

**CHAMBERLAIN SCHOOL  
AND  
ARDEN T. LITT CENTRE FOR LEARNING**

# **HANDBOOK**

**2017-2018**



## **Introduction**

We would like to thank the Chamberlain/ATL school community for becoming familiar with this handbook as it acts as day to day guide to school processes, procedures and policies. The Horizon School Division Board of Trustees provides a set of policies that govern and at minimum act as a set of guidelines on which school policies are developed based on individual contexts. The document is living and considered an ongoing process based on the ever changing nature of education. Please feel free to contact a member of the school leadership team should you have any questions or concerns about the contents of the handbook.

## **Mission Statement**

Fostering Lifelong Learning Through:

- Relationships
- Differentiated Programming
- Empowering Students
- Critical and Creative Thinking

## **Vision Statement**

The vision of Chamberlain School and Arden T. Litt Centre for Learning is to advance the development in spirit, mind, and body of all students. With empathy as its core, the school will value each learner's personal story, creating an inviting, interactive environment. The goal of the school's academic program is the formation of skilled and discerning minds in preparation for lifelong learning. Student talents will be developed and ideas will be valued to promote discovery and innovation within and outside of the classroom. The school will serve as a community center where parents and community members may congregate, celebrating relationships and cultivating growth of school spirit. In all things, the school aims to help its members become the best possible versions of themselves they can be.

## **Mass Communication Sources**

School Newsletter - Chamberlain School Newsletters are distributed once each month with information on educational programs, school and community events and a list of important dates. Please contact the office if you would prefer to have the newsletter emailed to you as opposed to a hard copy being distributed with one of your children.

School Website- Please check out our school website at any time for information about the school, school documents and coming events. The address is: [chamberlain.horizon.ab.ca](http://chamberlain.horizon.ab.ca)

School Twitter Account-Updates and information about student learning can be found on our twitter account. Please follow us at [@Chamberlain/ATL](https://twitter.com/Chamberlain/ATL)

## **School Visitors**

The safety of our building is of paramount importance. Due to safety reasons, we require that all visitors in the building check in with an office staff member, sign in upon arrival and sign out when departing.

## **Attendance and Tardiness**

Regular attendance in classes is expected of all students. Strong attendance and a commitment to being on time for class are foundational for success for students at any level.

According to board policy i.e., absences qualify as excusable if they meet the following criteria:

- Illness or other such unavoidable cause.
- Religious holidays of the denomination to which the student belongs.
- An imposed suspension is in place.

- The student has been expelled and has not yet been enrolled in another education program.
- Other as approved by school administration.

All other reasons for being absent are inexcusable and may be referred to as truancy.

### **Reporting Absences**

Parents are asked to contact the school by telephone to communicate if their child will not be in attendance on a specific day or for an extended period of time. Students are responsible for completing any missed work due to absence. Students and parents should make every effort to let teachers know in advance of planned absences in order for students to be provided with assignments and to make arrangements to re-schedule any assessments. The school will contact parents after three unexcused absences to determine a plan of communication and to ensure work while absent is completed.

Parents should contact the school if their child is going to be late. Students arriving late must report to the office for a late slip to gain entry to class.

### **Bicycles, Skateboards, Scooters, Rip Sticks**

Students may ride these items to and from school and should wear the appropriate safety equipment. Students are not permitted to ride these items during recess breaks.

### **Before School**

Students who come to school prior to the 8:25 warning bell are to remain outside. Students need to be prepared for a variety of weather and need to be dressed appropriately for the conditions. If students require admittance inside prior to 8:25 they should see the supervisor near the bus loop to be granted permission. Students need to remain on the front side of the building in order to ensure proper supervision of activities.



## **Breakfast Program**

Chamberlain School has a morning breakfast program for any student who wishes to access food. Students come in as they arrive at school and are served by a volunteer and eat in the kitchen.

## **Elementary Lunch Time**

Elementary students remain in their homerooms to eat until 12:15. When the bell sounds, students must head outside to the back field and playground area. Students need to be prepared for all types of weather and dress appropriately.

## **Junior High Lunch Time**

A permission form is sent out in the first week of school that must be returned, signed by a parent to permit students to leave school grounds over the lunch hour. This allows for students to leave school grounds to visit the restaurant or store for additional lunch items. Students who fail to return this form will be required to stay on school grounds during recess time. Students are required to return to class promptly in time for the bell.

A supervised area will be provided for students remaining in the school for lunch. Supervisors will also be available to observe students who are interested in engaging in activities in the school gym or computer lab on an alternating basis as scheduled. Food and drink items are only permitted in designated eating areas.

## **Playground Rules**

Students are asked to follow the rules listed below to ensure a safe environment and an enjoyable experience on the playground. Lack of compliance could result in loss of playground privileges.

While on the playground, students will:

- play safely on all equipment and with each other.
- remain on the back field and playground areas only.

-refrain from throwing any objects, including, gravel, rocks, sticks, toys and snowballs.

-not engage in rough play

-refrain from play fighting including, hitting, kicking, grabbing and tackling.

-inform a supervisor of any dangerous activities, harassment or bullying.

### **Leaving School Grounds Prior to Final Dismissal**

Students who are leaving school grounds prior to final dismissal are required to be signed out by a parent. If high school students have a regular spare, a note from a parent may be kept on file as approved by the Principal to allow for early dismissal.

### **School Wide Expectations and Policies**

While at school, students will:

- Attend school regularly and punctually

- Display a spirit of honesty, integrity, and responsibility

- Make efficient and effective use of their school time

- Be neat and clean in appearance and dress in a manner which is appropriate to the standards of the school

- Remove hats upon entry

- Wear appropriate clothing free of profanity or inappropriate wording

- Refrain from swearing or using language that is hurtful or offensive to others

- Treat all school community members with respect

- Arrive at class on time with necessary materials

- Welcome guests in a helpful and courteous manner

- Ask permission to gain access to equipment or areas which are not classrooms
- Refrain from chewing gum or eating sunflower seeds
- Use designated doors to enter and exit from the school
- Engage in appropriate clean-up procedures at lunch time or in classes that have extensive or messy materials
- Refrain from tobacco use on the school grounds/premises. The use and possession of alcoholic beverages and/or illicit narcotics/drugs at school or at a school sponsored activity is strictly prohibited
- Respect the property and rights of others
- Refrain from the willful destruction, damage, or loss of school property or the property of others

We believe that this expected behavior will enhance the learning experience and aid the student in reaching his or her full potential. It further protects and enhances the rights of the individual to learn. In an effort to provide a clear and consistent message to all students, the school has developed a discipline plan.

### **Student Behavior and Discipline**

(School Act, Section 12)

A student shall conduct him/herself so as to reasonably comply with the following code of conduct:

- a) Be diligent in pursuing his/her 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/her teachers for his/her conduct;



f) Respect the rights of others

**Acts of Misconduct (minor offenses)**

This class of behaviors are those perceived to be disruptive to the orderly process of education in the classroom, on school property or during a school sponsored activity field trip.

Some examples are:

- Leaving the classroom without permission
- Running and/or making excessive noise in the classroom or hallways
- Initiating or participating in physical contact that disrupts, interrupts, or is otherwise unsuitable to a school setting
- Unprepared for instruction
- Behavior that disrupts the orderly process of classroom instruction

**Class One:** is a minor offense that is easily corrected by the staff member and student working together. The student clearly demonstrates remorse and corrects the situation quickly.

Potential Discipline:

Warning – Inappropriate behavior identified

Out of Class “Time Out” – 5 to 15 minutes

In-School Suspension – 1 period

Teachers will document events when a student is suspended from a class period.

Receiving a “class period suspension” may result in a parent/ teacher/ student meeting being arranged to discuss behavior and possible disciplinary action (Administration may be involved).

If the above fails in correcting the behavior and the problem is consistent, the minor offense will become a chronic or major offense and will be reported to administration and escalated to class two.

### Discipline Intervention

(Admin., Teachers, Parent, Student)

**Class Two:** Discipline Intervention will begin when a discipline problem is reported to administration. If an offense is considered severe, highly dangerous, and/or occurs too frequently, the appropriate consequence will be determined accordingly. Staff members will consider all mitigating circumstances prior to disciplinary intervention and assure due process for each student. Mitigating circumstances shall include, but are not limited to, the following factors:

- Age, health, maturity and program placement of student
- Pattern of misconduct – Note: repeated acts of misbehavior may result in special consequences
- Attitude of student
- Co-operation of parents
- Willingness to cooperate/shows remorse
- Seriousness of offense

In-School Suspension – 1 to 3 full days

Out-of-School Suspension – 1 to 3 full days

**Class Three:** is a major offense that immediately involves school administration. A level three offense may be the result of chronic level two offenses where the student has shown little or no remorse or willingness to change.

Acts of Misconduct (major offenses)

This class of behaviors are those perceived to be seriously disruptive to the orderly process of education in the classroom, on school property or during a school sponsored activity or field trip. Some examples are:

- Fighting and/or promoting of fights.
- Theft and/or vandalism
- Gross insubordination (extreme disrespect)
- Possessing, using, under the influence, or eliciting of drugs or alcohol in/on the school grounds.
- Harassment
- Possession/use of offensive weapons

In-School Suspensions – 1 to 3 full days

Out-of-School Suspensions – 1 to 3 full days

Five Full Days Out-of-School Suspension – with recommendation to the Board of Education for Expulsion.

\*\*School Administration may supersede the guidelines of the discipline protocol at any time.

### **Tobacco Use**

The Horizon School District has a “Tobacco-Free Campus Policy.” The use of any tobacco products is not permitted in any buildings or on any properties of the school district. Students violating the policy shall be subject to the following disciplinary action:

- 1st Offence - Warning and possible Suspension from school.
- 2nd Offence – Suspension from school.

### **Drugs/Alcohol Use**

These procedures operate with the understanding there are 3 levels of severity that apply to Alcohol and Drugs at school. It is also understood that there is a great deal of fluidity between the levels. It is important to note that repeat offenders will be dealt with on a situation-by-situation basis.

## **Protocol for Level 1**

### **\*Being Under the Influence of Alcohol or Drugs at School**

Please note the following procedures apply to first time offenders and the severity of sanctions could be increased in situations involving repeat offenders.

1. Student is suspended for one to four days. (Determined by situation)
2. Parents are contacted and informed of the situation
3. Police are notified of the situation.
4. Parents are asked to come in to pick up the student from school. Student will not be sent home until dismissal time if parents are not able to pick up unless requested by the parents that the student be sent from school unescorted.
5. Letter is sent to parents outlining situation, date of reinstatement and reinstatement Parent Meeting as well as Conditions of reinstatement and notification of Police.
6. Every student committing a Drug or Alcohol offence will receive mandatory Alberta Health Services counselling as a Condition of Reinstatement. This counselling can continue beyond the initial session with parent permission.
7. Every student and parent of the student committing a Drug or Alcohol offence will be informed that future Drug or Alcohol related offences may result in a Recommendation to the Board for Expulsion.
8. If the offense occurs at a school activity, (i.e. school dance) the student involved will be banned indefinitely from all "like" activities with a review date one year from the date of the offence.

## **Protocol for Level 2**

\* Possession, at school, of Alcohol or Drugs and/or Paraphernalia associated with Alcohol or Drugs

Please note the following procedures apply to first time offenders and the severity of sanctions could be increased in situations involving repeat offenders.

1. Student is suspended for one to four days. (Determined by situation)
2. Parents are contacted and informed of the situation.
3. Police are immediately notified of the situation.
4. Parents are asked to come in to pick up the student from school. Student will not be sent home until dismissal time if parents are not able to pick up unless requested by the parents that the student be sent from school unescorted.
5. Letter is sent to parents outlining situation, date of reinstatement and reinstatement Parent Meeting as well as Conditions of reinstatement and notification of Police.
6. Every student committing a Drug or Alcohol offence will receive mandatory Alberta Health Services counselling as a Condition of Reinstatement. This counselling can continue beyond the initial session with parent permission.
7. Every student and parent of the student committing a Drug or Alcohol offence will be informed that future Drug or Alcohol related offences may result in a Recommendation to the Board for Expulsion.
8. If the offense occurs at a school activity, (i.e. school dance) the student involved will be banned indefinitely from all "like" activities with a review date one year from the date of the offence.

### **Protocol for Level 3**

\*Selling or Distributing Drugs at School or,

\*Possession of Alcohol or Drugs and/or Paraphernalia associated with Alcohol or Drugs deemed to be not for Personal Use at School or,

\*Possession of Proceeds deemed to be from the Selling or Distributing of Drugs or Alcohol at School

1. Student is suspended for four days with a recommendation to the Board for Expulsion.
2. Parents are contacted and informed of the situation. Parents are asked to come in to pick up the student from school. Student will not be sent home until dismissal time if parents are absolutely unable to come to the school.
3. Police are immediately notified of the situation.
4. Associate Superintendent – Division of Instructional Services and the Superintendent of Schools are notified of the situation.
5. Letter is sent to parents outlining situation, the Recommendation for Expulsion, notification of Police and District Office Personnel.
6. Student information package will be sent from the school to the Associate Superintendent. This package will include:
  - Demographic information
  - Incident Report
  - Background information
  - Attendance
  - Current schedule
  - Academic history (transcript)

- Most recent report card(s)
- Complete discipline history

7. The office of the Associate Superintendent will schedule the expulsion hearing within ten days of the incident.

## **Bullying Policy**

So what is bullying?

Certain conditions must exist for a bullying incident to occur. Many students joke around with each other, call each other names, or engage in some physical horseplay and yet these are not defined as bullying. The difference lies in the relationship between bully and the victim and the intent of the interaction.

Bullying usually, although not always, occurs between individuals who are not friends. In a bullying situation, there is a power imbalance between two people. For instance, the bully may be bigger, tougher, or able to intimidate others or have the power to exclude others from their social group.

The intent of bullying is to cause the target distress in some way. Bullies seek power, and like to push the emotional buttons of their victim. Bullying knows no financial, cultural or social bounds. It may not look exactly the same everywhere, but it has the same devastating effect on everyone. During adolescence bullying is not a problem that eventually sorts itself out.

If behavior is defined as bullying the following steps will occur, depending on the severity of the incident:

1. First Incident:

- Written notice, in which parents/guardians are notified
- At least one mandatory counselling session
- Evidence of resolution with target



## 2. Second Incident (within one calendar year of the first incident)

- Written notice to parents/guardians and a parent meeting
- Advise parents/guardians of bully and target that under the Young Offenders Act, after age 12, bullying can be defined as an ASSAULT
- Mandatory counselling for an extended period with the Family School Liaison Counsellor or other approved agency. If an outside agency is used, ongoing communication with the school must occur
- Evidence of resolution with target
- In school suspension will be in place until the parents agree upon counselling and counselling has been arranged, or based on the discretion of the administrator

## 3. Third Incident (within one calendar year of the second incident)

- Out of School Suspension
- Parent/guardian is required to bring student back by appointment
- Discuss Expulsion

### **Student Harassment Policy (Horizon School Division Policy IFAA)**

Horizon School Division is committed to providing a safe and caring learning environment in which all individuals are treated with respect and dignity. Harassment is a form of discrimination. This policy has been developed to prevent harassment. For the purposes of this policy, harassment is synonymous with the terms intimidation, bullying, taunting, teasing and bugging.

Definition of Harassment:

Harassment includes behavior which may be verbal, physical, deliberate, unsolicited or unwelcome; it may be one incident or a series of incidents.

Harassment may include:



- (a) verbal abuse or threats;
- (b) negative remarks, jokes, innuendoes, or taunts about a person's body, attire, age, gender, ethnic or national origin, socio-economic status, religion;
- (c) displaying of pornographic, racist, or other offensive or derogatory pictures;
- (d) practical jokes which cause awkwardness or embarrassment;
- (e) sexual invitations, requests, or demands, whether indirect or explicit;
- (f) inappropriate gestures;
- (g) intimidation to participate in unlawful or unethical activity or to participate in activities which contravene school and/or board policy;
- (h) unwelcome physical contact; and/or
- (i) coercing or influencing third parties to harass others.

The behavior need not be intentional in order to be considered harassment; it is sufficient that the offender knows, or ought to reasonably know, that the behavior is offensive and unwelcome. Any student who willingly makes a false claim of harassment or intentionally provokes harassment shall be subject to appropriate disciplinary action.

### **Student Dress Code**

Students are encouraged to dress in accordance with the school dress code because good social judgment includes knowing what is appropriate to wear. The following standards must be adhered to at school and school dances:

Dress should be clean, neat, and modest and will not include profane gestures, inappropriate language, or advertising of alcohol or illegal substances. Logos, pictures, or words should not promote drinking, sex, drugs, profanity, weapons or any other subjects inappropriate for school.

Clothing must cover undergarments at all times. Transparent clothing is not allowed. Spaghetti straps are not allowed unless worn with a cover-up (The cover-up is to be worn at all times).

### **Use of Electronics**

Over the past number of years advancements in technology have provided us with cell phones and personal devices with an endless number of features and conveniences. There are evident features on these devices that may support student learning. These very same technological advancements have created some concerns related to personal safety and privacy. Students at Chamberlain School are asked to become familiar and align their personal practices with the following policy while at school:

- Content reviewed on personal devices must be school appropriate.
- Cell phones and personal devices shall remain in the student's locker unless teacher provides advance notice to bring the device to class for learning purposes.
- Students may check in with personal devices during scheduled breaks and at lunchtime only.
- Personal devices are not permitted in washrooms or in the gymnasium during school hours.

A breach of any of these policy guidelines will result in the following process:

- A warning from a Chamberlain/ATL staff member and a teacher phone call home.
- Any constant issues with avoiding the personal devices policy will be referred to the Principal where the following discipline may be administered:
  - Detention, personal safety plan, counsellor referral, suspension and or expulsion.

## **Lockers**

At the beginning of the year, students are assigned lockers. Each student in grades 7-12 is provided with a lock that is to be used on their locker. No outside locks are permitted on school lockers. The cost of the lock rental is included in the student's school fees.

Student lockers are a privilege and it is the responsibility of the student to keep their locker clean. Chamberlain School reserves the right to conduct general locker inspections to determine cleanliness, state of repair or for security reasons without the student being present and without prior notice. Students should lock lockers each time they use it. Students are asked not to apply stickers or tape to display items inside of the locker, sticky tack is recommended.

## **Footwear**

Students are required to have indoor running shoes with non-marking soles. Boot racks and mats are available for students to change shoes as they enter the building. Flip Flops and Sandals are not acceptable for wear in Physical Education.

## **Library**

The Library is open Monday-Thursday's from 9:45-3:40. The school library also houses the community library with access for all members of the community. All of the library's computers have internet access. Library guidelines are as follows:

- most books and magazines are on a two week loan period
- encyclopedias and reference texts must remain in the library at all times
- all books must be checked out by the librarian
- if there is damage or loss of library materials a replacement fee will be assigned to the student.

## **Morning Exercises**

Students begin the day in their homeroom. Announcements are made and O'Canada is played. As directed by the Horizon School Division No. 67 Board of Trustees, the Lord's Prayer is recited in each homeroom. An opt out form is available for any parent who wishes to remove their child from the classroom or to allow them not to participate. Please contact the Principal for further information.

## **Extra-Curricular Activities**

Chamberlain School/ATL provides a number of opportunities for all students to engage in athletics, and fine arts activities beyond the curriculum and regular school hours. Coaches are acquired on a volunteer basis. All students are welcome to participate. Students must be in good academic standing to participate. Participants, coaches and parents are all representatives of Chamberlain School and therefore, respectful behavior and conduct is mandated. Students will be asked to contribute fees to be involved in school teams, or be involved in fundraising efforts to cover the costs of their participation in league and zone events. If coaches select to go into further tournaments an additional fee will be assessed at that time.

The following are the fees allocated per student for each extra-curricular program:

- Cross-Country Team \$20
- Volleyball Team \$35
- Basketball Team \$35
- Badminton Team \$20
- Track and Field Team \$20
- High School Play \$10

## **Administration of Medicine**

Chamberlain/ATL staff members are not permitted to provide medication of any kind to students unless there is a Medical Management Plan in place as per Horizon School Division Policy IHCD. If your child does require medication during the school day either please contact the school and request the necessary paperwork.

## **Family School Liaison Worker**

Glenn Jankowiak is the Family School Liaison Counsellor and provides support to children, youth, and families to support them in reaching their potential both academically and personally. He provides counselling services in various areas including peer/friendship issues, self-esteem, anger management, conflict resolutions, mentoring/positive role modeling, organizational and motivational checks, homework skills, attendance issues, behavior modification, grief and loss, depression, anxiety, violence, abuse, divorce, and many more. He also provides group counselling, classroom presentations, parent/school staff workshops, and connection and referrals to community agencies.

## **Family Connections**

Family Connections is part of the province-wide Alberta Mental Health and Alberta Health and Wellness Building Capacities Program. It provides support to the students and families of Chamberlain School and ATL.

Some of the programs and services include:

## **School Wide and Classroom Programming**

- Working as a member of a school based team the Family Connection Worker will:
  - Work closely with related agencies as part of networking efforts for service delivery with programs such as:
    - Families First, Summer Camps and Subsidies, Stepping Stones Mentorship, Wellness Fairs, Home Alone, After School Programming, Resiliency Presentations, Mental Health Kits

- Work with school staff to ensure that identified students are receiving appropriate service and referrals by attending family team meetings, students' assessment and consultations meetings as required or requested
- Organize and implement a variety of student programs to assist social growth and address family issues such as:
  - Kelso's Choice and Character Building, Mind Up, Second Step, Kimochi's, Emotional Regulation, Super Flex, Cook Up a Story, Building Mental Wellness

### **Working together with the Family School Liaison Counselor**

- Targeted Group Programming in Partnership with Family School Liaison Counsellor on such topics as:
  - Organizational Skills, Friendship, Coping Skills, Understanding Anger and Frustration, Leadership etc.
- Individual work as referred by FSLC, Supervisor, or School Principal which may include but, is not exhaustive:
- One on one mentoring (games, homework, etc.), Check in if FSLC not available, Friendship concerns, Practicing coping skills with student if having a difficult day

### **Working with Families:**

- Liaise with other resources/agencies and make the necessary referrals (i.e. Mental Health, counseling, health, addictions, education, financial assistance, or other agencies as needed).
- Meet with families and assess the current circumstances and jointly develop a plan that will reduce the risk factors with strategies that are achievable.
- Review and revisit the plan with the family on an ongoing basis.



- Ensure that the family is able to follow through with the recommendations by providing such things as transportation, support, and encouragement and in-home support to assist the families in the adoption of new intervention strategies.
- Work with parents who have common parenting needs and bring them together in a non-threatening environment to discuss issues and problem solve (i.e. parent support groups).
- Organize and implement a variety of activities to assist parents with identified needs or in the development of social and communication skills (i.e. community kitchens, parent craft events, and special interest activities).
- Work to create and evaluate poverty intervention strategies for families (i.e. nutrition programs, clothing exchanges, food bank referrals, good food programs...)

### **Community Work:**

Coordinate Family Connection volunteers for different school wide and classroom programming such as:

School Wellness and Community Fair, Resiliency Celebration,  
Lunch Time Learning, Parent Presentations, Breakfast Program

Volunteer and help with community events such as:

Bike Rodeo, Little Cops Camp, Library Programming, Triple P  
Parenting

To contact Family Connections you may call Chamberlain School. You may also contact the Family Connections Coordinator at 403-393-1743

### **Horizon Mennonite Liaison Worker**

George Epp is the Horizon School Division Mennonite Liaison Worker. George is available to assist Mennonite students and families on a variety of topics. George is fluent in Low German and can be contacted at 403-308-7828.

## **Lost and Found**

There is a lost and found box located just outside of our library. Students are asked to check there and with the office if they are missing items.

## **Protocol for Addressing Concerns**

Horizon School Division expects concerns relating to instruction, discipline, supervision, policy or learning materials to be handled and resolved as close to the origin as possible. The proper channel for concerns is to contact the following delegates in the listed order:

1. Teacher or Bus Driver
2. Principal
3. Superintendent of Schools
4. School Board Trustees

## **Final Words**

Best wishes for a wonderful year in Education at Chamberlain/ATL!