

# DAYSLAND SCHOOL

## Parent & Student Handbook



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## **INTRODUCTION-PRINCIPAL'S MESSAGE**

At Daysland School, our mission statement is “The heart and soul of our community.” We strive to maintain a safe, caring, and welcoming culture where students have the opportunity to grow academically, socially, and emotionally.

We are extremely proud of the relationships our staff build with students and their families. We work together as a team by maintaining open lines of communication with our stakeholders. Our staff truly know our students as individuals, and we collaborate with families to ensure our students reach their full potential. This is a responsibility our staff take to heart and work daily to achieve.

The purpose of this handbook is to provide a better understanding of how Daysland School operates. While it does not cover every aspect of our school's operations, it provides basic information that will serve as a helpful reference. For further information please visit our school website, which can be accessed here, [Daysland.brsd.ab.ca](https://www.daysland.brsd.ab.ca). We publish and distribute a monthly newsletter, *The Daysland Digest*, which contains valuable information regarding what's happening in our School and the extended Daysland School community. On social media, you can visit us on [X](#), [Instagram](#), and [Facebook](#). We also host a [YouTube channel](#) where you can view live school events or take a look at past ones as well.

As part of being “the heart and soul of our community,” Daysland School values the role that parents play in their child's educational experience and the support they provide to our students and the school. Please feel welcome to call or email if you have any questions, feedback, or concerns regarding school operations or your child. We are here to assist you, so don't hesitate to reach out.


Wes Wilson  
Principal

## TREATY RECOGNITION

We acknowledge that the land on which we gather, traditionally known as Asiniskaw Sipisis (Stoney Creek), is Treaty 6 territory and a traditional meeting ground for many Indigenous peoples. This land provided a traveling route and home to the Maskwacis Nêhiyawak, Nakoda, and Tsuut'ina Nations, the Métis, and other Indigenous peoples. Their spiritual and practical relationships to the land create a rich heritage for our learning and life as a community.

## OUR BEHAVIOR MATRIX

*This behavior matrix serves as the backbone for our school culture and expectations for students and staff.*

<b>We Are Dynamic Aspiring Young Students...</b>			
	<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>
<b>Instructional Time and Places</b>	<ul style="list-style-type: none"> <li>- Be cooperative and kind</li> <li>- Use appropriate language and actions</li> <li>- Honour other's right to learn and their boundaries</li> <li>- Use the spaces provided with consideration for others</li> <li>- Be an active listener</li> </ul>	<ul style="list-style-type: none"> <li>- Be prepared and willing to work</li> <li>- Keep the room tidy</li> <li>- Use technology and personal devices appropriately</li> <li>- Be accountable for yourself and your property</li> <li>- Active listening and participation</li> </ul>	<ul style="list-style-type: none"> <li>- Keep your surroundings in order and clutter free</li> <li>- Be aware of emergency procedures</li> <li>- Move safely in designated areas</li> </ul>
<b>Non-Instructional Time and Places</b>	<ul style="list-style-type: none"> <li>- Treat property appropriately and with care</li> <li>- Use appropriate language and volume</li> <li>- Include others</li> <li>- Understand and follow expected rules and instructions</li> </ul>	<ul style="list-style-type: none"> <li>- Appropriate use of the school and shared equipment</li> <li>- Model appropriate and positive behaviour</li> <li>- Clean up after yourself</li> <li>- Recognize that rules apply to off-campus locations</li> </ul>	<ul style="list-style-type: none"> <li>- Report any concerning incidents to supervisors</li> <li>- Appropriate awareness of personal space</li> <li>- Move carefully and consider others in the area</li> <li>- Appropriate use of social media and technology</li> <li>- Stay within designated areas</li> <li>- Use equipment safely</li> </ul>

## INSTRUCTIONAL TIME

Instructional time encompasses all periods dedicated to learning and school activities. This includes scheduled class times, assemblies, and large group gatherings where attendance is required. During instructional time, students are expected to be actively engaged in learning and participating in educational activities.

## **PROGRAMMING**

We offer well-balanced programming within our K-12 school. In our elementary grades, we place a strong emphasis on literacy and numeracy, with programming focused on meeting students where they are and helping them progress. While our primary focus is on reading, writing, and math skills, we ensure that other core and non-core subjects are not neglected. In addition to the core subjects, our Grade 1-6 students enjoy Music and Art classes, and we also provide French classes for our Grade 4-6 students.

Our junior high students have access to a wide variety of courses. Along with core subject instruction, the junior high timetable includes option classes that rotate on a quarterly basis. These options include, but are not limited to, Outdoor Education, Leadership, and Art. We also have CTS labs for Home Economics and Woods.

Although we are a small high school, Daysland offers a variety of programming choices, including all diploma exam subjects. We also provide opportunities for students to participate in Physical Education, CTS courses, and several off-campus programs, including Work Experience, RAP, and the Green Certificate program.

## **HEALTHY SCHOOL COMMUNITY**

### **PHYSICAL ACTIVITY**

Daily physical activity is essential to the physical, emotional, and academic well-being of children. At Daysland School, students have the opportunity to participate in daily Physical Education classes. Additionally, our Grade 10 students complete PE 10 as part of their graduation requirements. Beyond PE class, our elementary students enjoy three recess times each day, and our secondary students have access to the gym during lunchtime. Please see our [Athletics Handbook](#) for more information regarding our school sports programs.

### **CANTEEN**

Our secondary students have access to a canteen that offers a variety of healthy food options during lunch time. The canteen is organized and run by both students and staff and is located in our school common area.

### **BREAKFAST PROGRAM**

Our school offers a free breakfast program to all students in Kindergarten-Grade 12. Once per week students are provided a hot breakfast which includes menu items such as pancakes or toast. Other days they are provided a “grab and go” option like healthy muffins, granola bars and fruit.

### **HOT LUNCH PROGRAM**

In conjunction with our School Council, we provide hot lunch options on a weekly basis throughout most of the school year. To find out more information about our hot lunch program, please visit this [link](#) located on our school website.

## HOPE MISSION LUNCH

At Daysland School, we are fortunate to work with Hope Missions, who aim to provide healthy lunch options to students throughout BRSD. They will provide lunches as needed to students throughout K-12.

## WELCOMING AND CARING

At Daysland School, we strive to ensure that all of our students feel welcome and cared for. We accomplish this through the following initiatives:

- **Behavior Matrix:** We ensure that our students are familiar with our Behavior Matrix, which we promote using positive "we will" statements focused on being respectful, responsible, and safe.
- **Mental Health Capacity Builder (MHCB):** Students have access to MHCB programming, which offers age-appropriate lessons on a variety of topics for K-12 students. These topics include, but are not limited to, resilience, conflict resolution, growth mindset, digital wellness, and study skills.
- **Student Wellness Facilitators:** Students can access our Student Wellness Facilitators. Parents and teachers can request referrals, and students over the age of 16 can self-refer.
- **Student Leadership Opportunities:** We offer student leadership opportunities related to mental health and wellness. Our high school Mental Health and Wellness Committee focuses on highlighting the importance of mental health care and organizing school events that support student well-being.
- **Collaborative Team Meetings:** During staff collaboration days throughout the year, we hold Collaborative Team Meetings to identify students of success, as well as those who require additional support and targeted assistance.
- **Community Building:** We foster our school community by holding monthly assemblies to celebrate the accomplishments of our students both in and out of school. Additionally, throughout the school year, we build connections between students from Kindergarten to Grade 12 through our cross-graded Squads. Students work together on tasks and activities with peers from different grades to build relationships and enhance school culture.

## ASSESSMENT

Assessment is the process of collecting and interpreting information to inform our students and parents about the progress being made toward academic program goals. It is ongoing and focuses on both the learning process and the final product. Assessment methods may include conversations, observations, various submitted work for evaluation, peer evaluations, and self-reflections on learning. Regular assessment, whether formal or informal, enables teachers to provide both students and parents with continuous feedback on each student's learning progress. For more information, please see [BRSD Administrative Procedure 360](#).

At the beginning of a course, secondary students are provided with a course outline that clearly defines the evaluation standards and describes the learning outcomes that will be covered throughout the course.

## POWERSCHOOL PORTAL

Both students and parents have access to up-to-date assessment information through PowerSchool. By using the link provided on our [school website](#), you can view your child's academic progress in any course, as well as their attendance history. This information is password-protected, and students can access their information by signing into PowerSchool using their BRSD Google Accounts. Parents signing in for the first time can follow the instructions in this [video](#) for instructions on how to access your child's information.

## REAL TIME REPORTING

Since the start of the 2022-23 school year, we have been piloting Real-Time Reporting. In this method of reporting student progress, we rely solely on PowerSchool to provide current information on your child's progress. Teachers regularly provide assignment-specific comments with feedback on students' successes, areas for development, and strategies for improvement. This approach allows parents to receive more relevant and timely information about their child's progress and opens the door for meaningful conversations between students, parents, and teachers. Assignment comments are updated regularly, particularly in Literacy and Numeracy for elementary students and in core classes for secondary students. Please note that one of the key differences with Real Time Reporting is that report cards are not sent home. Families will rely solely on PowerSchool for assessment updates.

## LEVELS OF ACHIEVEMENT

When assessing student work, our elementary classes utilize a level of achievement which is how their marks are entered into PowerSchool. Here is an overview of the levels:

<b>Academic Achievement of Provincial Expectations</b>	<b>Grades 1 to 3 Achievement</b>
Good understanding and application of concepts and skills	Proficient
Basic understanding and application of concepts and skills	Achieving
Limited understanding and application of concepts and skills; see also teacher comments	Developing
Does not yet demonstrate the required understanding and application of concepts and skills; see also teacher comments	Not Meeting

Academic Achievement of Provincial Expectations	Grades 4 to 6 Achievement
Very good to excellent understanding and application of concepts and skills	Exemplary
Good understanding and application of concepts and skills	Proficient
Basic understanding and application of concepts and skills	Achieving
Limited understanding and application of concepts and skills; see also teacher comments	Developing
Does not yet demonstrate the required understanding and application of concepts and skills; see also teacher comments	Not Meeting

- Secondary students are graded using traditional percentages.

#### PARENT-TEACHER CONFERENCES AND STUDENT-LED CONFERENCES

At Daysland School, we host Parent-Teacher Conferences early in the fall for all grades. The purpose of these early conferences is to open lines of communication and set a positive tone for the school year. We encourage parents to share their perspectives on their child's strengths and areas for growth. Our staff are also eager to hear from parents about strategies that have worked in the past or suggestions that might help their child succeed.

In the spring, we host a second round of Parent-Teacher Conferences for our Grade 7-12 students. During this time, our elementary students and teachers hold Student-Led Conferences. Students use these evenings to formally showcase their learning and achievements to their parents, while also providing an opportunity for questions and discussions between parents and teachers. Please refer to our school calendar for specific dates.

#### APPEAL PROCEDURE

Any student has the right to appeal a teacher-assigned mark for a course. If a final mark is in question, the following steps should be taken:

1. **Discuss Concerns:** Address your concerns about the final mark with the classroom teacher who provided the evaluation.
2. **Written Appeal:** If you remain dissatisfied, submit a written appeal to the school principal within one week of receiving the final mark. The appeal must include your reasons for contesting the mark.
3. **Principal's Response:** A response will be provided in early February for semester one appeals and at the beginning of September for semester two appeals. The Principal's decision may be further appealed to the School Board if desired.



## **CONNECTING WITH THE SCHOOL**

### **SCHOOL WEBSITE – [Daysland.brsd.ab.ca](http://Daysland.brsd.ab.ca)**

The Daysland School website is a fantastic resource for all aspects of our school's life, including virtually all of the supporting documentation that underlies the publication of this handbook. The site also contains current information on bus route cancellations, upcoming events and hosts the access link to the Rycor online payment platform and the Powerschool Student Information System.

### **PHONE AND EMAIL**

Parents have several options for reaching staff at the school. All teachers have email addresses and welcome correspondence via email. Email addresses are shared with parents at the start of the year through letters from the teacher or course outlines and can also be found on the school website. Please avoid using email for last-minute instructions or information. Instead, contact the office staff at (780) 374-3676 for such messages.

### **CONTACTING STUDENTS**

To contact your child at school, please call the office and request that a message be relayed to the student. Except in emergencies, students will receive messages during recess/breaks, lunch break, or at the end of the day. For urgent situations, please inform the office, and we will ensure the message is communicated to the student immediately.

### **NEWSLETTERS**

Important information about activities at Daysland School is published in our newsletter, *The Daysland Digest*. It is distributed to parents on a monthly basis via email and can also be found on our website at [Daysland.brsd.ab.ca](http://Daysland.brsd.ab.ca). Please ensure we have your current email address on file. Parents without email access should contact the office to arrange to receive a paper copy. Parents also receive a weekly message with important events and reminders for the upcoming week every Wednesday.

### **SCHOOL MESSENGER**

Our school uses the SchoolMessenger system to deliver important information via text, email, and phone messages. This system provides updates on events, school closures, safety alerts, and more directly to your mobile phone, email, or home phone. Parents and students can receive messages through text or by using the SchoolMessenger app. The app offers 24/7 access to important notifications, such as bus cancellations and emergency alerts. To sign up, please contact the office.

## **WHO TO CONTACT IF THERE IS A PROBLEM**

Parents are encouraged to communicate with their child's teacher early, as this is the primary contact for school-related matters. If you need further clarification, please feel free to contact School Administration. For concerns or issues of significant importance, or when the potential for misunderstanding is high, it is best to have a conversation over the telephone or in person. Please feel free to book an appointment to meet with the appropriate contact.

## **DAYSLAND SCHOOL COUNCIL**

The Daysland School Council, along with its financial arm, Friends of Daysland School, have been invaluable partners. They provide input, volunteer support, and financial assistance that significantly enhance and improve our school.

The Council meets on the third Wednesday of each month in our School Learning Commons. There is also an option to join virtually. A Google Meet link is provided on the school website on the day of the meeting.

For more information, you can contact our School Council Chairperson, Teena Kasha [ktkasha@hotmail.com](mailto:ktkasha@hotmail.com).

## **ATTENDANCE POLICY**

Regular student attendance is closely linked to student achievement. Absences, regardless of the reason, can negatively impact student progress. Effective communication between home and school is essential and requires cooperation among students, parents, teachers, and school administrators.

Parents are responsible for notifying the school of each child's absence by calling (780) 374-3676 or emailing their teacher and our Administrative Assistants at [somoth@brsd.ab.ca](mailto:somoth@brsd.ab.ca) and [lrobbins@brsd.ab.ca](mailto:lrobbins@brsd.ab.ca). If an absence is unexplained, parents will be notified by phone from one of our Administrative Assistants (for elementary students) or an automated calling system (for secondary students).

Attendance is a shared responsibility between the parent/guardian and the student. The school will follow the steps outlined below in accordance with Battle River School Division [AP 330 - Student Attendance](#).

- **Elementary:** Teachers take attendance twice daily, before 9:00 am and before 12:30 pm. If a student is absent without a known reason, parents will receive a phone call from an Administrative Assistant.
- **Secondary:** Teachers take attendance each period/block. An automated phone call will be sent at 9:30 am and 1:00 pm if a student is marked absent without a known reason.

In both Elementary and Secondary, if parents are connected to the PowerSchool app, they may also receive notifications regarding their child's absence.

When a student needs to leave the building during the school day, they must sign out at the office in addition to notifying their homeroom teacher. Junior and senior high students can sign

out at the office before leaving and must ensure their parent/guardian has informed the school of the absence. Parents of elementary students must either come into the school or contact the office to inform one of our Administrative Assistants of their child's absence. These procedures help ensure that all students are safe and accounted for.

Students who miss class are expected to work with their classroom teacher to complete any missed assignments, quizzes, tests, etc., within a reasonable, agreed-upon time frame. For extended absences due to family activities, parents should contact the school well in advance to coordinate a plan for missed classes and materials.

## LATE ARRIVALS

Punctuality is crucial for the smooth operation of the school. Late arrivals disrupt lessons and interrupt learning for all students. Additionally, learning to manage schedules and maintain punctuality is an important skill for future employability. Students are expected to be in their classrooms by the first bell.

The following procedures apply to all students arriving late to class:

- **Check-In:** Students who arrive late must check in at the office.
- **Recording:** The Administrative Assistant will mark the student as “Late” in PowerSchool.
- **Chronic Lateness:** If a student is chronically late, a plan will be developed to improve punctuality. Communication methods may include phone calls, emails, classroom communication apps, or in-person meetings.

If attendance becomes a concern, additional measures will be taken to offer support and ensure your child has the best opportunities for success. Administration, with the support of our BRSD Attendance Officer, will collaborate with families to provide further assistance if needed.

Targeted strategies to support student attendance may include:

- **Family Meeting:** Arranging a meeting with the family.
- **Communication Plan:** Developing a communication plan with family, staff, and administration to track and monitor progress.
- **Student Wellness Facilitators:** Connecting with the Student Wellness Facilitator (formerly FSLW) for additional support.

## NON-CLASS PERIODS

As students advance to grades 11 and 12, they may encounter ‘non-class periods’ in their timetables. These blocks of time are designated for students to pursue off-campus opportunities or to have non-instructional periods (spares) based on their programming choices.

Students leaving the building for alternative course obligations should do so according to their prepared timetable. Grade 12 students are granted the privilege of being outside the building during non-instructional time, provided they are meeting their coursework responsibilities. It’s important to remember that this privilege may be revoked if it is misused.

## **ACADEMIC INTEGRITY**

Academic honesty is a core value in our school. It is unacceptable for a student to commit plagiarism and/or cheating on any student work submitted for assessment. Academic dishonesty deprives everyone of quality evidence of student achievement and will be dealt with on a case-by-case basis.

With the increased use and access to Artificial Intelligence, Battle River School Division has adopted the following Framework and Code of Conduct, which Daysland School will adhere to as the starting point for any discussion using AI in schools.

[AI Framework](#)

[AI Student Code of Conduct](#)

Terms of Use for AI platforms in school are as follows:

1. No student use under the age of 13
2. Student use is allowed for ages 13-17 with written parent consent and teacher permission.
3. Students 18+ do not require parental permission (but do require teachers for class use).

## **APPROPRIATE DRESS**

In general, students are free to choose their attire; however, clothing with offensive logos, phrases, or printing is not permitted. Teachers have discretion over whether hats can be worn in instructional areas.

If a student's clothing is found to be inappropriate or immodest, they will be given the opportunity to change or provided with alternative clothing.

## **ALCOHOL, SMOKING, VAPING AND TOBACCO**

To promote the health and welfare of all employees and students, the BRSD Board mandates a smoke-free environment across all buildings, grounds, school buses, vehicles, and properties. Students are not permitted to use or possess tobacco or vape products.

If a student is found with alcohol, tobacco, or vape products, the staff member will confiscate the item, which will be retained by administration. Additional consequences may follow. Students using alcohol, tobacco, or vape products on school property or during school hours may face disciplinary actions, including suspension.

For more information regarding this, please see [AP 165](#).

## **LUNCHTIME ACTIVITIES**

High school students have the privilege of leaving the school grounds during lunchtime to visit the café, store, post office, or bank. However, habitual lateness may result in the loss of this privilege.

Junior high and elementary students are not permitted to leave the school grounds during lunchtime unless they live in town. Special permission may be granted on a day-to-day basis with a note of parental approval. This privilege can be revoked at any time if unacceptable behavior occurs.

## **DRIVING AND PARKING**

Many of our students choose to drive to school. To ensure the safety of all Daysland students, please adhere to the following guidelines:

- **Parking:** Students must park in the designated area on the west side of the school. Overflow parking is on the north side across from the track.
- **Speed Limits:** Obey all speed limits and road signs at all times.
- **Stunting:** Stunting of any kind is not tolerated.
- **Passenger Restrictions:** Due to student and parental liability concerns, student drivers should not transport other students during school hours, including lunchtime.

Parents dropping off or picking up students are also asked to do so safely and to follow all signage, including those for handicap spaces and bus loading zones. This helps ensure the safety of all students before and after school.

## **VISITING OUR SCHOOL**

For the safety of our students and staff, we ask that all parents and visitors report to the office upon arrival during the school day.

- **Dropping Off Items:** If you are dropping off items for students, please leave them at the office. The student will be called down during break time to retrieve the item.
- **Extended Visits:** Visitors staying for an extended period must sign in at the office.

## **STUDENT DROP OFF**

The school doors open at 8:35 a.m. Please avoid dropping students off before this time, as there is no supervision available until then.

## **SCHOOL EMERGENCY**

We know that emergencies can happen at any time, and the safety of our students and staff is our utmost priority. As such, the school division has developed an Emergency Response Plan that will be used in the event an emergency occurs. The following document outlines the key elements of the plan and answers many questions regarding emergency preparedness.

- [School Emergency Program: a Guide for Parents and Guardians](#)

## **INCLEMENT WEATHER**

Reference: [AP #555 Cancellation of School Bus Route\(s\)](#)

Bus routes may be cancelled due to inclement weather. According to BRSD Policy:

- **Extreme Cold:** Routes will be cancelled when the air temperature reaches -40°C or when the combined air temperature and wind chill reach -40°C.
- **Fog:** If fog conditions are severe, the bus driver will contact some parents to assess the situation. If the fog is expected to lift, the driver may attempt the route later (e.g., 10:00 a.m.). If the morning route is cancelled due to fog but conditions improve by afternoon, the driver will attempt the afternoon run to deliver students home.
- **Other Weather Issues:** For cancellations due to winter storms or poor road conditions, drivers are not required to run the afternoon route. Parents who drop off students are expected to pick them up at dismissal.

When a decision is made to cancel all routes serving a particular school, an automatic phone notification will be sent out. Parents and students can also check for route cancellations on the BRSD website at [brsd.ab.ca](http://brsd.ab.ca).

It is important to note that inclement weather days are not “days off” from learning. Secondary students should check their emails and Google Classroom for updates. Teachers will provide opportunities for Google Meets to continue instruction or offer individual or small group assistance. We appreciate family support in ensuring that students use available tools at home to minimize disruptions to their learning.

## **STUDENT OWNED DEVICE POLICY**

Instructional time encompasses all periods dedicated to learning and school activities. This includes scheduled class times, assemblies, and large group gatherings where attendance is required. During instructional time, students are expected to be actively engaged in learning and participating in educational activities.

Daysland School, along with all schools in the Province of Alberta, must adhere to the to [Ministerial Order #014/2024](#) regarding Cell Phones and Personal Devices. Our Battle River School Division [Administrative Procedure #135](#) is the first reference point for student cell phone use in the classroom. Here is an overview of our expectations:

Kindergarten - Grade 6

- Students should not have any electronics at school. This includes during lunch and recess breaks. If students choose to have electronics for the bus ride to and from school, it is to stay in their backpacks while at school.

Grade 7-12 students:

- During instructional time, cell phones and mobile devices must be stored away out of sight, turned off or in silent mode.

- Students are allowed to use their devices during non-instructional times safely and respectfully.
- For privacy considerations, taking pictures, videos, or recordings at school without consent is strictly prohibited.
- If you contact your child on their cell phones, you can expect they will be able to respond during their non-instructional times . If you need a message delivered to your child during instructional time, please call our office at 780 374 3676.

## **TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES**

Battle River School Division has established Administrative Procedures for the safe transportation of students. Below is a general overview of these guidelines. For more detailed information, please refer to [AP 557](#) and [AP 559](#):

- **School-Provided Transportation:** Whenever economically feasible and bus drivers are available, the school will provide transportation to school events.
- **Private Vehicle Transportation:** If the school cannot provide transportation, we may require parents or staff to drive students in private vehicles. Only BRSD-approved drivers may transport students. If you wish to become an approved driver, please contact the office for the required paperwork.
- **Parent-Driven Transportation:** Parents who are not approved drivers may only transport their own child. If you choose to drive your child while school-provided transportation is available (either by bus or approved drivers), a [Decline Transportation Form](#) must be completed. This form can be obtained from your child's coach or teacher for each instance it is required.