

## RES School Handbook



### **“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, student agenda, RES calendar, 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.

---

*Our mission is to 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 our 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 at [res.wolfcreek.ab.ca](http://res.wolfcreek.ab.ca).

**ADMINISTRATION PROCEDURES****1. Registration Information**

Your child must be registered with their legal name, as required under the Vital Statistics Act. An original birth certificate must be produced at time of registration (attached to online application). A copy will be kept in the student record, as mandated by the Alberta Education.

All student registrations must be completed online through School Engage, including all necessary documentation, prior to admission.

If your contact information changes from that provided on your child's registration form, please contact the school immediately. In the event a child becomes ill or injured at school, we must be able to reach you and/or your emergency contacts.

**2. Student Fees**

Student fees include the cost of a School Agenda, school calendar magnet, cultural events, author visits, presentations, guest speakers, student workshops, additional course supplies and technical usage fees.

Fees are due at the beginning of September each year. All fees must be paid online through the [Parent Portal](#) ("student fee" tab on the bottom left of the screen). Cash/cheque payments will not be accepted.

**Please Note:** all supplemental fees are required to be paid prior to optional items (paid lunches) or extra-curricular activities being available for purchase.

Payment options are available if your family is experiencing financial hardship. Please see our [website](#) for more information.

### 3. School Hours

- 8:15 AM - staff on supervision
- 8:21 AM - welcome bell
  - students should not arrive before 8:15, as there is no supervision
  - students will be marked late if they have not arrived at school by **8:35**
- 3:11 PM - dismissal

Recesses and lunch breaks are staggered at each grade level to reduce congestion.

There is **no supervision** after the buses have left (3:20 pm), students are expected to leave the school grounds immediately.

### 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 **8:00 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.

### 5. Safety Sign In/Out

If a child is late arriving to school, they will enter through the front doors. All school doors are locked each day.

If a child has an appointment requiring them to leave school early, please provide a note in the student 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.

### 6. Visitors

If you have an appointment, please enter through the front doors and “sign in” at the office upon arrival. If you wish to visit a classroom, prior arrangements with the teacher are 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 cancellation of school bus runs and/or closure of schools:**

1. Temperature colder than -40 degrees Celsius with or without the wind chill.  
(buses cancelled, schools open)
2. Temperatures colder than -45 degrees Celsius with or without the wind chill.  
(buses cancelled, schools closed)
3. Dangerous road conditions and/or poor visibility (e.g.. heavy snowfall, blowing snow, freezing rain, heavy fog).  
(buses cancelled, schools may be closed)

### **In the event that there is inclement weather:**

The decision to cancel bus runs and close schools is made by the Transportation Manager and Superintendent after appropriate information is gathered from each of the school areas. This decision will typically be made prior to 6:00 am but may be made earlier.

All school bus cancellations will be posted on the Wolf Creek website and the RES website. Parents will also be contacted through an automated message to home/cell phones and email.

When unexpected inclement weather conditions develop during the school day, buses will normally not run 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 run 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.

### **8. Inclement Weather Instructional Days**

In the event that there are more than 3 school day closures, two Professional Development Days have been allotted an Inclement Weather Instructional Day:

- If schools are closed for three days from September 3rd to December 12th, the December 13th Professional Development Day will become a school day.
- If schools are closed for three days from December 15th to June 5th, the June 6th Professional Development Day will become a school day.

## **STUDENT SERVICES PROGRAMS**

### **1. Healthy Living, Recess & Noon Breaks**

RES Staff will teach and model healthy nutrition and lifestyle habits. During the 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 when they are appropriately dressed. We ask that you ensure students have the required clothing and footwear 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 too ill to be at school. As per AB Health recommendation, students should stay home at least 24 hours after symptoms have stopped.

### **2. Healthy Eating/Living Initiative**

Students are encouraged to bring a healthy snack, to help function at their best! Through our healthy initiative program, RES can provide breakfast, a sandwich at lunchtime, as well as snacks for students in need of extra nutrition.

### **3. Student 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 after school arrangements, assignments, test dates, needed materials and special events. Students are expected to take the agenda home daily to have parents read and sign.

#### 4. Social Worker

Our School Social Worker is available to enhance the development of a student's educational, social, emotional, and behavioural experiences. Students may work with our 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 School Social Worker is also a link to a variety of community agencies. Please feel free to contact our Social Worker through the school office at 403-843-3751.

### STUDENTS, PARENTS, TEACHERS, VOLUNTEERS and COMMUNITY

#### 1. Volunteers

Our parent volunteers help with special programs, field trips, 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 complete a [Volunteer Application](#) (yearly), [Vulnerable Sector Check](#) (every 3 years) or [Criminal Record Declaration](#) (yearly) prior to volunteering.

Volunteers are to make advance arrangements with their child's teacher. Younger siblings tend to disrupt the learning environment, please have alternate care for them while you are a school volunteer, **including field trips.**

#### 2. RES School Council

The Rimbey Elementary School 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 School Council meeting in September**. Dates and times are posted on our website on the school calendar.

### SCHOOL EXPECTATIONS

#### 1. Student Code of Conduct

Our code of conduct is reviewed with all students during the first week of school and available on the school website at [res.wolfcreek.ab.ca](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:

- attend school regularly and punctually,
- be ready to learn and actively engage in and diligently pursue the student's education,
- 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,
- respect the rights of others,
- 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,
- 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](#)

## 2. School Entry/Lunch/Leaving School Property

Students will be welcomed into the school at **8:21 AM**. Students have [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/guardian and sign out at the school office. Students that go home for lunch on a daily basis will need to provide a note at the beginning of the school year.

## 3. 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.

## 4. 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.

## 5. 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.

## 6. 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. Students are encouraged to bring their own Chromebook to school if their class uses them on a regular basis in class. We have limited school provided Chromebooks for use at school as classes share these resources.

## 7. 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.

## 8. Bicycles, Skateboards, Scooters & In Line Skates

If students wish to bring bicycles, scooters, or skateboards 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 students wear an appropriate helmet to ride their bike to school. Rollerblades and roller shoes are not allowed on school property.

## 9. 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, discrimination, etc.)

## 10. 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 Rimbey Elementary School.

**The teacher:** makes expectations clear; models appropriate behavior and attitudes, and reinforces correct behavior.

**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. 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) behaviours**” ([Admin Procedure 167](#)). This means that all threat-related behaviours 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 behaviour, or student, is brought to their attention.

### **These behaviours include, but are not limited to:**

- i. verbal/written threats
- ii. electronically generated threats
- iii. possession or use of weapons
- iv. bomb threats
- v. fires

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

Rimbey 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](http://www.wolfcreek.ab.ca)).

## Transportation Department

Full details regarding bus transportation can be found on the Wolf Creek Public Schools [website](#). To contact the transportation department directly please call 403-785-0726 or email [transportation@wolfcreek.ab.ca](mailto:transportation@wolfcreek.ab.ca).

### **Responsibilities of Students**

- The driver is in full charge. Students must obey the driver promptly and without attitude.
- The driver shall assign a seat for each student and complete a seating plan. A student may be required to sit up front for misbehaviour.

- The student and/or parent/guardian will be held financially responsible for any willful damage to a bus.
- The student must be on time. (3 to 5 minutes prior to bus arrival)
- Unnecessary conversation with the driver is prohibited.
- Outside of ordinary conversation, conduct is to be observed and the driver may separate students who do not live up to this rule.
- Use of tobacco, illicit drugs, alcohol and obscene language on the bus is prohibited.
- Students must not throw paper or other rubbish on the floor of the bus or out of the bus windows.
- Students must not extend their arms or heads out of bus windows.
- Students must enter and leave the bus in an orderly manner and shall remain SEATED while the bus is in motion.
- 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.
- Students must observe the directions of the bus driver when loading and unloading and when crossing the road prior to loading or after unloading.
- All students shall remain absolutely quiet while the bus is stopped at a railway crossing and shall remain quiet while the bus is crossing.
- Normally, a student may only be picked up or dropped off at a pre-arranged and approved pick-up or drop-off point.
- No student shall be in possession of matches or lighters while on a school bus.
- No one, other than students and driver, may ride on the bus.
- 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 Education 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).



## Wolf Creek Public Schools

September 3, 2024

Dear Parents,

### RE: Fair Notice

The safety of our children is a top priority for us all. We, as a school system, have been involved in intensive safety training and collaboration with our community partners – the police, Alberta Health Services (Addictions & Mental Health) and Children’s Services. Together we have created and signed a community protocol for responding to all situations in which students may be posing a threat to themselves or others.

This letter is to inform you that we, as a school system, adopted a policy in January 2003 that mandates schools to have a “zero tolerance” stance for not investigating all threats and threatening behaviours (Admin Procedure 167). The purpose of the investigation/assessment is to determine how best to support high-risk students so that their behaviour does not become harmful or destructive. Please be assured that if your principal is aware of threatening behaviour, he/she will be taking measures to deal with the situation in a positive and proactive manner. If your principal invites you to a meeting to discuss safety concerns about your own child, please be assured that protocol is being followed and that the goal is safety, not punishment.

This letter is intended to serve our community with **fair notice** that we, as a school community, will not accept “no response” to a threat making behaviour. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring learning environment.

We are proud to be able to provide this level of support to our school communities and are most fortunate to have our community partners at our side.

Sincerely,

Tim De Ruyck  
Superintendent  
Wolf Creek Public Schools

Tim De Ruyck  
Superintendent of Schools

6000 Highway 2A  
Ponoka, Alberta T4J 1P6

Phone(403) 783-3473  
Fax (403) 783-3483

Departmental Faxes  
Education Services  
(403) 783-3140  
Facilities & Transportation  
(403) 783-3155