

RIDEAU PARK SCHOOL

STUDENT/PARENT HANDBOOK AND DAILY ORGANIZER 2017 - 2018

10605 - 42 Avenue, Edmonton AB T6J 3Z9

Phone: 780-437-0010 Fax: 780-430-9898

Email: rideaupark@epsb.ca

Website: <http://rideaupark.epsb.ca>

Principal: Mr. Kyril Mueller

Assistant Principal: Ms. Patti Lorentz

Administrative Assistants: Mrs. Terri-Jane Yuzda,

Mrs. Colleen Michaud

Superintendent: Mr. Darrel Robertson

Assistant Superintendent: Mr. Mike Suderman

School Trustee: Mr. Nathan Ip

SCHOOL HOURS

Entry Bell.....8:35 a.m.

Entry Bell.....12:25 p.m.

Instruction.....8:40 a.m.

Instruction.....12:30 p.m.

Recess..... 10:15-10:30 a.m.

Recess.....2:00-2:15 p.m.

Lunch Dismissal...11:31 a.m.

Dismissal.....3:35 p.m.

(Thursday.....2:12 p.m.)

RIDEAU PARK SCHOOL

Great Happens Here - Hier passiert Großartiges



WELCOME

Welcome to another wonderful year at Rideau Park - a school where parents, students and school staff work in partnership to provide the best possible learning environment!

Students in Kindergarten through Grade Six will bring this organizer home on a daily basis. This book:

- provides an overview of school procedures
- allows students to record daily assignments, tests and goals for learning
- encourages effective communication between home and school. Parents are encouraged to sign daily to indicate their knowledge of homework and include notes to the teacher when necessary
- provides information about the seven habits for successful students.

VISION AND MISSION

Rideau Park School strives to live Edmonton Public School's vision of *transforming the learners of today into the leaders of tomorrow* and its mission of *inspiring student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.*

In order to prepare students for a purposeful role in the global community we, as a community of learners at Rideau Park School (students, educators, and parents), commit to:

- ❖ creating a safe, caring, mutually respectful learning environment in a multicultural setting
- ❖ living the 7 Habits of Highly Effective People
- ❖ developing strong 21st Century Skills which include: critical thinking, problem solving, collaboration and responsible and effective use of technology
- ❖ fostering creativity, curiosity, meaningful connections and commitment to life long learning
- ❖ achieving individual academic excellence in all areas of the curriculum

RESPECTFUL LEARNING AND WORKING ENVIRONMENTS

Edmonton Public Schools, in co-operation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors. We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone. Please help us achieve this goal by interacting in a manner which respects the dignity and value of others at all times.

SchoolZone

(<http://schoolzone.epsb.ca>)

SchoolZone is our primary method of communication with our families. On this secure website, parents and students are able to access school/class news, assignments, attendance, homework and report cards. If you do not have account credentials (userID and password) or have any questions about SchoolZone, please **contact the school**.

RIDEAU PARK SCHOOL

Staff Directory

Office:

Mr. Kyril Mueller, Principal

Ms. Patti Lorentz, Assistant Principal

Mrs. Terri-Jane Yuzda, Admin. Assistant

Mrs. Colleen Michaud

Teachers:

Mrs. K. Gregory Rm. 11

Mrs. Irene Siedlecki

Mrs. Lisa Hart Rm 2

Mrs. C. Holzer Rm. 7

Mrs. A. Kuzio Rm. 4

Mrs. H. Riddell Rm. 10

Frau Jessica Artz Portable

Frau Valcic-Meckes Rm 6

Mrs. Bernice Schubert Rm 1

Herr Willem Kubke Rm 8

Miss Ann Koshy Rm 9 (Music)

Frau Kassandra Sharren Rm 12

Frau Kirsten Hoffmann Room 14

Mrs. Christy Swanson Interactions

Support Staff:

Mrs. T. Castro-Albarracin

Mrs. C. Decicco

Ms. B. Moysa

Mrs. M. Roth

Custodial:

Mr. S. Bose, Mrs. Riza Guevarra

Mrs. R. Guevarra

Please
refer to
SchoolZone
for an
updated
staff list

SPECIAL DATES

2017-2018 School Year

September 4 Labour Day - No School

September 21 Meet the Teacher

September 21 Student Photo Day

October 9 Thanksgiving - no school

October 20 P. D. Day - no school

October/November Parent/Teacher Conferences

November 8 St. Martin's Lantern Walk

November 9-13 Fall Break - no school

November 17 Report cards released

December 6 Nikolaus Tag

December 21 (TBA) Christmas Concert

Dec 25-Jan 9 Christmas Recess

February 9 P. D. Day - no school

February 19 Family Day - no school

March 1, 2 Teachers' Convention-no school

March 21 Celebration of Learning

March 16 Report cards released

March 26-March 30 Spring Break - no school

March 30 Good Friday - no school

April 2 Easter Monday - no school

April 30 P.D. Day - no school

May 18-22 No school

May 21 Victoria Day - no school

June 28 Last day for students

Report Cards released

REPORTING ABSENTEES/LATES

We require a phone call letting us know when your child will be absent or late. If no one is available to answer the call, leave a voice mail for the office staff. **Calls to the ABSENTEE LINE at (780) 437-0010 can be made 24 hours a day/7 days a week.**

I wish to report that (child's first and last name) in grade (___) from (teacher's name and room #) will be absent/late on (time/day) because of (reason for absence).

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

"We only get one chance to prepare our students for a future that none of us can possibly predict. What are we going to do with that one chance?" - Stephen R. Covey

The world has entered an era of the most profound change in human history, creating new challenges for today's students. Meeting these challenges will require a different skill set than previous generations. In an effort to provide our students with key skills vital for the 21st century, we teach Stephen Covey's 7 Habits of Highly Effective People through the Leader in Me process.

- Habit 1: Be Proactive - You're in Charge
- Habit 2: Begin With the End In Mind - Have a Plan
- Habit 3: Put First Things First - Work First, Then Play
- Habit 4: Think Win-Win - Everyone Can Win
- Habit 5: Seek First to Understand, Then to Be Understood - Listen Before You Talk
- Habit 6: Synergize - Together Is Better
- Habit 7: Sharpen the Saw - Balance Feels Best



This program is built on the premise that every child can develop the essential life skills and characteristics necessary to thrive in the 21st century. Some of these skills include leadership, accountability, adaptability, initiative and self-direction, cross-cultural skills, responsibility, problem-solving, communication, creativity and teamwork. Through this program, we teach a generation of leaders, one child at a time.

COMMUNICATING STUDENT LEARNING

Sharing information about student learning and achievement is an essential component of the partnership between the home and the school. We post formal progress reports to SchoolZone three times a year. Student/parent conferences are held during the first term to provide an opportunity to dialogue about students' learning goals and programming. In March, student-led conferences give students the opportunity to demonstrate their growth, celebrate their learning, and reflect on their goals. Individual student/parent/teacher conferences are scheduled when necessary to address particular student needs. These can be requested by either teachers or parents. **Our detailed assessment plan for the 2016-17 school year can be found on SchoolZone and our website.**

COMMUNICATION AT YOUR FINGERTIPS! (780) 437-0010

You can leave messages for any staff member in his/her "voice mail" box. Or you may wish to leave information for the staff member via email. For a complete listing of staff email addresses, look on SchoolZone. Parents are encouraged to communicate with their child(ren)'s teacher **as the first point of contact** to discuss attendance, assignments or concerns.

PUNCTUALITY AND ATTENDANCE

Punctuality and good attendance habits are extremely important. If your child cannot be in attendance, please call the school office. If no one is available to answer the call, leave a voice mail for the office staff. **Calls to the ABSENTEE LINE at (780) 437-0010 can be made 24 hours a day/7 days a week.** If we have not received notice from a parent or guardian that a child is absent, we will call the numbers provided on the student file until we are able to reach an adult. **Please save our office staff some time by ensuring you make contact with the school first thing in the morning when your child will be away.**

Children late for school are to come in the front door and report to the office. A late slip will be provided. As instruction begins at the bell, it is very important that your child is on time.

HOLIDAYS DURING SCHOOL TIME

Please notify teachers if your child is going to be absent from school for an extended period. Parents who choose to take children out of school to go on a holiday are responsible for their child's learning during that time. Home education imparts responsibility on the parent to provide programming that meets the Alberta Education curriculum guidelines. Teachers can provide information on the units of study and possible internet sites to provide support but are not responsible for providing work ahead of time for a student going on holiday. In accordance with the *School Act*, holidays taken during the school year are not deemed excused absences. Report cards may show '*absent during this unit*' or '*unable to assess*' if a large period of time is missed and work cannot be assessed.

HOMEWORK

All students are expected to read on a daily basis and to complete homework that is assigned as an extension of what is being studied in class.

Student Responsibilities:

- use daily organizer to record homework assignments and expectations
- assume increasing personal responsibility for the completion of assignments
- obtain teacher assistance when assignments are not understood
- ensure that all necessary materials and resources are taken home
- return completed assignments to school promptly
- inform teacher of circumstances that may interfere with timely completion of assignments
- encourage parents to review daily organizer and to sign daily

ILLNESS/INJURY PROCEDURES

If a student becomes ill or injured while at school, the following procedure will be followed:

- a parent (guardian) will be contacted to come and pick up the child
- an emergency contact identified by the parent (guardian) will be contacted if the need arises
- if a parent (guardian) cannot be reached, the student will be made as comfortable as possible at school. If the injury or illness appears serious, the family doctor will be contacted and his/her advice followed. If the doctor so advises, the student will be taken to hospital (by ambulance if necessary). Parents will be responsible for the cost of the ambulance.
- **please remember to keep your emergency contact information in the office current**

Children who are too ill to go outside for recess are too ill to be at school. This is especially true in the cases of severe colds or flu. Parents are asked to make arrangements for their children to be cared for when ill.

INCLEMENT WEATHER

During extremely cold (-23 C) or wet weather, students will remain indoors during recess and lunch breaks. Upon arrival to school, "Green Dots" posted on exterior doors indicate students can enter the school early. ***School will not be closed unless specific information is shared by radio or television announcements.***

SUPERVISION

Playground supervision is provided by the staff for the fifteen minute period preceding the morning entry, as well as during recess periods and lunches. There is supervision for 15 minutes after the dismissal bell at the front entry. For safety reasons, we ask that students arrive **no earlier than 8:20 in the morning and 12:15 in the afternoon.** Bus arrivals and departures will be supervised. Bus schedules are available in the office and now through SchoolZone online. **Parents of students taking the yellow bus are responsible for informing the school office if alternate pick-up arrangements have been made.**

GUIDELINES FOR STUDENT BEHAVIOUR/CODES OF COOPERATION

Our goal is to give all students the opportunity to grow in their independence and responsibility and to use effective problem-solving strategies. At Rideau Park, we care about each other, ourselves and our environment. Each area within the school (classrooms, library, hallways, gymnasium, lunchrooms, computer lab, bathrooms) will display a *Code of Cooperation* created with the input of students. These *Codes of Cooperation* will guide students to appropriate behaviour. Students who choose not to follow the *Codes of Cooperation* will experience appropriate and logical consequences.

Minor behaviour issues will be handled "on the spot" by staff. Staff will encourage students to recognize incidents involving poor judgment and will assist them in solving the problem appropriately to create a win-win outcome.

Major behaviour issues include hurting others (physically and verbally), fighting, stealing, inappropriate language, vandalism, continuous disruptive or defiant behavior. Should one of these occur, the following process will be put into place.

- The problem will be discussed with the student and appropriate behaviour and possible logical consequences will be identified with a "*Growing with the 7 Habits Plan*" reflection sheet that will be completed by the student and sent home.
- If the problem persists, it will be reviewed with the student, logical consequences applied, and parents notified.
- Depending on the nature, severity, or frequency of the offence, other resources such as teachers, parents, administrators, or our Inclusive Learning Team may be accessed for support at any time.
- For severe, repeated poor behaviour choices, in-school suspensions or out-of-school suspensions may occur. In extreme situations, expulsion will be considered.

SAFETY AROUND THE SCHOOL

We are very proud of our AMA safety patroller program. The corners around our school get quite busy, especially at school entry and dismissal times. Patrollers mark the corners and are on duty before school and after school. It is essential that parents model for our students. **Please walk to corners to cross.** **Jay-walking is illegal and you can be fined up to \$250.**

The **Drop off and pick up loop** located on the west side of the school should be utilized as much as possible. **The STAFF PARKING LOT is strictly for staff only.** Any vehicles found in staff parking lot may be subject to towing and fines. Visitor parking is available in the drop off loop or on the street.

The Bus Zone is located directly in front of the school and is a non-idling area. The Bus Zone is in effect from 7 a.m. to 4 p.m. Monday through Friday. The Edmonton Police Service patrol this area on a regular basis and issue tickets if a vehicle is found in a designated bus zone.

BICYCLES, SKATEBOARDS, ROLLER BLADES AND SLEDS

All of these are on the school grounds at the **owner's risk**. Bicycles must be locked and not ridden during school hours. Hover boards, skateboards, roller blades, and hard sleds are not to be used on school property during school hours. Children should be made aware of all the proper bicycle safety rules. It is the law to wear a bicycle helmet when riding. Our rule is, once you enter the school yard - **Walk'em , Lock'em and Leave'em.**

BUS PASSES

Students may purchase bus passes at the school office for both ETS and yellow bus service. An annual pass is available at a reduced rate at the beginning of the school year in September for yellow bus students OR you may send **post-dated cheques** (for all 10 months) made payable to **Rideau Park School** in a sealed envelope identified with the student's name and homeroom teacher's name.

STUDENT DRESS CODE

For health and safety reasons, all students require a pair of shoes to wear indoors (running shoes for the gym), and must wear appropriate footwear at all times. Outdoor shoes are to be removed at the entrance and placed on the assigned rack. This helps to reduce allergic reactions to grass, snow mould and dust and also helps to keep our school clean.

Staff, parents and visitors are asked to set an example for students by also removing outdoor footwear when entering the school. This contributes to everyone's safety, as our tile floors are extremely treacherous when wet. *This practice also expresses respect for the work of our Custodial Team, and demonstrates pride and care for our school.*

All students are expected to be appropriately dressed for their work at school, including participation in physical education classes, with consideration for weather conditions.

Choice of clothing should reflect standards of acceptability. Clothing which covers the chest, back, and midriff is considered appropriate. Clothing that covers undergarments at all times (including when bending down) is also part of the dress code at Rideau Park. Revealing clothing (e.g., exposed midriffs, halter tops, camisole tops), or clothing with offensive or inappropriate logos or graphics are not to be worn to school. Headwear is not to be worn in the school, unless it is for religious reasons. If a student's choice of dress does not meet this standard of acceptability or appropriateness, parents will be contacted and the student will be sent home to change.

OPERATION OF SCHOOL UNDER UNUSUAL CIRCUMSTANCES

Edmonton Public Schools has enhanced its Emergency Response Plan to include school security alerts, which help ensure the safety of students and staff. Security alert drills help to prepare staff and students for actual school security alerts in which students and staff are protected inside a locked school. These drills are tailored to respond to specific situations on school property or in the neighborhood. Some of these situations might include inclement weather (e.g., tornados), chemical spills, gas line leaks, threats of violence, and loose animals. If possible, "Orange Dots" will be placed on all entrances to the school indicating this type of emergency to visitors and there will be no admittance to the school until it is all clear.

If our school population has to evacuate the building due to unusual circumstances, the children will be taken to the gymnasium of **D.S. MACKENZIE JUNIOR HIGH SCHOOL, 4020 - 106 STREET, telephone (780) 438-9103**. Regular school dismissal times would be followed. Bussed students would be picked up at D.S. MacKenzie and all other students would be dismissed from there. Every effort will be made to contact parents/guardians, who normally pick up their children from Rideau Park School, by phone.

Information regarding emergencies occurring *after* school hours (when children are not in school), that may affect regular school operations the following day, will be communicated via SchoolZone, or a phone call from your child's teacher.

If you have any questions about our Emergency Response Plan or school security alerts, please do not hesitate to call the school.

PERSONAL PROPERTY AND MONEY - LOST AND FOUND

The school is **not responsible** for a student's personal property including electronic toys, cell phones and valuables. We request that all school supplies, lunch kits, footwear, and outer clothing be clearly marked with the child's name prior to sending them to school. Lost articles are placed in the Lost & Found Boxes. Please encourage your child to check the boxes carefully. We have periodic displays of unclaimed items. Articles left after displays are given to charity at Christmas, spring break and at the end of June.

LUNCH SERVICE

Lunch service is available to students who are unable to go home for lunch. The payment options are as follows (please note that we no longer accept payment made monthly):

Occasional Drop-In Fee	\$2.00/day payable on the same day
Per child - Monthly <u>Prepaid</u>	\$17.00 monthly (10 post-dated cheques provided to the school by Sept 9)
Per child - Annual <u>Prepaid</u>	\$170.00 (by cheque due on Sept 9)
Per child - Bi Annual <u>Prepaid</u>	\$85.00 cheque for September; \$90.00 cheque postdated for January 1, 2018

Cheques should be identified for lunch program and made payable to *Rideau Park School*. A lunch program application **will come home with your child on the first day of school**.

There are *no microwaves* available to heat lunches; therefore, please bring a bag lunch, lunch box, or utilize a thermos to keep items warm. Also please ensure you pack any cutlery needed for your child's lunch. So that parents are aware of what their children are eating at school and to reduce, reuse and recycle at lunch, students will bring home uneaten food and food packaging. Milk and juice cartons can be recycled at school.

For personal safety reasons students staying for lunch **MUST NOT LEAVE THE SCHOOL GROUNDS** for any reason, unless accompanied by a parent or guardian.

SUPPLIES/FIELD TRIPS

Individual teacher supply lists are posted on SchoolZone. Field trip fees are collected throughout the year for in-school workshops and out-of-school field trips. Each teacher sets the fee based on each field trip and activity. Fees must be paid and returned with your child's field trip permission form. If other arrangements need to be made, please call the principal at the school. A child cannot attend a fieldtrip without parent/guardian signed permission via the school produced ***Field Trip Permission Form***. If a child is absent for a fieldtrip, costs can be refunded **only** if they are refunded by the field trip provider. Money can easily be misplaced or lost. We ask that children bring money to school in a sealed envelope identified with the student's name, teacher's name, and intended purpose; it should be given immediately to the teacher. **If possible, always send cheques.**

NEWSLETTERS

A principal message will be posted to SchoolZone at the beginning of each month; it will highlight important information and upcoming events. There will also be regular classroom communication that will contain information specific to your child's learning - planned activities, fieldtrips and curriculum studied.

LEARNING COMMONS/LIBRARY

We encourage children to borrow books from the library both for reading and research. We encourage parents to get involved in reading to and with their children through our home reading program. If books (library or home reading books) are lost/damaged, a replacement fee will be assessed.

VOLUNTEERS WELCOME!

Parents and family members are valued partners who play an integral role in the child's learning. Rideau Park School supports, encourages and welcomes all parents/guardians, aunts, uncles, grandmothers, grandfathers, and members of our community to become involved in the education of our children. Please consider this very worthwhile and rewarding experience.

SCHOOL COUNCIL

This group is open to all parents of Rideau Park School children. Meetings provide an opportunity to share information, discuss issues, gather feedback, plan activities and to be more informed and involved in the school. Scheduled monthly meetings will be posted on SchoolZone.