



# Camilla School Handbook 2016-2017



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

**Camilla School**  
**Principal – Mrs. Kari Morgan**  
**Vice-Principal – Mr. Aaron Chute**  
#146 26500 Hwy 44, Sturgeon County, Alberta  
T8R 0J3 (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**

TABLE OF CONTENTS	
Operational Day Schedule .....	P.1
Safe & Caring School .....	P.1
Visitors & Parking .....	P.1
Students Leaving the School .....	P.1
Fire Drills & Evacuation Procedures .....	P.1
Lockdown Information .....	P.1
Buses & Inclement Weather Policy .....	P.2
Student Sensitivities .....	P.2
Attendance Policy .....	P.2
PowerSchool & Parent Portal .....	P.2
Communication .....	P.2
Healthy Interactions .....	P.3
Parents/Guardians as Partners .....	P.3
Parent/Teacher Interviews .....	P.3
Equity, Diversity, Inclusions & Human Rights .....	P.3
Code of Conduct for Students .....	P.3
General School Rules .....	P.3
Playground Do's and Don'ts .....	P.4
School Dress Code .....	P.4
Student Lockers .....	P.4
Liability & Damage to School Property .....	P.4
Technology .....	P.4
Assessment & Reporting Practices .....	P.5
Work Not Handed In (NHI) .....	P.5
Conduct Procedures .....	P.6
Pyramids of Intervention:	
Intervention Strategies for Student Success ..	P.6
Homework Policy .....	P.7
Counseling Services .....	P.7
Programs:	
Headstart .....	P.7
Inclusive Education & Support .....	P.7
K&E .....	P.7
Global Citizenship & Leadership .....	P.7
TAG Rooms .....	P.7
Religious Instruction & Youth Gathering .	P.7/8
Character Education .....	P.8
Mass .....	P.8
Enrichment .....	P.8
Team Sports .....	P.8
Hot Lunch & Milk Program .....	P.8
Before & After School Care .....	P.8
Parent Involvement:	
Volunteers in School .....	P.8
School Advisory Council (SAC) .....	P.8
Local Advisory Council (LAC) .....	P.8

## Operational Day Schedule

Time of Day	Activity
8:15	Day begins for staff
8:30	Buses unload
8:40 – 8:45	Opening exercises
8:45-9:45	Block 1
9:45-10:00	Recess
10:00-11:00	Block 2
11:00-12:00	Block 3
12:00-12:15	Lunch eating
12:15-12:40	Noon recess
12:40– 1:00	D.E.A.R. (Drop Everything & Read)
1:00 – 2:00	Block 4
2:00 - 3:00	Block 5
3:00	Dismissal

### 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.

### Visitors & Parking

**Please note:** the bus lane needs to be free from all traffic during the morning when buses unload (8:15 to 8:35 am) and end of the 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. Parking is available in the large parking lot at the south end of the school (by the school sign). 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

To ensure the safety of our children, students leaving the school for any reason during school hours must sign out at the school office. Children will only be released to their parents or guardians. Should an alternate drop off, pick up, etc. be necessary parents must state their request in writing and send it to school with their child.

### Fire Drills & Evacuation Procedures

Fire drills are practiced throughout the year. 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 lockdown is an emergency protocol designed to keep students and staff safe in the event a real threat happens. Lockdowns are practiced throughout the year similar to regular Fire Drill practice. 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. Students are

prepared well ahead of time regarding expectations and procedures.

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

Schools shall remain open to students when school bus services are suspended by the Superintendent. Parents who have brought their children to school on days when school bus services are suspended 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. A direct link to obtain daily bus information and cancellations is posted on the Sturgeon School Division website under Transportation.

Information regarding bus cancellations is also broadcast on local radio stations and is available on local media websites. A weather bulletin is also placed on the Sturgeon School Division website at [www.sturgeon.ab.ca](http://www.sturgeon.ab.ca) or [www.sturgeontransport.ca](http://www.sturgeontransport.ca). 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 and that you update the bus driver with any changes in your emergency contact information. All students riding on school buses are required to wear winter footwear and to carry with them winter headwear and gloves or mitts during winter months. A bus driver may refuse transportation to a student who is not appropriately dressed as provided in this regulation.

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

### **Student Sensitivities**

When preparing your child's lunch please be reminded of our efforts to maintain Camilla School as a "Nut Sensitive" school. We request that students **DO NOT** bring nuts, peanut butter, or nut products to school. Please be reminded that eating is not permitted on buses due to the number of students that have food allergies. Also please be reminded that products like Nutella, peanut butter, granola bars (unless they are labelled nut free), and baked goods containing nuts or nut products are some examples of foods to be avoided. The website below has good information on food allergies.

<https://www.foodallergy.org/allergens/peanut-allergy>. Please be cognizant of the types of foods packed in your child's lunch, and we will do our best to ensure that we are "Nut Sensitive". If your child carries an Epi-pen or any type of medical device or medicine to be used in case of a medical emergency please remember to check the expiration date on the medicine or device and to ensure that

your emergency contact information kept at the school is updated regularly.

### **Attendance Policy**

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

When your child is absent, parents are asked to email the school at [camabsences@sturgeon.ab.ca](mailto:camabsences@sturgeon.ab.ca) or call the school at 780-939-2074 to confirm your child's absence.

### **PowerSchool Parent Portal**

To stay up-to-date with your child's progress, assignments and test results, visit the PowerSchool Parent portal.

For more information visit

<https://pschool.sturgeon.ab.ca/public/> or use the direct link from our Camilla webpage [www.camillaschool.ca](http://www.camillaschool.ca)

**PLEASE NOTE:** At Camilla School we make every attempt to send correspondence home with the name your child wishes to be known as, however, on correspondence directly printed from PowerSchool, such as report cards, interim mark reports, your child's legal name will be used.

### **Communication**

Camilla School makes every effort to communicate with parents/guardians through the following methods:  
**Camilla School Website** – Please utilize this website as a means of information about Camilla School. The website 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, teacher names and classes, minutes of School Advisory Council meetings, homework, fieldtrip information, newsletters etc. Homework directed to a certain student is posted within PowerSchool however homework directed to the whole class is posted on the Camilla School website.

**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 name.last name of the staff person's name followed by [@ sturgeon.ab.ca](mailto:sturgeon.ab.ca). i.e. [pat.leary@sturgeon.ab.ca](mailto:pat.leary@sturgeon.ab.ca).

**Power Announcements** – Power Announcement is a quick communication tool that sends information via email. Parents/guardians will receive regular communications such as our newsletters via email. Please provide the school with any new or changed email address.

**Monthly newsletters** – Our monthly newsletter, the "Camilla Connection", is sent home via Power Announcement. This newsletter lists monthly school activities, upcoming events and happenings within the school. The newsletter can also be accessed on the Camilla School website.

**Student Agendas** – Student agendas are mandatory for students in grades 1-6. Student agendas are 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. Junior high students are able to use an agenda but it is not a mandatory practice.

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 and are sent out on an as needed basis.

### **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:

- involvement of the right parties
- correctly defining the problem
- determining the interests of all parties
- generating solution alternatives
- development of an action plan
- follow-up action

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

\*Please note that should a parent have a concern involving the school, parents should contact the teacher directly.

### **Parent/Guardians as Partners**

At Camilla School we highly value working with families to plan for success of all students. We encourage parents to speak directly with teachers and administration on any issues that may arise.

### **Parent/Teacher Interviews**

Parent/teacher interviews are held two times per year in November and March. Prior to parent/teacher interviews parents with children in grades K-6 can book their interview online at <https://www.schoolinterviews.ca>. Information on how to book your interview will be distributed prior to interview bookings. Please watch for this important information. Student progress is updated regularly and can be checked through the Parent Portal in Power School. Should concerns regarding student progress arise during the school year parents are encouraged to contact the teacher or the school at any time.

### **Equity, Diversity, Inclusion & Human Rights**

Camilla School staff, students and families are to share responsibility in being proactive in maintaining a welcoming, caring, respectful, safe and inclusive learning environment that acknowledges and promotes understanding, respect and the recognition of diversity, equity, inclusion and human rights of all students and families within the school community.

### **Code of Conduct for Students**

Student Code of conduct is defined in the School Act under Section 12 of the new Alberta School Act. These are legal obligations of all students in Alberta schools:

- attend school regularly and punctually
- be ready to learn and actively engage in and diligently pursue the student's education
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- respect the rights of others in the school
- refrain from, report and not tolerate bullying or bullying behavior directed towards others in the school building, during the school day or by electronic means
- comply with the rules of the school and policies of the board
- cooperate with everyone authorized by the board to provide education programs and other services
- be accountable to the student's teachers and other school staff for the student's conduct, and
- positively contribute to the student's school and community, and ensure behavior is safe, caring and respectful.

### **General School Rules**

- Harassing, discriminatory and violent behaviors are not tolerated. Students who participate in the type of behavior will be dealt with seriously.
- Physical, verbal or cyber bullying are not acceptable. Students who participate in bullying or bullying behavior will be dealt with in an appropriate manner.
- It is expected that students conduct themselves in an appropriate manner in the hallways. They are to walk quietly and safely to and from all activities.
- Profane language and/or inappropriate gestures demonstrate disrespect for one's self, others and the school. We ask students to refrain from doing so.
- As staff are responsible for students, we ask that students remain in class at all times. Students may leave if given permission or if teachers are informed of their whereabouts and have permission to be there under supervision.
- In order for a student to complete tasks, students need their materials and are expected to be prepared for class by having those materials available. Materials that are lost or need replacement are a responsibility of the student.
- School desks, lockers and classrooms are used by individual students and may be used by multiple students throughout the day. It is asked that students show respect for the property as they need to be used by others.
- Vandalism, damage and criminal acts affect all of us at Camilla School. We expect that students report these incidences to the school office.
- Camilla School has a dress code. For specific information, please see the dress code expectations listed below.
- For student safety reasons, students are not to be riding skateboards and bikes on school property during the school day. The bike must be placed in

the supplied bike rack and secured with a lock until departing the school grounds in a safe manner at the end of the school day. It is required that skateboarders and bikers use an approved CSA helmet.

- Items which can be viewed as a weapon, or are deemed to be weapons under the Criminal Code, are prohibited from school property.
- Students are not to possess, use or distribute alcohol, drugs or tobacco at school or school sponsored events.
- School buses are part of the school. It is expected that students on buses follow school board policy and act appropriately and with respect for one's self and others while on the bus.

#### **Do's & Don'ts of the Playground/Consequences**

DO...

- be a Camilla Citizen
- be respectful – respect other students, and all staff members
- be a good sport
- invite others to play & to join you
- come in when the bell rings
- help others that need it
- keep outdoors clean
- walk away from trouble - be the bigger person
- play nice
- use the equipment in the manner it was intended
- keep your hands to yourself
- listen
- watch where you're going
- dress for the weather
- go play outside
- enjoy the break
- slide down the slide only NOT up!!
- follow the rules of the game

DON'T...

- throw/kick/toss snow or ice
- fight or wrestle
- swear
- get into others bubble spaces
- be defiant
- be disrespectful
- be overly aggressive
- be touching others
- be out of bounds
- throw items on roof
- show poor sportsmanship
- bring electronics outside

#### **Possible Consequences for Playground infractions...**

- miss recess
- walk with supervisor
- loss of equipment privileges
- call home and explain
- write an apology
- community service
- stand by the wall
- office (for severe infractions/multiple offences)

#### **School Dress Code**

- Students are expected 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.
- Makeup must be appropriate for the work place.
- The final determination about modesty and/or appropriateness of dress lies with school staff.

#### **Student Lockers**

Lockers belong to the Sturgeon School Division and may be searched at any time by the school administration. Students in junior high must provide their own lock or purchase a lock from the school office. Students will be required to provide their lock combination to their homeroom teacher. Primary and Elementary students do not require locks for their lockers.

#### **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.

#### **Keeping Personal Technology Safe**

While students are allowed to bring their devices to school, the school will not be responsible for any damages or loss to property. For this reason, ensure you label all items and be sure to lock them up at school when not in use. Every effort will be made to help students with lost or stolen items however, staff members are not responsible for these devices.

Students in Grade K-6 are discouraged from bringing electronic devices to school. If they are brought to school for any reason, they are to be stored in the student's locker and only to be used with the teacher's permission. Should the students be using their devices in class, they are to follow their teacher's direction and use the guidelines outlined in the Acceptable Use of Technology guidelines listed below.

#### **Acceptable Use of Technology**

At Camilla School, we recognize the value of school and personal technology as a learning tool within the classroom. At the same time, using technology is a privilege, and students need to be responsible with how they use all forms of technology. The use of devices in the classroom is at the teacher's discretion at all times and is to be used as an educational tool. Guidelines for the use of personal technology at school are listed below. Failure to follow these guidelines may result in loss of privileges.

##### The students will:

- use technology at school for school work and projects only, unless otherwise directed by a staff member.

- keep passwords safe, and if someone finds out the password they will change it.
- will only visit websites and use programs and apps for research and work in class.
- ask permission before taking pictures or record audio or video of anyone (including staff) or write anything about another person on any websites or other technology.
- be respectful of materials and only print work if the teacher requires a hard copy.
- use personal devices in class only with consent of the teacher for educational purposes.
- recognize that the Internet is a public platform and that students are responsible for their own actions.

**The students will not:**

- visit inappropriate websites or use inappropriate programs
- take pictures or record video/audio of people without their permission.
- post pictures, video or audio of any student or staff member
- take pictures or video of inappropriate behavior (ie. fighting).
- damage any of the school technology willfully and will tell staff if they see someone else doing it.
- use technology to bully or say hurtful things about anyone else, and understand that they may be held accountable for comments made about another student or staff member over the Internet, text, or social media websites. **This includes posting comments when not at school.**
- plagiarize assignments by using someone else's work as their own (quoting material from the Internet or other sources is encouraged within reason to help support ideas).
- use any electronic device in the gym change rooms or washrooms.

**Furthermore, please understand that:**

- Computer accounts and Internet access is a privilege and not a right.
- Students should think carefully about anything they may want to publish on the Internet. Anything deleted can be on the web for years after.
- Students at Camilla School will have access to the internet; students must handle it responsibly.
- Students are encouraged to be active at recess and lunch time and technology use is discouraged at these times.

**Note:** Consequences for students who misuse technology could mean but is not limited to being banned from school computers or being asked to keep all personal technology at home, may involve other school consequences such as detentions or suspensions, or having the device taken away and have a parent pick it up from school. Should technology use become an issue with a student, the school will work together with the student and parents to resolve it.

**Assessment & Reporting Practices**

The purpose of assessment is to gather information about student progress in order to improve teaching and learning. Information related to assessment is communicated in a clear manner to students, parents and teachers. Assessment provides students, parents and teachers with an accurate picture of student performance in relation to the goals and objectives of the Alberta Program of Studies. Camilla students may engage in three types of assessment:  
**Formative Assessment** provides ongoing information to help teachers and students determine what is required to improve knowledge and skills. It can provide practice in

applying, demonstrating and extending knowledge, skills, and attitudes. Some of this information is posted on the Parent Portal.

**Summative Assessment** is usually done at the end of an outcome/unit/concept. It is meant to provide information about progress and achievement. Summative assessments can also include but are not limited to projects, assignments, quizzes, performance tasks, etc. This information is posted on the Parent Portal.

**Diagnostic Assessment** is meant to provide information about a student's prior learning. It may help to identify a student's strengths or areas of concern allowing a teacher to make informative decisions about program planning for the student. Parental consent is required prior to any of these assessments and are initiated by the classroom teacher.

This information is communicated to families in a parent conference. Based on meaningful and clear assessment practices, students are:

- Engaged and empowered in their learning process.
  - Actively participating the assessment of their work.
- Assessment tasks provide them with information that they can use for self-reflection and self-evaluation. This assists students in taking responsibility for their work and in becoming life-long learners. For students to progress, they must work independently and take ownership for their learning.

**Rewrites** - Students will not normally have the opportunity to re-write major tests or re-do major assignments as these summative assessments are a measure of student learning over a period of time. However, in the event that a student's performance on a summative assessment task is inconsistent with his/her performance in the unit of study, the teacher may allow the student to re-write the test or re-do the assignment. This decision is at the teacher's discretion and there may be additional requirements that the student may have to complete prior to a re-write.

-Students may be given the opportunity to write missed summative assessments under extenuating circumstances as determined by school personnel. (ie. a death in the family, medical issues with a Dr.'s note, etc.)

**Work Not Handed in (NHI)**

Teachers will assign clear deadlines and expectations for assignments and other learning activities related to their courses. Students will be responsible for these deadlines and will organize their time appropriately for the completion of these tasks. Should a student not hand in an assignment they will have their mark recorded as an NHI (Not Handed In). This mark will calculate as a "0" in their final grade until such time as they meet with the teacher to discuss any process necessary for handing in their late assignment. Should a student not write a test, the same process will be followed until such time as they do write the test. Throughout this process, the teacher will use all means at their disposal to encourage the student to complete the assignment or write the test. They may for example:

- post the NHI on the parent portal
- encourage the student to complete the assignment or test
- provide extra time/extra help if required
- call home/email home
- meet with parents
- call in the school counselor
- call in school administration
- teacher may choose to exempt the student from the task

## CONDUCT PROCEDURES

Code of conduct is shared annually with parents/guardians through parent council meetings, and is accessible on the school website. It is also reviewed periodically throughout the year with students.

Violations of school-wide expectations 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.

Investigation of inappropriate behaviors will be carried out in a timely manner.

### LEVEL ONE

Infractions such as:

- classroom and hallway disturbances
- neglect of homework
- tardiness
- running in the hallway
- inappropriate dress
- being off task
- calling attention to self in a negative way i.e. screaming, yelling
- not prepared for class
- unsafe behavior
- speaking to or acting toward staff or other disrespectfully
- theft
- intimidation or bullying
- cyberbullying
- damage to property or property of others within class
- inappropriate behavior to disrupt classroom procedures
- non-compliance (open opposition to authority / refusal to comply / refusal to work / ignoring or disregarding adult directives)
- aggressive behavior (rough play with no intent to hurt / throwing snowballs)
- verbal aggression

#### 1) A staff member intervenes:

- the students is made aware of the proper behavior
- the teacher gives logical consequence for student's action, i.e. student who is late is asked to make up the time at noon. The staff member will log the disciplinary action and behavior.

#### 2) If a violation is repeated:

- teacher contacts parents to involve them
- the student and teacher develop a plan to correct undesirable behavior

#### 3) If infractions continue to occur, the teacher may repeat steps 1 and 2 or the misbehavior may be deemed to fall in Level Two.

### LEVEL TWO

Repetitive and persistent Level One Misbehavior

- 1) Student is referred to Administration.
- 2) A Discipline Log Entry is completed.

In the event of suspension from class or school, parents and teachers will be informed.

3) Consequences for Level Two violations may include one or more of the following:

- loss of privileges; i.e. school teams, intramurals, school dances, extra activities
- noon and after school detentions
- restitution / community service
- parent supervision of student during the day
- counseling

- in school suspension
- out of school suspension
- a meeting with parents may be expected upon returning to school after a suspension

### LEVEL THREE

Repetitive and persistent Level Two Misbehavior.

Flagrant misbehaviors such as:

- fighting
- assault (with intent to injure)
- theft
- vandalism of property
- possession or use of cigarettes, alcohol or drugs
- harassment
- non-compliance (open opposition to authority / refusal to comply / refusal to work / ignoring or disregarding adult directives)

Steps 1 and 2, similar to Level Two are undertaken.

Consequences for Level Three misbehavior may include:

- loss of privileges
- 3 –5 day school suspension
- parent conference before student is readmitted
- referral to appropriate agencies for counseling
- R. C. M. P. involvement-indefinite suspension and/or possible recommendation to the School Board Discipline Committee for expulsion

## PYRAMIDS OF INTERVENTION

### Interventions for Student Success

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. Work with your child's classroom teacher to identify your child's strengths and weaknesses.

-If necessary, a referral may be made to Sturgeon School Division Student Services for informal/formal assessment with your consent.

-As a team, you, the homeroom teacher, and a member of the support team from student services team will determine the best possible program for your child, including modifications, inclusion and placement.

-The key to appropriate intervention is effective communication between teacher and parent.

## 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 online at [www.camillaschool.ca](http://www.camillaschool.ca), select the homework tab and select your child's class.

### Purpose of Homework

Homework can range from routine spelling and math drills to visits to local industries. Homework will depend, 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. The actual time required for homework will vary with: the grade level; the student's ability; and the student's use of class time.

Homework Due to Absence – Short absences (1-2 days) do not usually require parents to request and pick up homework, unless the teacher deems it necessary. Many families take holidays during the school year resulting in the loss of school time. The teachers are not expected to be responsible for student catch-up for this type of absence. Parents are asked to minimize these absences and to help their children take responsibility for the missed work.

## 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.

## PROGRAMS

### Headstart

The Headstart 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 the Community. Headstart accepts children between the ages of 2 1/2 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 Headstart Program must meet the Alberta Education qualifications for funding.

### Inclusive Education & Integrated Support Program

Sturgeon School Division supports research that indicates students learn best when included in classrooms with peers whenever possible. All students are registered in homerooms with their peers. Teachers adapt and modify program expectations as required. Some students benefit from the support of an educational assistant at various times of the day. This support may be provided in an inclusive classroom setting or may require the students to work outside of the classroom with the educational assistant or the teacher.

### Knowledge and Employability

This program provides support to students in reading comprehension, writing and mathematics at the grade 8 & 9 level. The focus is on acquiring strong workplace skills. The program is an alternate curriculum that parallels the regular curriculum. Students can register in the K&E program at the high school level.

## OTHER PROGRAMS

### Global Citizenship and Leadership

Camilla School prides itself on developing global awareness in our students. Our strong Junior High Leadership program has partnered with the Free the Children organization to engage in a number of activities to raise awareness in our students about global issues such as poverty. The leadership program also focuses student attention on local issues and provides volunteer opportunity for students. An elementary leadership program plans school wide activities that are designed to enrich the school climate.

### Teacher Advisory Groups (TAG)

Students in junior high are divided into cross graded groups for morning registration, afternoon registration and reading time. One of the purposes of the cross graded groups is to provide students with the opportunity to connect and build relationships with peers at all grade levels in junior high. Students stay with the same TAG room teacher throughout junior high in order to develop a consistent relationship with one teacher throughout their junior high years.

### Religious Instruction – Grades 1 to 6

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.

### **Character Education**

Character Education is a program for students who do not attend the Religion class. The topics for this program focus on character traits such as caring, courage, tolerance, ambition, responsibility, citizenship, fairness, loyalty and respect.

### **Grades 7 to 9 - Youth Gatherings**

The Religion program for junior high is delivered in the form of "Youth Gatherings" which is a series of 9 gatherings that will take place during school hours. The program is planned and delivered by a Roman Catholic Pastoral Assistant. Students require parent consent and must register for this program. Students who attend Youth Gathering are required to make up all missed school work. There is an additional fee associated within this program.

### **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**

Enrichment is delivered through differentiation and on an individual basis within the classroom. 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.

### **Team Sports**

Camilla School offers several team sports including: Volleyball, Basketball, Badminton, Running Club, Cross Country Run and Track and Field.

### **Hot Lunch & Milk Program**

A hot lunch is prepared and delivered by volunteer parents several times throughout the school year. Lunches are pre-ordered. Order forms are circulated in advance.

Chocolate milk and white milk are sold at the school office during the school lunch eating time for \$1.00 per milk. Milk coupons are available for purchase at the office.

### **Before and After School Care**

The R.Q.B. Child Centre opened in the fall of 2013 and is located in the Hamlet of Riviere Qui Barre. Please contact Karisa McIvor at 780-243-6643 or 780-271-6643 or by email at [rqbchild@gmail.com](mailto:rqbchild@gmail.com) for information regarding availability and hours of operation.

## **PARENT INVOLVEMENT**

### **Volunteers in the School**

All school volunteers require a criminal record check. The school will provide you with a letter completed free of charge if you go to the RCMP Detachment in your area. Please call the school if you would like a letter to volunteer.

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.

### School Advisory Council (SAC)

Camilla School 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 2016-2017 School Year

A list of the new SAC Council members will be available at the school office June 1, 2016. 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)

### Local Advisory Council (LAC)

The parents of students in kindergarten and in Headstart have the opportunity to participate in Local Advisory Councils. An executive is elected by the membership each year. The LAC participates in the planning, development, and operation of the program and forms a close liaison between the staff and parents. The LAC chair from both programs is also a member of the School Advisory Council.