning students. The appropriate adults also need to be informed if there are any changes to a child's medical profile.

School Board policy requires that no medication be administered to students unless a parent or guardian has filled out a Chinook's Edge School Division #73 form requesting medication be given. These forms are available in our BHES office.

## **Newsletters and Weekly Updates of Events**

A school newsletter and calendar of upcoming events will be sent home at the beginning of each month. The newsletters help to keep parents informed and enable them to plan family activities around school events. Newsletters can be accessed on our school website ([beaconhillschool.ca](http://beaconhillschool.ca)) as well.

Weekly updates of the next week's events will be sent by Messenger (email) to parents each Thursday at 3:45 p.m.

## **Online Payment and Online Field Trip Consent Forms**

At Beacon Hill, 100% of payments are paid online through the Parent Portal. Access to our online payment is available on our school website ([beaconhillschool.ca](http://beaconhillschool.ca)).

Our Beacon Hill field trip consent forms are now completed online as well. The consent forms are sent as a link to a parent's email.

## **Out of Bounds Rule**

In order to ensure the safety of all students, going off school property is considered out of bounds; it is dangerous and against school rules. Students, who normally stay for lunch, must have a note from their parents/guardians, if they are going off the premises at lunchtime and must check out at the office before leaving the school.

## **Parent Questions and Concerns**

Parents are asked to telephone their child's teacher, the principal (Mr. Sanche), or the vice-principal (Ms. Thibault) when they have a question or concern. The school phone number is (403) 887-8455.

## **Parent Volunteers**

There are a number of important tasks parents can perform in order to assist the efficient operation of our educational programs. Please talk to your child's homeroom teacher about getting involved. We are always interested in having parents help with our Early Literacy Intervention program. Please keep in mind that all school volunteers must have their Criminal Record Check and Child Intervention Check completed.

## **Progress Reports and Parent/Teacher Conferences**

Progress reports (report cards) are issued two times throughout the school year. These will be issued at the end of January and the last day of school in June. Parent/teacher conferences are scheduled in November and in March. **All parents are invited to participate in the November and March interviews.** Parents are encouraged to contact their child's teacher(s) at any time throughout the year if/when concerns arise or progress information is desired.

## **School Year Calendar**

A school calendar is available in the office or online. A monthly calendar is accessible on our school webpage ([beaconhillschool.ca](http://beaconhillschool.ca)) and the yearly calendar is available on the [CESD website](#). The school calendar highlights the days of operation, holidays, most special days, and other important events.

## **School Council (Parent Advisory Council)**

We encourage all parents to attend the monthly school council meetings. This is a great way to further support the school.

## **School Upkeep**

Students are encouraged to keep the school building and the grounds as clean and neat as possible. Instilling pride in students is one of the school goals and keeping the school neat and clean involves a team effort.

## **Smoke Free Space**

Smoking is not permitted in the building or anywhere on school grounds. Chinook's Edge School Division #73 policy has designated all school property as a non-smoking area.

## **Student Absences**

We would appreciate a phone call to the office when your child is absent. If we do not receive a notification of absence, a phone call to your home will occur that will inform parents/guardians of the absence.

## **Student Dress Code**

With the warmer weather in the spring and fall, and the beautiful sunny days, it is important to think about our school dress code. Please keep the following in mind:

- When wearing shorts, they should be an appropriate length.
- When wearing shirts/blouses, they should be an appropriate length and appropriate material – covering to the waist line and not see through or mesh.
- When wearing shirts/blouses, they should cover sufficiently.
- Slogans and logos – clothing should not have or represent inappropriate slogans or logos, which would include but not be limited to: alcohol and drugs, obscenities, nudity, discriminatory, or anything negative or offensive.

## **Student Supervision**

School supervision begins at 8:20am each day. Students should not be dropped off before 8:20am as there is no supervision outside of the school. Also, there is only supervision outside of the school after school until 3:20pm. We insist that all students go directly home before returning to the school to play on our play structure.

## **Visitors to the School**

Visitors are welcome at our school, especially when such a visit is associated with the educational enhancement of students. For the protection of our students, all visitors are asked to sign in at the office.