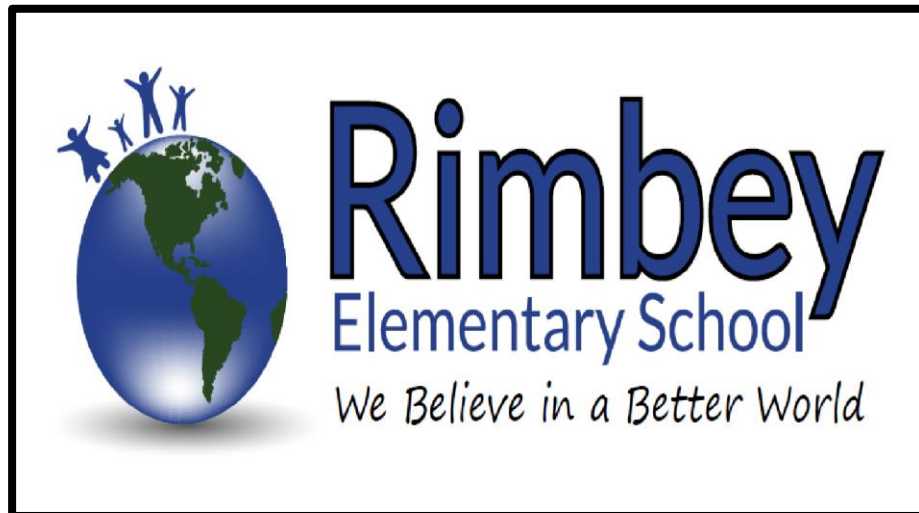


WOLF CREEK PUBLIC SCHOOLS



Rimbey Elementary School

PARENT & STUDENT INFORMATION



***Rimbey Elementary School's mission is to provide
quality education, for all students,
as we build foundations for responsible
citizenship and lifelong learning.***



Mailing Address: P.O. Box 710

Rimbey, AB T0C 2J0

Civic Address: 5302 - 52 Street, Rimbey, AB

Phone: 403- 843-3751 **Fax:** 403-785-0734

E-mail: res@wolfcreek.ab.ca

Website: <https://res.wolfcreek.ab.ca/>

RIMBEY ELEMENTARY SCHOOL

“We Believe In A Better World”

Rimbey Elementary School believes that the education of our students is a partnership between the school, home and the child. Parents are an integral part of this partnership and one of the key elements in the success of children in school. We welcome and encourage parent involvement in their children’s education at RES.

The handbook, the student agenda, RES monthly calendar of events blogs, Facebook and Twitter as well as our school website are designed to provide parents, guardians and students with information about RES. If you need additional information or have any questions please feel free to contact the school office.

We invite you to join our community of learners and we look forward to working with you to provide a positive learning experience for all our students.

Mission Statement

“Rimbey Elementary School will provide quality education, for all students, as we build foundations for responsible citizenship and lifelong learning”.

Belief Statements

Our Students:

- ✓ Have the right to an education and the skills they need to prepare them for work, an enriched quality of life, and to be lifelong learners and responsible citizens in a democratic society.
- ✓ Can learn and experience success.
- ✓ Have the right of equitable access to a quality education program.
- ✓ Are entitled to safe and caring learning environments.

Our Parents:

- ✓ Have opportunities for meaningful involvement in important decisions affecting their child's education.
- ✓ Have access to timely and meaningful information about their child's education.

Our Staff Members:

- ✓ Believe that all of their students are capable of learning and experiencing success, therefore set challenging yet reasonable expectations for student learning.
- ✓ Willing to engage in professional and personal growth experiences to create effective teaching learning environments.

RES Annual Education Plan

This document contains the strategies used to meet the school's goals for the upcoming year. A copy of the School Education Plan is available on our website ~ <https://res.wolfcreek.ab.ca/> .

School Administration Procedures

1. REGISTRATION INFORMATION

Your child is required to be registered with WCPS in his/her legal name, as registered under the Vital Statistics Act. An original birth certificate must be produced at time of registration (attached to online application). A copy of it will be kept in his/her cumulative file, as mandated by the Province of Alberta. If your home/work/cellular phone number, address, or emergency contact information changes from that provided on your child's registration form, please contact the school immediately. In the event that a child becomes ill or injured at school, we need to be able to contact you or your emergency contact person; therefore it is very helpful to have all contact information up to date. All student registrations are required to be done online through School Engage with all necessary documentation attached prior to submission to RES administration.

2. STUDENT FEES

Students will be assessed supplemental fees that include the cost of a School Agenda (Grades 1 – 6), school calendar magnet, technical usage fees, as well as, in person and virtual costs for cultural events, author visits, guest speakers, residential workshops for students, TELUS – Science in Motion presentations and additional course supplies and costs. RES is a “cash/cheque free” school. **Please go to the school website to pay fees online through Parent Portal/RYCOR.** Parents are required to pay all school related supplemental fees **online**, this includes field trips. . All school related supplemental fees must be paid **in full** prior to students participating in any extra-curricular activities/events. The final report card **may not** be distributed until all required school related supplemental fees have been paid in full. Please note that all school fees, including optional/extra-curricular fees are required to be paid through our online payment option.

3. SCHOOL DAY SCHEDULE

Students are to remain outside until the first bell rings at 8:24 AM.

8:24 AM	Doors unlocked-Supervision begins
8:25 AM	Morning routine - Attendance & Announcements
	Classroom Lunch Time (varies at each grade level)
	Noon Outside Recess (varies at each grade level)
	Classes Resume (varies at each grade level)
3:11 PM	Dismissal
3:20 PM	Supervision ends
3:30 PM	Outside doors locked

There are **no supervisors on duty** once the school buses leave at the end of the school day; therefore, for safety reasons, students are expected to leave the school grounds immediately after dismissal.

4. ATTENDANCE

Students must attend school on a regular and punctual basis; as stated in the Alberta Education Act. Whenever possible: medical, dental appointments and holidays should be made outside of school hours. Parents are asked to leave a message on our school attendance line prior to **8:20 AM** if your child will be absent or late for class. An automated message or a school staff member may contact parents of students who are absent to verify attendance reason, for those parents/guardians that have not contacted the school. There is a 24-hour automated attendance line (403-843-3751) for parents/guardians to notify the school that their child will be absent or late due to an appointment. **Please leave: date, student name, teacher name and reason for student absence.**

5. SAFETY SIGN IN/OUT

If a child is late arriving to school, he/she will enter through the front doors and check in with office personnel. All other school doors are locked each day @ **8:30 AM**.

If a child has an appointment requiring them to leave school early we would appreciate a note from the parents in the student's agenda. For safety reasons, if a child is leaving school early during the day, for any reason, we require an adult to notify the Office and check the child out with office personnel.

6. VISITORS TO THE SCHOOL – **Welcome! Please note visitors are restricted at this time.**

If you have an appointment, please enter through the front doors and “sign in” at the office upon arrival and wear a “visitor tag” while on school property. If you wish to visit a classroom, prior arrangements with the teacher is to be arranged. Students leaving the school before the end of the school day will be called from the office to minimize disruption. We appreciate parents **not** interrupting classes for non-emergent disruptions.

7. SCHOOL CLOSURE PROCEDURE

The following information is taken from the [“Guide to Student Transportation”](#) and is based on the [Wolf Creek Public Schools Administrative Procedure ~ “Closure of Schools Due to Inclement Weather”](#).

The following weather conditions will invoke non-operation of school buses:

- Air temperatures in excess of -40 degrees Celsius regardless of wind conditions. In instances where the air temperature is between -30 and -40 degrees Celsius, the wind chill factor may be considered if it creates temperatures in excess of -40 degrees Celsius.
- Impassable road conditions due to extreme snowfall and blowing snow conditions, creating poor visibility.
- Heavy fog creating reduced visibility situations. In the case of fog, a decision will be made on the basis of conditions in individual areas of the division. If possible, the operation of buses will be delayed only until fog conditions improve, at which point buses will be sent out on their regular routes. Delays will not exceed a two hour time period.
- Other weather conditions that render roads unsafe or impassable.

In the event that there is inclement weather:

The Transportation Manager will contact bus drivers in each area of the division to check on weather and road conditions. Decisions on bus operation will be made after considering current road conditions and weather forecasts for the area. Early-morning decisions will be made prior to 6:15 AM. Once a decision is made to cancel bus runs or to close schools, the Transportation Manager will contact the appropriate radio stations:

In Lacombe: Sunny 94.1 FM

In Red Deer: Big 105.5 FM, CKGY 95.5 FM, ZED 98.9 FM

In Edmonton: CHED 630 AM, CFCW 790 AM, ITV GLOBAL NEWS

All school bus cancellations will be posted on the Wolf Creek website at www.wolfcreek.ab.ca ([There is a link to this site on the RES website](#)). Parents will also be contacted through an automated message to home phone and text cell phone, as well as email with the information provided on each student’s file. When unexpected inclement weather conditions develop during the school day, buses normally will not start end-of-day runs early. Instead, students will usually remain at school until the end of the school day, unless picked up by their parents. If it is decided to send buses early/close schools, parents will be contacted. Parents should have a contingency plan in the event that buses do not operate and schools are closed.

Student Services Programs

1. HEALTHY LIVING, RECESS & NOON BREAKS

RES Staff will teach and model healthy nutrition and lifestyle habits. We will provide education on healthy eating choices during a ten-minute healthy living break each morning. During this school day students will be given time to enjoy a nutritious snack prior to/or after morning recess. Less healthy food choices and drinks will be discouraged. Regular consumption of water is encouraged.

Physical activity is encouraged, hence the expectation that students will go outdoors for breaks. Administrators decide on a day-to-day basis if it is too cold or wet to be outdoors. However, even when it is inclement, a few minutes outside will not hurt students if they are appropriately dressed. We ask that you make sure students have the required clothing and footwear to allow them to enjoy their time outside.

If children are well enough to come to school, they are expected to have outdoor breaks. Children who are too ill to go outside are usually too ill to be at school. They do not learn well, and provide a possible source of infection for other children, and will recuperate more quickly at home. Students should stay home at least 24 hours after symptoms have stopped.

2. **HEALTHY EATING/LIVING INITIATIVE**

Students are encouraged to bring fruit and vegetables to school for a healthy snack, to help them function at their best! Through our healthy initiative program RES can provide “breakfast” and a sandwich at lunchtime, as well as snacks for those students that are in need of extra nutrition where funds may be limited at home. Please contact the office or school social worker if your family is in need of additional nutrition.

3. **SCHOOL AGENDA**

The school agenda (grades 1-6) is designed to develop organizational skills in our students. The agenda is a tool used to record and keep track of assignments, test dates, needed materials and special events. Students are expected to take the agenda home daily to have parents read and sign.

4. **EXTRA CURRICULAR ACTIVITIES**

Intramural Program – We offer a noon hour intramural program for all students in RES.

Student Leadership – Upper elementary students can become involved in a variety of leadership groups that serve the needs of the school: School Announcers, Volunteer Appreciation, School Patroller, Leadership Team, Healthy Schools Leader, School Bulletin Board, and Paired Reading with younger grades and Peer Mediation.

Peer Mediators – The Peer Mediation Program is a positive way to resolve conflict; it helps students to talk about what has happened and to come up with a solution so it does not happen again. Grade 6 students at RES are trained for peer mediation, as this is proven a very effective form of problem solving.

After School drop in activities – Throughout the school year, some staff may organize various after-school extra-curricular drop-in activities for RES students. These activities typically run once a week. Students are to sign up prior to the event dates. Fees may apply. All supplemental fees must be paid in full prior to participating in extra-curricular activities.

5. **SCHOOL SOCIAL WORKER**

Students and parents may make use of the school social worker on an individual basis or through small groups. In small group sessions, various social skills are taught, depending on student needs. All such services are voluntary and confidential. Our goal is to work together as a team to give students the best possible chance for success. There are numerous materials and resources available. Please feel free to contact our Social Worker through the school office – 403-843-3751.

Students, Parents, Teachers, Volunteers and Community

1. **VOLUNTEERS**

Our parent volunteers help with special programs, field trips and individual classroom, library or school council initiatives. We appreciate the significant contribution they make to the learning in our school and value the team approach they enable. All volunteers are required to sign a confidentiality agreement, as well as, provide a Criminal Records Declaration or Criminal Records Check from the RCMP, prior to volunteering.

Younger siblings tend to disrupt the learning environment, please have alternate care for them while you are a school volunteer, **including field trips**. Please contact your child’s teacher or RES administration for a chance to share your skills, and receive more information on becoming a volunteer. Volunteers are to make prior advance arrangements with their child’s teacher, rather than “dropping in”.

2. **RES PARENT COUNCIL**

The Rimbey Elementary School Parent Council is important to the success of our school. It provides an opportunity for parents to have a meaningful involvement in decision making in an advisory capacity. The combined Annual and General Meeting will be held together on **the first Parent Council meeting in September**. RES Council meetings are then held once a month, excluding December and June. Dates and times are posted on our website on the school calendar.

School Expectations

Student Code of Conduct *(link)*

Is reviewed with all students during the first week of school and is available on the RES website ~ <http://res.wolfcreek.ab.ca/>

Conduct Expectations

At Rimbey Elementary School, we are committed to providing a safe and caring learning environment. The Alberta Education Act is the fundamental document we use to develop our school expectations.

Part 3, Division 1, Section 31 of the Education Act and the School Code of Conduct, a student, as a partner in education, has the responsibility to:

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others,
- (e) refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operates with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

Parent(s) and guardian(s) are partners with respect to their child(ren)'s education. Part 3, Division 1, Section 32 of the Education Act states a parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- (a) act as the primary guide and decision-maker with respect to the child's education,
- (b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- (c) ensure that the child attends school regularly,
- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and,
- (g) engage in the child's school community. Positively contribute to the student's school and community.

Part 7, Division 1, Section 196 (1) of the Education Act states a teacher while providing instruction or supervision must:

- (a) provide instruction competently to students,
- (b) teach the courses and programs of study that are prescribed, approved or authorized pursuant to this Act;
- (c) promote goals and standards applicable to the provision of education adopted or approved pursuant to this Act;
- (d) encourage and foster learning in students;
- (e) regularly assess students and periodically report the results of the assessment to the students, the students' parents and the board;
- (f) maintain, under the direction of the principal, order and discipline among the students while they are in the school or on the school grounds and while they are attending or participating in activities sponsored or approved by the board;
- (g) subject to any applicable collective agreement and the teacher's contract of employment, carry out the duties that are assigned to the teacher by the principal or the board.

Wolf Creek Public Schools has the responsibility to ensure the safety and well-being of all school stakeholders by adhering to the:

- [Alberta Education Act](#)
- [Alberta Human Rights Act](#)
- Wolf Creek Public Schools Administrative Procedures
 - [Administrative Procedure 175: Safe and Caring Schools](#)
 - [Administrative Procedure 167: Protocols for Schools Dealing With Threat and Risk Assessment](#)
 - [Administrative Procedure 176: Supporting and Guiding Students In Inclusive Communities Gender Identity and Expression](#)
- [Teacher Professional Code of Conduct](#)

SCHOOL EXPECTATIONS

1. SCHOOL ENTRY/LUNCH/LEAVING SCHOOL PROPERTY

Students will be welcomed into the school at **8:24 AM**. Students have grade based designated entryways to use for entering and exiting the school. Students have an outdoor recess during the morning, noon hour and afternoon.

For safety reasons, students are not allowed to leave the school grounds at any time during the school day without proper authorization. In order to leave school property, the student must have a note signed and dated by a parent or lawful guardian. Students that go home for lunch on a daily basis will need to provide a note at the beginning of the school year.

2. STUDENT BEHAVIOR

Activities that may lead to injury, such as pushing, running in the halls, fighting or play fighting are not permitted at Rimbey Elementary School.

3. **BULLYING**

Teasing and bullying activities, including name-calling, humiliation, intimidation, and malicious gossip are not permitted. Bystanders also play a role in encouraging a bully, therefore bystanders will also be held accountable for their role in any incidents.

4. **APPROPRIATE LANGUAGE**

Profanities of any type, rude or vulgar language, verbally abusive language, insults as well as “put-downs” are not appropriate. This also applies to written communication, body language, symbols and words on clothing.

5. **STUDENT OWNED ELECTRONIC DEVICES**

RES believes it is important to prepare our students to safely interact and communicate online, as well as utilize electronic devices effectively. Students will be trained in digital citizenship. Throughout the school year, your child may be part of learning opportunities that involve digital technology. During these learning opportunities, your child may bring personal electronic devices such as a laptop, iPad, iPhone, etc., to school with their parents’ permission.

6. **CELL PHONES, DISTRACTIONS, TOYS**

Students are not allowed to disturb the learning environment of the classroom. This includes any electronic games, laser pointers, cell phones, cameras and toys that are not required for learning throughout the school day. If these items are being used inappropriately, they will be confiscated and either held by the teacher or forwarded to the Principal. Parents will be contacted to pick up confiscated items. RES is not responsible for missing or damaged items so we encourage parents to have their child leave toys, personal belongings and electronics at home.

7. **BICYCLES, SKATEBOARDS, SCOOTERS & IN LINE SKATES**

If students wish to bring bicycles or scooters they must be walked while on school property. Bicycles/scooters are to be stored and locked during the school day. Alberta law requires that all bicycle riders wear an appropriate helmet in order to ride his/her bike to school. Skateboards, rollerblades, roller shoes are not allowed on school property.

8. **RES DRESS CODE**

Students attending RES are expected to dress in a manner that is appropriate and supports a positive learning environment. Students’ dress code guidelines include:

- Good common sense (i.e. - is the clothing appropriate for the school/work setting).
- Headwear such as caps and toques must be removed upon entering RES and may be worn upon exiting the school.
- Students shall have a pair of indoor runners with non-marking soles for gym use. It is expected that clean footwear be worn at all times when the student is indoors.
- Students shall wear school and age-appropriate clothing. (Underclothing will not be visible, mid-drifts showing, etc.)
- Clothing containing inappropriate wording or messages that convey a negative connotation is not appropriate. (i.e. sexual references, references to drugs, alcohol, tobacco, violence, etc.)

9. **STUDENT PROPERTY**

Labeling your child’s personal property is always a good idea. Items like boots and shoes, jackets, mitts, etc., often look similar and therefore are mixed up. Lost or misplaced articles of clothing will

be placed in a “lost items box”. Children and parents are encouraged to look through this box. Unclaimed items are donated periodically.

We encourage you to have your child leave non-essentials and valuables at home. These items often become lost, or are an unnecessary distraction. *RES is not responsible for the loss, theft or damage of these items.*

EFFECTIVE BEHAVIOR SUPPORT (EBS)

RES believes that a consistent approach to behavior by school staff, students and parents will result in students knowing and following behavioral expectations at Rimbe Elementary School.

The teacher: makes expectations clear; models appropriate behavior and attitudes, and reinforces correct behavior. We will help our students remember our school expectations by teaching the meaning of the Education Act, social skills and celebrating the monthly theme and using the *Seven Sacred Teachings that are values based in First Nations Cultural Tradition*. Each teaching honors one of the basic virtues to help us to live a full and healthy life: *Love, Respect, Courage, Honesty, Wisdom, Humility and Truth*. Each of these Sacred Teachings is represented by a different animal and provides practical and positive traits for use in our everyday lives.

The student is aware, understands and follows expectations to help maintain a safe and appropriate learning environment. Students model appropriate behaviors for others in the school.

The parent supports, cooperates, provides input and models behaviors and an attitude conducive to their child’s learning.

1. RECESS ROOM

Students who **do not** meet RES expectations may be required to spend some of their recess time in the **Recess Room**. The staff in this room focuses on supporting the child and provides an opportunity to teach students appropriate behavior.

We believe students are capable of making good choices and that everyone makes mistakes or poor choices from time to time. Should parents hear from a child that a teacher, support staff, or administrator spoke to them or that the child had a visit to the Recess Room; the parent can be assured that the incident was minor and well handled by the child; therefore parents were not contacted regarding the incident.

Should a student continue to act inappropriately or if the incident is severe, there will be escalating consequences and parents will be notified.

2. THREAT AND RISK ASSESSMENT

Wolf Creek Public Schools adopted a policy in January 2003 that mandates schools to have “**zero tolerance for not responding to threat-making (or threat-related) behaviors**” (policy 101.3). This means that all threat-related behaviors will be taken seriously and assessed accordingly. Determining what actions will be taken in any case (legal, disciplinary, mental health evaluations, etc.) will depend on context. School personnel will take appropriate steps and procedures when a threat-related behavior, or student, is brought to their attention.

These behaviors include, but are not limited to:

- i. verbal/written threats to kill or injure others
- ii. internet website threats to kill or injure others
- iii. possession or use of weapons
- iv. bomb threats
- v. fires

****NOTE** Threats may be written, verbal, drawn, posted on the Internet or made by gesture only and may be direct, indirect, conditional or veiled.**

Rimby Elementary School has prevention programs in place that foster the development of positive rapport with students and promote a safe and caring culture. (e.g.: Bully-Proofing, Safe and Caring Curriculum, Leader in Me Themes). Once a threat-related behavior has been identified, the Wolf Creek Threat Assessment Protocol will be activated. See Administrative Procedure manual on the Wolf Creek website for further details (www.wolfcreek.ab.ca).



[WOLF CREEK PUBLIC SCHOOLS - Transportation Department \(link\)](#)

WCPS Student Responsibilities While Riding School Buses

1. The driver is in full charge. Students must obey the driver promptly and without attitude.
2. The driver shall assign a seat for each student and complete a seating plan. A student may be required to sit up front for misbehavior.
3. The student and/or parent/guardian will be held financially responsible for any willful damage to a bus.
4. The student must be on time. (3 to 5 minutes prior to bus arrival)
5. Unnecessary conversation with the driver is prohibited.
6. Outside of ordinary conversation, classroom conduct is to be observed and the driver may separate students who do not live up to this rule.
7. Use of tobacco, illicit drugs, alcohol and obscene language on the bus is prohibited.
8. Students must not throw paper or other rubbish on the floor of the bus or out of the bus windows.
9. Students must not extend their arms or heads out of bus windows.
10. Students must enter and leave the bus in an orderly manner and shall remain SEATED while the bus is in motion.
11. For safety reasons, NO HOCKEY STICKS, NO CURLING BROOMS nor SKATE BOARDS will be permitted on school buses. Any object larger than what would normally fit into an average sized backpack will not be permitted on the bus.
12. Students must observe the directions of the bus driver when loading and unloading and when crossing the road prior to loading or after unloading.
13. All students shall remain absolutely quiet while the bus is stopped at a railway crossing and shall remain quiet while the bus is crossing.
14. Normally, a student may only be picked up or dropped off at a pre-arranged and approved pick-up or drop-off point.
15. No student shall be in possession of matches or lighters while on a school bus.
16. No one, other than students and driver, may ride on the bus.
17. No student shall be in possession of any type of weapon while on a school bus.

A student may be reported to the administrator of the school for violation of any of these rules. The principal can suspend the pupil from riding the bus, in accordance with the School Act and Board of Education Policy. In an emergency situation, a driver may refuse to transport a student and must report the situation to the administrator as soon as possible (i.e., fighting, open disobedience or the use of alcohol by the student).

Transportation Direct Line – 403-785-0726 or transportation@wolfcreek.ab.ca