

*Valuing all learners, we welcome all children in a safe  
and supportive environment where learning  
is engaging, meaningful, innovative, creative and fun.*

# RMS HANDBOOK 2020-2021

“One for All and All for One”

RESPECT – RELATIONSHIP – MANNERS - SAFETY

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## ***Our History and The Individual Behind the Name***

### **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

## ***Welcome to Ralph McCall School***

The information in this handbook has been put together as a resource for our school community; it is intended for our students, families and staff. It reflects the values that we work to achieve in our school on a regular basis, while engaging in the learning process with all of our students.

As a staff we seek to create a rich learning environment whereby students have opportunities to not only explore and engage in rich educational experiences and learning, but also supporting the development of the whole child. We welcome our families into our building and want to ensure that we are working closely with all members of our community to enrich our students learning journey. We recognize that we need to take a collective approach in order to meet the needs of all our learners.

To achieve this, we have grounded ourselves in the following guiding principles.

### ***MISSION, BELIEFS, VALUES and EXPECTATIONS***

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

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

**Motto:** *One for All and All for One!*



#### **RMS VALUES and EXPECTATIONS**

**Respect and Relationship :** We look after ourselves and each other

**Manners and Kindness:** We speak and act nicely to each other

**Safety:** We look after our school

### ***Meet the RMS Staff of 2020-2021***

<b>Administration</b>	Ms. Nikki Tysowski Mrs. Elizabeth Kane	<b>Office</b>	Mrs. Karla Patzer Mrs. Diane McNair
<b>Kindergarten</b>	Miss Shelby MacKay Mrs. Martha Stepanowich	<b>Grade One</b>	Mrs. Denise Stanger Mrs. Cassandra Foley Mrs. Shelley Hutchinson Mrs. Kaeli New
<b>Grade Two</b>	Mr. Dan Bent Mrs. Jo-Lyn Cadieux Ms. Jayne Morgan Miss Connie Nicolls	<b>Grade Three</b>	Mrs. Candace Peterson Mrs. Simmonds Mrs. Michelle Bechthold Mrs. Carla Frei
<b>Grade Four</b>	Mrs. Vana Zannis Mrs. Melissa Lowther Mr. Trevor Hanlan Mrs. Sherrie Enes	<b>Fine Arts</b>	Mrs. Jessica Jackson
<b>Learning Support</b>	Ms. Kathy Partlow Miss Heather Imorde	<b>Learning Assistants</b>	Mrs. Brenda Bunting Mrs. Candace Goody Mrs. Debs Green Mrs. Krista Cannon Mrs. Carolyn Noyes Ms. Joan Zeniuk Mrs. Gail Helland Mrs. Lisa Colford
<b>Child Development Advisor</b>	Ms. Tammy Nisbet		
<b>Learning Commons Facilitator</b>	Mrs. Lori Helston	<b>IT Support</b>	Mr. Kevin Littlefair
<b>Head Building Operator</b>	Mr. Hal Hickey	<b>Caretaking Team</b>	Miss Crystal Gartner Mr. Roy Richards Mr. Oliver Lianillo Mr. Michael Setterland

### ***School Contact Information:***

Address: 1505-1st Avenue NW Airdrie, AB T4B 2L

Phone Number: 403-948-7030

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

Absence Line: 403-948-7030 (Press 2)

Email: [mccall@rockyview.ab.ca](mailto:mccall@rockyview.ab.ca)

## ***Meet our Community Members***

All families 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 work 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.

### ***Ralph McCall School Council Members***

**CHAIR**          **Devon Blower**

**VICE CHAIR**      **Maria Overbeck**

**SECRETARY**      **Tabitha Caron**

### ***Friends of Ralph McCall (Fundraising Society)***

**PRESIDENT**      **Maria Overbeck**

**VICE PRESIDENT**      **Sarah Haylock-Jacobs**

**SECRETARY**          **Tabitha Caron**

**TREASURER**          **Bob Gautama**

## ***School Bell Times and Hours***

### ***Grades 1-4***

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

### ***Kindergarten***

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

### **Additional Kindergarten Information**

October 23– No Kindergarten Classes – Parent/Teacher Conferences all day

February 12 – No Kindergarten Classes – Parent/Teacher Conferences all day

June 18 - Last Day of Kindergarten

June 21- 25 - No Kindergarten Classes

## ***Our Expectations and Approaches in Creating a Safe, Caring, and Supportive Environment***

It is important that we keep in mind, that as a school, there could be over 500 individuals in our building at any point in time during the school day. We come together on a daily basis for the purposes of learning and our goal is to educate and provide learning environments that prompt excellence in learning and social development. Our goal is to help nurture relationships and provide rich learning experiences, where students come together to learn, to engage with their peers in positive and responsible ways.

In order to create and maintain this environment, everyone needs to contribute. In order to do this, we ask that under all circumstance's individuals act reasonably and responsibly. To help guide us in knowing what the expectations are and what this might look like on a regular basis, we have come together as a staff to create a whole school approach that set expectations for ourselves as well as our students. These expectations reflect our values of Respect and Relationships, Manners, Kindness and Safety.

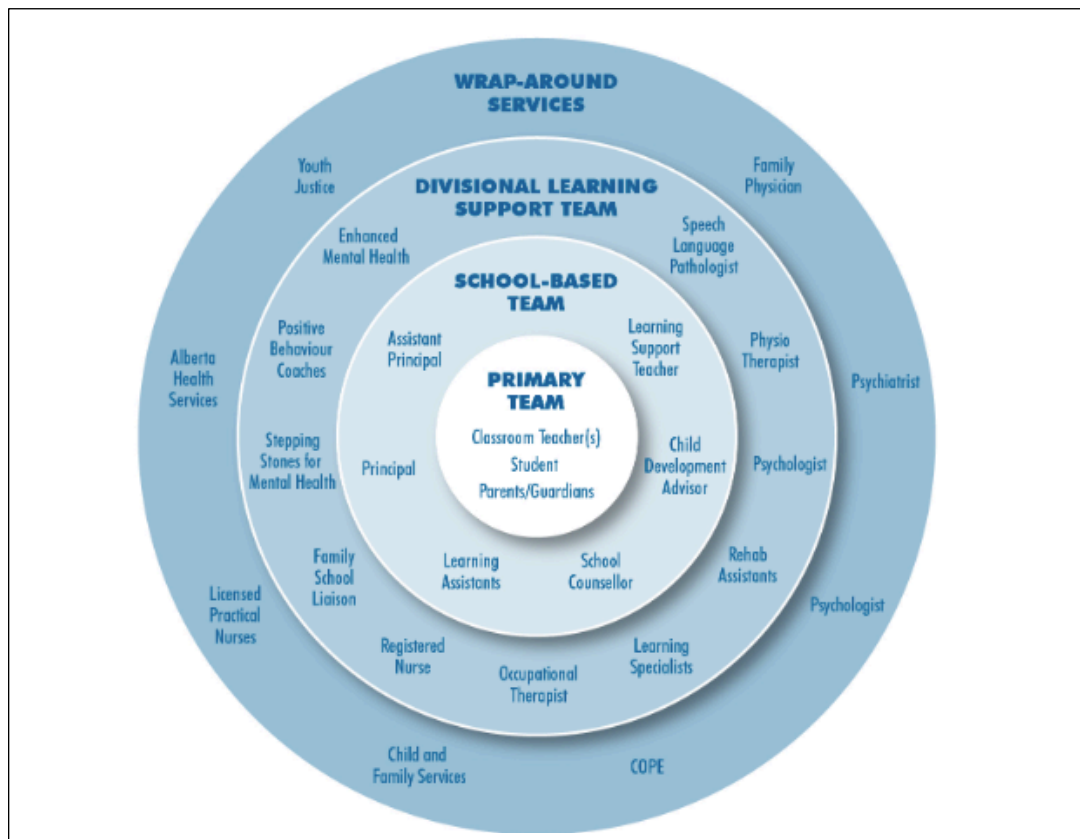
Below is our Ralph McCall Values and Expectation Matrix which helps to identify the behaviours and way of interacting with others that we are seeking to build and develop within our learning community.

	<b>RESPECT</b> We look after ourselves	<b>RELATIONSHIP</b> We look after each other	<b>MANNERS and KINDNESS</b> We speak and act nicely to each other	<b>SAFETY</b> We look after our school and behalf in safe ways
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>Whole body listening</li> <li>Listening with our eyes and ears</li> <li>Sit quietly when waiting</li> </ul>	<ul style="list-style-type: none"> <li>Whole body listening</li> <li>Respect space (not talking or touching friends)</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate applause at the correct time</li> <li>Remain silent while there's a presentation</li> </ul>	<ul style="list-style-type: none"> <li>Entering and exiting the school quietly and orderly</li> <li>Sit where teacher directs</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>Whole body listening</li> <li>Stay seated</li> <li>Keep your belongings to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Share seats</li> </ul>	<ul style="list-style-type: none"> <li>Listen to bus driver</li> <li>Wait in line quietly and safely</li> <li>Enter and exit the bus patiently</li> </ul>	<ul style="list-style-type: none"> <li>Do not eat or drink on bus</li> <li>Throw garbage away</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Whole body listening</li> <li>Being focused on the task (work)</li> <li>Ask for help</li> <li>Ask questions</li> <li>Keep organized</li> <li>Try my best</li> </ul>	<ul style="list-style-type: none"> <li>Help clean up</li> <li>Share materials and cooperate</li> <li>Stay in personal space</li> <li>Take ownership, saying sorry</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet/indoor voices</li> <li>Be kind and use polite voices</li> <li>Respond when people talk to us</li> <li>Help others</li> <li>Find solutions</li> <li>Respect the items in the class</li> </ul>	<ul style="list-style-type: none"> <li>Be gentle with equipment</li> <li>Take care of classroom property</li> <li>Clean up your mess</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>Do your business</li> <li>Flush toilet</li> <li>Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>Respect privacy of others</li> <li>Act safely</li> </ul>	<ul style="list-style-type: none"> <li>Tell an adult of a problem</li> </ul>	<ul style="list-style-type: none"> <li>Throw trash in garbage bins</li> <li>Keep area(s) clean</li> </ul>
<b>Hallway (all times of the day)</b>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Single file walking</li> <li>Use quiet/indoor voices</li> <li>Enter and exit the school quietly</li> </ul>	<ul style="list-style-type: none"> <li>Respect personal space</li> <li>Go to your classroom quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet/indoor voices</li> <li>Listen when adults are speaking to you</li> <li>When waiting, do so quietly and safely</li> </ul>	<ul style="list-style-type: none"> <li>Look with your eyes</li> <li>Wear indoor footwear</li> <li>Look at the bulletin boards without touching them</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>Follow classroom expectations</li> <li>Do not share food</li> </ul>	<ul style="list-style-type: none"> <li>Let others eat</li> <li>Do not share food</li> </ul>	<ul style="list-style-type: none"> <li>Listen when adults are speaking to you</li> </ul>	<ul style="list-style-type: none"> <li>Clean up your area</li> <li>Use table manners</li> </ul>
<b>Outdoor School Grounds and Recess</b>	<ul style="list-style-type: none"> <li>Respect personal space</li> <li>Listen for bells</li> <li>Follow directions/play appropriately</li> <li>Come into the school quietly when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Help friends</li> <li>Use appropriate language</li> <li>Keep hands and feet to self</li> <li>Include others</li> </ul>	<ul style="list-style-type: none"> <li>Use kind language/ Treat everyone with kindness</li> <li>Keep hands and feet to yourself</li> <li>Listen when adults are speaking to you</li> <li>Tell an adult of a problem</li> <li>Help others</li> <li>Find solutions</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment appropriately</li> </ul>

## POSITIVE TICKETING

It is also our belief that students should be recognized for their positive contributions to the school, and to do this we have adopted a strategy of positive ticketing. All staff have been provided with the opportunity to acknowledge any student who has been “caught” in an act of kindness, leading by example, demonstrating expected behaviours. We not only “write them” a ticket, but we also promote internally and show case them on our weekly television.

It is important for us to reinforce that we take a collective responsibility and approach in supporting students. Below is a visual that establishes how it is, that as a school and school division we work as a team to best support all learners.



The model above illustrates our whole school approach to support student need(s).

**CLASSROOM TEACHER:** Your classroom teacher is your primary contact. They are the individuals that students interact with on a daily basis and are the adults that help to support not only the academic development of students but also the social/emotional development of students.

**SCHOOL-BASED TEAM:** Our school-based team, refers to the other adults that make up our school community and are there to work alongside teachers and students to help support both individual and collective needs. These include:

**CHILD DEVELOPMENT ADVISOR (CDA):** The school CDA is available to provide support and advise 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 provide family supports, upon request. If you require extra support, or have any concerns or suggestions, please do not hesitate to contact our CDA.

**LEARNING SUPPORT TEAM:** 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. We also work alongside with RVS and outside agencies to help support the needs of individual students, so that we can work to provide wrap around services.

**LEARNING SUPPORT TEACHER(S):**

- work collaboratively with the classroom teacher to support assessment for learning of their students with additional educational needs and identify specific learning and support needs
- plan, implement, model, monitor and evaluate teaching programs for students with additional learning and support needs in conjunction with regular classroom teachers
- plan, implement, model, monitor and evaluate personalized adjustments for learning where required, with the classroom teacher, student and/or parent or caregiver
- seek and/or provide professional specialist advice, support and mentoring to classroom teachers on: how best to cater for the diverse learning needs in their classrooms, and how to effectively work in partnership with families to maximize learning opportunities for students at school and at home
- assist with professional learning for class teachers and learning support specialists within their school and local network of schools where appropriate

**LEARNING ASSISTANTS:** Work with individual students and small groupings of students to help support the learning. Learning Assistants are providing supports under the direction of either the classroom teacher or the learning support teachers. If you have a child that works with a Learning Assistant, please ensure that your questions direct to the classroom teacher.

**LITERACY SUPPORT:** Literacy support is provided at Ralph McCall School in several ways. Grade One and Two students that could benefit from small-group targeted support are provided three weekly sessions with either Ms. Imorde or Mrs. Zeniuk in the Early Literacy Support Room. Targeted intervention is flexible; students can move in and out of this program as required. Literacy support is also provided in the classroom, with strategies and accommodations being provided to all K-4 literacy learners as required. In-class literacy programming can also be supported by Ms. Imorde.

**EXPECTATIONS, CONSEQUENCES AND DISCIPLINE:** We are committed to fostering a safe and caring environment for all our community; this includes, students, staff, our families and our volunteers. It is our belief that all community members play an active role in supporting students. It is our adult responsibility as staff (teachers, support, administrators) and community members (families) to help ensure that this environment is safe for all.

In any circumstance, students should have an opportunity to work through their conflicts in a restorative manner—which often takes place with an adult mediating a conversation between students. The process by which as a school we engage in for those uncooperative behaviours is as follows:

Those behaviour(s) that a teacher is concerned about will be followed up in the following manner:

- Teacher consultation with student(s) and families (parents/guardians) around the behaviour.
- If needed, a plan or strategy about how best to support moving forward will be implemented.
- A repeated behaviour will be brought forward to the school-based team (CDA, Administration) for review and follow up—this will also include a discipline notice/record of event and consequences.
- Administration will contact the parent.
- Student discipline and follow up may look like: a student contract, removal from class, suspension.

Know that this process is also fluid. Sometimes consequences are also a part of following up on behaviours. These consequences may include loss of some privileges, loss of participation or attendance in extra and co-curriculum activities and/or events or working outside of class (ie. in the office). For those very serious behaviours that require immediate attention such as: fighting, threatening others, use of profanity, vandalism, on-going disrespect, these warrant a start with the involvement of the school-based team (administration).

### **ADDITIONAL LEARNING SUPPORTS AT RMS:**

**LEARNING COMMONS (LC):** The Learning Commons provides not only access to books and print information but is also considered a learner-centered, flexible space (whether it is a physical or virtual) where collaboration, imagination and play may happen. All students have ongoing access to the Learning Commons, including the opportunity to exchange borrowed books on a weekly basis.

**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.

**TINKERING LAB/MAKER SPACE(s):** 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.

**TECHNOLOGIST:** We do have an RVS technologist onsite half time to help staff and students acquire and navigate technology.

### **ENRICHING THE LEARNING EXPERIENCE:**

**CLUBS:** During the school year various club will be offered, such as choir, intramurals, kindness club, robotics club, etc. These will often take place during the school day (AM or noon recess) although occasionally some clubs may 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 Rocky View School Division Code of Conduct. The Code of Conduct applies even when the activity is not on school property but is school related.

**BEFORE/AFTER SCHOOL CARE:** We are pleased to have a partnership with “Childs Play”, offering before and after school care to RMS families. The program operates out of our school gym and is available. Please contact Childs Play for further information about current rates and availability at 587-583-6172 or by email at [ralphmccall@childsplaycanada.ca](mailto:ralphmccall@childsplaycanada.ca)

## ***Additional Information Around School Processes***

### ***ATTENDANCE:***

Attendance is important for the academic and social success of your children. As a school we want to bring awareness to our families how quickly absences can add up; and research indicates that it only takes two absences each month for children to begin to struggle. In an effort to help support learning, as a school monitor student attendance and we will work together to improve attendance if needed. Attendance letters are sent home for those students whose attendance or punctuality has become a concern. If a student's absences or lates reaches 10%, a notification will be sent home. Parents may be requested to meet with administration.

We are here to support not only students but families. If there is something that is happening in your home that impacts your child's ability to be at school, please do contact us. There are many ways that we can help to support to minimize or remove the obstacles that may be present.

If your child is missing a day of school for any reason, we ask that you to call the school to report an absence and include the reason for the absence.

**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 medical issues (strep throat, pink eye, lice, etc.) to the office.**

### **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.** The purpose of this 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 access to enter the building, but they might also choose to play outside until the first 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, and routines are established. 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 staff 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.

## SAFETY:

### PARKING / DROP OFF & PICK UP

The drop-off / pick-up area for students is: The drive-through service loop parallel to 1<sup>st</sup> Avenue (north of the school by the fence); 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.

### SUPERVISION

Staff provides supervision 15 minutes before entry times in the morning and 15 minutes after school dismissal. There is a "relaxed entry" option 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 picked up late from school.

### SCHOOL SAFETY PATROL

Ralph McCall School has a team of dedicated Grade 4 student and parent volunteers to safely assist students when crossing 1<sup>st</sup> 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.

### HOOR 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.

## VISITORS AND VOLUNTEERS

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

**In order to volunteer, 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.

## 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 any inclement weather (warm jacket or rain jacket, mittens/gloves, scarf, toque, winter boots or rain 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.

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, Kathyrn/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:

- Wind chill of approximately -40 C
- 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:

- Radio – CBC, CHFM Lite96, 66 CFR, JACK FM, QR77, Country 105, CKMX 1060, CJAY 92
- 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' Transportation **website/App**. 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 regards 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.

## 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 after school and weekend hours are important times for family time, free play, outdoor time and extra-curricular activities. 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 grades 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 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.

### COMMUNICATION EXPECTATIONS:

As a school it is our intention to keep parents informed through a variety of means: school website, newsletters, emails, etc. 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 the office with any changes to your email address or phone number.

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 also have Twitter pages devoted to their classrooms also.

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:

**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' Kindergarten to Grade 8/9 Communication of Student Learning initiative, students, their parents, and their teachers 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** –We use Real Time Reporting to inform families of their children's progress. This is a reporting system that is intended to be "real time" communication between parents and classroom teachers. This real time reporting is being done through Power School and is why it is important for parents to have an account and login. A summary report card will be published in June, as opposed to every 90 days like a traditional report card.

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

### ***LUNCH/SNACK AND EXPECTATIONS:***

- 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. To that end, we have a policy of not sharing food with others.

### ***HEALTH AND MEDICAL NEEDS:***

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 promptly.

In an emergency, if parents/guardians cannot be reached, we require the name and phone number of an emergency contact, an adult who lives locally. 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](http://www.gov.ab.ca/hre/achb) or call 1-877-469-5437 or e-mail: [achb@gov.ab.ca](mailto:achb@gov.ab.ca)

A school nurse is assigned from the Calgary Health Region.

## **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 requires explicit instructions be provided to the school by the parent or guardian and the attending physicians or pharmacist. 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 or other mutually agreed upon space and a copy of the approved form, signed by the attending physician or a pharmacist, must be on file.

Inhalers and Epipens 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: Parents of students with severe allergies must, highlights from this procedure include:

- 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;
- Provide and keep emergency information current;
- 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;
- Provide the student with a Medic Alert bracelet or other suitable identification;
- 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;
- Check expiry dates of medication and injectors and replace them as necessary;
- Provide snacks and lunches for the student;

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

## **RESPONSIBLE USE OF TECHNOLOGY:**

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.

## ***DRESSING APPROPRIATELY:***

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.

**We are SCENT AWARE:** 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.

