

# CHAMPION COMMUNITY SCHOOL

## "THE SCHOOL OF CHAMPIONS"

### STUDENT HANDBOOK

2023-2024

Principal  
Quinn Barreth

Box 348, 310 Main Street

Champion, AB. T0L 0R0

Telephone: (403) 897-3831

Fax: (403) 897-2171

School Website: [www.championschool.ca](http://www.championschool.ca)

**\*This Handbook is subject to change as needed.  
Changes and updates will be communicated to  
families.**

## 1. SCHOOL BELL SCHEDULE

### MONDAY – THURSDAY

#### Elementary & Junior High

08:32 Warning Bell  
08:35 Classes begin  
10:10 Recess  
10:25 Warning Bell  
10:26 Classes begin  
11:55 Noon Hour  
12:10 Lunch Dismissal  
12:34 Warning Bell  
12:35 Classes Begin  
02:05 Recess  
02:20 Warning Bell  
02:21 Classes Begin  
03:50 Dismissal

**When we have a Monday off due to a holiday, the instructional Friday will follow Monday's timetable.**

## 2. HOME/SCHOOL COMMUNICATION

The primary mode of regular whole-school communication is the Champion Chatter weekly newsletter sent to all of our families. The newsletter contains important information and should be carefully read by families every week. The newsletter is shared out via email and the Edsby app.

Student agendas are provided for elementary students. These will also contain important school, classroom, and sometimes individual information. The agendas can also be used by families to communicate with the classroom teacher and the school.

Families with questions or concerns can reach out to teachers and administration.

## 3. LOCKERS AND LOCKS

Each student in Grades 3-9 will be assigned a locker. No locks are allowed!

Valuables should not be brought to school. If they are, they can be left with the homeroom teacher or in the office if students are worried about them being taken.

## 4. LOST AND FOUND

Students who find lost articles are asked to take them to the office, where the owner can claim them. Assorted clothing will be put on display at each parent-teacher interview so parents can look through it. **Unclaimed items at the end of the school year will be donated to SODA in Vulcan.**

## 5. STUDENT USE OF SCHOOL TELEPHONE

The school telephone is a business phone **NOT** to be used for social purposes.

Students are not to use the telephone except for emergency purposes, and they need permission from their teacher to use the office telephone.

Parents and students are encouraged to make personal arrangements before students leave for school. Messages can be left at the office for your child, but students will not be called from class to come to the phone unless it is an emergency.

## 6. EMAIL AND INTERNET

Students are expected to use the internet appropriately for their learning. Students who do not abide by this at school can lose their computer privileges. Parents are reminded that your child's use of the Internet and email must be supervised at home to protect your child.

## 7. BICYCLES AND BICYCLE SAFETY

Bicycles must be kept in the racks provided at all times. They are not to be ridden on the school grounds except directly to and from the racks. The school assumes no responsibility for lost, stolen or damaged bicycles. Students must wear bicycle helmets. Scooters and skateboards are also not permitted during school hours.

## 8. HALLWAY AND TRANSITIONS SAFETY

Students are expected to be respectful of others' physical spaces. Students are not to engage in ANY unsafe or harmful physical contact with any other student. Students are also reminded to ensure that they are not disrupting other classes during transitions.

## 9. FIRE DRILLS, LOCKDOWN AND HOLD AND SECURE PROCEDURE

Fire drills and crisis response drills are held throughout the year to prepare the students in case of emergency. These are to be taken seriously.

-Lockdowns are called in the event that a person or persons attempt to enter the school with the intent to cause harm to staff and/or students. Students are required to stay in their locked classrooms with the staff until the lockdown is lifted. They are to remain quiet, and stay away from the door and the windows.

-A "Hold and Secure" is called in the event that a student or students are engaged in potentially harmful or distressing behaviours. In this case, the student or students are helped by staff to a safe space within the school. Classes proceed as normal, but with the classroom doors closed and locked until the situation has been resolved.

## 10. DRESS

Students are expected to dress appropriately. **All clothing needs to be school appropriate because we are a kindergarten to grade 9 school.** Clothing should not have any messages or logos that refer to drugs, alcohol or violence. Clothing or accessories that could be classified as weapons, such as spikes or chains, are not permitted. Please consider the school context when choosing what you wear. The suggestion is to consider school as your place of work and ask yourself if the outfit is appropriate. Students are not to wear hats in the classroom.

Students are also expected to dress appropriately for the weather. All coats, mitts, boots and other personal items should be clearly marked with student names. See supply list for gym wear.

## 11. VANDALISM

A vandalism report will be completed and forwarded to the Superintendent and the Board of Education when a student willfully causes damage to school property. This includes text books, library books, desks, etc. The school will contact the parent who will be held responsible for any damage to property caused by their children.

## 12. DUTIES OF THE STUDENT

1. Be diligent in pursuing their studies.
2. Attend school regularly and punctually.
3. Cooperate fully with everyone authorized by the board to provide education programs and other services.
4. Comply with the rules of the school.
5. Be personally responsible for your conduct.
6. Respect the rights of others.

## 13. SCHOOL RULES

Mission Statement: To provide each child with the opportunity to realize their potential and take responsibility for learning decisions and actions in order to become productive citizens and lifelong learners.

Teachers/classes establish classroom rules, which follow these 3 general rules:

1. BE SAFE.
2. DO YOUR BEST.
3. BE RESPECTFUL OF OTHERS.

### **Champion School Discipline With Dignity**

At Champion School, maintaining the dignity of each person, in all situations, is crucial in managing behavior. Effective discipline comes from the belief that teaching individuals to take responsibility for their behavior is more motivating in creating behavioral changes than teaching individuals to be obedient in order to avoid punishment.

Consequences for irresponsible behavior will follow a logical progression and will focus on the students' taking responsibility for making better choices that build a safe and caring school dedicated to making Champion School the best place for learning.

### **CONSEQUENCE PROGRESSION:**

#### **1. Reminder**

- Unacceptable behavior will be identified – and alternative behaviors will be discussed. Behavior repeated move to Step 2.

#### **2. Out-Of-Class Time Out (in hall or time-out area in classrooms)**

- Discussion of unacceptable behavior and appropriate alternate behaviors.
- Behavior repeated move to Step 3.

#### **3. Meet with Principal and Parent Notified**

- The student meets with the principal to discuss and find ways to improve behaviours.
- Parents are notified, and the school team and parents work together to find

solutions and supports, as well as possible next steps.

#### **4. In-School or Out of School Suspension, Expulsion**

- For repeated behaviours that are dangerous and/or harmful to others, suspensions or expulsions will be considered, but only as a last resort.

#### 14. HOMEWORK

Homework is the responsibility of the students under the supervision of the parents. Agendas are purchased and it is expected that students will record homework and assignments. In Jr. High students are expected to keep track of assignments and due dates. If a student is absent, it is the responsibility of the student to make up missed assignments. If a student is attending an optional school sporting event, it is the student's responsibility to catch up on missed work.

#### 15. ATTENDANCE

Regular attendance, whether in person, or remotely due to isolation requirements, is essential for school success.

#### 16. STUDENT ARRIVAL AND DEPARTURE

**Students are requested to arrive NO EARLIER than 8:25 AM.** They are under supervision from 8:25 AM until home time. Notes are required each day that your child is not allowed outside. Elementary Students are not allowed to leave the school grounds at recess or lunch (unless they are going home for lunch) and must be visible on the playground. **PLEASE make sure you let your bus driver know when you are not riding the bus!** Students need to be signed in/out, by an adult, in the office, if they are arriving late or leaving early.

#### 17. CELL PHONES, IPODS, MP3 PLAYERS

We have a "Technology Parking Lot" available in the office for those students who would like a safe place to store their phone during school hours.

Cell phones are NOT permitted to be out during school hours except for the junior high students during their lunch eating break when students can reply to messages and emails and check their notifications. If a student has their phone in class, the teacher will put it in the office until the end of the day. Multiple offenses will result in the phone being held in the office until the parent can come and pick it up.

**The staff has the right to hold onto technology if it is being used inappropriately at school. It may be kept for up to 24 hours. If this happens, parents will be notified.**

#### 18. LEAVING SCHOOL GROUNDS AT LUNCH

All students in grades 7 to 9 will be permitted to leave the school grounds at lunch (11:55-12:35) UNLESS parents inform the school in writing that their child is NOT to leave the school grounds at lunch.

If the school receives information that a child is misbehaving while off-campus or that their behavior does not reflect well on our school, the school will remove the privilege of leaving school grounds from that child. Students must be back at school *before* the 12:35 bell.

## 19. MICROWAVE USE

There are currently no microwaves in classrooms so please do not send food that needs to be heated in your child's lunch.

## 20. SCHOOL COUNCIL

(Palliser Schools AP 110)

School councils are advisory to the principal and the Board. By working collaboratively on a school council, staff members, parents, students and community members serve an important supportive and guidance role in the overall operation of the school. School councils are therefore encouraged to participate as active partners in education within the division. (Palliser Schools AP

110)

- The school council provides parents and the school community with a means to consult and provide advice to the principal on matters pertaining to the school and its operations, subject to the provisions of the School Act.
- The division encourages the school council to build a supportive school community and to advocate on behalf of the school and school system.
- School personnel concerns shall not be discussed at school council meetings.

School Council meets monthly starting in September with the goal of supporting school initiatives, fundraising and enhancing community connections. Parents are encouraged to participate in the school council to help us reach these goals.

## 21. VOLUNTEERS

(Palliser School AP 470 & 554)

We have always had a good group of parent volunteers, for which we are very thankful. Any parent who wishes to volunteer with the school must complete the following requirements prior to acting in any capacity that brings them into contact with students.

- Volunteer Registration Form
- Criminal record check with vulnerable sector search
- Volunteer Medical Information Form
- Volunteer Consent Form

Additionally, if a parent wishes to drive as a volunteer, they must be at least 21, shall complete the Volunteer Automobile Driver Authorization Form available from the school and provide a current driver's abstract with proof of a minimum of two million dollars (\$2,000,000) public liability and property damage insurance coverage in force on their automobile.

## 22. FIELD TRIPS

(Palliser Schools AP 260)

The Division believes that off-site activity and field trips can enhance the learning opportunities for students. Therefore, the Division authorizes such activities when these activities have educational value and are curricular-based.

In order for a parent to be able to go on a field trip, they must meet the requirements for a volunteer. Students must demonstrate responsible behavior in order to participate in off-campus activities. A fee to help cover the cost of the field trip may be required.

## 23. REPORT CARDS

(Palliser Schools AP 365)

The report card is a formal summary of the student's current academic achievement, work habits, and citizenship. It is one form of communication about student achievement among teachers, parents, and students.

Report cards are released three times a year. Exact dates for report cards and Parent-Teacher interviews will be announced in the newsletter.

## 24. LINKS TO CURRENT CURRICULA

K-6 curriculum renewal website -

<https://www.alberta.ca/curriculum-subject-areas.aspx>

Alberta programs of study (curriculum) website

<https://www.alberta.ca/programs-of-study.aspx>