



# Camilla School



Name: \_\_\_\_\_

**Camilla School Handbook**  
**Mr. Michael Byrne – Principal**  
 (E-mail: [mbyrne@sturgeon.ab.ca](mailto:mbyrne@sturgeon.ab.ca))

**Camilla School**  
 Box 29, Riviere Qui Barre, Alberta  
 TOG 1YO (780) 939-2074  
 Toll free – (780)973-4311  
 Fax: (780) 939-6364  
 Website : [www.camillaschool.ca](http://www.camillaschool.ca)  
**Office Hours : 8:00 am to 4:00 pm**

## SAFE & CARING SCHOOL

For the safety of our students please enter through the front doors of the school. During school hours all other doors are locked.

### Early Dismissal Dates

Students will be dismissed at 12:20pm on the second Wednesday of each month.

### Visitors & Parking

Please note the bus lane needs to be free from all traffic during morning when buses unload (8:15 to 8:35 am) and end of day bus loading times (2:50 to 3:15 pm). Please do not drive through, pick up or park in the bus lane during these times. Instead park in the large parking lot at the south end of the school (by the school sign). Thank you in advance for following this practice to ensure the safety of our students when they are loading or unloading from the buses.

Please respect the needs of the handicapped. Only vehicles with a handicap parking tag are allowed to park in the handicap parking stalls.

### Students Leaving the School During the Day

To ensure the safety of our children, students leaving the school for any reason during school hours must report to the school office prior to leaving the school premises. For safety reasons and in order to help our students learn, we will be attempting to minimize interruptions to classroom instructional time throughout the day. Parents are asked to please make arrangements for appointments, early pickup, alternate drop off points, etc., with their children before they leave for school in the morning. When an alternate drop off, pick up, etc. is necessary parents must state their request in writing and send it with their child. Only in emergency situations will we deliver messages to the classroom teachers during class breaks and only after the request has been approved by the principal or vice principal.

### Operational Day Schedule

Time of Day	Activity
8:15	Day Begins for Staff
8:30	Busses Unload
8:30 – 8:40	Students Enter Building
8:40 – 8:45	Opening Exercises
8:45 – 9:30	Block 1
9:30 – 10:15	Block 2
10:15 – 10:30	Recess
10:30 – 11:15	Block 3
11:15 – 12:00	Block 4
12:00 – 12:15	Lunch Eating
12:15 – 12:45	Noon Recess
12:45 – 1:05	D.E.A.R. (Drop Everything & Read)
1:05 – 1:35	Block 5
1:35 – 2:05	Block 6
2:05 – 2:35	Block 7
2:35 – 3:05	Block 8
3:05	All Gr.1-6 return to homeroom
3:10	Dismissal for all students

### Staff Meeting Day

8:15	Day Begins for Staff
8:30	Busses Unload
8:30 – 8:40	Students Enter Building
8:40 – 8:45	Opening Exercises
8:45 – 9:30	Block 1
9:30 – 10:15	Block 2
10:15 – 10:30	Recess
10:30 – 11:15	Block 3
11:15 – 12:05	Block 4
12:05 – 12:20	Lunch Eating
12:20	Dismissal for all
12:25	Buses leave

### **Fire Drills & Evacuation Procedures**

Fire drills are practiced throughout the year to teach students particular emergency exit routes. If the fire alarm sounds, the building must be cleared, regardless of the circumstances or event in progress. Tampering with the fire alarm system and fire-fighting equipment is extremely dangerous and is an indictable offense that could result in expulsion from school.

### **Lockdown Information**

A school lock down is an emergency protocol used to keep students and staff safe, to protect everyone concerned and are conducted in the unlikely event a real threat happens. Similar to regular Fire Drill practice, Lockdowns are practiced throughout the school year. At times parents, community members and students will be informed ahead of time as to when the lockdown will be practiced. At other times a spontaneous lockdown will be held. Lock down drills are repeated regularly so that students become habituated and familiar to a passive response in the face of life threatening danger. Students are prepared well ahead of time regarding expectations and procedures. Small practices are done within each classroom as well as school-wide lockdown practices.

### **Search & Seizure**

Lockers belong to the Sturgeon School Division and may be searched at any time by the school administration. A locker search may be undertaken by the administration if they have sufficient reason to suspect that unauthorized substances may be found in a locker. Therefore, throughout the year periodic cleaning and random searches may be held.

### **Buses and Inclement Weather Policy**

The school will always be open during regular hours. School buses may not be operational if weather/road conditions warrant.

Announcements to this effect are made over radio stations CHED, CFCW, AND CISN commencing at 6:30 a.m. The final decision to send a child to the bus stop or to school rests with the parents, even though buses may be operational.

If road conditions warrant or in the event that students are sent home early buses may bring students home without prior notification. PLEASE ARRANGE FOR A SAFE PLACE FOR YOUR CHILD TO GO if this happens and if there is not normally someone at home. Please

ensure that you have filled out and returned to the bus driver the Student Emergency Card given to you at the beginning of the year.

Students should dress appropriately for the weather. Students will be kept inside the school on days when the temperature is below -20° C or if there is a severe cold wind.

### **Student Dress During Winter Months**

All students riding on school buses shall be required to wear winter footwear and to carry with them winter headwear and gloves or mitts from December 1<sup>st</sup> to March 1<sup>st</sup>.

A bus driver may refuse transportation to a student who is not appropriately dressed as provided in this regulation.

### **Instruction of Students during A Period of Suspension of Transportation Service**

Schools shall remain open when school bus services are suspended by the Superintendent, and will receive students who are conveyed to school on days when school bus services is suspended because of inclement weather. Parents who have brought their children to school on days when school bus services are suspended because of inclement weather or hazardous road conditions will be responsible for picking up their children at the end of the school day. On days when the Superintendent suspends school bus services, teachers shall not conduct examinations, nor introduce new material in their courses.

Absences by students on days when school buses do not operate whether as the result of bus failure, a decision of a contractor not to operate, or suspension of transportation services by the Superintendent, shall be deemed to be excusable and shall not affect the granting of credit in school courses.

### Attendance Policy

Regular attendance is a necessary ingredient of success in school. The School Act requires that every child who has attained the age of six years at school opening date and who has not attained the age of sixteen years must attend school.

Reasons of sickness or other unavoidable cause excuses a student from attendance. It is important for parents to cooperate with the school by insisting on regular attendance. It is the responsibility of the student to catch up on work missed during an absence.

When your child is absent, students should provide a signed note or a phone call from parents within 24 hours after each absence that explains why the student was away. A report of total days absent and times late is on the Report Card. Your cooperation is appreciated . Parents wishing to remove their child from the school during school hours are expected to sign them out at the office prior to approaching the classroom teacher. Children will not be released to individuals other than the parent or guardian. Exceptions must receive the prior approval of the Principal.

### Communication

Camilla school makes every effort to communicate with parents/guardians through the following methods:

- Camilla School Web-Site – Please utilize this web-site as a means of information about Camilla School. The web-site address is: [www.camillaschool.ca](http://www.camillaschool.ca). On our site you will find a wide range of information from our School Mission Statement, teachers names and classes, Minutes of Parent Council meetings, homework, fieldtrip information, newsletters etc.
- E-mail – Each staff member at Camilla School has been provided with an e-mail address. Parents are welcome to contact any staff person through their email. All staff e-mail addresses are listed in lower case letters and consist of the first initial and seven letters of the staff persons surname followed by @ sturgeon.ab.ca., eg: [mbyrne@sturgeon.ab.ca](mailto:mbyrne@sturgeon.ab.ca).
- Monthly newsletters – Our monthly newsletter the “Camilla Connection” is sent home with the youngest child in the school. This newsletter lists monthly school activities, upcoming events and happenings within the school as well as a school calendar.
- Student Agendas – Each student has a school agenda which has been designed to help students manage their time, list homework and

assignments, relay messages from the school to home and from the home to school, list absences and appointments and can be an excellent way for the school and parents to communicate.

- Parent Bulletin Board – On this board, located at the main entry, you will find items of interest, details to events and information regarding parent councils.
- Classroom Newsletters – These newsletters provide information that is specific to the teachers’ classroom activities.

### Students Rights & Responsibilities

Section 12 of the Alberta School Act, states: Students shall conduct themselves so as to reasonably 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,
- assume responsibility for their conduct,
- respect the rights of others.

Each student has the right to an education and the responsibility to pursue that education.

Everyone in the school has a right to be treated with courtesy and respect.

### School Wide Expectations

- I can be **Safe**.
- I can be **Respectful**.
- I can be **Responsible** for myself and my learning.
- I can **work together** with classmates and school staff.

### Camilla School Dress Code

In keeping with the philosophy of Alberta Learning, we at Camilla School strive to help our students become productive citizens who are ready to pursue high school and eventually careers in the workforce. As a result, students are expected to conduct themselves in a manner that demonstrates respect and to dress appropriately for a school/work setting.

- Footwear must be worn at all times in the school.
- Hats can be worn to school but must be removed upon entering the school.
- Students must not wear clothing or accessories that have sharp points or edges.
- Students must not wear clothing or accessories that are offensive or depict illegal or immoral behavior.

- Students must wear clothing that covers their chest, back and midriff (no spaghetti straps or strapless/off the shoulder shirts).
- Shorts and skirts must be a reasonable length.
- Make up must be appropriate for the work place.
- The final determination about modesty and/or appropriateness of dress lies with school staff.

#### **Cell Phones & Electronic Devices**

We understand that for some students carrying a cell phone is a necessity; however, we will not allow cell phones to interfere with the operation of the school or learning of others. Cell phones and other electronic devices (i.e. iPods, MP3s, DSs, electronic games, cameras) brought to school must be turned off, stored in the students' locker and out of sight at all times. Cell phones that are visible during the day will be confiscated for the day. The student can reclaim the item from the office at the end of the day. The second time an item is confiscated, the item must be picked up by a parent/guardian from school administration.

Students are responsible for items brought to school. Every effort is made to help students find lost or stolen items; however, staff members are not responsible for items that go missing.

#### **Code of Conduct**

The purpose of discipline at Camilla School is to foster and encourage an atmosphere that is conducive to learning - a place where each member of staff and all of the students feel welcome and safe.

The Discipline Policy applies at school, at school related activities and on the bus.

#### **Liability for Damage to School Property**

Camilla school will charge parents the cost of repairing damaged property pursuant to Section 16(1) of the School Act of Alberta.

#### **Counseling Services**

Camilla School offers a comprehensive school guidance and counseling program which is centered on helping individual students meet their growth and developmental needs – educational, personal, social and career. Delivery of these programs is collaborative and multidisciplinary, involving the school counselor

and other school staff. Program success is based on a close partnership among school, home and community.

#### **Healthy Interactions**

Schools in Sturgeon School Division aim to be as open in their dealings as possible and welcome the involvement of community members, especially parents, in a variety of activities. As with all human interaction, concerns will arise. The Healthy Interactions program is intended to help deal with those concerns in a *consistent, comprehensive* and *credible* manner.

To ensure that concerns are handled with consistency, comprehensiveness and credibility and that all steps in the process have been taken, a template has been developed. This template will be used throughout the Division and is currently available from Sturgeon Schools and on the Sturgeon School Division website. The steps in the process as outlined in the template are:

1. Involvement of the right parties
2. Correctly defining the problem
3. Determining the interests of all parties
4. Generating Solution alternatives
5. Development of an action plan
6. Follow-up action

For more information regarding the Healthy Interactions Program contact your local school or Sturgeon School Division.

## PYRAMIDS OF INTERVENTION

### How do we respond when students are not successful?

The staff at Camilla school is dedicated to providing intervention strategies for students. In addition to classroom teacher expertise on differentiation and modifying curriculum the following resources are available:

- school based counselor
- school based special education coordinator
- division based special education team that includes: speech/language specialists, behavior specialists, psychologists and occupational therapists.
- a solid relationship with Capital Health, Family and Community Services and Morinville RCMP.

### What to do if your child needs help?

- Talk to the homeroom teacher. Express your concerns and ask for the teacher's input.
- The teacher might then refer your child to the Special Education Team for informal/formal assessment with your consent.
- As a team, you, the homeroom teacher, and a member of the Special Ed. Team will determine possible program modifications of placement for your child.
- The key to appropriate intervention is effective communication between teacher and parent.

### Division Wide Programs

- When a student's needs are more specific than what may be addressed by this additional support, Sturgeon School Division offers the following programs within our division. (limited enrolment. Students must meet specific qualifying criteria.) Further information regarding these programs is available from the school office.
- Academic & Social Enhancement Program
- Challenge Programs
- Life Skills Program

### **Camilla School Homework Policy**

Developing a regular study pattern and skills at an early age helps students achieve success in their schooling. A regular schedule for homework helps to develop these skills. Homework for grade 4-9 students is posted on-line. Go to: [www.camillaschool.ca](http://www.camillaschool.ca), click on homework tab., and click on your child's class.

### Purpose of Homework

Homework can range from routine spelling and math drills to visits to local industries. Its form depends, to a large extent, on the purpose for which it was designed.

Some of the purposes of homework are:

- to reinforce lessons taught during class time;
- to give students extra drill in an area where they may need practice;
- to teach students to budget their time;
- to help students develop self-reliance and good study habits;
- to enable parents to see their children's assignments;
- to give experience in research techniques;
- to strengthen the ties between home and school, particularly when parents can help in some way with assignments.
- to catch up on work or assignments missed due to absences.

### Parents Can Help

There are many ways parents can help with homework. These include:

- providing a quiet, regular place to work, helping their children organize their time for assignments;
- being the "audience" for reading practice and spelling and math drills;
- providing information and knowledge for projects;
- using the "agenda" to check for homework and communicate with the teachers.

The support and interest of parents will have a large influence on students' attitudes toward homework. If you have questions about the assignments your children are bringing home, don't hesitate to talk to their teachers.

**General** The actual time required for homework will vary with: the grade level; the student's ability; and the student's use of class time.

### **Report Cards**

Report cards are sent home three times per year – November, March and June. Parent/teacher interviews are held in November and March. Parents and guardians are asked to call in to make an appointment for interviews. Interim report cards are provided by junior high teachers. **Should concerns arise during the school year parents are encouraged to contact the teacher or the school at any time.**

## Head Start

The Head Start Program is offered at Camilla School and works with families and their preschool children to achieve success in learning and life. Their goal is to prepare children for a successful educational experience in partnership with their family and community. Head Start accepts children between the ages of 2½ and 6 years of age and is offered to those who would benefit from development of speech, fine motor or social skills. Children accepted into the Head Start Program must meet the Alberta Education qualifications for funding.

## Religious Instruction – Grades 1 to 6

The program of studies for Grades 1 to 6 follows the “Born of the Spirit” program. Students must have parent permission to receive religious instruction and to attend the religious program of studies. Preparation for the religious sacraments of First Communion, Reconciliation and Confirmation is done at each of the church parishes, and is not part of the instruction taught at school. Please contact your parish for further information regarding sacramental preparation.

## Grades 7 to 9 - Youth Gatherings

Junior high students have the opportunity to join Catholic Youth Gatherings. Youth Gatherings are a series of approximately six sessions which take place during school hours.

## Mass

Mass is held three times a year at St. Emerence Church. Attendance at mass is for students who are enrolled in our religious instruction program and for students who are registered as part of Youth Gathering.

## Enrichment

In addition to differentiation that occurs in the classroom we offer an enrichment program. Students eligible for this program must have a history of exceptional achievement, score well on standardized testing and have parent consent. The program is offered based on teacher expertise and determined school need.

## PARENT INVOLVEMENT

### Volunteers in the School

Parents are encouraged to volunteer to help the school, both in the classroom and elsewhere. Volunteers can make many different contributions to the educational process in school. Tasks may include: reading to children and listening to them read, assisting with classroom discussions, noon hour supervision, helping with plays, demonstrating and instructing in arts and crafts, cooking for outdoor education, making charts and games, and accompanying classes on field trips.

Volunteers are asked to sign in at the office so that their contribution and attending in the school may be recorded.

Volunteers wishing to offer their gifts of time and talents are asked to contact the school office or their child's homeroom teacher.

### Student Advisory Council (SAC)

Has an elected school council consisting of parents, teachers and community representatives:

- to provide for more effective communications among parents and teachers on matters of common interest
- to work toward effective school/community relations;
- to act in an advisory capacity to the Principal and/or the Board of Trustees;
- to work cooperatively with the school for the purpose of improving school programs and facilities;
- to provide leadership for the school;
- to serve as a forum for items of mutual concern.

Council Members for 2010 – 2011 School Year  
A list of the new SAC Council members will be available at the school office June 1, 2010.

All parents are welcome to attend the regularly scheduled monthly meetings held at the school. Minutes are recorded at all meetings and are available at the office or on our website: [www.camillaschool.ca](http://www.camillaschool.ca)

### **Friends of Camilla (FOC)**

“The Friends of Camilla School” is a group of volunteers who provide support and recommendations to the school council on viable services and fundraising opportunities for our school community. This meeting is open to all Camilla “Friends”. The efforts of this committee allow the school council to focus on educational and programming support, allows for a more global view of our school support endeavors and gives a distinct choice for parental involvement, eg. hands on vs. workshops and discussions.

### **Local Advisory Council (LAC)**

The Local Advisory Council is made up of parents who have children attending the Kindergarten Program. The Kindergarten teacher and Vice Principal are also members of this council. An Executive is elected by the membership each year.

The L.A.C. participates in the planning, development, and operation of the local E.C.S. program. It forms a close liaison between the E.C.S. staff and parents. The L.A.C. Chair is also a member on the School Council.

### **AWARDS**

Please visit our school website at [www.camillaschool.ca](http://www.camillaschool.ca) to view a complete list of our awards and awards criteria.

## DISCIPLINE POLICY

Every violation of the Code of conduct by a student is to be addressed by staff. In order to deal with violations consistently, inappropriate behavior is categorized according to three levels of severity with appropriate action steps

### LEVEL ONE

Infractions such as:

- Classroom disturbances
- Neglect of homework
- Tardiness
- Running in the hallway

- 1) A staff member intervenes:
  - the student is made aware of misbehavior.
  - The teacher gives logical consequences for student's action, e.g., student who is late is asked to make up the time at noon, and in certain circumstances the teacher will issue a "Think Sheet". The "Think Sheet" is first completed by the student, so that he/she is aware of his/her wrongful action. The teacher then add to the sheet and the sheet is sent home for a parent signature. If the pink sheet is not brought back to school the following day with an appropriate signature the student then serves a noon hour detention.,
- 2) If a violation is repeated the student is referred to office.
  - A Behaviour Reflection form is completed.
  - The Behavior Reflection form requires the student to focus on his behavior and to plan a means of avoiding future violations of a similar nature.
- 3) Administration or counselor will determine a plan of action, which will include:
  - Referral to teacher.
  - Contacting parents.

### LEVEL TWO

- A. Persistent Level One behavior.
- B. Opposition to authority or willful disobedience such as:
  - Speaking to staff or other adults disrespectfully.
  - Defiance of authority.
  - Verbal abuse (profanity).
  - Minor theft
  - Roughing, intimidating, and/or bullying.
  - Violation of the dress code.
  - Damage to property.
  - Throwing snow.
- 1) Student is referred to Administration using the Student Referral Form.

- 2) Administrator in conjunction with staff and/or student completes a misconduct report; and the student fills out the Behavior Reflection form. One copy is sent home for parent's signature and one copy is given to the student's teacher. In the event of suspension from class or school, all of the student's teachers will be informed.
- 3) A record is kept in the office. Parent signature is required on all misconduct forms.
- 4) Consequences for Level Two violations will include one or more of the following:
  - Loss of privileges; e.g., intramurals, school dances.
  - Noon detentions.
  - After school detentions.
  - Restitution.
  - 1-5 day in-school or out-of-school suspension.
  - Counseling.

### LEVEL THREE

- A. Persistent Level Two behavior.
- B. Extreme violations such as:
  - Fighting/assault.
  - Major theft.
  - Major vandalizing of property.
  - Possession or use of cigarettes, alcohol or drugs.

Consequences for level Three behavior may include:

- Loss of privileges.
- 3-5 day school suspension.
- Parent conference before student is readmitted.
- Possible referral to appropriate agencies for counseling.
- R.C.M.P. will be called for an illegal activity.
- Possible recommendation to the School Board Discipline Committee for expulsion.

**\*All students who are suspended out of school are required to meet with an administrator or counselor prior to being readmitted to the school.**