

The Student Handbook has been created in accordance and compliance with the current Education Act (2019), Safe and Caring School policy (section 33 of the Education Act), the Charter of Human Rights and Freedoms (1982), and Sturgeon Public Schools Board Policies. Sturgeon Public School Board believes in the importance of, and is committed to, establishing, and maintaining a welcoming, inclusive, equitable, safe, and healthy environment that respects diversity and fosters a sense of belonging. Four Winds Public School students shall be provided with a learning environment that is free from harassment, abuse and discrimination of any kind. They will be treated with fairness, dignity and respect by staff and other students. Students, while in school or participating in school sponsored activities, are expected to behave in an appropriate manner that does not interfere with the rights and privileges of other students. Both home and school must share the responsibility for acceptable student behavior. When a staff member calls or sends a note home it is very important that the parent's response is, "What can I do to help improve my child's behavior?" The school is a location where there is a joint effort to learn, relate and grow. Our quality of success in educating all the children is determined by parent support and student acceptance of his/her own responsibility.

The school conduct policy and expectations will be shared with students at the beginning of the school year and revisited throughout the year. Parents/Guardians will be directed to the school website.

Four Winds Public School students are expected to:

- Attend school regularly and punctually
- Show respect for fellow students, teachers and visitors
- Show respect for school and other individual's property
- Work to the best of their abilities
- Use respectful language
- Be accountable for their conduct
- Wear appropriate clothing respectful of the school setting and weather conditions
- Utilize technology appropriately for the school setting and with Sturgeon Public School policy
- Be vape, tobacco, alcohol and drug free
- Positively contribute to the school and community

Student Responsibilities

- Follow the school rules and expectations
- Complete work to the best of their ability
- Follow direction in class and do assigned work
- Attend school and classes regularly and on time with appropriate materials
- Attempt to sort out peer problems in a polite manner
- Seek staff assistance if unable to solve own problems and/or to report bullying behaviour
- Demonstrate responsibility

Parent / Guardian Responsibilities

Parents/Guardians play a vital role in their child's education. No one has more influence in shaping attitudes and establishing the importance of school for children than parents/guardians. Here are a few suggestions for parents in order to help their child instill positive attitudes towards schoolwork and develop good work habits as the year progresses.

- See that your child comes to school prepared to do their best (this involves sufficient rest, nutritious food, appropriate dress and school supplies etc.).
- Ensure that your child attends school regularly and on time. Keep the office informed of any absences or late arrivals.
- Will either call, send a note or sign my child in or out of the school at the office if your child is late or leave during the school day prior to the end of the day to ensure your child's safety.
- Support your child's completion of school assignments (homework or in class) and help your child schedule a time to do homework, showing that it is an important priority and that you value its worth.
- Support the school staff in helping your child improve behavior by supporting the school's response to your child.
- Keep in touch with the classroom teacher to ensure that progress is occurring, both academically and behaviorally.

- Parents/guardians may request interviews to assist your child in changing problem behaviors.
- When children have persistent behavioral problems the parent(s)/guardian will seek appropriate assistance such as: medical assessment, Family Resource Centre, Family School Liaison workers, psychologist or other appropriate sources.
- Be encouraging and supportive and success for your child will be evident.

Staff Responsibilities

- Reinforce good behavior
- Assist students who seek help to solve problems (eg: conflict resolution)
- When problems occur, a warning is issued, the problem stated and suggestions given on how to improve if needed. Consequences may be assigned.
- The teacher deals with minor misbehavior and records this misbehavior.
- The teacher contacts the parents for support in correcting misbehavior.
- Repeated misbehavior by individual students is referred to administration or counseling for support.
- Be encouraging and supportive.

Administrative Responsibilities

- Deal with repeated minor offences or major offences.
- Repeated offences may require parent meeting with Administration (Vice Principal or Principal) and if helpful, with the classroom teacher or other appropriate staff member.
- Consequences will be assigned which may be study time, reflection time, removal from the classroom, or community service at the school (eg: working in younger classrooms, snow removal, cleaning).
- Severe consequences may involve parental involvement, suspension (in school or out of school) and or expulsion. Upon return from a suspension a meeting may be held between the school staff and the student.
- If a student persists with behavior problems the administration may ask the parents to seek outside help, refer the student for special programming, or refer the student to the Alternative Learning Hub.

Minor offences may include but is not limited to;

- Breaking school rules and expectations
- Disrespectful language
- Inappropriate toys/items at school
- Disrespectful behavior
- Inappropriate dress, including hoods up covering the head and ears while inside the building
- Disrespectful/unsafe playground behavior

Major offences may include but is not limited to;

- Repeated minor offences
- Disrespect or defiance towards all staff. Abusive behaviour toward staff will not be tolerated.
- Use, distribution, possession or being under the influence of alcohol, drugs, vape, or tobacco on school property or at school events
- Willful damage of property, including graffiti and tampering with security/safety devices
- Stealing
- Bringing weapons to school or materials which could be used as such
- Intentional physical injury to any person
- Harassment and injurious behaviour – physical, verbal, sexual, face to face or online/cyber
- Defiance of the cell phone and technology policy
- Criminal activity

Consequences to be determined by the child's history, age, and nature of offence.

Response to unacceptable behaviour engaged by the student

When a student engages in unacceptable behaviour that is in violation of the Student Code of Conduct, responses, interventions, and consequences are progressive in nature and may include, but are not limited to:

- Temporary assignment of a student to an alternate, supervised area within the school
- Short term removal of privileges (such as recess, field trips, classroom activities)
- Interventions such as positive behaviour supports, contracts, and counselling
- Temporary assignment of a student to an alternate off-campus learning location
- Restorative practices, where appropriate and agreed upon by impacted staff and students
- Replacement or restitution for loss of or damage to property
- Suspension or expulsion from bus transportation
- In-school or out-of-school suspension
- Referral to the Attendance Board
- Recommendation for expulsion

Violent and Threat Risk Assessment

Sturgeon Public School Division is committed to providing safe and caring learning environments for all students, staff, school visitors and community members. To this end, Sturgeon Public School Division has been invested for many years in the continued professional certification of administrative staff in Level 1 & Level 2 Violence and Threat Risk Assessment (VTRA) training across the Division. VTRA helps schools respond quickly to incidents where students' behaviours pose a potential threat to safety or serious harm. In the communities we are privileged to serve, we have formalized community-based VTRA protocols with regional partners such as neighbouring school jurisdictions, the RCMP, Alberta Health Services and other community agencies. We encourage families to take the time to read through our [VTRA Brochure](#) and [VTRA Letter of Fair Notice](#) so you have a better understanding of the protocols we are trained in to ensure the safety of your children.

School Standards

Cell Phones and other personal electronic devices

As per the Alberta government cell phone policy to minimize disruption in the classroom and Sturgeon Public Schools Administrative Policies regarding Responsible Use of Technology (AP 870), Four Winds is a cell phone free school from BELL TO BELL. Students and parents will be asked to read and sign the Use of Personal Device Agreement. The following points are highlighted standards and are not the complete agreement.

- Cell phone use is prohibited from bell to bell (8:15am - 2:44pm) and during extra-curricular teacher-led activities, as per Sturgeon Public Schools' partnership with Unplugged Canada. Exceptions will be made for students who need their cell phone as a health monitor. Parent/Guardian will be contacted to collect the student's phone for every incident.
- The school will not be held responsible for any personal electronic communication devices if lost or damaged.
- All students will have access to a locker. For the security of students' belongings, students must bring their own locks to keep their cellphones and other portable electronic devices in their locker. Should a student not have a lock for their locker, one will be provided to the student and the cost of the lock will be included in their school fees.

If it is necessary to reach your child during the day, please contact the front desk at 825-349-0021.

Appropriate Use of Technology

Students and parents will be asked to read and sign the Technology Agreement. The following points are highlighted standards and are not the complete agreement.

- The use of Chromebooks and laptops in school is encouraged for the intent of educational purposes only.