

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

**In considering each case, consequences may become more or less serious as is deemed appropriate by administration.**

**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.