

École Campbelltown



Mission

Our École Campbelltown mission statement is: *Nous visons l'excellence/ Striving for Excellence.*

At École Campbelltown School we nurture a compassionate, conscientious school community based on demonstrations of respect, kindness and acceptance.

Family Handbook 2018-2019

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Welcome and “bienvenue” to École Campbelltown School

Introduction

A special welcome is extended to all École Campbelltown students. This handbook has been designed for the purpose of providing information to parents and students. Please keep this document on hand as a reference throughout the current school year.

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Belief Statements

We believe:

- ♣ There is an understanding, awareness and appreciation for French language and culture.
- ♣ The school develops the whole child—physically, emotionally, socially, intellectually.
- ♣ There are strong expectations for students--every child can and will succeed.
- ♣ There is a strong influence on the Fine Arts.
- ♣ Communication among all educational stakeholders is open and honest.
- ♣ The school is a joyful place and students are actively engaged in learning.
- ♣ Students are lifelong learners and are prepared to meet future challenges.
- ♣ High quality teaching is a prime factor for student achievement and success.

Program Information

Our students, parents and teacher work collaboratively and supportively to develop student potential in an environment based on trust, respect and hope. Students are supported through conflict resolution skills and character education. It is a place where people are filled with a positive outlook on life; it is a place where people work hard, celebrate their accomplishments and provide support during difficult times. The teachers and support staff work closely with parents to provide learning opportunities for all students. École Campbelltown School offers a variety of opportunities for all students to maximize their achievements in the areas of culture, academics and physical education. We offer a Daily Physical activity program to encourage the development of a healthy lifestyle in our students. We are very proud of our students and their achievements.

Cultural Focus

If student are expected to learn French we are aware that they must be immersed in a rich linguistic environment. French must be seen not just as a tool to learn subject matter but as a means of communicating and dealing with the world outside the classroom. As a result, École Campbelltown School is a place where the French language is prominently displayed in the hallway, both visually and orally. Activities is sought both in and outside of the school to encourage French language use and to increase the students` awareness of French culture and French presence in their community.

First Nations, Metis and Inuit Education in École Campbelltown

Elk Island Public Schools support programming and resource allocation that respects our local context, is in compliance with the First Nations, Metis and Inuit education policy framework (2002) from Alberta Education and meets the needs of First Nations, Metis and Inuit students within Elk

Island Public Schools. Elk Island Public Schools has 3 main goals relating to First Nations, Metis and Inuit education:

- Enhancing knowledge and appreciation among all students and staff of First Nations, Metis and Inuit cultures
- Identifying resources, strategies and partners to meet the needs of individual First Nations, Metis and Inuit students and to enhance their success
- Supporting the infusion of First Nations, Metis and Inuit perspective in the curriculum

École Campbelltown will be welcoming Elder Wilson into our school to share his knowledge.

Parent and School Communication

Good communication makes for a happy school community!

The e-teacher page will be the best place to find information about your child's class. We will be posting information on the website regularly. On our home page there is a parent quick link where you are able to **Subscribe for Division and School emails**.

Another important source of information is our school monthly newsletter and school calendar. These are emailed home typically on the Friday after early dismissal each month. If you do not receive your newsletter, it can be downloaded off of our website. If your email address or contact information should change throughout the school year, please contact the office.

Our website, www.campbelltown.ca and twitter account @cbnupdate are also full of information and easy to access. Calendars, special events, past newsletters and forms are available here. If you cannot find or access something, please let us know. Elk Island Public Schools also offers information on its website, which can be found at www.eips.ca.

E-mail with our staff is also easy. All addresses use the first name, separated by a period, followed by the last name. All letters of the name are written in lower case letters. The name is then followed by: @eips.ca. For example: joe.smith@eips.ca. Classroom teachers communicate on a regular basis to let you know what is happening in the classroom and to help you in your planning. (This may take the form of e-teacher pages, email updates or classroom newsletters.)

We offer opportunities to communicate with you more formally through the following:

a) Meet the Staff Night

An evening in September is set up to enable the staff to meet families. It is an informal night for parents and staff to get to know one another.

b) Student / Parent / Teacher Interviews

Conducted in October and February these interviews allow for information about student progress and conversation through one-on-one conferences. On line booking will be available to pre arrange interview times. Students are encouraged to attend!

c) Outcomes-based report cards are prepared and sent home in December, March and June to report on student progress for all students in grades 1 - 6.

Finally, and most importantly, please feel free to contact your homeroom teacher if you have any questions or concerns. You can use email or call the school at 780.467.5143 to leave a voice message with our office. Your homeroom teacher is your best source of information.

School Expectations and Student Code of Cooperation

Elk Island Public Schools promotes, reinforces and encourages the growth of student self-discipline, respect and responsible behavior in order to foster an environment which is safe and caring for all staff and students.

The goal of the student code of cooperation is first and foremost to encourage and reinforce appropriate behavior. Students who interfere with positive school climate, the learning or the well-being of themselves or others will receive the support they require to help make amends and learn from their mistakes. While the ultimate responsibility lies with the student, there are shared responsibilities for staff and parents.

STUDENTS have the responsibility to respect the rights and dignity of others, and be proactively and productively involved in their own academic and social achievement.

STAFF MEMBERS are responsible for establishing a positive school climate in which support and encouragement are provided on an ongoing basis to assist students in developing a sense of self-discipline and responsibility while making a positive contribution to society.

PARENTS are responsible for establishing a positive learning environment at home, for knowing and supporting school policies and procedures, and for encouraging their children to understand and respect school rules and expectations.

Please review these expectations with your child and ensure that they clearly understand what is expected of them and what the consequences are for misbehavior.

The following are examples of what is expected at school:

- Come to school on time, prepared to learn.
- Demonstrate respect for all members of our school community
- Participate appropriately in activities and use equipment and supplies appropriately.
- Do not leave the school grounds without permission.
- Use of rollerblades, skateboards and wheelies are not allowed on school property.
- No throwing rocks or snowballs.
- No Body Contact. (NBC)
- Be respectful and kind to everyone

When there are problems, each situation shall be considered on an individual basis, with action taken dependent upon the intensity, frequency, duration and intent of the misbehavior. The school reserves the right to amend the procedures in the best interest of the student and the school. The age of the student will also be taken into consideration. Action taken will include logical consequences appropriate for the misbehavior. Administration may take action to discipline a student or students who admit to, or are found to be, parties to an offense.

All incidents are investigated and reviewed by the teacher, in consultation with the administration, to ensure fairness and justice.

Support Services:

We have a number of programs in our school to help support students as they require.

Each teacher promotes positive behaviour in their classroom and will ensure that contact with parents will be initiated if an issue occurs. Our school works closely with many community services to help support families and students, as needed.

School Counselor

Our school counselor is available to assist students with any problems they may be encountering including academic, family or emotional concerns.

Although in-depth counseling is not possible on an individual student basis, the counselor does link families to individuals and agencies who can provide necessary supports for students and their families.

Moreover, the counselor will facilitate various group counseling sessions throughout the year. The school counselor may provide support in the preparation of *Individual Support Plans* and helps with program selection for students.

In the event specialized assessment is required for an individual student, the services of a registered psychologist are utilized. The school counselor prepares the necessary documentation required for this type of testing.

If you wish to access counseling services, please contact your child's teacher, the counselor or the principal.

From your School Nurse

Alberta Health Services works together with parents, schools and community agencies to provide a range of coordinated community health services for school-age children and their families. Our common goal is to improve students' health and learning outcomes. Various health services are provided by nursing, dental, rehabilitation and speech and language staff. If you would like to contact someone from the School Health Team, please call the Strathcona County Health Centre at 780.467.5571.

Character Education Program

Our character education program has centered around two basic qualities that students and staff need to embody—respect and responsibility and one behavioral expectation which is being a strong role model for others. In French this is referred to as *bon exemple, responsabilité et respect (BRR)*. We will continue to develop the three R's as well as move towards a strong leadership focus for our students.

Supporting Positive Behaviors

Positive and proactive techniques are promoted which may include the following:

- A focus on the *BRR/3r* program that is school-wide.
- Staff works to create a safe and caring environment in the classrooms, in the school and on the schoolyard.
- Positive recognition is provided to students informally with positive staff-student interaction on a daily basis.
- School recognition for demonstrating positive behavior or growth.
- Fine arts, sports and other extra-curricular activities help to create a positive environment.
- Rules and consequences within the school are clear, consistent and fair.

- The school counselor may teach social skills lessons to small groups of students.
- DARE program is offered to Grade 6 classes to encourage students to make good choices.
- Appropriate behavior plans are developed to meet individual needs and promote student success.
- Counseling support is provided within the school from a qualified counselor.

Proactive Strategies

1. Each child must find personal strategies that will work as what may work for one person may not work for another.
 - Ignore the bully and walk away.
 - Be honest with the bully and let this person know how you are feeling using an *I can* statement—I feel...when you...
 - Say, *No*, and ask the bully to leave you alone.
 - There is safety in numbers. Be with friends when there is a chance of meeting a bully.
 - Avoid places where a bully may be present.
 - Ask for help from an adult, particularly if the strategies tried have been unsuccessful or if there is the danger of physical violence.
 - Do not use physical violence or name-calling against the bullies as this may harm you or others.
 - Students who observe bullying are encouraged to take action. While they should not stop the actual confrontation, they must seek help from an adult. Moreover, an individual who learns about bullying must encourage the victim to talk to an adult or must report the situation immediately.
2. Adults will constantly reinforce with students who are victims that there are options they may use to confront bullies.
3. Whenever possible, visiting performing groups or guest speakers will speak to students about the importance of promoting a bully-free environment.
4. All students will learn the importance of respect, responsibility and role modeling as part of the Character Education Program.

Homework Policy

We realize that it is difficult to support your children`s learning at home in regards to homework. Knowing this, **our primary focus for homework at Campbelltown is regular, consistent reading.** This could be parents reading to their children or children reading to their parents. This reading can be in the first language spoken at home or in French.

Homework may be used for many reasons.

- To enable a student who has been absent from school to catch up with the rest of the class;
- To develop a particular skill that may need strengthening;
- To facilitate review and retesting for specific subject areas;
- To foster deeper investigation and enrichment;
- To develop good study habits;
- To encourage regular reading at all grade levels;
- To encourage family involvement in school activities

If you feel that homework is becoming problematic, please contact the classroom teacher.

Student Assessment—Overview Assessment is the process of collecting information on student achievement and performance. Assessment information provides the basis for sound decision making regarding teaching and learning. This process reveals what a student understands, knows and can do. Teachers maintain strong communication between home and school using a variety of different strategies to inform parents about student learning.

These may include:

- Comments on assessed work;
- Phone calls, meetings and e-mails;
- Notes in agendas;
- Student reflections;
- Parent/Student/Teacher interviews;
- Report cards

Report Cards and Assessment/Reporting Student Achievement

Although there are **three formal reporting periods**, communication with parents and students about student achievement will be continuous throughout the year. Communication may include: parent-teacher or parent-student-teacher conferences/interviews, portfolios of student work, student-led conferences, interviews, phone calls, checklists, and informal reports.

PAT's

Students in Grade 6 write the Provincial Achievement Tests (PAT's) in all five core subject areas—French language arts, English language arts, math, social studies and science.

Curriculum Handbooks

Alberta Education has developed a series of curriculum handbooks, which outline the basic learning expectations for students at each grade level. These are listed under the heading, *Resources for Parents*, on the following Alberta web site: www.learning.gov.ab.ca/parents/.

Physical Education Guidelines

As Physical Education is a compulsory course, there are specific regulations regarding participation. If a student is ill or injured for an extended period of time, he/she may be excused from active participation by a doctor's certificate. Students must present a note from a parent to be excused from class due to short-term injury or illness.

Students excused from participation will come to class prepared to complete other schoolwork. All students must dress suitably for class in **running shoes** with non-marking soles. Stocking feet or street shoes are not allowed.

Students are allowed in the gymnasium, on the stage or in the equipment storage area only when a teacher or supervisor is present.

All equipment is to be used only with teacher supervision. As part of our Daily Physical Fitness initiative, all classes will receive five periods of physical education each week.

School Activities

Recycling Program

There is a commitment from staff and students to recycle on a regular basis. Paper is collected in recycling boxes in all of the classrooms. We encourage students as much as possible to bring a waste free lunch.

Juice containers and pop cans are collected at lunchtime in each classroom and then deposited in hallway receptacles. This program is run by our Grade Four classes.

School Safety Patrollers

We are fortunate to have a group of dedicated student volunteers in our school. These students routinely patrol our parking lot cross walk to help keep our students safe. Your cooperation in waiting to cross and respecting their safety procedures will help them do their job properly. You will also serve as an excellent role model to our students by respecting our patrollers and by using the crosswalk.

Student Leadership Opportunities

We offer the students at École Campbelltown numerous opportunities to demonstrate their leadership skills. Teachers create a variety of opportunities and clubs throughout the year.

Extra-Curricular Activities

During the school year, various extra-curricular activities may be available for students depending upon staff and student interest.

Some activities that have been offered in the past include: *Running Club, Games Club, floor hockey intramurals, Art Club and Grade 6 Handbells.*

General Information:

Locked Exterior Doors

We will continue to lock outside doors as a safety measure, after students have arrived at school. Only the main doors will be open. **We request that all visitors and parents enter through the main doors, sign in at the office and pick up a lanyard.** This informs the office staff of who is in the building at all times. Thank you for helping us keep you children safe.

Administrative Procedure 170

1. Signage shall be posted in main entrances of all Division facilities clearly stating that all visitors are to report to the office/main reception.
2. All visitors shall register at the office/main reception and shall wear appropriate identification.

Start/End Times

The first bell rings at 8:25 a.m. and ends at 3:12 p.m. Please note: students are dismissed at 2:12 p.m. on the first Wednesday of every month.

Please do not drop off students before 8:20 a.m. as we do not have adequate supervision in our school before this time. We would like to ask parents to wait for students at their respective doors or if needed in the main foyer at the end of the day.

Visitors / Volunteers

Volunteers must also complete a "Confidentiality Undertaking for Volunteers Form" on a yearly basis, available through the homeroom teacher or at the office.

Respectful Working and Learning Environments

Elk Island Public Schools is committed to creating a healthy, respectful learning environment for students, staff members and community. We recognize the worth of every person without discrimination. We are committed to creating an environment that is respectful, safe, nurturing and positive for everyone. Thank you for helping us achieve this goal by interacting in a manner which respects the dignity and value of others. (As per Elk Island Public Schools Admin Procedure 490)

Staff List

Parents are reminded to check the Campbelltown website in September for an updated staff list for 2018-2019 year. Due to last minute changes it is difficult to include an updated list in this *Handbook*.

Attendance

The first few minutes of the day set the tone for the classroom and the teacher. Please ensure that your child(ren) are here and ready to learn at the start of the day.

Regular and punctual attendance is required of all students throughout the school year. When children miss school, they miss important learning opportunities. However if your child will be absent please call the 24-hour answering machine at 780.467.5143 on which you can leave a message. Notifying the teacher does not always ensure that the office knows, so please call our absentee line. By doing this, we are assured that your child is somewhere safe. If your child is an 'unreported absence', a phone call will be made to check on his/her whereabouts. There is also a link on the home page of our school website where you can send the office a message.

We encourage families to take their holidays during the scheduled breaks in the school year.

Staff Meetings:

Please note: Staff Meetings are held on the first Wednesday of each month. Students are dismissed early, at 2:12 p.m. Grade 1-6 classes operate on a weekly timetable am-8:30-12:01 and pm-12:53-3:12

Hours of Operation—Daily Schedule

Grade 1-6

- Entry bell 8:25
- Period 1 8:35-9:11
- Period 2 9:11-9:42
- Period 3 9:42-10:13
- Morning recess 10:13-10:28
- Period 4 10:28-10:59
- Period 5 10:59-11:30

- Period 6 11:30-12:01
- Lunch* 12:01-12:53
- Period 7 12:53-1:24
- Period 8 1:24-1:55
- Afternoon recess 1:55-2:05
- Period 9 2:05-2:36
- Period 10 2:36-3:12

*The lunch break is divided into two time slots. Grade K, 1, 3, & 5 students will eat lunch from 12:01-12:26 and then go outside for recess while grade 2, 4 & 6 students have recess first and then eat from 12:26-12:51.

Schedule for Staff Meeting Days

Morning classes remain the same

- Lunch 12:01-1:00
- Period 7 1:00-1:30
- Period 8 1:30 - 2:12

Kindergarten Schedule

Kindergarten operates Mondays and Thursdays (Calendar A) or Tuesday and Friday (Calendar B) with alternating Wednesdays. They follow the same schedule as the rest of the school. Please see our website for the 2 different calendars.

Late Arrival / Early Pickup

Please ensure that students sign in at the office if they arrive after the bell, and parents please sign out a student if they need to leave early. Please send a note to your child's teacher to inform them of an early dismissal or any planned absences.

Lunch Hour

All students remain at school for lunch and are supervised while they eat in their classrooms. Student responsibilities during the lunch hour are as follows:

1. Students remain seated in their desks at all times.
2. Students clean up after themselves and dispose of garbage before being dismissed by the lunch supervisor.
3. Students speak with inside level voices.
4. Students stay in their rooms until dismissed by their supervisor.
5. Students demonstrate respect to supervisors at all times.

There is a one-time yearly fee for noon hour supervision. **These fees are cost recovery only and they pay for lunch time Supervisors.** The Supervisors are deployed at a ratio, on average, of 1 per kindergarten class, 1 per 2 classrooms in gr. 1 & 2, and 1 per 3 classrooms in gr. 3-6.

Recess

Student safety is our primary concern so we respectfully ask that students keep all sticks of any kind at home. This includes hockey, lacrosse, baseball, ringette, etc...

Bus Lanes and Parent Parking

Parking and drop areas are at a premium. **Parents are asked to refrain from entering the parking lot during the marked times.** Campbelltown has many buses before and after school and they require full access to the parking lot in front of the school. Please note that the drop off area is ONE WAY. We also ask that our parents do not block the driveways of our school neighbours when dropping off and picking up students. Let's be great neighbours!

Medication

Some students will require prescribed medication or personal care during school hours. Parents and staff members will work together to ensure safe procedures are in place. However, final responsibility for treatment rests with parents.

- Parents will annually complete and sign the *Child/Student Medication/Personal Care Parent/Guardian Consent Form*, and/or *Child/Student Personal Care Management Plan* as needed. If any changes occur, parents must notify the school immediately and complete/update the form.
- Any medicine to be administered by staff during the school day will be carefully labeled and kept in a locked cabinet in the office. The only exception to this would be an antibiotic that needs to be refrigerated. Medications will be administered by the secretary, in most cases.

Birthdays, Treats and Parties

Please keep in mind that Campbelltown has a "nut aware" policy. If you would like, you may send special treats for the class to help celebrate your child's birthday. From time to time, our classes will also have a special snack for a class party or event.

In accordance with EIPS's nutritional policy (Administrative Procedure 164), we are striving to follow the guidelines set out by the [Alberta Nutrition Guidelines for Children and Youth](#). Special snacks at school should fit into the "choose most often" and "choose sometimes" categories, limit options from the "choose least often" category.

Some examples of suggested treats are:

- Fruit or vegetables
- Whole grain crackers and cheese

When sending treats to school, please send the packaging along as well, this will help to ensure the safety of students with severe food allergies.

Peanut Allergies / Other Allergies / Medical Conditions

To ensure the safety of students who have allergies, École Campbelltown is an "allergy aware" school. As nut allergies are common in our school, **parents are expected to refrain from sending known foods with nuts or nut oils for snacks or lunch.** Please inform the school if your child suffers from allergies or has a medical condition of which we need to be aware.

Accidents / Illness

If an accident occurs on school premises warranting attention, the student is given first aid and parents are notified. If parents / emergency contacts are unavailable and the situation is urgent, an ambulance may be called. If a student falls ill during the day they may sign into the infirmary to rest.

Parents will be notified. Thank you for keeping your sick child at home, as a healthy environment for other children and staff is appreciated. This keeps our entire school community healthy!

Valuables and Personal Property

The responsibility for the safekeeping of personal property brought onto school premises rests with the owner of the property. The school is not responsible for damage or loss of personal items. Please leave these items at home where they are safe.

Any item belonging to the student should be clearly labeled.

- Valuable personal property (such as cell phones, iPods, cameras, etc.) brought to school are the responsibility of the student and parent.
- Lost items may be located in the lost and found boxes throughout the school. Unclaimed items will be removed periodically and donated to local charities.
- Bicycles must be placed in the bicycle racks, and should be locked. The school is not responsible for any bicycles damaged or stolen on school property.
- Students will have to pay for lost or excessively damaged library books or textbooks. If the book is found at a later date, a refund will be made to the student.

Field Trips and Cultural Performance Fees:

A yearly fee for field trips and cultural performances is a convenient way of covering these costs. This fee is payable at the beginning of the school year and is refundable on a pro rata basis should you move out of the school. Some additional fees may be incurred throughout the year for additional trips. The grade 4, 5, 6 ski trip is one example of this. As always, if you require payment arrangements to be made, please contact the office.

Electronic devices

Cell phones and other electronic devices have tremendous positive impact on learning, ranging from research to collaboration to planning. Our goal is to help students develop responsible use practices. Teachers are responsible for the learning that takes place in their classrooms and they have the authority to decide how these devices will be used. Students must respect these classroom expectations and turn off devices when they are not in use. A student wishing to have his/her phone in class may do so provided he/she follows the EIPS standards* (Electronic devices must also be placed in "silent" mode). Bringing mobile devices to school can be a risk and as such, the school is not responsible for the loss or damage of these items.

If parents choose to send a device to school with their student, our expectations are that:

- Personal devices are brought to school at the discretion of the parent.
- Parents and students are responsible for these devices.
- The device is used responsibly, and respectfully, at the discretion of the teacher and/or administration.

- Students do not share devices or accounts. Parents have agreed to the use of the device and its contents only in regards to their own child; other parents may not be in favor of their child using the device of another student.
- No digital recording, or photographs on personal devices.
- No software or applications with restricted or adult content. Many apps and social media sites are restricted to 13 years of age or older. It is a parental responsibility to ensure appropriate content.

Campbelltown School staff are not responsible for the loss, theft, or damage to any personal electronic devices brought to school by students.

STUDENT BEHAVIOR EXPECTATIONS

Campbelltown School operates on the philosophy that all students have a right to learn. It is therefore our aim to establish and maintain a positive school climate in which:

- each student feels safe, happy, and important without disruptive behavior affecting the rights of others;
- appropriate behavior is consistently encouraged and complimented, thus increasing student self-esteem and rewarding self-control;
- frequent communication exists between the staff and parents to encourage and provide the opportunity for active and constructive parental involvement in the education of their child.

While students must be responsible for their own behaviour, there are shared responsibilities for staff and parents.

Staff is responsible for establishing a positive school climate where support and encouragement are provided on an ongoing basis to assist students in developing a sense of self-discipline and responsibility, while making a positive contribution to society. Staff will communicate accolades and concerns with the students' families.

Parents are responsible for establishing a positive learning environment at home, for knowing and supporting school policies and procedures, and for encouraging their children to understand and respect school rules and expectations.

Students have the responsibility to respect the rights and dignity of others, and be actively and productively involved in their own academic and social achievement. Students are expected to conduct themselves so as to comply with the following expectations:

- a. be diligent in pursuing their studies;
- b. attend school regularly and punctually;
- c. co-operate fully with everyone authorized by the Board to provide education programs and other services;
- d. comply with the rules of the school;
- e. account to their teacher for their own conduct; and
- f. respect the rights of others.

When a child behaves in a manner that interferes with the rights and/or welfare of others, we attempt to deal with the student using logical consequences. In all instances of misbehaviour, children will receive both assistance and the opportunity to modify unacceptable behaviour.

Campbelltown Elementary school follows a school-wide behaviour plan or **Positive Action Plan**. We believe that this Positive Action Plan will assist parents and staff in fostering responsible and respectful behavior.

The plan provides specific guidelines to be taken when addressing student behaviour, both positive and negative, and fosters student growth using natural consequences.

School rules and behavioural expectations will be reviewed with all students at the beginning of the school year and reminders will be provided throughout.

When Students Make Poor Choices

Natural consequences encourage students to learn from their mistakes with the intention of reducing the likelihood that the mistake will be repeated.

Minor

If a student makes a mistake, the staff member present will handle the situation and, if necessary, will communicate the incident to the student's homeroom teacher. Action taken may include a verbal reminder about the safe and/or respectful way to behave; a time-out; loss of privileges; a phone call home; etc. A natural consequence might include cleaning up a mess that was created or doing community service. The school counselor may be involved.

Major

Bigger mistakes and repeated smaller mistakes may result in a phone call home and may be referred to an administrator. Natural consequences may include those listed for minor offences and/or suspension. A suspension may be either in-school or out-of-school. Joint intervention with parents may be required at this point to assist the student in making better choices. The school counselor may be involved. If the situation cannot be resolved in a satisfactory manner, additional assistance may be requested from Elk Island Public Schools' Student Support Services and/or Community Support Services.

Support for Students at Risk

We realize that there are students whose behaviour will require extra intervention to ensure they have a successful school year. In addition to those consequences listed above, it is imperative that we have parent, teacher and administrative cooperation. Our school counselor and other professionals may be invited to assist the students and their families. System intervention may be sought to determine additional supports possible and/or alternate programs that are available to meet the student's needs. An "Individualized Program Plan" and/or a "Behaviour Improvement Plan" may be created.

Definition of Suspension and Expulsion

According to Elk Island Public Schools' Board Policy, a suspension is defined as removing a student (a) from school, (b) from one or more class periods, or (c) from riding in a school bus. An expulsion

is defined as removing a student (a) from school; (b) from an educational program, or (c) from riding a school bus. Expulsion is for a period of more than 10 school days.

Behaviour and Fieldtrips

Student conduct at school gives us information about how students will conduct themselves during fieldtrips. Students who struggle with behaviour at school, in a structured environment, may have increased difficulty in a more unstructured environment. Please note that we will not allow a student to put themselves or others at risk through inappropriate conduct. To that end, some students may be required to attend school at the regular site, and not attend a particular fieldtrip. **The Principal retains the right to deny participation based on Administrative Procedure 260:15**, "The Principal may deny the right of student(s) to participate in fieldtrips if their behaviour or lack of skills may have a negative impact on the success/safety of the trip."

Clothing / Footwear / Lost and Found

School is a place of work and students should dress accordingly. We would ask that hats are not worn inside the building. If students are wearing clothing with graphic slogans, we expect that they are school appropriate. This expectations applies to boys and girls as well as staff. Students wearing unacceptable clothing may be asked to find something else to put on. Adequate footwear is required at all times in case of an emergency evacuation of the school. We do prefer white soled shoes as they do not mark the floors. Please remember to label all personal items and to check our Lost and Found regularly.

Fees

Fees in our school allow us to offer special programs and are cost effective. Complete information about fees are sent home with each student in mid-September. For 2018-2019, the fees are as follows:

ECS

- Fieldtrip & Bussing \$65.00
- Cultural fee \$20.00
- T-shirt (optional) \$ 8.00
- Noon Hour Supervision \$50.00

Grade 1-6 Fees

- Lunchroom Supervision \$90.00
- Cultural fee \$40.00
- Fieldtrip/bussing & Cultural events \$65.00

A fee summary sheet is sent home in September and fees are due by mid-October. For your convenience, cash, cheque and credit card are payment options. All parents are encouraged to pay the fees on-line through *Parent Portal*.

Any family anticipating difficulty with paying any of the fees can apply to have their fees waived through Elk Island Public Schools. You can access the *Application for Waiver of Fees* form @eips.ca. Please contact the school office if you require more information. The deadline for application is December 14, 2018.

In the event school fees are not paid after several notices, outstanding accounts will be referred to a collection agency.

Parent Groups

The École Campbelltown School Council (ECSC) was formed in 1995 as the parent group of Campbelltown School. Since that time, they have taken on the role of School Advisory Council, in order to interact with and advise the school and school board on matters concerning the education of their children as provided for in the School Act (1995).

Every parent or guardian with a child registered at Campbelltown is a member of the ECSC. All parents are welcome to attend ECSC meetings, held in the library of the school at 6:30 pm on the Tuesday after early dismissal of each month.

In addition to their advisory role, the ECSC assists the school/students through coordinating of parent volunteers in the school and assisting with the organizing of special events.

The École Campbelltown Parent Liaison Association (ECPLA) organizes fundraising to provide additional money for extra equipment, field trips, cultural events, and extra consumable instructional supplies.

Most of the events from which extra funds are raised are of significant benefit to the children and parents, i.e. hot lunch days, family dances, book fairs, and so on.

Parents are able to participate in these groups in a variety of ways--serving on the executive, helping with hot lunch days, being a room rep, and so on.

You are invited to volunteer and work with a great group of people --the parents of your child's schoolmates and the staff of the school.

Ways to Become Engaged in Your Child's Learning

1. Classroom Volunteers

Speak with your homeroom teacher about opportunities to volunteer in your child's classroom through material preparation, reading, small group work, field trip supervision, special days, or delivery of hot lunch.

2. Library Work

Speak with our Library Technician for opportunities to help in the library, with laminating, or at one of our two Book Fairs.

3. Hot Lunch

Speak to the Hot Lunch coordinator about our hot lunch delivery program.

4. Special Activities

L'épûlchette, Carnaval, Sports Daywe always need lots of parents to help with these great events!

5. **School Council** Speak with our School Council representatives for more information about how to get involved by attending meetings or serving on one of the executive positions or helping with fundraising initiatives!
6. **Continue to read with your child on a daily basis!**

EIPS: Emergency Plan

EIPS' first priority during an emergency is the safety of our students and staff. The division has developed an *Emergency Response Plan* and framework to deal with a wide range of potential emergencies.

The plan works in collaboration with first responders and other local emergency preparedness plans. The division and individual school plans are reviewed annually and following each emergency.

The division and school emergency plans use well established functional protocols and procedures that address a wide variety of incidents. The particular actions taken during any emergency will greatly depend on the specifics of the incident. Each year the principal shall hold a minimum of six evacuation drills and an additional two drills related to a severe natural disaster, hazardous material spill, lock-down, or shelter-in-place. These drills and exercises are actions designed to prepare students and staff to act quickly and minimize a child's fear should a real emergency occur.

Evacuation

An evacuation requires all students and staff to leave the school and go to an alternate location. In some cases, this may mean going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation centre. In those instances, parents are informed of the alternate location via the school contact.

Shelter-in-place

During a shelter-in-place students and staff retreat to classrooms or another safe area to seek shelter. This includes having any students or staff members who are outdoors come back into the school.

Shelter-in-place is generally used during an environmental emergency, such as severe storms or chemical spills affecting air quality.

Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from possible hazardous conditions.

Lock-down

Lock-downs are usually used in response to acts or potential threats of harm or violence to students and/or staff, including any such activities in the general vicinity of the school. During a lock-down, all outside doors to the building and rooms within the school are locked. No one is permitted in or out of any area once the area has been locked. Students and staff must respond very quickly to a lock-down command to ensure they get to a safe location before the doors are locked. Parents are not permitted access to the building or to their children until the lock-down is over.

Bus Safety and Transportation Rules and Procedures

1. All students, parents, and bus operators are to be made aware of and abide by the rules and procedures for student behaviour on school buses.

2. The transportation rules for student behaviour as well as all EIPS policies apply to students while on the bus, at transfer locations, and while boarding and leaving the bus.
3. Any student responsible for an act of vandalism will be assessed for the full cost of the damage.
4. Parent/guardian(s) are responsible for students prior to the school bus arriving and after the school bus departs from the designated pick-up/drop-off location.
5. Any articles transported on a bus must meet the requirements as stipulated in the Traffic Safety Act - School Bus Operation Regulation.
6. Students shall ride only their assigned bus. Exceptions may be granted upon written request from parents/guardians to the Director, Student Transportation for child care purposes. In emergency situations parents/guardians shall contact Student Transportation to request alternate arrangements. (A note to the bus driver without prior approval from the Director of Student Transportation will not be accepted.) In emergency situations Principals may make alternate arrangements and contact Student Transportation.

Transportation Behaviour Plan:

The student's age, frequency of infraction, special needs of the student and/or severity of the offence shall be considered in the implementation of consequences. Consequences may be repeated due to improved behaviour or omitted due to the seriousness or frequency of a rule violation.

The consequences for offenses are as follows:

STEP 1 Verbal warning to the student.

STEP 2 Verbal warning to the student. Bus operator records the incident and contacts the parent/guardian(s).

STEP 3 Written warning to the student. Bus operator completes the misconduct report. The principal directly notifies the parent/guardian. Copies of the misconduct form are distributed by the principal to parent/guardian(s), bus operator(s) and the Director, Student Transportation.

STEP 4 Written warning to the student. Bus operator completes the misconduct report and reviews the details of the incident with the principal in a timely manner. The next steps in the discipline process are outlined by the principal to the student and parent/guardian(s). Copies of the misconduct form are distributed as above.

STEP 5 One (1) to five (5) day suspension. Bus operator completes the misconduct report and reviews the details of the incident with the principal within one school day. Principal discusses the situation with the student and decides on the length of suspension and consults, if necessary, with the other principal and the other student involved. If a meeting with the operator is necessary, the principal notifies the parent(s) of the bus suspension and arranges for a meeting, with the parent/guardian(s), the student, bus operator and Student Transportation staff prior to the student being reinstated from suspension. Student and parent/guardian(s) are notified that further misconduct may result in suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees. Principal notifies the Director, Student Transportation by telephone, fax or e-mail regarding reinstatement date. Director, Student Transportation advises the operator(s) by telephone, fax or e-mail regarding the suspension. Copies of the misconduct form are distributed as above.

STEP 6 Suspension with a recommendation for expulsion from EIPS Student Transportation to the Board. Upon receipt of the student misconduct form and after discussion with the

operator and student, and after consultation with the Director, Student Transportation and/or a member of Student Support Services Staff (if applicable), the principal shall follow the procedures outlined in Board policy IGC, Suspension or Expulsion of Students.

Behaviour which may result in a suspension or recommendation for expulsion from EIPS transportation includes but is not limited to:

- a. Open opposition to authority of bus operator and/or individuals employed by EIPS
- b. Use of improper, profane, or abusive language or gestures
- c. Engaging in, but not limited to, fighting, intimidation, and/or verbal or physical abuse of other students or staff.
- d. Use of tobacco and/or other smoking materials
- e. Engaging in willful destruction of property or acts of vandalism
- f. Acts of vandalism when reparation charges have been assessed but not repaid
- g. Engaging in any dangerous or unsafe behaviour
- h. Riding the bus for any purpose while on suspension from school or the bus
- i. Use or possession of alcohol and/or controlled substances
- j. Possession of controlled substance paraphernalia

The consequences for alcohol and/or controlled substance trafficking, use or possession of weapons, bomb threats, or vicious physical assault shall result in an immediate suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees.

Elk Island Public Schools will hold an annual in-service for Bus Operators to assist in dealing with student behaviour, safety, and medical concerns.

Cold Weather

Students are encouraged to come prepared for playing outside in each season. During colder winter days, please make sure students are dressed appropriately with hats, mitts, boots and snow pants. Students will be enjoying the great outdoors unless it is approximately -21 degrees Celsius or colder, taking into account the wind chill. During inside recesses, students may have a short washroom break and get a drink from the water fountain. They are then expected to remain in their homerooms where they have access to games and other quiet activities.

Inclement Weather Procedure

The following is taken from the Administrative Procedure 164 located on the EIPS website. (eips.ca)

1. School Bus service may be suspended by the Superintendent, in consultation with the Director, Student Transportation, when at 5:00 a.m., Environment Canada reports a temperature of -40 degrees centigrade including wind chill factor, in one or more region.
2. School bus services may also be suspended or delayed by the Superintendent, in consultation with the Director, Student Transportation, due to adverse weather or road conditions.
3. The Director, Student Transportation/designate, shall take into account the advice of the RCMP, Alberta Motor Association, and/or weather office when making a recommendation to the Superintendent regarding the suspension of school bus services.
4. Suspension of school bus services may be limited to a specific region of Elk Island Public Schools.
5. Suspension of school bus services may be done on a route-by-route basis.

6. The Superintendent, in consultation with the Director, Student Transportation, shall make a decision regarding school bus suspension by 5:30 a.m. (or the previous night if conditions make it obvious that service will be suspended the following day).
7. When school bus services are suspended by the Superintendent, schools shall remain open to students.
8. If unsafe road conditions occur, the Director, Student Transportation, in consultation with the bus operator, has the discretionary power to decide not to operate or to abandon completion of the morning route by returning students to their homes. Student Transportation staff must ensure students have adequate access to residences.
9. When weather or road conditions deteriorate during the day, the Director, Student Transportation/designate may authorize individual or all buses to leave school prior to regular dismissal time.
10. Should weather conditions be extreme or deteriorate during the day in a particular region/area, the Principal, in consultation with the Superintendent may close the school to all students and staff.
11. The Principal, staff and school bus operators shall take steps to ensure students arrive home safely when they are dismissed earlier. This includes attempts to contact parents/guardians/emergency contacts to ensure students have adequate access to residences. In remote areas where parents cannot be contacted, students shall be kept at the school.
12. Bus operators are to hold themselves in readiness for service in cases of pending extreme conditions.
13. Parents and school bus operators shall be advised annually of the procedures used for the suspension of school bus service.

COMMUNICATION

14. Student Transportation staff shall contact all parents, Principals and bus contractors by automated phone message to announce any suspension of bus service.
15. Student Transportation staff shall update the bus status notice on all school and division websites.
16. The Director, Communication Services/designate shall advise the media of the Superintendent/designate's decision.
17. The Director, Communication Services/designate shall notify the subfinder secretary to advise all assigned substitutes of any school closure.
18. The Director, Communication Services/designate shall compose an appropriate taped message for the Central switchboard, Community Hotline (780.417.8122), Inclement Weather Staff line (780.417.8158), Staff Connect, and the EIPS website.
19. All such messages will be posted by 6:30 am.

STUDENTS

20. For the safety of students, it is the responsibility of parents to ensure:
 21. their children are suitably dressed for coping with weather conditions
 22. Arrangements have been made for alternate shelter for their child if no one is home.
 23. Parents who have brought their children to school on days when school bus services are suspended because of inclement weather or hazardous road conditions will be responsible for picking up their children.
24. On scheduled Diploma Examination dates, students who arrive at school shall be allowed to write the examination.

**** Student drop-off and pick-up on these days will take place at the main doors.**

Summary Remarks

The purpose of the school handbook is to provide parents and students with details about the school's operation and every effort has been made to provide information which is accurate and current. As this handbook was edited in June, there may be changes in the dates noted. Please check the monthly newsletter for the most up-to-date information.

Moreover, in such a document it is impossible to deal with all of the procedures, issues and concerns. Parents, who have questions or would like clarification on any issue should call, fax or e-mail the school or drop by for a visit.

We welcome all our Campbelltown students and their families to a new school term.
May the 2018-19 school year be the best one ever!