

CREMONA SCHOOL

STUDENT/PARENT

HANDBOOK

2013-2014

- Mission and Vision
- School fees
- School rules and policies
- Graduation/Cap and Gown Requirements
- Mandatory Gym Strip
- Bullying information

Principal's Message

I hope that all of you had a pleasant summer and had some time for rest and relaxation. I am looking forward to a great school year ahead. Cremona School is an outstanding school for students to grow and prosper in a safe and caring environment. I would like to extend a special welcome to those of you who are new to Cremona School and hope that you feel at home here.

The beginning of every new school year is an exciting time. It is a time to renew acquaintances and catch up with old friends. It is a time for new beginnings. The staff at Cremona School is looking forward to making this a successful, productive and happy year with challenging opportunities and engaging learning experiences that will allow students to achieve at a high level of performance.

Cremona School is a K-12 school serving the needs of approximately 390 students and 50 staff including teachers, support staff, admin support, custodians and bus drivers. It is nestled in the foothills of Alberta and is known for its warm and inviting atmosphere with fantastic parent and community support. We are also very fortunate to have a very active Community Engagement Site for all lifelong learners.

At Cremona School we strive to help our students grow throughout their lives to become healthy, caring lifelong learners. We are delighted to be in partnership with you to help maximize your child's potential. As co-instructors of your children, our faculty and I appreciate and depend on your assistance and cooperation in nurturing all aspects of their development. None of us can do it alone; it takes teamwork.

We are thankful that you have entrusted us with your children. Our number one goal is to increase student achievement by improving literacy at all levels and in all subject areas as a major focus. We work in many ways to improve student learning including offering after-school help to students, working towards consistent communication with parents, and using data to differentiate instruction in the classroom. We encourage you to be an active parent at Cremona School; communicating with your child's teacher, monitoring their grades, checking Powerschool, attending all scheduled parent conferences and scheduled grade level parent meetings, visiting the school's website and volunteering at the school. With your support, your child will have every opportunity to be successful.

With your help, Cremona School will continue to be a school community in which every person feels respected, valued and is encouraged and challenged to achieve their potential. I strongly encourage parents to talk to their child about school. It is our hope that students will say that school is fun, and they will also be able to share with you their excitement in learning.

It is very important that students feel happy and safe while at our school. We need to ensure that all individuals will be treated with respect regardless of our differences. Should your child express any concerns or worries about school, please contact us immediately. We will do whatever we can to ensure this is dealt with compassionately. Please help us by reinforcing these expectations at home.

Once again, I am looking forward to working with not only our teachers but also parents and community members as they are an integral part of our educational team. Our entire staff wishes everyone a very happy and successful school year and welcome you all to the new school year at Cremona School

Please feel free to stop by my office or contact me at any time via phone or email if I can be of assistance.

Joanna Harvey
Principal
Cremona School

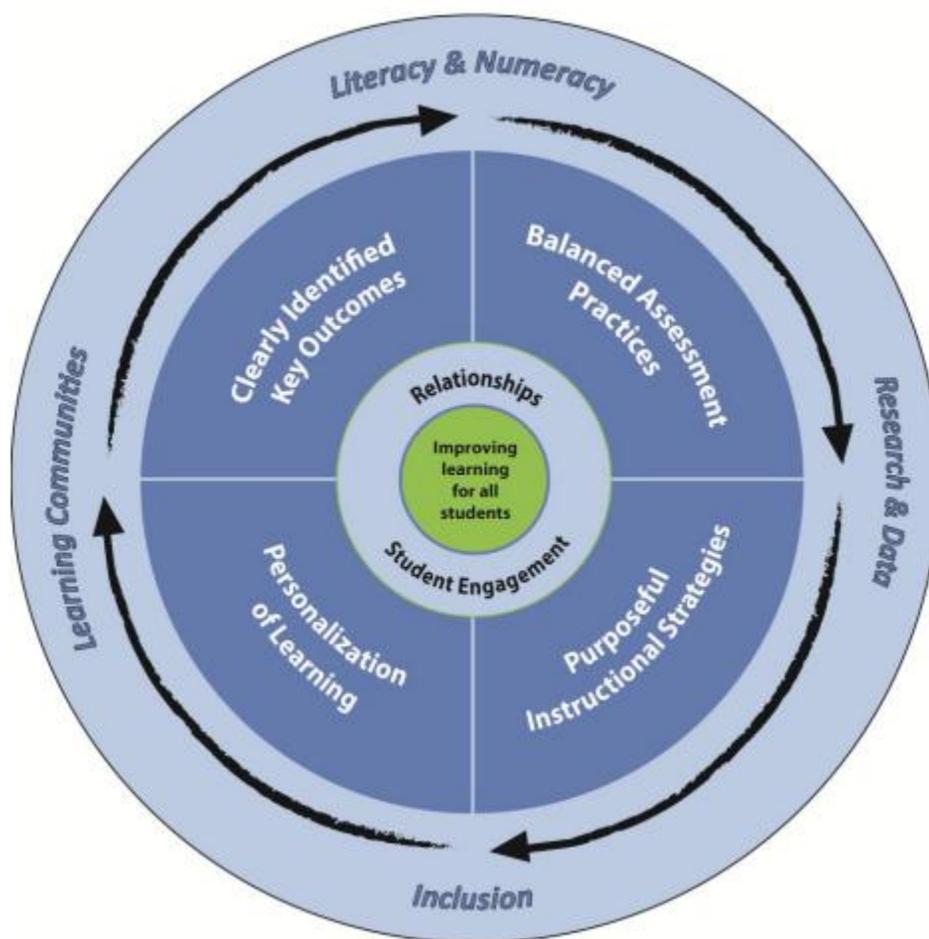
Mission

Cremona School will engage every student in meaningful learning by challenging, encouraging and believing in them.

Vision

Cremona School will be universally recognized as a collaborative learning community where learning is personalized for all students to achieve success as compassionate and innovative global citizens.

Quality Learning Environment



For more information:

<http://www.chinooksedge.ab.ca/Quality%20Learning%20Environment.php>

School Hours of Operation

Our school day runs from 8:35 a.m. until 3:15 p.m. and often, due to meetings, staff is unavailable to supervise children unless specific arrangements have been planned for specific students (i.e. practices, extra help session, rehearsals, etc).

We request that parents do not have their children arrive at school until 8:25 at the earliest. This time is in line with most other elementary schools in the area and provides some flex time for parents and staff. If students are repeatedly arriving at school well before the day's start time, the school may be contacting parents to pick their children up and/or supervise them until the appropriate time.

We understand that there are exceptional circumstances that arise from time to time that may necessitate a student having to come early or stay later. Usually some form of accommodation can be made if the office is informed of the circumstances and they do not occur on a regular basis.

Basic School Fees

Kindergarten	Nil	Grades 7-9	\$77.00
Grades 1-6	\$62.00	Grades 10-12	\$102.00

The above fees **include** \$1.00 for student accident insurance. The Grades 10-12 fee also **includes** \$5.00 for Diploma Exam materials.

The following are examples of items included in the basic school fee:

- Textbooks, photocopying, library materials, physical education equipment
- Blanket student accident insurance with Industrial Alliance Pacific

Co-curricular activities (i.e., swimming), extra-curricular activities and field trips are charged separately according to cost.

Option/CTS Fees (Grades 7-12)

\$7.00 per credit (25 hours)

Band (instrument rentals)

Communication

Each year, schools are required to communicate to parents as to what is supplied or covered with each fee.

Foreign Students

See Shawn Russell

Collection of Fees

Schools are responsible for the collection of fees. Difficult collection cases that total no more than 5% of the school fees owing may be referred to Division Office for collection over the summer. Collected school fees are to be remitted to division office according to the following schedule:

Fees collected:

September 1 to October 15
October 16 to December 31
January 1 to March 31
April 1 to June 30
July 1 to August 31

Remit by:

October 31st
January 15th
April 15th
July 7th
September 8th

School Fees

Possible Questions & Answers

September 2013

What are school fees used for?

School fees help us provide services for students that other sources of funding don't cover. Funding from the government provides for most educational items such as teachers and staff members, classrooms, facilities and technology. School fees help offset some costs for items such as photocopying, certain classroom supplies, library materials and certain phys. ed. equipment.

How much are school fees in Chinook's Edge?

Kindergarten Nil

Grades 1-6 \$62

Grades 7-9 \$77

Grades 10-12 \$102

Are additional fees charged for anything else?

Schools may charge fees for such items as band instrument rentals, field trips, gym strip and swimming lessons. While some Alberta schools are charging fees for lunchroom supervision, Chinook's Edge provides this service without additional fees to families. As well, Chinook's Edge doesn't charge textbook rentals.

How do fees charged in Chinook's Edge compare to neighboring school divisions?

Chinook's Edge school fees are comparable to neighboring school divisions.

What happens if people don't pay their school fees?

Each school works with families to determine payment schedules that are accessible for everyone. If families choose not to pay their school fees, principals can send the information to division office, where further action may involve a collection agency. If so, the collection agency would work with families in a diplomatic manner to gather the fees.

How do you handle families who say they can't afford to pay school fees?

Families who can't afford to pay the fees can contact Debbie Jackson, Accounting Technician, toll-free at 1-800-561-9229 or email djackson@chinooksedge.ab.ca. Based on need, families can be exempted from paying part or all of the school fees.

School Supplies

School fees cover the cost of providing textbooks, teaching resources and photocopies materials. A student supply list is sent home in June informing parents of the materials required for the following year of study.

Lockers

All Grade 5 – 12 students are issued a locker and lock. This is a privilege and may be revoked if discipline issues arise. School locks must be used. Students in grade 5 will be charged \$10.00 for their lock which will be considered theirs until they graduate.

*****There will be a \$10.00 replacement fee for lost locks.

Mandatory Gym Strip Rule

For this year, all students in grades 5 to 10, and those students in grades 11 and 12 that take phys ed, will be provided with a gym strip by the school at a cost of \$30, which will be added to regular school fees.

What would be included?

Included in this would be a pair of black shorts and a Cremona School t-shirt.

Why would we do this?

There are several reasons to implement this rule for the school. Gym strips are a necessary part of physical education class because they allow the students freedom of movement and flexibility during activities. Furthermore, the physical activity that students take part in during physical education class often results in sweating and having a separate change of clothes prevents them from having to wear sweaty clothes for the rest of the day. Additionally, many of the activities involved in physical education class may be somewhat damaging to regular clothes, and having a separate gym strip will prevent parents from having to purchase new daily wear clothes.

Yeah, but why a school set, why can't I just buy my student their own gym strip?

There are also several reasons to have a school supplied gym strip. First, by having the gym wear provided by the school, we can ensure that each student has **proper** and **appropriate** clothing for physical education class, preventing students from coming to gym with clothes that they think are appropriate but are not. Also, should a student happen to “forget” their gym strip, the school will have a supply of back-up gym clothes that the students will be able to borrow for the day. The school gym strip can also be used in some extra-curricular sporting events, such as cross country races, badminton and track, preventing parents from having to buy extra uniforms for those sports.

Ok, but my students hates wearing shorts, so what can we do?

The school will also make school sweat pants available at a slightly higher cost. We will also have sweaters available at a higher cost for those students that would prefer one over a t-shirt.

What happens if their clothes get ruined?

The gym clothes that we provide will be more than capable of handling regular phys ed class wear-and-tear. If your student wears their gym strip outside of gym class and it gets ruined, you will be required to purchase another set. If for some reason the clothes get ruined during class (from regular use) the school will provide another set. Extra individual pieces can also be purchased for \$15 per unit (t-shirt or shorts).

ATHLETICS

“Home of the Cougars”

Cremona School offers a variety of athletic choices for students in grade 6 – 12. Elementary students are at times involved in division “fun” cross country activities. Grade 6 students are allowed to compete in our middle school volleyball and basketball leagues. Grade 7 to 12 students could be involved in basketball, volleyball, badminton or track and field. Golf is offered to grade 9 – 12 students at the Zone level. Cremona Athletics strives to enhance an educationally sound program as well as develop physical, mental, emotional and social aspects of young people. Participation is a privilege and we will attempt to provide an opportunity for excellence.

BAND

Band is offered to grades five through twelve. Band instruments are purchased or rented from a music company, although larger instruments such as drums are provided. Our bands are involved in school concerts and festivals.

OUTDOOR EDUCATION

Outdoor Education field trips currently take place in Grades 5 and 9. These trips vary from three to five days in length and concentrate on teaching specific aspects of the outdoor education curriculum. Teacher and parent supervisors/instructors are always an integral part of these programs.

FRENCH

French is offered as a compulsory subject at the Grades 4-8 levels and is optional in Grades 9-12.

GUIDANCE

Career and personal guidance is available to all students in Kindergarten through Grade 12. We have an academic counselor for the high school as well as a Family Wellness Worker for all grades available to assist students and family on various personal issues as well as provide preventative programming to our students.

COMMUNITY HEALTH NURSE

The community health nurse visits our school on a regular basis to administer booster shots, and to check for general health and well-being at the school. Our Public Health nurse is Jennifer Kennedy.

SPECIAL EDUCATION

Special Education services are available for students that need help beyond the regular classroom. Educational Assistants are used in and out of classrooms to help students with learning strategies. If you would like to discuss special education issues please contact Gail Cummings, Joanna Harvey or Scott MacDonald.

SCIENCE FAIR

Each February a school science fair is held. Project work by students usually begins in December and award winners compete at the County Science Fair. Winners in older grades are eligible to go on to the regional and national science fairs. Community members participate as judges.

SCHOOL BUSES

It is the responsibility of the students to be on time to catch the bus and parents/students must notify their driver if they will be late or will not be riding the bus that day. Students are responsible to the bus driver while on the bus and must follow the bus rules. *POLICY: “Students traveling to or from school shall be responsible for their behaviour to the school Principal. School discipline may be imposed on any student deemed by the Principal to be guilty of misconduct or misbehaviour while on his or her way to or from any regular, extra-curricular, or co-curricular activity sponsored by the school.”*

CREMONA SCHOOL BREAKFAST PROGRAM

The Cremona School Breakfast Program was primarily created to provide supplemental sustenance to children who may feel they have not gotten enough to eat in the morning due to a variety of circumstances – most often due to busy family lifestyles. The Breakfast Program was never intended to feed every child in the school a breakfast every day – that would not be financially sustainable.

While no student will ever be turned away from the breakfast cart during its times of operation, individual teachers may make the decision not to allow some students to go down to the breakfast cart. Those decisions are made for a host of reasons.

Additionally, if a teacher notices that a student is using the program every day they may send a note home simply to inform the parent that their child is doing so. This is for information only and should not be construed as having any other meaning that is not explicitly stated. In all cases, if you have a concern regarding the breakfast program or communication from teachers regarding it, you should contact your child's teacher for clarification.

DANCES

Dances are for Middle School and High School students and their invited guests and are supervised inside the school by staff and parents. High School Dances are held from 6:30 pm to 10:00 pm. Middle School Dances are held from 3:30 pm to 5:30 pm.

School Dance Rules

1. The doors will be locked one hour after the start of the dance.
2. Students who leave the dance will generally not be readmitted.
3. Only guest on the official guest list will be allowed into the dance. Students who wish to invite guests must have the guest's name, phone #, and address on the guest list at least 2 days before the dance. Students may invite a maximum of two guests.
4. Guests **must** arrive with the student who invited them, and the students will be held responsible for the behaviour of their guests. Guests must be registered in a middle or high school to be eligible to attend.

Since this is a school sponsored activity, the school policies on drugs, smoking and alcohol will apply.

STUDENT/PARENT/TEACHER CONFERENCES

The student/parent/teacher conference is a vital aspect of sharing information, and it is important that **both parents and students** attend. The conference provides an opportunity to share the indicators of the student's social and emotional development, and academic progress in relation to the education aims and objectives of the school, the parents and the student. We strongly encourage parents and students to participate in these conferences. Parents and students may request a conference with staff at any time during the school year.

CODE OF STUDENT CONDUCT AND POLICIES

Students of Cremona School are to:

- Follow directions of all staff.
- Demonstrate consideration, courtesy and respect for others' rights and property.
- Use appropriate language and dress appropriately.
- Demonstrate respect for the learning of others.
- Maintain safety for themselves and others.

****As defined by the Alberta School Act:

A student shall conduct himself so as to reasonably comply with the follow code of conduct:

- a) Be diligent in pursuing his 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 his teachers for his conduct;
- f) Respect the rights of others.

DRESS CODE

Students are expected to dress in a manner that is appropriate to our Kindergarten through Grade 12 school setting. Student clothing that overtly exposes the anatomy is inappropriate, including the following:

- Spaghetti straps
- Backless shirts/tops; tube tops
- Muscle shirts and tops that come off the shoulder
- Clothing that exposes the abdomen, undergarments
- Clothing that is cut excessively low or skirts that are excessively short

Also clothing that contains negative or obscene slogans is unacceptable. Such slogans may include references to drinking, alcohol advertising, drug use, tobacco use, violence, prejudice of any kind, or slogans that are of a sexual nature.

If a student is wearing inappropriate clothing, he or she will be asked to either change or cover up the item in question. T-shirts may be turned inside out. It will then be expected that the student will not wear the article of clothing to school in the future. Repeated offences will be considered to be defiance under the Cremona School Discipline Policy.

STUDENT ABSENCES THE DAY OF EXTRA-CURRICULAR ACTIVITIES

A student is not allowed to participate in a sports game, tournament or attend an extracurricular activity if they have been absent from school the day of the event. The student must be here for the full school day. The only exceptions to this rule are:

1. Doctor or dentist appointments with parental permission
2. Any other exceptions as deemed appropriate by the principal and these must be addressed to the principal by a parent ***before*** the day of the game or activity.

LATE POLICY

Attending and being on time for class are vital components that help to ensure student success. Being late for class affects the education of the student who is late and also the success of every other student in the class; lates cause unnecessary interruptions and delays as teachers take time away from their students to deal with the students arriving late.

1. Students who are late for a class will be required to sign into that class using a form at the front of the room. They must list their name, the time they arrived, and their reason for being late.
2. After 3 late occurrences in one class, students will be assigned a detention to be served in a specified room immediately after being informed of their third late occurrence.
3. Every late after the third will result in a noon hour detention. Lates go back to zero at the beginning of a new semester.
4. The form will also contain a row that will allow teachers to excuse students for being late if they were detaining the student for a reason. Those late occurrences will not be counted against the student.

Failure to show up for an appointed detention will be considered as defiance under the Cremona School Discipline Policy and will be dealt with according to the consequences laid out in the policy for that infraction.

STUDENT ATTENDANCE

Student attendance is compulsory at Cremona School. It is the belief of the Chinook's Edge Regional Division and the school that continuous attendance by all students is essential to maximize student learning. The more absences a student accumulates, the less he/she can be expected to adequately participate in and understand the concepts taught in the classroom. In addition to teachers and school administration, students and parents must accept responsibility with regard to this important aspect of education.

It is expected that student attendance will comply with Section 7 of the Alberta School Act which outlines student responsibilities necessary for a productive learning environment. As it relates to attendance the act clearly says that a student must attend school "regularly and punctually".

Minimum Attendance requirements: It is expected that a student will attend every class (subject) each day for the entirety of the course. At Cremona School it is the belief of the teachers and parents that regular attendance is a **very** important factor in determining the success that a student will experience with his/her high school program.

TRUANCY POLICY

The minimum attendance requirement for students attending Cremona School is **85%**. Students who miss more than **15%** of classes in a subject area may have their recommendation for credits in the course(s) withheld.

Any unexcused absence will be considered truancy and will be subject to the procedure as described below. An absence will be considered a half day or whole day of missed school. “Skipping” a class is also considered truancy and will result in an automatic detention or possible suspension dependent upon the student’s attendance record.

Absences

For each absence:

1. Parents ***must*** inform the school by phone or the absence will be considered truancy.
2. School administration can, at any time, require parents to produce a ***medical certificate*** for absence from school. This will be done in the case of excessive absences.

PROCEDURES

Truancy, defined as the failure to attend any registered class without an acceptable reason, (as outlined in part 1, section 8 of the School Act) will result in the following course of action:

1. The student must attend a noon hour detention. The student will make up all work missed during his/her truancy, as outlined by the teacher, and will have such work returned at the beginning of the class period on the second day of return following the truant period.
2. **Second Truancy**
The student will be suspended from school for a period of 1-2 days and expected to make arrangements with the parent/guardian to attend an interview with the principal on the day of reinstatement. If this does not happen, the student will be suspended until an interview is arranged.
3. **Third Truancy**
The student will be suspended from school with parents being notified by letter of the indefinite suspension. The matter will then be referred by the principal, along with his recommendation, to the School Board through the office of the Superintendent of Schools. At this point the matter will be out of the hands of the school and will be handled by the School District Discipline Committee in accordance with the procedures outlined in Section 19 of the Alberta School Act as well as Policy IGD of the district policy handbook. The School Act and District Policy Handbook outline parents’ avenue of appeal. Parents wishing to provide input into the final disposition of this matter should contact the Superintendent of Schools and request information on the procedures to be used.

NOTE: TRUANCIES RECORDED IN THE FIRST SEMESTER OF A TERM ARE NOT CARRIED INTO SECOND SEMESTER

CREMONA SCHOOL CAP AND GOWN REQUIREMENTS

The Cap and Gown Ceremony is the official school-organized celebration of graduation. Out of respect to the effort that most students put into achieving their high school diploma, Cremona School only allows students who have realistic chances of successfully completing courses required for graduation to participate in the Cap and Gown Ceremony.

To this end a couple of bench mark dates have been set:

1. By May 1st of any graduation year all students must be on track towards receiving 100 high school credits and must have at least 40% in all courses required for graduation.
2. By June 1st of any graduation year all students must be on track towards receiving 100 high school credits and must have a mark of at least 50% in all courses required for graduation.
3. It is particularly important to note that both English 30 and Social 30 are courses that are required for graduation so even if students have more than 100 credits they still need to have the above listed marks in those two courses by the dates mentioned.

Additionally, students graduating from Cremona School are expected to possess 110 high school credits with at least 35 of those occurring during their grade 12 year (including summer work experience and RAP).

Students who do not meet these requirements will be deemed ineligible to participate in the Cap and Gown Ceremony. This will not affect their participation in the Graduation Banquet however, as that is a parent run event not directly connected with the school.

For the vast majority of students, these dates will have no real meaning since most Cremona students already have more than enough credits and possess passing marks in all of their courses. Cremona School will always contact the parents of students who are in danger of not graduating; however, those with concerns should contact Ruth Dougherty at the school to check on their child's graduation progress.

Hat Policy

Grades 5 – 12: Hats will not be worn in the school between 8:40 a.m. and 12:22 p.m. and between 1:02 p.m. and 3:15 p.m.. In grade 5-12 hats should be stored in student lockers during class time.

Grades K – 4: Hats are not to be worn in the hallways or classrooms.

- Teachers will confiscate hats worn during school hours

**** Hats are defined as ball caps, toques, cowboy hats and the like and the rule applies to females students as well.

STUDENT PARKING

- 1) Staff will be assigned parking at the front of the school. Students are not permitted to park in those spots.
- 2) Students are asked to park in the student parking lot at the rear of the building.
- 3) Students must obey all signs since the driveway is also used by the school buses.
- 4) Students who park in a manner that blocks other vehicles or unnecessarily occupies too many parking spaces will have their parking privileges revoked.
- 5) **School Bus Precautions:**
 - a) Students must not interfere with school bus traffic in any way. There will be major consequences for this infraction, most likely in the form of a suspension.
 - b) If buses are leaving students must wait until all buses have left before proceeding.
 - c) When arriving, students give right of way to buses at all times.
 - d) Do not speed along the driveway.

STUDENTS TRANSPORTING STUDENTS

Under no circumstances will a student be given permission to transport another student(s) in their vehicle to any school related activity. This applies to activities or classes during school hours or after school.

CELL PHONES

We want to ensure students are focused on their studies. Text messaging has become a forum for bullying and we want to eliminate this avenue for bullies throughout the school day. Additionally, text messaging can be used for academic dishonesty and cameras on phone are not allowed in the dressing rooms. With this comes a recognition that smart phones can be valuable tools in education that decrease demands on school funded technology.

Grades 5-12

Cell phones and other personal electronic devices are to be used only for educational purposes during the school day. When not in use they should be turned off and placed in the student's locker. If they are in class they should be turned off and placed face-up on the corner of the student's desk. Inappropriate use will be determined at the discretion of the teacher but must in all cases adhere to the Chinooks Edge Technology Use Agreement that all students must sign at the beginning of the year. Repeated technology offences will result in parents being responsible to pick up the phone and meet with administration to discuss the issue. Persistent offenders will have all personal technology privileges within the school removed. Elementary students are asked to leave cell phones at home.

- Personal Electronic Devices can be of educational value; but the following apply:
- No use of PEDs during "listening times".
- Texting and calling during class is not permitted.
- Teachers will confiscate PEDs when inappropriate use occurs; first offence will see the PED seized until the end of the day; second offence will see the PED delivered to administration; repeated offences may result in a long term technology ban

PUBLIC DISPLAYS OF AFFECTION POLICY

Excessive public displays of affection are not in good taste, and are therefore not allowed at school or during school activities.

CREMONA SCHOOL NUT AWARENESS PROGRAM

At Cremona School there are several children who have been identified as having severe allergies to nuts. For some of these children, any exposure to nuts or nut products is life threatening. As a Nut Aware school, **we would like to remind parents that they should not be sending nuts or nut containing products to school either in lunches or as class treats.** If a student should mistakenly bring a nut-containing product in their lunch, they will not be allowed to eat it and will instead be provided with an alternative snack.

We would also like to remind parents of the importance of ensuring that their children's medical information forms are accurate and up to date. For children with severe allergies this means that we need to have a list of the substances that those children are allergic to. If you, as a parent, are unsure of whether your child's medical form is up to date, please contact the school for confirmation.

CREMONA SCHOOL DICIPLINE POLICY

<u>Infraction</u>	<u>Consequence</u>
Bus Behaviour	1 st – 2 day SS & removal from bus for 3 days 2 nd – 1 day ISS, removal from bus for 5 days & LOP 3 rd – 3 day OSS and as above
Disrespect/defiance (Includes any of the following infractions)	General Consequence (specific consequences in ADDITION to those listed below are listed beside each infraction)
Disrespect/Defiance (Minor) Intimidation/Bullying	1 st – 1 -2 day ISS or 1-2 day OSS depending on severity 2 nd – 1 – 3 day OSS depending on severity 3 rd – 3 – 5 day OSS depending on severity 4 th – 5 day OSS and/or recommendation for expulsion
Misuse of technology	Specific: Loss of computer privileges (1 week first offence, 1 month second, full year LOP for third)
Dishonesty	
Skipping School Service	Specific: Extra school service for each infraction
Forgery/Altering Forms Unauthorized Possession of School Material	
Possessing Obscene and Libelous Materials	
Watching/Attending an Altercation	
Vandalism and Theft (Minor)	Specific: Restitution must be made
Inappropriate language, gestures on Clothing (after being warned and made to Cover up)	
Smoking outside of designated areas	
Driving/Parking (minor & after one Warning)	Specific: Loss of parking privileges
Conduct Around School Building:	
1. Hallway 2. Use of Unsupervised Areas	1 st – SS or 1 day ISS 2 nd – 1 day ISS or 1 day OSS and LOP 3 rd – 3-5 day OSS and LOP
3. Library	Specific: includes suspension from library
4. Littering (hallway/school yard)	Specific: must also clean hallways/school yard
5. Lockers	Specific: damage will be treated as vandalism
Severe Infractions (including)	

<p>Dangerous Conduct Fighting Intimidation/Bullying (major) Reckless Driving Complete Disrespect (major) Pulling Fire Alarm</p> <p>Vandalism and Theft (major)</p>	<p>1st – 3-5 day OSS depending on severity 2nd – 5 day OSS and/or Recommendation for Expulsion depending on severity 3rd – Recommendation for Expulsion (Police may be called depending on severity)</p> <p>Specific: Restitution must be made</p>
<p>Alcohol or Illegal Drugs</p> <ol style="list-style-type: none"> 1. Drug Related 2. Trafficking Drugs 3. Alcohol Related &/or Drug Paraphernalia 	<p>1st – 4-5 day OSS (call police) 2nd – Recommendation for Expulsion (call police)</p> <p>1st – Recommendation for Expulsion (call Police)</p> <p>1st – 3 day OSS 2nd – 5 day OSS 3rd – Recommendation for Expulsion</p>

Cremona School takes the issue of bullying seriously.

What is bullying?

Bullying is the continued and/or repeated physical, verbal, or written harassment directed at another student that causes them physical or emotional distress. Anyone involved in the initiation and/or participation of this harassment is involved in bullying. Bullying can occur in as little as one day if the harassment is repeated and continuous. It can also occur over the long term, being repeated on a daily, weekly or monthly basis and can be highly dependent on a specific situation or event.

What bullying is not.

Bullying is not a fight on the playground that arises from a disagreement. While this is dealt with seriously, one time and rarely occurring issues are not bullying. Bullying is behaviour that is calculated and repeated.

Some examples:

It is not bullying to dislike someone. However, it is bullying to repeatedly tell them that you dislike them, or to try and influence others to not associate with the person you do not like.

It is not bullying to not invite someone to a party or event. It is bullying to make fun of that person for not being invited or to make it very obvious to others that you are excluding that person.

If you feel that your child is the victim of bullying at school, taking the following steps will help to ensure that school administration can deal with any issues in the most effective and efficient manner possible.

Step 1. Contact your child's home room teacher and explain the situation to them. Many issues can be resolved at this level through discussion or the alteration of seating plans, line-up order, etc. (High school bullying issues should be directed to the Vice-principal, Mr. MacDonald.)

Step 2. If the classroom teacher is unable to solve the problem, contact Mr. MacDonald. Mr. MacDonald will continue to work with all parties involved to resolve the issue. Again, the vast majority of issues will be resolved at this level.

Step 3. Some bullying issues are complex and cannot easily be resolved. In those cases, school administration will meet with the parties involved and their parents to develop a binding strategy for resolving or minimizing the conflict.

It should be noted that privacy laws prevent the school from discussing student disciplinary actions with anyone other than that child's parents. Though there are always some consequences that arise from obvious bullying issues, we are unable to discuss those with parents other than those of the child being disciplined.

TECHNOLOGY EXPECTATIONS

- 1) No food or drink of any kind, including gum, in the lab or near a computer.
- 2) Students wishing to work on a computer must have a staff supervisor.
- 3) Check your computer right away for any damaged and/or missing parts – report to staff supervisor immediately.
- 4) Always login to the Network.
- 5) No downloading or installing of games or programs from the Internet or home.
- 6) All disks from outside sources must be checked for viruses by staff supervisor before using them.
- 7) Do not view, send or display offensive pictures or messages.
- 8) Do not use a computer to harm other people or their work. (Shutting off another student's computer or punching their keyboard)
- 9) Any damage to the computer or the network will be the financial responsibility of the user.
- 10) Store your documents in your personal file on the network.
- 11) Only print ***necessary*** documents.
- 12) Using Cremona School computers is a privilege.

*****Students on sites that are not permitted will have their technology privileges revoked as follows:**

1st offense – one week; 2nd offense – one month; 3rd offense – loss of internet privileges for the rest of the semester.

VOLUNTEER GUIDELINES

We consider our volunteers to be important members of our educational team. As such, school policies also extend to them.

- 1) Confidentiality – please refrain from discussing information about children, parents or teachers which may become privy through your volunteer activities.
- 2) Problems – If problems or concerns should arise, they should be dealt with in the school, not in the community. Please feel free to discuss problems with a teacher or the principal.
- 3) School Rules – Please try to become familiar with general school rules and procedures so that you may provide a positive role model for the students and deal more comfortably and knowledgeably with them.
- 4) Health & Safety – The well-being of our students is a high priority. Please be safety conscious at all times. If working directly with children, you should consult the teacher so that you may be aware of any medical conditions that may exist.
- 5) Smoking – Cremona School is designated a non-smoking facility.
- 6) All volunteers are required to submit a criminal record check and sign and abide by the guidelines in the Oath of Confidentiality. All volunteers who are transporting students are required to submit the Transportation of Students in Private Vehicle form, provide proof of their current license and insurance. The insurance must have million dollar liability.

WHAT YOU MAY GAIN AS A VOLUNTEER

When you volunteer in our school, we feel that you:

- Learn more about children’s learning.
- Get to know the school staff as well as others who volunteer.
- Become more informed about what is happening in both the school and community.
- Develop skills and experience in a variety of areas.
- Gain the satisfaction of having made a valued contribution.

Thank you for volunteering

Family School Wellness Program ☺

Hello – Warmest of Welcomes Cremona School Students and Parents My name is Mrs. Joy Lonsdale - Calkins. I am the Family School Wellness Worker for Cremona School. I can provide assistance to students, parents and school staff when a child is experiencing difficulties at home, school or within the community. When referrals are received and information has been gathered from the parents, child and school, an action is set up and all attempts will be made to resolve the issue of concern.

Please take note of some of the services I can offer to students and family:

- Short term individual counseling.
- Parental education and support in order to assist you in your role as a parent.
- I can help coordinate effective communication between families, the school and other agencies when required.
- I can facilitate support groups and workshops for students and or parents when needed.

Referrals are accepted from students, parents, teachers and community agencies.

Referrals may concern:

- Parent/child/teacher communication problems or conflicts.
- Child and teen issues such as anger, depression, problems with peers, self – esteem, eating disorders, self harming, difficulties at school and stress.
- Health Issues (personal hygiene, nutrition, etc.)
- Peer Relationships, Social Skills, Life Skills.

In closing, I have a close working relationship with Mental Health, Child and Family Services, R.C.M.P. Victim Services, A.A.D.A.C. and other various helping agencies across Central and Southern, Alberta.

This services is available free of charge to families who have children attending school in the Chinook's Edge School Division. Involvement in the Family School Liaison Program is entirely voluntary. I can be contacted at the school Monday - Thursday from 8:30 – 4:00 p.m.

Have a blessed year. ☺ Please feel free to contact me for further information at 403 637 3856 or 587 999 1339 (during working hours).