



*"A Great Place to Grow and Learn"*

## **Student Handbook**

**2022-23**

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### VISION AND MISSION

*TIMBERLEA PUBLIC SCHOOL IS A SAFE AND CARING COMMUNITY STRIVING FOR  
EXCELLENCE IN LEARNING.*

*WE ARE DEDICATED TO SUPPORTING EVERY CHILD IN BECOMING A SUCCESSFUL AND  
RESPONSIBLE CITIZEN.*



## 2022-2023 DIVISION CALENDAR

231 Hardin Street,  
Fort McMurray, AB T9H 2G2  
PH: 780-799-7900

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

KEY	
	Important Day-Students
	PLF Staff Only
	Important Day - Staff
	School Break All
	PD Day - Staff Only
	Stat Holiday - All

December 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES	

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Semester 1	
Operational Days - 98	
Instructional Days - 86	
Semester 2	
Operational Days - 98	
Instructional Days - 88	
Total Operational: 196	
Total Instructional: 174	

- August**
- 1 Heritage Day
  - 17 Schools open for registration
  - 18 First day for School Administrators
  - 23 First day for ATA
  - 25 First day for remaining CUPE
  - 29 First day for students
- December**
- 2 PLF # 5 (Staff Only)
  - 16 PLF # 6 (Staff Only)
  - 23 Non-Operational
  - 25-27 Stat Holiday Day in Lieu (No School)
  - 27-30 Christmas Break (No School)
- April**
- 7 Good Friday (No School)
  - 10 Day in Lieu (No School)
  - 11-14 Spring Break (No School)
  - 21 PLF # 11 (Staff Only)

- September**
- 2 PLF # 1 (Staff Only)
  - 5 Labour Day (No School)
  - 18 PLF # 2 (Staff Only)
  - 30 National Day of Truth & Reconciliation - (No School)
- January**
- 2 Day in Lieu Stat Holiday (No School)
  - 3-6 Christmas Break (No School)
  - 9 School Resumes
  - 27 PLF # 7 (Staff Only)
  - 30 Semester 2 Begins
- May**
- 5 PLF # 12 (Staff Only)
  - 19 Day in Lieu (No School)
  - 22 Victoria Day (No School)

- October**
- 7 Day in Lieu (No School)
  - 10 Thanksgiving (No School)
  - 21 PLF # 3 (Staff Only)
  - 28 ATA Institute Day (ATA staff only)
- February**
- 3 Division PD Day (Staff Only)
  - 17 PLF # 8 (Staff Only)
  - 20 Family Day (No School)
  - 27 Convention Break (No School)
  - 28 Convention Break (No School)
- June**
- 2 PLF # 13 (Staff Only)
  - 29 Last Day Students
  - 30 Last Day Staff

- November**
- 11 Remembrance Day (No School)
  - 18 PLF # 4 (Staff Only)
- March**
- 1 Convention Break (No School)
  - 2 Teacher's Convention (ATA Staff Only)
  - 3 Teacher's Convention (ATA Staff Only)
  - 10 PLF # 9 (Staff Only)
  - 24 PLF # 10 (Staff Only)
- July**
- 3 Day in Lieu



Please note that some dates may be subject to change.  
Please see FMPSD District or Timberlea School website calendars for the most up to date information

### Indigenous Land Acknowledgement

***At Timberlea Public School we acknowledge that we are on Treaty 8 Territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Dënësulinë, and Métis. We acknowledge all the many First Nations, Métis and Inuit whose footsteps have marked these lands or centuries. We are dedicated to honouring the intent and spirit of Treaty 8.***

## School Vision and Mission

### Vision

Timberlea Public School is a safe and caring community striving for excellence in learning

### Mission

We are dedicated to supporting every child in becoming a successful and responsible citizen. We will achieve this by:

- motivating students to achieve academic excellence
- promoting healthy eating and active living
- nurturing creativity and imagination
- encouraging critical thinking
- honouring student diversity
- promoting respect and care for the natural world

### MicroSociety®

*Welcome to Wolf Land!*



*MicroSociety®* is an educational model that creates a thriving, modern-day, mini-metropolis, with students taking on real-world roles and responsibilities of government officials, business owners and managers, law enforcement, non-profit work, and participating in all aspects of a consumer marketplace. A built-in "Micro-university" engages business, government, and other community leaders to share their knowledge and experience with students and staff. At Timberlea School, this society is named "Wolf Land", and was created and managed by students and facilitated by teachers and community mentors.

Each year, classrooms elect Members of Parliament and all students elect a Prime Minister and Deputy.

**Timberlea Public is the only school in Fort McMurray offering this unique educational experience.**

### APPLE Schools

Timberlea Public School is proud to be an APPLE School (Alberta Project Promoting active Living and healthy Eating). As part of this initiative our school's Health Champion will work with the entire school community: students, staff, parents and community organizations, to promote healthy eating and active living.

Because the health of our children is such a vital and sometimes challenging task, **parents are encouraged to provide their children with healthy lunches and snacks**. If you have any questions about what to provide or how to prepare healthy lunches or treats, please feel free to contact our Health Champion at 743-370-5771. It is our wish to work with students, parents and the entire school community to make the healthy choice the easy choice..



- If attendance continues to be a concern, the principal may arrange a conference with parents and the student to discuss concerns and possible solutions.
- If this does not resolve the issue, the principal may contact the Alberta Attendance Board to report the problem.

### **Hot Lunch Program**

Students may be offered the option of ordering a healthy lunch served on Wednesday's and Friday's, and provided by local vendors. **All orders are made online** on a month by month basis and must be paid for in advance. Further details regarding the menu, cost and procedures for ordering will be provided prior to the beginning of the hot lunch program.

### **School Counsellor**

Our school counsellor is available to support students and provides individual counselling, mediation, small group work, and referrals to various community agencies. The counsellor is also available to offer whole class activities and programming to benefit all students.

### **Awards**

Throughout the year students are recognized for many accomplishments in various ways:

- "Howler" tickets are presented daily to students modelling good behaviour and character, or exhibit behaviours that reinforce any of the 6 mission goals of our school:
  - **Academic Excellence**
  - **Healthy Eating/Active Living**
  - **Creativity/Imagination**
  - **Critical Thinking**
  - **Honouring Student Diversity**
  - **Respect and Care for the Natural World**
- Students in each classroom are presented with a certificate at Monthly Virtue assemblies for achievement working towards our 6 mission goals
- One student name is drawn from each division (Gr. 1-3, and Gr. 4-6) and announced as the winner of a monthly Howler prize.
- Two student names from each classroom are drawn monthly and invited to lunch with the principal.
- At the end of the year various awards are presented to students, including some annual awards named for former principals:
 

**Robert S. Crow Citizenship Award, Ernest Marr Citizenship Award, Susan Zysko Fine Arts Award, Carol Mitchell Personal Achievement Award, Anthony Warren Award of Excellence, Richard Thorne Respectful Student Award, and the Timberwolf Award**
- Other awards: **Lyndel Donald Extra Effort Award, Belinda Jamieson Social Justice Award**

### **Communication**

Effective communication between school and home is essential to providing the best learning environment for students, and to nurture continuous school improvement. To help facilitate that communication, we ask all parents to **ensure that the school has their email address on file**, and check it regularly for weekly communications from the school principal. We will do our best to keep parents well informed about what is happening at Timberlea Public School through email, as well as our website at [timberlea.fmpsdschools.ca](http://timberlea.fmpsdschools.ca), Facebook page (Timberlea Public School Fort McMurray) and

Twitter (@TimberleaSchool), and Instagram. Classroom newsletters / blogs / Facebook pages will also provide additional information about programs and events.

### **Computer Use Policy**

Computers and networks are in place for educational and research purposes and/or the support of those purposes consistent with the educational objectives of Fort McMurray Public School Division. Teachers will monitor student access while using school computers. This may include checks of files and/or email to determine whether the systems are being used in a manner that is consistent with school/division policy. **Staff may suspend, deny, or revoke specific student access to computer systems if they are used inappropriately.**

### **Phones, Electronic Devices**

Each classroom is equipped with a hard-line telephone that may be used for essential student calls with teacher permission. The use of student cell phones for personal reasons is permitted during the school day (8:00 a.m. - 2:40 p.m.) **for educational purposes only, and under the direction/supervision of school staff.** Essential incoming or outgoing calls should be made via school telephones with staff permission.

Any other use of student phones is only permitted during non-instructional times (i.e. prior to 8:00 a.m. and after 2:40 p.m.). In the interest of safety, only one earphone is to be used with electronic devices to ensure that supervisors and announcements can be heard at all times.

**Inappropriate use of any electronic device may result in confiscation and banning of further use at school.** Refusal to surrender such devices to a staff member when requested will be considered an act of defiance and fall under the school discipline policy.

**Timberlea Public School is not responsible for damage or loss of personal electronic devices or other personal property. These are the sole responsibility of the owner.**

### **Homework**

1. For purposes of this policy statement, *homework* is defined as “supplementary school work specifically assigned by the teacher to be completed at home”.
2. Homework will not be assigned arbitrarily. It will be purposeful, and either an extension of regular class work, or the result of not completing class work in the time allotted.
3. Teachers will provide sufficient classroom time for students to complete assigned work so as to minimise homework expectations.
4. Teachers will establish and communicate due dates for assignments.
5. Teachers may expect all assignments to be handed in when they are due
6. Incomplete work due to chronic absenteeism will be handled on an individual basis based on what is fair and reasonable for the student.
7. Students are encouraged to read at home on a regular basis.

### **Textbooks and Library Materials**

Students are assigned textbooks for the courses they are taking subject to the following procedures:

- Students are responsible for the textbooks issued to them.
- Students are responsible to return the same textbooks that were issued to them.
- Textbooks which are not returned for any reason (lost, borrowed, stolen, destroyed) or which are damaged beyond normal use must be paid for by the student to whom the books were issued.

The cost will be determined by the replacement cost of the books, taking into consideration the condition of the book at the time it was issued to the student, and normal wear and tear.

- If a book is missing for any reason during the instructional term, the student may be required to pay for the book before a replacement copy is issued. Special arrangements may be made in cases of financial hardship.
- If a missing book is paid for and later recovered, the amount paid will be refunded to the student.
- Students may be charged a “repair fee” in the event their textbooks become damaged or marked up in any way. In extreme situations it may be determined that a book is too seriously marked up to be used again. In these cases, students must pay the replacement cost of the book. This cost will be determined based on the condition of the book at the time the student signed it out. Students should only write their names on the inside front cover of their textbooks.

### **School Supplies**

Students are expected to provide their own basic school supplies. Supply lists are available in the school office or on our website.

### **School Fees**

Fees may be levied for services or materials that are over and above what would be considered part of core instruction. See the school office for a fee schedule.

## **STUDENT SERVICES**

### **Transportation**

#### **Within Timberlea School Catchment Area**

2.4 km or greater walking distance	No charge
1.0 km to 2.39 km walking distance	\$410.00 per student, per year
Two students	\$820.00 per year
Three or more students (family)	\$1230.00 per year

#### **Outside of Timberlea School Catchment Area**

Choice students* (no family rates available)	\$410 per student, per year
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\*Note: “Transportation will be open to students in Timberlea’s catchment area first. Choice students may access the bus provided:

- there is room on the bus
- students get to the nearest master stop on the run (stops will not be added for Choice students)

All fees are prorated for students enrolling after September 30, 2022, or who withdraw before the end of the school year and have already paid bus fees for the year.

Please contact the school office for more details.

## **STUDENT SAFETY**

### **Bicycles, Skateboards, Rollerblades, & Scooters**

From 8:00am to 3:00pm students are requested to walk their bikes, skateboards, rollerblades and scooters while on school property. Bicycles must be locked in the racks provided. Scooters and skateboards must be kept inside classrooms or lockers.

### **Child Check**

A child check program is in place to ensure student safety. Parents *will be contacted at home or work* when a telephone call or note has not been received by staff explaining an absence. All students leaving the school early or arriving at the school past class start time must check into the office prior to going to or from class.

### **Inclement Weather**

Students are expected to wear clothing appropriate for the weather conditions at all times. Students found to be inappropriately dressed will be kept indoors and have their parents contacted. **When the temperature drops below -24C (including wind chill factor) or during inclement weather, students will be supervised in their classrooms.** *The Weather Network* (Timberlea zone) is used as a reference across the school division. An announcement will be made over the school P/A system as needed before and during school hours. During fair weather, students are to remain outside upon their arrival at school.

On outside days, all students who, because of illness, are to remain inside during recess times are to report to the office with a note from either their teacher or parent. This note must be renewed daily. Students should bring a book to read or seat work to do.

### **Leaving School Grounds**

Students in **Grades 1-6** are expected to remain on school grounds at all times. Students leaving school grounds during regular school hours must be signed out from the office by a parent or guardian.

### **Life Threatening Allergies Protocol**

Consistent with our vision of providing a safe and caring environment for all students, Timberlea Public School has implemented a protocol to address life-threatening allergies in the school.

The parents of the child will:

- Bring life threatening allergies to the attention of the school administration at the beginning of each school year or upon registration at the school. A photo of the child along with the description of what the child is allergic to and what measures/medication must be taken to assist the child in case of an incident.
- Provide sufficient quantities of emergency medication or Epipens required. **Parents are responsible to ensure all medication left in the school is current (not past expiry date).**

School personnel will:

- Educate all students on the severity of the allergy and types of products that may prompt an allergic reaction.
- Make staff aware in dealing with anaphylactic shock.
- Advertise reminders of allergens home via newsletters, posters, word of mouth

### **Medical Issues**



The Fort McMurray Public School Board has approved a policy concerning the administering of medication to students. There are very specific procedures with forms that must be completed by a parent and family doctor if a student is unable to self-administer medication.

***We need to be able to reach a parent or a contact person if your child becomes ill or is hurt.  
Please ensure the school has current contact information.***

### **Supervision**

Supervision of students begins at 7:45 a.m. each school day and ends at 2:55 pm after school, and during recess and lunch times. **There is no supervision of students provided prior to 7:45 a.m. or after 2:55 p.m.** Students entering the school are expected to enter and exit via their assigned door.

### **Visitors**

For the safety of all people in the school, **all visitors and volunteers are required to sign in at the school office.** A visitor badge may be provided for the duration of the visit. In order to maximise instructional time for our students, parents are asked to leave lunches, books, other items, and messages for their children with office staff who will ensure your child receives the item(s). **If you wish to speak to a teacher, please make arrangements to meet outside of class time** with some advance notice. Disruptions to instructional time impact all students in the classroom.

### **Traffic Safety**

At times the area surrounding the school can be very busy. It is imperative that all vehicular traffic on the roads and in the parking lots on and surrounding the school grounds exercise the highest degree of caution and safe driving practices. It is also essential that all signs be strictly adhered to, especially “no parking”, “handicap parking” and “bus loop /fire lane” signs. **Failure to do so may jeopardise the safety of children and others using the roads, sidewalks and parking lots around the school.**

## **STUDENT CODE OF CONDUCT**

*“A safe and caring school is one that is free from the risk of direct or indirect violence. It is a place where members work cooperatively toward a common purpose by undertaking activities, embarking on programs, using resources, and providing discipline that enhances teaching and learning.”*

Alberta Teachers' Association

### **School Philosophy**

At Timberlea Public School, we endeavour to provide a safe and caring learning environment for students. In this context, we believe that discipline is training for self-control, character-building, setting appropriate expectations, and taking responsibility for one's behaviour. We believe COMMON SENSE, COURTESY and SAFETY considerations should guide a student's actions in all situations.

### **Staff Commitment**

At Timberlea Public School, we will treat each other as we would like to be treated. To make sure this happens, our school staff will:

- Model appropriate behaviours
- Guide students toward building healthy relationships with peers and staff

- Help students understand what they have done wrong
- Emphasise the importance of students taking ownership of their behaviour
- Help students solve a problem they have created
- Preserve student dignity at all times

Each classroom teacher will develop a set of classroom guidelines and consequences appropriate to their classroom setting and consistent with school/division expectations. All students of Timberlea Public School will be made aware of these expectations and the consequences of making poor choices.

### **Character Education**

In keeping with our goal to be a safe and caring school, and the curricular responsibility of supporting students' social, emotional, physical and intellectual growth, Timberlea Public School nurtures character and citizenship by teaching and creating opportunities to develop these essential virtues. This will be reinforced through focus on the Seven Sacred Teachings of First Nations, Metis, and Inuit peoples:

**Love (Eagle), Wisdom (Beaver), Respect (Buffalo), Humility (Wolf), Honesty (Bigfoot), Courage (Bear)**



We believe this approach will help make Timberlea Public School a great place for all students to grow and learn while nurturing a respect for the cultures and beliefs of First Nations, Metis and Inuit peoples.

### **Bullying - WITS Program**

The WITS Program is geared towards culturally changing how we view conflict and peer victimisation that avoids trying to “fix” children. Rather, a change in school culture is what brings about minimization of bullying incidents. The focus is on providing students with strategies to manage peer conflict, and therefore prevent bullying and chronic victimisation

Students are taught to **Walk** away, **Ignore**, **Talk** it out, and **Seek** help whenever confronted with a situation where others may be trying to harm them or purposefully make them feel bad. The WITS program unites community-based emergency service professionals, school staff, older students and parents to speak with one voice to help young children deal with peer conflict and victimisation.

### **Student Involvement**

Ways in which students can help make Timberlea Public School a great place to grow and learn:

- MicroSociety roles for each student
- Library Helpers
- Recycling programs
- Sports teams
- After school clubs
- Spirit Days
- Supporting the needy (Food Bank, Centre of Hope, SPCA, etc.)

We will honour and celebrate positive student behaviours through:

- Timberlea Howler Program
- Howler Lunch with the Principal
- Monthly Virtue Assemblies focusing on one of the 7 Sacred Teachings
- Talent Show to showcase student talent and accomplishments
- Monthly award certificates based on our school mission goals
- Helping Hands Awards
- Year-end Awards

### **Learning Gardens**

As part of Timberlea School’s mission goal of promoting care and respect for the natural world, staff and students will have opportunities to draw closer to nature and learn more about environmental stewardship through the development and maintenance of indoor and outdoor gardens and plants, and engaging in recycling activities throughout the school year.

## **GENERAL STUDENT EXPECTATIONS**

To ensure all students have an opportunity to learn in a safe and caring environment, the following student conduct is expected at all times.

Be prepared to learn by:

- attending school regularly and on time
- dressing appropriately, leaving outerwear in the designated area during class
- having all materials and supports necessary
- leaving items such as toys, games, and other distractions at home

Respect the rights and responsibilities of students and staff by:

- behaving in a manner that is safe for self and others
- following established routines and rules
- using common sense
- Avoiding rough play and adhering to the “hands-off” policy.

Show consideration for thoughts, feelings and opinions of others by:

- using appropriate language and gestures as determined by school staff
- recognizing and respecting others’ personal space and property
- being polite and mannerly
- listening attentively
- showing appreciation
- solving problems collaboratively

### **Out-of-class Expectations**

There are a number of occasions during the year when students will be involved in activities outside the classroom. On these occasions, students are required to meet the general behaviour expectations as well as the expectations specific to location and activity.

### **Playground**

Students will

- avoid rough play, wrestling or play-fighting and respect the “hands-off” policy
- play on the equipment according to
- stay within the boundaries of the playground during morning and lunch recess
- walk bicycles, carry skateboards, etc. on school grounds
- avoid throwing snowballs or other harmful objects
- return to the classroom promptly when the bell rings

### **Hallways and Entrances**

Students will:

- enter and exit through their assigned doors
- remove outdoor footwear upon entering the building
- wear non-marking inside footwear
- move quietly through the hallways
- place outer clothing in designated areas prior to class
- avoid disturbing other classrooms

### **Washrooms**

Students will:

- treat school property and supplies with respect
- use sanitary supplies appropriately
- respect the privacy of others

### **Assemblies**

Students will:

- enter and leave in an orderly fashion
- sit attentively
- avoid chatting with neighbours
- respect the personal space of others

- show appreciation politely

### **Field Trips and Out of School Activities**

Students are expected to display pride in their school and be on their best behaviour while on any field trip or attending a school-sponsored event, especially when travelling on the school bus. Students will adhere to the directions of their teachers and supervisors for the duration of the activity.

At the teacher's or principal's discretion, a student may be excluded from participating in a field trip or school event when they have displayed an inability or unwillingness to behave appropriately or to follow directions.

### **Lunch**

Students are expected to sit at their desks/tables, or in designated lunch areas and eat in a polite and sociable manner. Inappropriate behaviour during lunch may result in the loss of lunch social privileges. Students need to bring their own eating utensils. For safety's sake, especially with microwaves available, all utensils should be plastic. For safety reasons, or potential for inappropriate use, some classrooms are not equipped with microwave ovens.

### **Headgear, Dress, and Footwear**

Students need to be dressed appropriately and according to weather conditions. Hats, mittens, scarves and snow pants will be necessary during the winter months. **Headgear is permitted in school during the school day, however, they must be removed during the playing of the national anthem, during Physical Education classes, and upon entering the school office.** Outdoor clothing and footwear are to be kept in designated areas such as lockers, coat hooks and boot racks. Students will not be asked to remove headgear that is worn for valid religious reasons. Students also need to be dressed appropriately for a school environment. School administration will have the final say regarding the appropriateness of individual student dress at school. In case of inappropriate dress, students may be asked to change, to wear the garment inside out, or to call home for a change of clothing.

### **Physical Education**

As Physical Education is a mandatory component of student education, all students are expected to participate to the best of their ability, to dress appropriately and to wear footwear appropriate for the activity.

### **Lost and Found**

A Lost and found box is located in the school's atrium and at other locations. Items will be put out on display tables periodically (Parent-Teacher Interviews, concert times, etc.) to allow for easier inspection and retrieval. Any items that remain unclaimed will be discarded or donated to charity.

## **STUDENT DISCIPLINE**

### **Restorative Justice**

We believe that all students can conduct themselves appropriately and meet the school's reasonable expectations. However, should a student ignore or abuse the school guidelines, the behaviour will be considered inappropriate and will lead to logical consequences. Our school prioritises inclusion of students even when misbehaving, so a restorative justice approach will be used in these situations.

Students will be required to face those directly affected by their negative behaviours and make some type of restitution for their actions. The intention is to show students the real impacts their behaviour has on others, and provides an opportunity to make up for their mistakes in ways that are acceptable to those who have been wronged.

### **Minor Offences**

All minor misbehaviours will be handled on the spot in class, hallways, playground or general areas of the school by supervising staff. Interventions will focus on correcting the student's behaviour and assisting them to make good decisions for the future. The teacher/supervisor may suggest that the student do any of the following:

- Have a brief cool down time, away from others
- Stay with the teacher/supervisor and discuss ways to solve the problem
- Move to a different area to play
- Leave the group and find another activity
- Problem solve with the other person when a disagreement arises.

Should the student choose not to co-operate in applying the strategies suggested or should the problem persist after these strategies have been tried, the student may be directed to meet with a school administrator to discuss the problem and develop a plan of action to make up for their mistakes. Also, in those cases, where the problem persists, consequences deemed appropriate by school administration may follow.

### **Major Offences**

Major offences will be categorised as follows:

- Conduct, which interferes with or threatens the orderly functions of the school or adversely affects the well-being of others.
- Conduct injurious to the safety and/or dignity of students or staff.

In accordance with the provisions of the Alberta School Act, Fort McMurray Public School Board policy states that the following unacceptable behaviour may be considered as grounds for in-school or out of school suspension (not a complete list):

- habitual neglect of duty
- open opposition to authority
- use of improper or profane language
- inappropriate or threatening gestures
- disruptive classroom behaviour
- deliberate destruction of property
- possession or use of illegal drugs or alcohol
- personal harassment (any behaviour that has as its intent or effect to alarm, provoke, intimidate, or belittle a person)
- sexual harassment (any unwelcome behaviour which is sexual in nature)
- actions which are injurious to the moral tone and wellbeing of the school or other individuals.

When a student demonstrates a major misconduct, one or more of the following steps may be taken:

- The teacher/supervisor reports the behaviour to administration;
- The student, teacher/supervisor, and administrator meet to solve the problem and to make clear the formal disciplinary sequence should inappropriate behaviour continue;

- Where restorative practices fail to produce the intended results, following a thorough review of the incident, the school administrator may choose to do one or more of the following (not a complete list):
  - Refer the student to the counsellor
  - Assign a detention or time-out
  - Call parents
  - Schedule a conference with parents
  - Have the student complete a behaviour plan/contract
  - Suspend the student in-school
  - Suspend the student out-of-school
  - Notify the police, if warranted
- When circumstances warrant, a student may be recommended to be reassigned to a home-school or alternative program. A decision on a placement of this kind is made in consultation with parents and the Superintendent of Fort McMurray Public Schools.

Staff members will consider all mitigating circumstances for disciplinary intervention and assure the due process for each student. Mitigating circumstances shall include but are not limited to the following factors:

- age, health, maturity and program placement
- pattern of misconduct
- attitude and cooperation of the student
- cooperation of parents
- willingness to make restitution
- seriousness of offence and need to protect other students or staff from the threat of imminent harm.
- in the case of bullying and harassment, the effect of the behaviour on the victim