



Camilla School Handbook 2023 - 2024



Name: _____

Camilla School
Principal – Mr. Kevin Elias
#146 26500 Hwy 44, Sturgeon County, Alberta
T8R 0J3 (780) 939-2074
Website : www.camillaschool.ca
Office Hours : 8:00 am to 4:00 pm

Welcome to Camilla School! We are delighted to have you as part of our vibrant educational community. This handbook serves as a valuable resource, providing you with essential information about our school's policies, and procedures.

At Camilla School, we strive to foster an inclusive and supportive environment where every student can thrive academically, socially, and emotionally. Our dedicated team of educators is committed to providing a high-quality education that nurtures curiosity, creativity, and critical thinking.

We encourage you to make the most of your time at Camilla School by actively engaging in the diverse opportunities presented to you. Our goal is to empower each student to reach their full potential and become responsible, compassionate, and lifelong learners.

Please refer to this handbook whenever you need information or clarification. Should you have any further questions or require assistance, our staff members are always here to support you. Together, let us embark on a remarkable journey of growth, discovery, and achievement.

Once again, welcome to Camilla School, where we believe in the power of education to shape a brighter future for all.

Have a great school year!

Operational Day Schedule - Kindergarten to Grade 9

<u>Time of Day</u>	<u>Activity</u>
8:15	Day begins for staff
8:25	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
12:00-12:20	Lunch eating/Noon recess
12:20-12:40	Noon recess/Lunch eating
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

Half Day Pre-K
8:30-11:20 Morning class
12:10-3:00 Afternoon class

Safe & Caring School

For the safety of our students all visitors must 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 (2:45 to 3:15 pm). As well as our midday pick up and drop off (11:10am – 12:20 pm). Please do not drive through, pick up or park in the bus lane during these times. Parking is available in front of the school, as well we have visitor parking stalls designated in the parking lot to the south of the school. We ask that vehicles parked in the equal access stalls are displaying an approve equal access placard.

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.

Sturgeon Public Schools Emergency Preparedness Program:

Schools are considered to be one of the safest places in our communities. However, in reality, an emergency can occur anywhere at any time. DURING ANY EMERGENCY, OUR FIRST PRIORITY is the safety of our students and staff. In order to provide an effective response to any school crisis, Sturgeon Public Schools has recently updated the Emergency Response Plan.

The updated Plan continues to work in conjunction with other local emergency plans, since a school emergency could require the involvement of numerous agencies. The plans created for individual schools, along with the Division Plan, are reviewed annually and after an emergency occurs.

There is an on-site emergency response team at each school, along with a Division-based Emergency Response Team that provides support and aid to schools at time of an emergency. All staff is regularly trained on emergency protocols and drills are practiced at each school.

Although standardized protocols and procedures provide the basis for our response, the way in which we respond to an emergency is greatly influenced by the specifics of an incident. We are driven foremost by our concern of ensuring student and staff safety.

Our Division collaborates closely with local emergency personnel to ensure plans are coordinated with appropriate agencies. The Division’s plans do not replace the authority of law enforcement, fire or EMS – staff members work in full co-operation with these agencies.

We appreciate your support and assistance in our continued safety efforts.

Keeping Safe

THROUGHOUT THE YEAR, STURGEON PUBLIC SCHOOLS CONDUCT TRAINING AND DRILLS to help better prepare students and staff for possible emergency situations. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action.

Schools conduct drills throughout the year to rehearse emergency procedures. These exercises prepare students and staff to act quickly and help to minimize a child’s fear during a real emergency.

In addition to the procedures described below, schools also practice protocols such as “Drop-Cover-Hold,” a method of protecting vital body parts during some natural disasters and conduct fire drills. All staff and students are required to participate in these drills.

Lock-Down

Lock-Downs are usually used in response to acts or threats of violence to students and/or staff directly impacting the school. During a Lock-Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. **No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.**

Hold and Secure

Hold and Secure is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. **No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.**

Shelter-in-Place

Generally, Shelter-in-Place is used during an environmental emergency, such as severe storms or chemical spills or medical emergency. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. **Students will not be released or dismissed until the situation has been resolved.**

Evacuation

An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation center. Parents will be informed of the alternate location through the school's Crisis Notification Network.

Dismissal

Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised.

Reuniting with your Child

WE RECOGNIZE THAT WHEN AN EMERGENCY OCCURS parents will be worried and want to be reunited with their child as quickly as possible. It is our intention to make this happen, however, to ensure every child's safety and the safety of staff, specific procedures have been established for releasing students. These procedures may be modified depending on the circumstance.

Parents are asked to adhere to the parent-child reunification procedures listed below. Staff will work hard to ensure these procedures take place without delay. However, please understand the process will take some time: we ask for your patience when you arrive at the Parent-Child Reunion Area.

Parent-Child Reunion Procedures

1. A Parent-Child Reunion Area will be established. Parents will be notified at the time of the emergency of the Reunion Area's location. The location may not be at the school — the location will depend on the specifics of the emergency.
2. Students will only be released to an individual designated as legal guardian or emergency contact on the student's Emergency Form, which is completed at time of school registration. Please be sure to keep this information current with your school, as the school will only release a child to someone listed as an Emergency Contact — there will be no exceptions.
3. Valid identification is required to pick up your child. This is required to protect your child from any unauthorized individuals attempting to pick up students. Even if school personnel know you, you must still present I.D. as the school may be receiving assistance from other schools or outside agencies.
4. You will be required to sign for the release of your child. This is extremely important, as it ensures your child, along with other students, is accounted for at all times. Please do not just take your child from the school or evacuation center without signing for his/her release.
5. Once you have been reunited with your child, please leave the area immediately. This is for your own safety and that of your child.

If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunion Center until alternate arrangements can be made. Your child will be supervised at all times.

When an Emergency Occurs

ALTHOUGH YOUR NATURAL INSTINCTS IN AN EMERGENCY may be to go to the school to safeguard your child, please understand that doing so could impede the response to the situation. Going to the school may interfere with emergency crews and school personnel efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult. Please follow the instructions provided to you through the communications channels outlined below. **Please do not come to the school to pick up your child unless requested to do so.**

If you arrive at the school in the midst of an emergency, please respect the protocol in progress. While we understand personal circumstances or initial reactions might move you to do something contrary to the school's established procedures, we cannot compromise the safety of students or staff to accommodate individual requests that could put anyone at risk.

Please **DO NOT CALL THE SCHOOL and DO NOT CALL YOUR CHILD'S CELL PHONE.** Parents are asked **not** to call the school or their child's cell phone during an emergency. Phone systems need to remain available for handling the actual emergency. Overloading the system may mean the school cannot communicate with first responders. Calling your child's cell phone during an emergency may be putting them at higher risk by disclosing their location or drawing attention to them during a lock-down.

Keeping Informed during an Emergency

DURING AN EMERGENCY, it is unlikely you will be able to reach the school by phone. We will, however, make every effort to contact parents directly or by one of the methods noted below.

Crisis Notification Network and/or the Media

Parents will be alerted to emergency situations via the School's Crisis Notification Network (phone or electronic notifications) and local media. Stay tuned to local TV and radio stations for news alerts.

Website, Social Media and Community Hotline

The Division will also keep parents informed by posting information regarding the emergency on the Division website, through social media and **recordings on the Division Community Hotline.**

Website www.sturgeon.ab.ca

Division Community Hotline – 825-349-0101

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 Public Schools 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 Public Schools website at www.sturgeon.ab.ca or 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 -25° C including wind chill. 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

As per Board Administrative Procedure 905, regular attendance and punctuality is a necessary component of success in school. The Education 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 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

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. On our site you will find a wide range of information from our School Mission Statement, minutes of School Advisory Council meetings, 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. i.e. kristi.morkin@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.

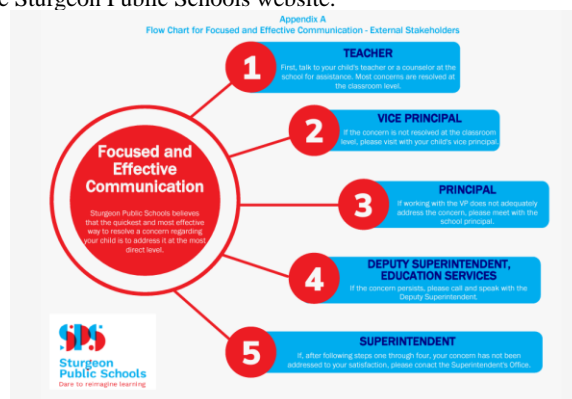
Monthly newsletters – Our monthly newsletter, the “Camilla Connection”, is sent home via Power Announcement. This newsletter lists monthly school activities, upcoming events and happenings within the school. The newsletter can also be accessed on the Camilla School website.

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.

Classroom Newsletters – These newsletters provide information that is specific to the teachers' classroom activities and are sent out on an as needed basis.

Focused and Effective Communication

Schools in Sturgeon Public 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. Focused and effective communication 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 Public Schools website.



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, as per Board Policy 110.

Violence Threat Risk Assessment (VTRA)

Sturgeon Public School Division is committed to providing safe and caring learning environments for all students, staff, school visitors and community members. To this end, Sturgeon Public School Division has been invested for many years in the continued professional certification of administrative staff in Level 1 & Level 2 Violence and Threat Risk Assessment (VTRA) training across the Division.

VTRA helps schools respond quickly to incidents where students' behaviours pose a potential threat to safety or serious harm.

In the communities we are privileged to serve, we have formalized community-based VTRA protocols with regional partners such as neighbouring school jurisdictions, the RCMP, Alberta Health Services and other community agencies.

We encourage families to take the time to read through our [VTRA Brochure](#) and [VTRA Letter of Fair Notice](#) so you have a better understanding of the protocols we are trained in to ensure the safety of your children

Code of Conduct for Students

Student Code of Conduct/student responsibilities is defined in the Education Act under Section 31. 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. Physical, verbal or cyber bullying are not acceptable. Students who participate in the type of behavior will be consequence appropriately
- 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 oneself, 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, vape products or tobacco products 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 oneself and others while on the bus.

Consequences

Failure of a student to meet the expectations for conduct may result in one or more of the following consequences

- Held account to parents/guardians
- Losing privileges for a time
- Participating in deciding on an appropriate consequence
- Making apologies or restitution where possible
- Serving a detention
- Temporarily excluded from class
- Serving an in-school suspension
- Serving an out-of-school suspension
- Agreeing to a contract to improve personal conduct
- Being expelled

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.
- 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.

Camilla School Student Code of Conduct

We expect all of our students to act in a manner that promotes learning, respects themselves and others, and maintains a welcoming school that is safe and caring for everyone. Any behaviours that do not follow this guideline and impact the safe and caring culture of Camilla school will be addressed. In order to deal with violations consistently, inappropriate behaviour is categorized according to three levels of severity with possible action steps.

LEVEL ONE	LEVEL TWO	LEVEL THREE
<p>Infractions may include, but not limited to;</p> <ul style="list-style-type: none"> • Classroom and hallway disturbances • Tardiness • Not prepared for class • Neglect of homework • Being off task • Disrespect • Intimidation • Playground Infractions • Unsafe behavior • Rough Housing(rough play with no intent to hurt) • Dress code violation • Misuse of language • Texting/messaging in class <p>Possible actions that may be taken;</p> <ul style="list-style-type: none"> • A staff member will help the student(s) be made aware of the proper behaviour. • A teacher gives logical consequences for negative actions, e.g. student who is late is asked to make time up at recess. • A teacher contacts parents. • The student and teacher create a plan to correct the undesirable behaviour. • Time apart from peers to calm down or reflect • Missed recess. 	<p>Infractions may include, but not limited to;</p> <ul style="list-style-type: none"> • Bullying • Minor Theft • Damage to property • Defiance of authority • Verbal abuse (profanity) • Retribution against any person who has intervened to prevent or report on bullying • Posting pictures to social media from school • Misuse of electronic devices • Academic dishonesty • Skipping class • Repetitive and persistent Level One misbehaviour <p>Possible actions that may be taken;</p> <ul style="list-style-type: none"> • Any action from Level One • Student is referred to Administration • Parent Contact • Loss of privileges; eg.. school teams, dances, intramurals. • Recess detentions • Referral to counselling • Community service to repair damage • 1-3 day in-school or out-of-school suspension. 	<p>Infractions may include, but not limited to;</p> <ul style="list-style-type: none"> • Fighting/Assault • Harassment • Major Theft • Vandalism of property • Possession or use of e-cigarettes, vaping equipment, cigarettes, alcohol or drugs • Recording audio or video of anyone without explicit permission. • Sharing or sending sexually explicit texts, images or videos. • Repetitive and persistent Level Two Misbehavior. <p>Possible actions that may be taken;</p> <ul style="list-style-type: none"> • Any action from Level One or Level Two • 1 - 5 day in-school or out-of-school suspension. • R.C.M.P Involvement • Possible recommendation to the School Board Discipline Committee for expulsion.
<p>In considering each case, consequences may become more or less serious as is deemed appropriate by administration.</p>		

Student Lockers

Lockers belong to Sturgeon Public 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 257 of the Education 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 the students will adhere to the following:

- Cell phones/personal technology are NOT allowed in classrooms during the school day. All personal devices MUST be left in lockers. This means no phones in pockets/binders/bags, etc. Should the teacher require students to have a cell phone for an educational activity in the classroom, they will notify the students. During this time, use of the device continues to be at the teacher's discretion.
- Junior High students are only allowed to use personal technology during the 2 breaks in the day (9:45am to 10:00am and 12:00pm to 12:40pm).
- If a student is found with a device during the day, it will be removed from them and they can get it back at the end of the day.
- If a student becomes a 'repeat offender', their privilege of having a personal device at school may be removed and parents will become involved.

Furthermore:

The students will:

- use technology at school for schoolwork 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 having the device taken away and have a parent pick it up from school, or RCMP involvement when the school deems it necessary. 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

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 Public Schools 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.

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

Pre-Kindergarten

The Pre-K 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. Pre-K accepts children between the ages of 2 1/2 and 5 years of age and is offered to those who would benefit from development of speech, fine motor or social skills. Children accepted into the Pre-K Program must meet the Alberta Education qualifications for funding.

Inclusive Education & Integrated Support Program

Sturgeon Public 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 science, social studies 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 continue with the K&E program at the high school level.

OTHER PROGRAMS

Character Education and Religious Instruction – Grades 1 to 6

At Camilla school parents of students from grade 1-6 choose between Religious Instruction or Character Education for 1 block per week. Parents provide permission for one or the other on a yearly basis.

Religious Instruction

The program itself is ecumenical. It includes study on prayer, Christian holidays, the 10 commandments, Heaven, and values of Christian character. We also attend mass three times per year at the St. Emerence Church in RQB. Reconciliation and Confirmation is done at each of the church parishes and is not part of the programming at school. Please contact your parish for further information regarding sacramental preparation.

Character Education

Character Education is a program based on helping students develop civic responsibility, healthy attitudes and a commitment to lifelong learning. The topics include a focus on character values such as caring, courage, belonging, tolerance, responsibility, citizenship, fairness, loyalty and respect.

Mass

Mass is held three times a year at St. Emerence Church. Attendance at mass is for any student at Camilla who is enrolled in our religious instruction program and for students who are registered as part of Youth Gathering. Students enrolled in Character Education are also invited to attend with parent permission.

Team Sports

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

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 for information regarding availability and hours of operation.

Parent Volunteers

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.

Camilla School Council

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.

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