
Ralph McCall School

Student Parent Handbook 2018-19



PRINCIPAL - Mrs. Andrea Craigie

ASSISTANT PRINCIPAL - Mrs. Elizabeth Kane

1505-1st Avenue NW Airdrie, AB T4B 2L9

PHONE: 403-948-7030

ABSENCE LINE: 403-948-7030 (Press 2)

EMAIL: mccall@rockyview.ab.ca

<http://mccall.rockyview.ab.ca>

RALPH LEWIS McCALL - (1925-1995)

Ralph Lewis McCall was born December 4, 1925 in a little white house in Morrin, Alberta. He lived in Morrin for less than a year before his family moved to Rich Hill, Missouri. As opportunity seemed better in Alberta, his family returned in the fall of 1943 and settled in Rumsey. This is where Ralph spent his childhood until the fall of 1943 when he went away to school. In 1948 he graduated with a Bachelor of Education degree from the University of Alberta and began his teaching in Acme, Alberta, in a two-story building with four regular classrooms and a classroom for home economics and shop in the basement. He spent his summers taking courses and in 1956, he received his Master of Education degree. From 1955 to 1958 and in his later years, he served as a professional development consultant.

In 1958 he married Marilyn, a fellow teacher and eventually raised three children, two girls and a boy. In 1963, he moved his family to Red Deer where Ralph taught at Red Deer Composite High School. He moved to Airdrie where he taught for more than 21 years at George McDougall and Bert Church High Schools. He retired in 1985. During his teaching career he worked diligently for the Alberta Teachers Association (ATA). In 1974 he broadened his horizons further than the ATA and joined the Municipal Planning Council. This was when Airdrie was a mere village in the process of becoming a town. Ralph was elected as Deputy Mayor in 1977. He retired from council in 1985. He was quite happy as Deputy Mayor and had no interest in becoming mayor. He was a man of deep commitment and interest in the community and he truly enjoyed his work on the Town Council. He represented Airdrie in business exploration to Taiwan and an exchange in Airdrie, Scotland.

In the following years, Ralph continued as a board member for the Nose Creek Valley Museum where he enjoyed sharing his knowledge of the history of Airdrie and surrounding area, with small children and seniors during the tours. Always interested in history, Ralph was in the process of writing a book about the history of Airdrie as well as a column for the Airdrie Echo when he passed away in 1995.

Besides politics and history, Ralph enjoyed a variety of sports. He was an active ball player and curler and he coached volleyball, basketball and hockey. He also sang in church choirs for more than 40 years. He enjoyed summers with his family, whether at home or taking trips across Canada and the USA. His spring would include planting flower and vegetable gardens. He was very special to his grandchildren; he loved taking them to the Calgary Zoo or just sitting and reading them a book.

Even though Ralph has left this world, his legend is alive and well in the many people he touched. In April 1996, a room at the Airdrie Public Library was named in his honor. In 1997, Ralph McCall School was officially named after this very special man who was a true leader in our community.

Submitted by Marilyn McCall

2018-19 SCHOOL ENTRY AND DISMISSAL TIMES

	Monday to Thursday	Fridays
Gr 1 - 4 Student Entry	8:00 - 8:10	8:00 - 8:10
Recess	10:10 - 10:27	10:10 - 10:27
Lunch	12:00 - 12:42	11:30 - 12:07
Dismissal	2:45	1:15

KINDERGARTEN

	Monday to Thursday	Fridays
Morning Class	8:00 - 11:20	No Kindergarten
Afternoon Class	12:05 - 2:45	8:00 - 11:20

Additional Kindergarten Information

On Google calendar

October 19– No Kindergarten Classes – Parent/Teacher Interviews all day

February 8 – No Kindergarten Classes – Parent/Teacher Interviews all day

June 20 - Last Day for AM and PM Kindergarten

RALPH McCALL CONTACT INFORMATION

PRINCIPAL Andrea Craigie **EMAIL** acraigie@rockyview.ab.ca

ASSISTANT PRINCIPAL Elizabeth Kane **EMAIL** ekane@rockyview.ab.ca

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RALPH McCALL PARENT COUNCIL

CHAIR	CHRISTY OLSON
VICE CHAIR	JENNIFER ROTH
TREASURER	JENNIFER ROTH
SECRETARY	TABITHA CARON
PARENT ENGAGEMENT COORDINATOR	CHRISTINE REYES

FRIENDS OF RALPH McCALL (Fundraising Society)

PRESIDENT	TABITHA CARON
VICE PRESIDENT	SARAH HAYLOCK-JACOBS

2018-2019 STAFF

Administration	Mrs. Andrea Craigie Mrs. Elizabeth Kane	Office	Mrs. Karla Patzer Mrs. Diane McNair
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Kindergarten	Miss Alysha Boyd Mrs. Martha Stepanowich Mrs. Tanya Johnstone	Grade One	Mrs. Carla Frei Mrs. Denise Stanger Mrs. Shelley Hutchinson Mrs. Kayla Meller Mrs. Ashley Reynolds
Grade Two	Mrs. Kris Chung Mrs. Nancy Cole Mrs. Jo-Lyn Cadieux Mrs. Tracy McNish	Grade Two/Three Combined Class	Mrs. Michelle Bechthold
Grade Three	Mrs. Candace Peterson Mr. Sean Hartley Ms. Taylor Heidinger Ms. JayneMorgan	Grade Four	Mrs. Vana Zannis Mrs. Kathy Scott Mrs. Melissa Lowther Mr. Trevor Hanlan Mrs. Sherrie Enes
K-4 Generalist	Mrs. Marlena Goett	Fine Arts	Mrs. Jessica Jackson
Learning Support	Mrs. Teresa Bent Mr. Andrew Doyle Miss Heather Imorde	Educational Assistants	Mrs. Brenda Bunting Mrs. Candace Goody Mrs. Debs Green Mrs. Krista Cannon Mrs. Janelle Jones Mrs. Lorraine Janzen Mrs. Carolyn Noyes Ms. Joan Zeniuk Mrs. Gail Helland Mrs. Josie Hoisington
Child Development Advisor	Ms. Tammy Nisbet	PUF (Kindergarten) Assistants	Mrs. Lisa Colford Mrs. Lindsay Jamieson
Learning Commons Facilitator	Mrs. Lori Helston	IT Support	TBA
Head Building Operator	Mr. Hal Hickey	Caretaking Team	Miss Crystal Gartner Mr. Roy Richards Mr. Herwin Alvarez

WELCOME TO RALPH McCALL SCHOOL

The information in this handbook has been put together as a resource for both parents and students. Please note there may be changes made throughout the year and we will communicate these to you through correspondence home or on our website.

At Ralph McCall all staff seeks to create an environment in which students can develop the skills required of them as a 21st Century life-long learner. Our school goals seek to create students who are: **critical thinkers, problem solvers, innovators, communicators, collaborators, globally aware, civically engaged, information and media literate and capable of self-directed learning.**

MISSION, BELIEFS AND PRINCIPLES

Mission: Valuing all learners, we engage children in a safe and supportive environment where learning is meaningful, innovative, creative and fun.

Vision: To create an engaging, supportive and dynamic community that inspires a love of learning.

Guiding Principles:

All children have strengths.

All children can learn.

Relationships are the foundation of learning.

All staff and students have a responsibility to our school.

Our community is important to us.

It is important to care about the environment and the world around us.

Motto: One for All and All for One!

GENERAL SCHOOL INFORMATION

A. Attendance

Parents are asked to ensure students attend school. Regular attendance is critical to learning. Attendance letters are sent home for those students whose attendance, or punctuality, has become a concern. If a student's absences or lates reaches 18%, a notification will be sent home. Parents may be requested to meet with administration. In extreme cases referral to the divisional truancy officer may be pursued.

SAFE ARRIVAL (ABSENTEE) LINE: 403-948-7030 (press #2)

To ensure the safety of our students, parents or guardians are asked to call the school when students will be absent for any reason. Please leave your message regarding absences on our Safe Arrival Line (403-948-7030, extension 2) by 7:45 AM on the day of the absence. If you know of absences in advance, please contact your child's teacher AND leave a message on the safe arrival line. **If a student arrives at school late**, he/she must check in at the office for a late slip before proceeding to class. **Please report any contagious diseases (strep throat, pink eye, lice, etc.) to the office.**

If you are having trouble getting your children to school, or they find it hard being at school, there are many ways we can help remove obstacles holding them back from successfully attending. Please let us know. The first step is talking to someone at the school.

APPOINTMENTS AND ABSENCES DURING SCHOOL HOURS

Whenever possible, please try to schedule medical and dental appointments outside of school hours or on professional learning days. Should it be necessary for a child to leave for appointments during the school day, please inform the office and your child's teacher. Before leaving the school, **a parent or guardian must sign the child out at the school office.** Our purpose is to ensure the whereabouts and safety of our students at all times.

ENTRY AND EXIT PROCEDURES

For kindergarten students classes begin at 8:00am. This is also the time all Grade 1-4 students have the option to enter the building, they might also choose to play outside until the bell. For grades 1-4 students, the first morning bell rings at 8:05am and classes begin at 8:10am. It is important students arrive at school on time so learning is maximized. Students are expected to enter and exit the building through doors designated for their class. For recess and noon entry, students will line up at their designated doors and teachers will open them for entry after the bell rings. **Students must clear the building promptly at the end of the day** unless arrangements have been made with a staff member. The front doors will be locked 30 minutes after student dismissal.

B. Safety

PARKING / DROP OFF & PICK UP

The drop-off / pick-up area for students is: the drive-through service loop located on 1st Avenue (north of the school by the fence), along the west side of Canals Boulevard as well as the Monkland parking lot behind the school playground. Visitors are also welcome to park in these areas. Please be courteous to our neighbours by not blocking their driveways, even if you only think you will be a few minutes. **The driveway loop in front of our school is a road designated for school buses, daycare vans, delivery trucks, emergency vehicles, maintenance vehicles and handicapped access only.** To ensure the safety of all McCall students, all other vehicles are prohibited from using this driveway loop during school hours. The staff parking lot on the south side of the school is for **STAFF PASSHOLDERS ONLY. This is not a drop off / pick-up area for your children.** We also ask that you please not jaywalk and that you use sidewalks, especially around the staff parking area. We have staff with varying start and finish times throughout the morning and afternoon. Your cooperation and attention to these matters is sincerely and greatly appreciated! Let's model traffic and pedestrian safety to our children.

SCHOOL SAFETY PATROL

Ralph McCall School has a team of dedicated Grade 4 student and parent volunteers to safely assist students when crossing 1st Avenue before and after school. New patrollers take part in a training session put on by a representative from AMA. The primary aims of the school safety patrol are: to help protect children from automobile collisions while they are on their way to and from school, to help children to develop sound habits in use of street safety and to foster qualities of leadership and good citizenship in patrol members. Whether you are a driver or a pedestrian, please respect the directions of our Safety Patrols.

HOURLY ZERO EMERGENCY PROGRAM

Rocky View Schools has a District-wide Emergency Response Plan (Hour Zero) that is implemented in the event of a local disaster or school emergency. The main objective of the plan is to ensure the safety of your child. While the plan is built using specific divisional protocols and procedures, the particular actions taken during any emergency greatly depend on the specifics of the incident. At Ralph McCall School, drills are conducted throughout the year to rehearse emergency procedures. The drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child's fear should a real emergency occur.

SUPERVISION

Staff provides supervision 15 minutes before entry times in the morning and 15 minutes after school dismissal. There is a "relaxed entry" options where students will be allowed inside the school 5 minutes before the bell, at 8:00, each morning. During recess, students are also supervised in the schoolyard by school staff. Lunch supervision is provided by school staff and paid lunch supervisors. Students are not supervised by school personnel at other times and should not be dropped off at school early or left at school late.

VISITORS AND VOLUNTEERS

Parents are welcome to come to the school and we encourage you to volunteer in your child's classroom. **All** visitors are asked to follow some important procedures when coming to the school.

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- You **MUST** have a recent **Criminal Record and Vulnerable Sector Check** on file at the school. Once filed, these are good for 5 years, requiring only an annual statement of declaration that nothing has changed. You must also annually sign the **Rocky View Schools Confidentiality form**.
 - Whenever you are visiting please sign in and out at the office, and pick up a visitor tag so you are easily identified in the school. This is for safety – we need to know, at all times, who is in our building.
 - When picking up a child for appointments, illness, or early departure from school, please go to the office to sign them out at the office.
 - Dropping in on teachers in the mornings or during class time disrupts the routine of the class. Similarly, after school may also seem like a good time to catch a teacher, but this is often important time for teacher meetings and preparation. If you would like to discuss an issue or concern with your child’s teacher, please email to arrange an appointment or make a request for them to call you.

Thank you for your support in following the procedures listed above. Our goal is to make Ralph McCall a safe and secure place for your children.

WEATHER AND EMERGENCY CLOSURE OF SCHOOLS

It is important students are provided breaks from classroom instruction, and they have the opportunity for physical exercise and fresh air. It is the responsibility of students and parents to ensure children are dressed properly for inclement weather (warm jacket, mittens/gloves, scarf, toque, boots and snow pants). **Please label all items with your child’s name.**

- Students are expected to go outside and remain outside at our recess breaks unless an indoor recess is called. A decision to call an indoor recess will be based on a temperature of -20 (+ or – 2 degrees with or without wind chill) according to the Weather Network (<http://theweathernetwork.com/weather>). A decision to call an indoor recess will be made 5 - 10 minutes before a recess bell.
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- On days where administration determines that weather conditions warrant early entry (before the morning bell), students will be allowed into the hallways immediately. Appropriate behaviour is expected.

In compliance with Board policy, the following procedures will be followed in the case of emergency school closure and cancellation of bus service:

- When weather conditions place the safety of transporting bus students at risk, the Superintendent of Schools or Inclement Weather Committees for the communities of Airdrie, Chestermere, Crossfield, Cochrane, Kathryn/Beiseker and Springbank may choose to suspend school bus services and/or close schools. Weather factors that serve as general guidelines in making this decision are:
 - o Wind chill of approximately -40 C
 - o Reports from bus drivers that many rural roads are, or will soon be, impassable
- Local broadcast and radio stations will be notified of bus/school closures no later than 6:30 am. Parents are encouraged to listen to:
 - o Radio – CBC, CHFM Lite96, 66 CFR, JACK FM, QR77, Country 105, CKMX 1060, CJAY 92
 - o Broadcast – CTV, Global, City TV
- School closure information will also be available on the Rocky View Transportation Information line 403-250-0016.

BUS CANCELLATIONS/DELAYS

Specific bus routes or portions of routes may be cancelled when the driver feels it is unsafe to operate due to weather or road conditions. Rural bus drivers will notify all Rural parents of bus cancellations only. The information also will be recorded on Rocky View Schools's Transportation **Late Bus Line at 403-250-0016**. Bus cancellations will be for the full day. Urban route cancellations are recorded on the Late Bus Line. **Please note, Urban families do not receive phone calls.** Bus routes that are delayed in the morning due to mechanical problems, weather, or road conditions, will operate on the afternoon trip home. This

information also is available by phoning Rocky View's Transportation Late Bus Line at 403-250-0016.

PARENT RESPONSIBILITIES

During inclement weather, the final decision to send a child to the bus stop or to school rests with parents, even though buses and schools may be operational. Parents are responsible for listening to the designated radio stations to receive the correct information with regard to school closures or bus cancellations. Should you drive your child to school when bus service is cancelled, it is your responsibility to pick the child up from school at dismissal time.

Parents should ensure that students are dressed appropriately while traveling to and from school during inclement weather conditions whether they are riding the bus or walking. The temperatures of a school bus may drop dramatically in the event of mechanical problems.

SCHOOL RESPONSIBILITIES

Once school begins for the day, it will not be closed because of weather conditions until regular dismissal time. Should it be deemed unsafe to dismiss students at the usual time, students may be kept at the school until it is deemed safe for the buses to depart, or until other arrangements have been made. Problems with heating and plumbing etc. at one school may result in students being housed in another location until dismissal time.

Information regarding inclement weather closures is distributed by local schools in October.

BICYCLES, SKATEBOARDS AND SCOOTERS

Students are encouraged to "Walk and Wheel" to school but are expected to **walk any equipment with wheels once they are on school property**. Bike racks and scooter racks are provided and must be used by students who choose to "wheel" to and from school. In order to prevent theft and damage, bike and scooters should be locked to the racks. Due to safety and storage concerns, scooters and other small vehicles are not permitted to be stored in classrooms. As per community laws, all children on wheels must be wearing a helmet.

C. Academics

HOMEWORK

Homework can be one way to help develop responsibility and to build important skills such as planning, organizing and self-discipline, particularly in higher grades. However, an internet search of “Research about Homework in Elementary School” will mostly yield links explaining there are few, if any, significant academic benefits. At Ralph McCall, we believe afterschool and weekend hours are important times for extra-curricular activities, family time, outdoor time and free play. As such, Ralph McCall School has adopted a NO HOMEWORK POLICY. **Aside from year-round Home Reading, practicing basic math facts** (as determined by an individual classroom teacher) **and the encouragement to start practicing good study habits in grade 3 and 4, no additional “homework” will be assigned.** Assignments completed at home can only be used as informal assessments. Special projects might be sent home for optional completion.

- On occasion, there may be opportunities for families to complete school related activities at home (often related to a particular theme, unit or upcoming holiday or if your child has been selected as a “Star Student of the Week”, etc). These are considered extension assignments and the optional hours spent on these are at a family’s discretion. Projects will not be assigned during scheduled, calendar breaks (Thanksgiving / Christmas / February / Easter).
 - Parents might request (or sometimes teachers will suggest) ways for some students to gain extra practice in a curricular area or with certain skills. These assignments will not be collected for marks and are for use at a family’s discretion IF the teacher chooses to provide these.
 - **Regular attendance is important, but if a family holiday outside of a scheduled Ralph McCall School break is decided upon, please be aware that teachers will not provide work for students in advance of extended family absences.** Student assignments and assessments may be modified once they return to school. It is difficult, and somewhat unfair, to expect a student to complete assignments while away without the benefit of
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necessary resources and/or teacher explanation. Students are always encouraged to read and/or keep a personal journal during their time away from school. Traveling itself can be a rich experience full of much learning.

D. Communication

As a school it is our intention to keep parents informed through our newsletter, published and emailed home bi-monthly. Important updates will be posted on the school website or sent home via email. Classroom teachers will also contact parents by email to provide them with information specific to their class. Please refer to student agendas for important updates and please notify the homeroom teachers and office with any changes to your email address.

Further updates and reminders are found on the school Facebook page "Ralph McCall School". Our Twitter feed always contains great information and celebrations too - @ralph_mccall. Many teachers have Twitter pages devoted to their classrooms also.

USE OF THE TELEPHONE

Although there are occasions when children and their parents need to contact one another, it is important not to interrupt classroom activities. Phone use will be governed by the following guidelines.

- The office phone is not to be used by students unless permission is given by office staff.
 - Students may use the classroom phone with teacher permission. This privilege is to be used only in emergency situations and not for social arrangements.
 - Parents are welcome to leave a message at the office for their children. Unless an emergency exists, these messages will be passed along at instructional breaks.
 - All phone calls for staff will be forwarded to voicemail. Phone calls will not be put through to the classrooms unless the teacher has indicated to the office they are expecting a call.
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ROCKY VIEW SCHOOLS' COMMUNICATIONS COMMITMENT TO PARENTS

To enhance consistency in the way Rocky View Schools communicates with parents about their child's educational journey, teachers across Rocky View Schools are working to standardize their communication practices. Here's what you can expect:

Teacher Web Pages – Located on each school's website, teacher pages will be updated, annually or each semester, with each teacher's contact information, classroom expectations, and class timetable. This page also will feature links to digital tools used for learning, and curriculum updates or course outlines. If you want to learn of a unique project being undertaken, volunteer needs, or parent resources for use at home, teachers will post these informational items to "Classroom Announcements". Links to Classroom Announcements may be emailed to parents on an ongoing basis or as needed.

PowerSchool Parent Portal – Attendance for K-12 students, and marks on assignments and/or comments for Gr. K – 12 students can be accessed through RVS' PowerSchool Parent Portal. This information can be accessed by downloading the app, PowerSchool for Parents, accessible on the Apple or Android store.

Learning Goals / Three Way Collaborative Conferences / Student Portfolios – As part of RVS' K-8/9 Communication of Student Learning initiative, students, their parents, and their teacher are to establish learning goals to be discussed at Three-Way Conferences held twice a year. Student progress, effort, behaviour and learning exemplars also can be discussed and showcased during these conferences.

Report Cards – Three times a year, a K-8/9 report card will arrive home that summarizes your child's learning performance. Information on student progress and achievement is made accessible through the parent portal at all times. When necessary, parents can expect to receive a direct call from their child's teacher to discuss potential concerns. Parents wanting to contact their child's teacher, are asked to use the school's general number. For privacy reasons, teachers will not use personal cell phones for work-related communication.

Email - Under normal circumstances, email from a parent will be answered within a 24-hour timeframe within the regular school hours on instructional days.

E. Fees

STUDENT SUPPLIES

There are no longer instructional fees collected for school supplies. Students in Grades 1- 4 are provided with an agenda. K-4 students are provided with school supplies and families need only supply a backpack, lunch kit and indoor shoes. Please ensure your child's name is clearly labeled on ALL belongings.

Other fees, as posted on the school's website, include school based charges such as lunch supervision fees (for non-bused students in grades) and field trips.

F. Lunch and Snacks

LUNCH

- The Ralph McCall Lunch Program is organized through administration and is for all students. This is a designated "Parent Sponsored Lunchroom Supervision Program" as per RVS Policy AP311. Our lunch program fee for 2018-2019 is \$8/month for all, non-bused grade 1-4 students, as approved annually by our Ralph McCall Parent Council.
- During lunch, all food and drinks will be consumed in the classroom. No food is allowed outside.
- There are no microwaves available for use in the school. Hot water is on hand for instant noodles.
- Ralph McCall School is a NUT-AWARE SCHOOL. We have students in attendance who have potentially life-threatening nut allergies. We ask for your cooperation in not sending peanut-butter sandwiches or products containing nuts or peanuts to school.

SNACKS

A snack time is provided in the classroom for students in Kindergarten to Grade 4. Nutritious snacks are encouraged; products containing nuts are discouraged.

KIOSK

- Information about our Kiosk will be handed out at the beginning of the school year and menus for pre-ordering lunches will be distributed monthly.
- Students are encouraged to pre-order their lunch and snacks prior to the first bell in the morning. Students may enter the school at 7:50 am to access the Kiosk, but must go outside again after ordering.

G. Health

ILLNESS AT SCHOOL

- If a child is well enough to be at school they are expected to go outside for recess and lunch breaks.
- If your child becomes sick or has an accident while at school, teachers will send them to the office for immediate care. Please note that due to space and supervision limitations, the office infirmary is not intended to hold students for extended periods. If, after 20 minutes, a student feels they are too sick to return to class, parents will be contacted and expected to make arrangements to have their child picked up.
- In an emergency situation, if parents/guardians cannot be reached, we require the name and phone number of another local adult. This can be a family member, neighbour, friend, or babysitter (**but must be someone here in Airdrie**). This information is required on each registration form. Please inform the office of any changes that occur during the year.

HEALTH SERVICES

Calgary Regional Health Services provides several health services through the school. These include vision testing, hearing testing, immunization, health education and counseling, speech

and language assessment, speech and language therapy and development, visual inspection of teeth and classroom preventative dental education on request.

The Alberta Child Health Benefit is available for children in low-income families. Eligibility depends upon your income and the number of eligible children in your family. For more information contact the Alberta Child Health Benefit these ways: www.gov.ab.ca/hre/achb or [call 1-877-469-5437](tel:1-877-469-5437) or e-mail: achb@gov.ab.ca

A school nurse is assigned from the Calgary Health Region.

NO CHILD WITHOUT

Rocky View Schools is very pleased to bring the Canadian MedicAlert® Foundation's *No Child Without®* program to our schools.

The Canadian MedicAlert® Foundation has developed a free program to protect children living with chronic medical conditions, allergies or special needs. This program is called *No Child Without®*. It was developed to ensure children across Canada from Junior Kindergarten up to their 14th birthday receive MedicAlert® protection at no cost to the parent, school or Board of Education. The *No Child Without®* program is fully funded by the Canadian MedicAlert® Foundation, a grant from the Federal Government, and Corporate and local businesses.

Visit www.nochildwithout.ca to learn more about the program.

SCHOOL INSURANCE

School Accident insurance will be available to students. This insurance is not compulsory, but it does provide coverage at a minimal rate. Please contact the office for these forms.

STUDENTS ON MEDICATION

- School personnel are not authorized to dispense over-the-counter medications, prescription medications or medical treatments to students without following specific rules. A request may be granted subject to meeting specified guidelines and the completion of the ADMINISTERING MEDICATION or MEDICAL TREATMENT TO STUDENTS form which
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requires explicit instructions be provided to the school by the parent or guardian and the attending physicians. The completed form must be handed in to the school office for approval by administration. Administration has the right to refuse administration of medications. Any medication a student needs while at school must be kept, locked in the school office and a copy of the approved form, signed by the attending physician, must be on file.

- Inhalers used by students will remain with the child, unless other arrangements are made with school administration.

STUDENTS WITH SEVERE ALLERGIES

- Emergency Treatment – Allergic Reaction, etc.

In the event that a student has a potentially fatal or debilitating allergic reaction that requires immediate emergency treatment or displays potentially serious reactions as a result of a known medical condition (e.g., epilepsy, insulin shock, etc.) the following steps shall be taken:

The Principal or staff members who have been briefed on the proper treatment procedures shall administer the treatment or the medication in strict accordance with the physician's instructions. In the event that the student is riding on a Division bus when emergency medical treatment is required, then the bus driver shall administer the treatment or the medication in accordance with the best available instructions at the scene.

The person in charge will call 911 to secure trained medical assistance and arrange for the student to be transported to a medical facility. Every effort will be made to contact the student's physician.

The student's parent(s) shall also be contacted immediately and informed of the situation.

- Responsibility of Parents - Taken from Rocky View Schools Policy AP 316
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Parents of students with severe allergies must:

1.1 Advise the Principal and home room teacher about the student's severe allergy when the allergy is diagnosed, at the beginning of each school year, or when the student changes schools;

1.2 Provide and keep emergency information current;

1.3 Assist the Principal by asking the student's medical doctor to complete the Severe Allergy Alert RVS form LS027 Administering Medication or Medical Treatment to Students when the student is first registered or re-registered with the Division, or when the student's severe allergies change;

1.4 Provide the Principal with a recent photograph of the student;

1.5 Provide the student with a Medic Alert bracelet or other suitable identification;

1.6 Provide the student with a case containing at least one unexpired injector or other medication as prescribed by a physician and ensure that the student has the injector or medication readily available, while at school, on off-campus programs, off-site activities or at other school events and activities;

1.7 Check expiry dates of medication and injectors and replace them as necessary;

1.8 Provide snacks and lunches for the student;

1.9 Assist the Principal by supporting the provision of educational information about severe allergies to other parents and the school community including providing consent to the disclosure of any personal information about the student that may assist in the achievement of the intent of this Appendix; and,

1.10 Advise the school bus driver of the student's severe allergies.

H. Technology Use and Responsibilities

At the beginning of the school year all students and parents will sign a Computer Services Acceptable Use Policy. All students are expected to use computers and other technologies responsibly and appropriately. The responsible use of ICT equipment, including our Mac laptops, iPads and Chromebooks, is expected. If damage to equipment occurs because of misuse, the cost of repair or replacement may be required.

ELECTRONIC DEVICES

Laptops, iPads, iPods, cell phones, & other devices capable of web browsing can be a great tool for school and students are encouraged to use them appropriately in class, only with their teacher's permission. Personal devices may be used during recess times but only in the designated, supervised "Tech Zone". Outside of projects being supervised by teachers, photos and videos taken by students, of other students, are not allowed on students' personal devices.

It is the position of Ralph McCall School that students should not have access to the internet or any social media site without the explicit monitoring and control by the parent. It is therefore essential that parents know their child's passwords and have access to the various sites that are being used by their children. Parents should regularly check their child's activities and be aware of discussions their child is having with their "internet friends". If you would like additional information or would like to discuss this matter further please contact the administration at the school.

STUDENT CONDUCT IN THE DIGITAL WORLD

Electronic and digital communication has created new problems regarding student conduct. Parents and students must sign an Appropriate Use Agreement for the use of all school-owned technology. The use of personal digital devices at school, on school property or school sponsored activities is subject to the same standards of conduct and consequences as any other behaviour. The school reserves the right to confiscate digital devices if found to have been used in violation of school rules and expectations. The school assumes no liability for lost, stolen or broken devices.

Social media has become a very popular and effective means of communication for a large segment of our society. Many of our students rely upon a multitude of social media accounts to connect with one another and share information. At Ralph McCall School we regularly emphasize to our students the necessity of digital citizenship when using social media or the Internet, to ensure that they are using their accounts in a respectful and responsible manner. The intent of our presentations and discussions with students is to ensure that they are informed, responsible and safe when going online or using the Internet. We encourage parents to talk to their children about their child's use of social media and to monitor their online activities to ensure that they are safe at all times. Any threats or violations of privacy that put a child at risk should be immediately reported to the RCMP.

I. Dress Code

CLOTHING AND FOOTWEAR

We expect students to present an appearance appropriate to the environment of an elementary school. The following are Ralph McCall expectations for appropriate dress:

- Slogans on all clothing are positive and appropriate for the school setting
- Hats, toques, and bandanas are not to be worn in communal school spaces, with the exception of classrooms where that teacher has deemed it permissible. Hoodies may be worn with hood down.
- To assist custodians in keeping the school clean, we have a two-shoe policy. Outdoor footwear must be removed at the school entrance.

Exceptions to the dress code for Special Events and Spirit Days will be announced.

SCENTS

Due to an increase in allergies to scents, we ask that everyone be considerate of students and staff by avoiding the use of perfumes, scented body lotions and scented hair sprays. Sneezing,

difficulty breathing, nausea and headaches are some of the common symptoms that many people experience.

J. School Council

All parents of students are considered members of School Council. From the beginning, staff and parents expressed a wish to work as partners to ensure that the home and the school worked in close harmony. While ultimately any final decision is the principal's, the advice and views of parents will be listened to most carefully. School Council provides an important forum to discuss, debate, support and exchange views regarding issues and initiatives associated with the school. Meetings take place once per month, typically the second Tuesday of every month at 6:30pm and are open to the public. We value your input! Please watch for reminders of meeting dates and other updates in our newsletters and on the website.

K. Student Services

CHILD DEVELOPMENT ADVISOR (CDA)

The school CDA is available to provide support and advice in areas such as academics, personal guidance including friendships, and crisis intervention. Also provided are programs that address child/adolescent concerns such as peer relationships, anger management, conflict resolution, self-esteem, and bullying. Our CDA also offers referrals to outside agencies and provides family supports, upon request. If you require extra support, or have any concerns or suggestions, please do not hesitate to contact our CDA.

EARLY LITERACY

The Early Literacy program provides individualized reading and writing support mainly to Kindergarten, Grade One and Grade Two students. Students who require this extra support are referred to Early Literacy by homeroom teachers.

LEARNING SUPPORT

The Learning Support Team offers support to those children who require specialized programming to meet their learning needs. Through collaboration with other staff members, parents, community agencies and the students themselves, the LS Team helps to develop appropriate goals to best support these students.

EXTRA CURRICULAR ACTIVITIES

During the school year various extra-curricular activities will be offered, such as choir, intramurals and clubs. These will often take place during the school day (AM or noon recess) although occasionally some clubs congregate after school. Anyone participating in a school activity including students, parents or guardians, volunteers, teachers and other staff members, is expected to follow the Code of Conduct. The Code of Conduct applies even when the activity is not on school property but is school related.

LEARNING COMMONS (LC)

The Learning Commons provides not only access to books and print information but is looked at as a learner centered, flexible space whether it is a physical or virtual space where collaboration, imagination and play may happen. All students have ongoing access to the Learning Commons, including the opportunity to exchange borrowed books on an as-needed basis.

Teachers and students also have access to a Tinkering Lab, or Maker Space in the Learning Commons. This space, and the resources that are housed in this space, provide students with the opportunity to create, invent and learn. It includes things like recycled materials, batteries, LED lights, motors, Lego, iPads adhesives and more that students can use to construct their understanding of a range of topics. Making is often linked to the area of Science, Technology, Engineering, Arts and Math (often called STEAM), but can also help students deepen their understanding of literature or specific topics they are interested in.

Overdue, Lost or Damaged Items

Students will be unable to sign out any new books if they have any books that are overdue. If library books become lost or damaged please contact Mrs. Helston in the Learning Commons to arrange payment of the lost or damaged book.

L. Before and After School Care Program

We are pleased to have a partnership with “Sherpa Kids”, offering before and after school care to RMS families. The program operates out of our school gym and is available. Please contact Sherpa Kids for further information about current rates and availability at 587-583-6172 or by email at ralphmccall@sherpakids.ca



RALPH McCALL SCHOOL SONG

'One For All and All For One' ... written by Theresa Wasden

(Our school song was written by students of Ralph McCall School in our opening year with the assistance and direction of Theresa Wasden, a local composer / performer.)

One for all and all for one, Our future has begun

We will strive to learn and grow, Building friendships as we go.

We will use technology, We will learn how to succeed

Building spirit that is strong, That will last our whole lives long.

Chorus :

We will sing for the place where we can feel safe

One for all Ralph McCall, All for one

This is where we belong, with gratitude we sing this song

One for all Ralph McCall, All for one

From each other we have learned that a friendship must be earned

That our teachers really care, If we need them they'll be there.

In a world where we are free, we join hands in unity

Choosing well what we believe, knowing all we can achieve.

(Chorus)

Together we will be the best that we can be.

Our lives will make a difference to the world.

Ralph McCall will make a difference to our world.
