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1. WELCOME

Cremona School is a Kindergarten through Grade 12 school situated in the southwest corner of Chinook's Edge School Division #73. The present population is in excess of 300 students, the majority of whom reside in the rural area surrounding Cremona. The population of the village of Cremona is approximately 375.

2. 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."

3. SCHOOL FEES

There are no basic school fees. Students will be assessed separate fees for optional courses such as CTS courses, art, physical education, band, cosmetology, photography and other option courses. Fee statements will be emailed to parents throughout the year and parents are encouraged to login to their Online Fee Payment tab found on the Cremona School website.

4. SCHOOL SUPPLIES

School fees cover the cost of providing textbooks and classroom materials but the students must provide supplies as well. A student supply list is available on our Cremona School website.

5. LOCKERS

All grades 5 – 12 students are issued a locker and lock at a cost of \$10. The lock is theirs to keep upon graduating.

6. ATHLETICS

Cremona School fields school teams in sports of cross country running, volleyball, basketball, curling, badminton, 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, uniforms, league & tournament fees and referees. If a school uniform is required for any team, they will be lent to the players, and are expected to be returned at the end of the season.

7. BAND

Band is offered to Grades 5 through 12. Band instruments can be rented from our school for a fee and damage deposit. Our bands are involved in school concerts, festivals, band camps and trips.

8. OUTDOOR EDUCATION

Outdoor Education field trips currently take place in Grades 5 and 9. These trips vary from 3-5 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.

9. LIBRARY/LEARNING COMMONS

Our school library services Kindergarten through Grade 12. It is open daily from 8:15 a.m. to 3:00 p.m. for student use. Elementary and Middle School students may use the library during reading block to complete their Accelerated Reader challenges.

10. FRENCH

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

11. GUIDANCE

Career and personal guidance is available to all students in Kindergarten through Grade 12. We have one academic counselor for the high school as well as a Family Wellness Worker for all grades available to help students and parents on an individual as well as a group basis. Appointments can be made with the counselor, through the office or may be made on a referral basis by any of the teachers on staff.

12. 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 wellbeing 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 wellbeing of the students and their families.

13. 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 difficulties.

14. 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 at our school science fair.

15. SCHOOL BUSES

It is the responsibility of the student 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."

16. DANCES

Dances are held a few times throughout the year. 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 go from 3 p.m. to 5 p.m. and High School dances go from 7 p.m. to 10 p.m.

17. SCHOOL DANCE RULES

- The doors will be locked one hour after the start of the dance;
- Students who leave the dance will generally not be readmitted;
- 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;
- Guests must arrive with the students who invited them, and the students will be held responsible for the behavior of their guests;
- Since this is a school sponsored activity, the school policies on drugs, smoking, vaping and alcohol will apply.

18. PERSONAL RELATIONS POLICY

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

19. STUDENT DRESS CODE

Students are expected to dress in a manner appropriate to a 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.

20. CELL PHONE RULES

High School and Middle School

- All devices will be out of sight (in a bag, pocket or locker) at all times, this includes when out in the hallways;
- 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;
- Music may not be listened to (even with headphones/earbuds) during class time;
- 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.

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.

21. 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 and students in high school with more than 3 unexcused late days in a class will serve a detention at lunch.

22. 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.

23. REPORTING STUDENT PROGRESS

High School – please sign up for PowerSchool in order to monitor your child’s progress. You can download it as an app on your phone or sign in from the Cremona School website.

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 2021, until then, three report cards will be sent home throughout the year.

24. 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.

25. 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) cooperate 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.

26. 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.

27. 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.

28. COURSE REGISTRATION

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

29. HONOR ROLL

At each reporting period an 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.

30. SCHOLARSHIPS

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

31. 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.

32. 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 the school.

33. 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.

34. 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.

35. 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.

36. 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.

- 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;
- 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;
- 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;
- District Suspension: Requires a student/parent hearing with a school board committee to consider reinstatement or expulsion of the student.

37. 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.

38. BELL TIMES

Grades K - 4	Grades 5 - 8	Grades 9 - 12
8:40 – 9:00 Reading Block	8:40 – 8:55 Reading Block	8:40 – 9:50 Block 1
9:00 - 10:40 Block 1	8:55 – 9:50 Block 1	9:50 – 11:00 Block 2
10:40 - 10:55 Recess	9:50 – 10:55 Block 2	11:00 – 12:10 Block 3
10:55 – 12:10 Block 2	10:55 – 11:10 Recess	
	11:10 – 12:10 Block 3	
<i>12:10 – 12:50 Lunch</i>	<i>12:10 – 12:50 Lunch</i>	<i>12:10 – 12:50 Lunch</i>
12:50 – 2:00 Block 3	12:50 – 2:00 Block 4	12:50 – 2:00 Block 4
2:00 – 3:05 Block 4	2:00 – 3:05 Block 5	2:00 – 3:05 Block 5
3:05 School ends	3:05 School ends	3:05 School ends