

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.

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 (Grades 1-6), 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. The final report card **may not** be distributed until all required school related supplemental fees have been paid in full.

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

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.

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. 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. School Social Worker

Our School Social Worker is available to enhance the development of a student's educational, social, emotional, and behavioral 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 asked to make advance arrangements with their child's teacher as drop-ins are not accepted. 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

☒ 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.

- **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,

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, 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.



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