

## CREMONA SCHOOL STUDENT HANDBOOK

### INDEX

1. WELCOME
2. MISSION STATEMENT OF CREMONA SCHOOL
3. SCHOOL FEES
4. SCHOOL SUPPLIES
5. LOCKERS
6. ATHLETICS
7. BAND
8. OUTDOOR EDUCATION
9. LIBRARY
10. FRENCH
11. GUIDANCE
12. COMMUNITY HEALTH NURSE
13. SPECIAL EDUCATION
14. SCIENCE FAIR
15. SCHOOL BUSES
16. DANCES
17. SCHOOL DANCE RULES
18. PERSONAL RELATIONS POLICY
19. STUDENT DRESS CODE
20. CELL PHONE RULES
21. LATENESS/TARDINESS
22. ACCEPTABLE STUDENT ATTIRE
23. DAMAGE TO SCHOOL PROPERTY
24. REPORTING STUDENT PROGRESS
25. STUDENT-PARENT-TEACHER CONFERENCES
26. CODE OF STUDENT CONDUCT
27. TOBACCO POLICY
28. CREMONA LEARNING CENTER
29. COURSE REGISTRATION
30. HONOR ROLL
31. SCHOLARSHIPS
32. LEAVING THE SCHOOL GROUNDS
33. APPEAL PROCEDURE
34. FIRE DRILL
35. STUDENT VEHICLES AND PARKING
36. OFF CAMPUS EDUCATION
37. DISCIPLINE POLICY
38. SUBSTITUTE TEACHERS
39. BELL SCHEDULE

## **WELCOME**

Cremona School is a Kindergarten through Grade Twelve school situated in the southwest corner of Chinook's Edge School Division #73. The present population is in excess of 400 students, the majority of whom reside in the rural area surrounding Cremona. The population of the village of Cremona is approximately 375.

## **MISSION STATEMENT OF CREMONA SCHOOL**

"The mission of Cremona School is to educate the "whole" child in a positive learning environment. Our mission means to work in collaboration with the parents to create a safe and caring environment in which each student will:

- Maximize his/her academic, artistic and physical potential
- Grow socially and emotionally
- Develop a positive self-image

In accomplishing the above, our students will be self-directed, lifelong learners with a respect for all individuals, a respect for the environment, and sense of responsibility for their own future and that of society." Our motto is "Palmar Non Sine Pulver" or "No Victory Without Struggle."

## **SCHOOL FEES – there are no basic school fees as of 2018**

Students may be assessed separate fees for courses such as CTS courses, art, physical education, and band. Fee statements will be sent home to parents in October of each year, and at the beginning of each new course.

## **SCHOOL SUPPLIES**

School fees cover the cost of providing textbooks and materials students but the students must provide supplies as well. A student supply list is sent home in June informing parents of the materials required for the following year of study.

## **LOCKERS**

All grade 6 – 12 students are issued a locker and lock at a cost of \$10

## **ATHLETICS**

Cremona School fields school teams in the sports of cross country running, volleyball, basketball, curling, badminton, and track and field and golf for Grades 7 – 12. Students may try out for any of the teams in their division. League games take place with other schools in the Division and exhibition tournaments are also attended. Practice times are held before or after school depending upon gym bookings. Students are charged a fee for each sport which helps to cover the cost of equipment, transportation and referees. If a school uniform is required for any team, they will be rented to the players, and the rental fee refunded when the uniform is returned.

## **BAND**

Band is offered to grades five through twelve. Band instruments are purchased or rented from a music company or from our Cremona School Band Parent Society. Although larger instruments such as drums are provided. Our bands are involved in school concerts, festivals, band camps and trips.

## **OUTDOOR EDUCATION**

Outdoor Education field trips currently take place in Grades Five and Nine. 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.

## **LIBRARY/LEARNING COMMONS**

Our school library services Kindergarten through Grade Twelve. It is open daily from 8:15 a.m. to 3:00 p.m. for student use. Elementary students may use the library during the a.m. and p.m. recesses whereas Middle and

## **FRENCH**

French is offered as a compulsory subject at the Grades Four to Eight levels and is optional in Grades Ten through Twelve.

## **GUIDANCE**

Career and personal guidance is available to all students in Kindergarten through Grade Twelve. We have two part-time academic counselors for the high school as well as a Preventive Program Coordinator for all grades available to help students and parents on an individual as well as a group basis. Appointments to see the counselors can be made with the counselor, through the office or may be made on a referral basis by any of the teachers on staff.

## **COMMUNITY HEALTH NURSE**

The community health nurse visits our school on a regular basis to administer booster shots, TB tests and to check for general health and well being at the school. She also helps to teach the human sexuality unit in the health curriculum and to instruct workshops on various topics pertaining to the health and well being of the students and their families.

## **SPECIAL EDUCATION**

Special Education services are available for students that need help beyond the regular classroom. Teacher assistants are used in and out of classrooms to help students with learning difficulties.

## **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 here 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 to 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 behavior to the school Principal. School discipline may be imposed on any student deemed by the Principal to be guilty of misconduct or misbehavior while on his or her way to or from any regular, extra-curricular, or co-curricular activity sponsored by the school."

## **DANCES**

Dances are held approximately five times per year from 8:30 p.m. to 12:00 midnight. Dances are restricted to Middle School and High School students and their invited guests and are supervised inside the school by staff and parents. Middle School dances are occasionally held after school as well.

## **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 guests 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 1 day before the dance.
4. Guests must arrive with the students who invited them, and the students will be held responsible for the behavior of their guests.
5. Since this is a school sponsored activity, the school policies on drugs, smoking, vaping and alcohol will apply.

## **PERSONAL RELATIONS POLICY**

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

## **STUDENT DRESS CODE**

Students are expected to dress in a manner appropriate to public place. Dress which overtly exposes the anatomy or with obscene, negative or suggestive slogans is inappropriate. Hats are to be removed at the beginning of the day in both elementary and middle school but are permitted in high school.

## **CELL PHONE RULES**

### **High School**

- 1) All devices will be out of sight ( in a bag, pocket or locker) at all times ( this includes when out in the hallways)
- 2) Students may use their phone for school work ONLY when the teacher has instructed the student to do so. Students requiring the use of their device must ask permission prior to use.
- 3) Music may not be listened to( with headphones/earbuds) during class time
- 4) If a student is found with a phone during a non-permitted time, the phone will be taken away, placed in a sealed envelope and taken to the office until the end of the day. Students may collect their phones at the office at the end of the day.

### **Middle School**

- 1) All devices will be put away, when not in use for school purposes ( this includes when out in the hallways, at lunch and at recess)
- 2) Students may use their device for school work ONLY when the teacher has instructed the student to do so. Students requiring the use of their device must ask permission prior to use.
- 3) Music may not be listened to( with headphones/earbuds) during class time
- 4) If a student is found with a device during a non-permitted time, the device will be taken away, placed in a sealed envelope and taken to the office until the end of the day. Students may collect their phones at the office at the end of the day.

### **Elementary**

We ask that all personal devices remain at home or in backpacks during the school day. We will supply required devices for educational purposes.

## **LATENESS/TARDINESS**

Unnecessary lateness interferes with the effective operation of the school. We insist upon punctuality as a courtesy to both staff and fellow students and as good training for the future. When a student is late for class, it is necessary to report to the office . These are recorded at the office, students in high school with more than 3 lates in a class will serve a detention at lunch.

## **DAMAGE TO SCHOOL PROPERTY**

Students are held responsible for all unnecessary or avoidable damage to school property, including damage to textbooks. The school policy requires that students or parents pay for repairs or replacements. All cases of intentional vandalism will be dealt with as major offenses according to the Discipline Policy.

## **REPORTING STUDENT PROGRESS**

High School – please sign up for power school in order to monitor your child’s progress

Middle School – power school will be available to you by September 2019, until then three report cards will be sent home throughout the year.

Elementary – power school will be available to you in 2020, until then, three report cards will be sent home throughout the year.

## **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 educational aims and objectives of the school, the parents and the student. Scheduled conferences occur in October and March. 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**

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 following 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.

## **VAPING/TOBACCO POLICY**

Smoking/vaping or the use of smokeless tobacco shall not be allowed in the school building or on school property at any time. Use of these products is not permitted at athletic functions sponsored by the school or at any other extra-curricular activities such as dances. A violation of this policy will be considered a disciplinary matter and will be dealt with by the school administration.

## **CREMONA LEARNING CENTER**

The Cremona Learning Center offers courses to students with timetable conflicts or in cases where the course is not being offered in the school. Students involved in other programs outside of the school (ie. RAP) may need to take some courses offered in the learning center. Some of these courses will be computer-assisted, some will use distance education materials, and some will be teacher-directed.

## **COURSE REGISTRATION**

1. Cremona School students must take a minimum of 40 credits in Grade 10, 40 credits in Grade 11, and 30 credits in Grade 12.
2. Course changes may occur following consultation with the counselor.
3. Deadlines for course changes: September 12, February 8

## **HONOR ROLL**

At each reporting period a Honor Roll list will be compiled and published recognizing the academic achievements of Senior High students who have achieved a mark of 80% in any subject. Middle School Honor Roll is determined by the average of all subjects.

## **SCHOLARSHIPS**

Please see the counselors for details regarding scholarships available to Cremona Students as well as see our website for more information.

## **LEAVING THE SCHOOL GROUNDS**

The grade 9-12 students are permitted to leave the grounds during lunch hour. All other students are expected to remain on school property. Parental permission must be given to students that require to leave the school grounds during school hours. Students leaving the school prior to normal closing times are expected to sign out at the office and present parental permission.

## **APPEAL PROCEDURES** (based on Chinook's Edge Policy IF)

A pupil or parent has the right to appeal the final mark granted in a course. The initial appeal should be made to the teacher involved through a personal interview. If the pupil or parent is not satisfied, an appeal must be made to the Principal in writing within **five days** of receiving the final mark. Should a student not be satisfied with the outcome of an appeal made to the Principal, the student may request a hearing from an appeal committee appointed by the Superintendent of school.

## **FIRE DRILLS**

Periodic fire drills will be held in the school. It is the responsibility of all staff and students to know the emergency exit routes for the various rooms that they use. These routes are posted in each room. The sound of the fire alarm has to be treated as a signal of potential danger and emergency – all students must leave the school building quickly and in an orderly fashion, and gather in the designated area for attendance check.

## **STUDENT VEHICLES AND PARKING**

Students who drive vehicles to school may park along the East side of the school in the assigned parking areas. Students who insist on parking in no parking zones will eventually find their vehicles ticketed and towed.

## **OFF-CAMPUS EDUCATION**

Cremona School offers Work Experience, Green Certificate, and Registered Apprenticeship Program in cooperation with community employers. These are excellent programs and students may contact their counselor for more information.

## **DISCIPLINE POLICY**

The Cremona School Discipline Policy thoroughly addresses all aspects of student discipline.

School service or suspension may follow unacceptable behavior either at school or at any school sponsored event.

- a. Class Suspension: A student cannot attend a particular class for a definite period of time. The student will be given work to be completed under supervision in the school.
- b. In-School Suspension: A student cannot attend all classes or scheduled school events. The suspension includes noon hour and class breaks. Students will not be permitted to leave the detention area without the permission of a supervisor.
- c. Out-of-School Suspension: For a period of up to five school days and may require a student/parent conference with the principal as part of the reinstatement conditions.
- d. District Suspension: Requires a student/parent hearing with a school board committee to consider reinstatement or expulsion of the student.

## **SUBSTITUTE TEACHERS**

We are fortunate to have an able and qualified pool of teachers who regularly assist our staff by coming in to replace them when they are absent. Students are expected to follow the Code of Conduct with substitute teachers, as well as with all staff.

## **BELL TIMES**

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### **GradesK-4**

8:40-9:00 Reading Block  
10:40 Recess begins  
10:55 Recess ends  
12:05 Lunch begins  
12:45 Lunch ends

3:00 School ends

### **Grades 5-8**

8:40-9:00 Reading Block  
9:00-10:05 Block 1  
10:05-10:55 Block 2  
10:55-11:10 Recess  
11:10-12:05 Block 3  
12:05-12:45 Lunch  
12:45-1:50 Block 4

1:50-3:00 Block 5  
3:00 School ends

### **Grades 9-12**

8:40-9:00 Reading Block  
9:00-10:05 Block 1  
10:05-11:00 Block 2  
11:00-12:05 Block 3  
12:05-12:45 Lunch

12:45-1:50 Block 4

1:51-3:00 Block 5  
3:00 School ends