

Rideau Park School

Student/Parent Agenda and Handbook 2023-2024

10650 - 42 Avenue, Edmonton AB T6J 3Z9

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

Email: rideaupark@epsb.ca

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SCHOOL BELL SCHEDULE

8:35am Entry Bell

8:40am Instruction

10:15-10:30am Recess

11:35am Lunch Dismissal

12:20pm Entry bell

12:25pm Instruction

2:00-2:15pm Recess

3:35pm Dismissal
NB: Early Thursdays 2:09pm

This agenda belongs to:

Name:

Teacher:

Room:

Rideau Park School

A place where minds and hearts grow every day.

Welcome

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

Students in Kindergarten through Grade Six will bring this agenda and 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.

Vision and mission

Rideau Park School strives to live Edmonton Public School's vision of enhancing pathways for student success. We also share our School Divisions mission of a commitment to high-quality public education that serves the community and empowers each student to live a life of dignity, fulfillment, empathy and possibility.

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
- 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 lifelong learning
- achieving individual academic excellence in all areas of the curriculum

Respectful learning and working environments

Edmonton Public Schools, in cooperation 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 that 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 report cards, view and pay for school fees. Parents can also track their child's school bus in real time. If you do not have account credentials (userID and password) or have any questions about SchoolZone, please contact the general office.

Reporting student absences and lates

We require communication letting us know when your child will be absent or late. You can enter your **child's attendance via SchoolZone** up to 30 minutes before instruction begins or call or email the school. If no one is available to answer the call, leave a voicemail 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).

Communication At Your Fingertips! (780) 437-0010

You can leave messages for any staff member in his/her voicemail 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 general office or change the attendance online on your parent SchoolZone account up to 30 minutes before instruction starts. If you are calling the office and no one is available to answer the call, leave a voicemail 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. As classroom instruction begins at the bell, it is very important that your child is on time.

Holidays During School Time

Please notify teachers and the general office 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 Education Act, holidays taken during the school year are not deemed excused absences. Report cards may show insufficient evidence available 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 Responsibility:

- Use daily organizer agenda 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 agenda and to sign daily
- Respect their Technology Use Agreement
- Understand and follow the Student Rights and Responsibilities information document

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, emergency medical services will be contacted and 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 (-22C) with the wind chill or wet weather, students will remain indoors during recess and lunch breaks. This includes when the air quality index is 7 or higher.

Upon arrival at 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 15 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, students should not arrive earlier than 8:20 in the morning and 12:05 in the afternoon. Bus arrivals and departures will be supervised. Bus schedules are available in the office 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 the 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. Please refer to our School's Student Rights and Responsibilities document. This additional information is available on SchoolZone and our school website. Student Behaviour and Conduct information will be communicated at the beginning of the school year.

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

Major behaviour issues include hurting others (physically and verbally), fighting, stealing, inappropriate language, vandalism, continuous disruptive, defiant behaviour, and inappropriate technology use. 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 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 EPSB Specialized Learning Support Team may be accessed for support at any time.
- For severe, repeated poor conduct choices or repeated behaviours that put self and others at risk, in-school suspensions or out-of-school suspensions may occur. In extreme situations, expulsion will be considered.

Safety Around The School

The corners around our school get quite busy, especially at school entry and dismissal times. It is essential that the parents model for our students. **Please walk to the 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 the staff parking lot may be subject to towing and fines. Visitor parking is available in the drop off loop or on the street.

Parents have access via the front door to pick up students for appointments. If students need to be picked from school before dismissal time, we ask all parents to let the office and the teacher know in advance, so arrangements can be made to have the students ready for pick up at the time requested. When parents come to pick up their children, they need to sign them out in the blue sign-in/sign-out book available in the office.

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. Hoverboards, 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. Bus pass payments are due by the 5th of each month and the bus passes will be handed out to the students after payment.

Student Dress Code

At Edmonton Public School, students are expected to dress in a manner that reflects a welcoming, respectful, inclusive, safe and healthy learning environment. School expectations for student attire take into account a student's right to fairness, dignity and respect, and will not discriminate against students based on race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic status, or body type. As examples, clothing items including, but not limited to, durags, turbans, hijabs and burkas are all acceptable and appropriate attire.

Dress code expectations will be implemented in a manner that empowers students to make decisions that promote a positive sense of self and contribute to a respectful learning environment.

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 reaction to grass, snow mold 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.

Student safety and wellbeing are our highest priorities. Students are expected to refrain from wearing, carrying, or displaying any clothing or accessories which pose a safety hazard. Students are not permitted to wear lanyards around their neck.

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. tornadoes), chemical spills, gas line leaks, threats of violence, and animals on the loose.

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 at school), that may affect regular school operations the following day, will be communicated via SchoolZone, or a phone call from your child's teacher. Parents can also sign up to receive text messages in the event of major emergencies at the school. To sign up, please visit the Edmonton Public Schools website at <https://epsb.ca/schools/goingtoschool/health/urgentmessagesystem/>.

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 other 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 winter break, spring break and at the end of June.

Lunch Fees

Lunch supervision service is available to students who are unable to go home for lunch. Payments can be paid online via SchoolZone, where payments for Visa, Mastercard, Debit, and E-Transfer are accepted. Payment can also be made at the school office by cash or cheque. The payment options are as follows:

The estimated lunch fees for 2023-2024 are listed below. Parents will be notified at the start of the school year once all school fees have been finalized.

Occasional Drop-In Fee	\$2.00/day payable on the same day
Per child - Monthly Prepaid	\$17.20 monthly (10 post dated cheques due September 26th or via payment online provided to the school <u>by the 5th of each month</u>)
Per child - Annual Prepaid	\$172.00 (by cheque, debit or credit, or e-transfer paid online due on September 26th)

Cheques should be identified for the lunch program and made payable to **Rideau Park School**. A lunch program application **will be posted to your parent SchoolZone account on the first day of 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 at the **beginning** of the school year for ALL in-school workshops and out-of-school field trips. A letter is sent home at the beginning of the school year in accordance with Bill 1 to explain the costs of each field trip. Each teacher sets the fee based on each field trip/activity fee and subsequent transportation costs. **Fees must be paid in advance**. If other arrangements need to be made, please call the principal at the school. A child cannot attend a field trip without parent/guardian signed permission via the school produced **field trip permission form**. If a child is absent for a field trip, costs can be refunded only if they are refunded by the field trip provider. Field trip fees can be paid online via SchoolZone, where payments for Visa, Mastercard, Debit, and E-Transfer are accepted, or at the office with cheque or cash. If money is sent to school please pay by cheque. **Do not send cash with students**.

Newsletters

There are regular updates posted to SchoolZone each month; highlighting important information and upcoming events. There will also be regular classroom communication that will contain information specific to your child's learning, planned activities, field trips and curriculum studied.

Learning Commons/Library

We encourage children to borrow books from the library both for reading and research. Students visit the learning commons on a weekly basis for book exchange with their class. 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. Please ensure you complete a volunteer sign up form available at the office. When volunteers or visitors come to our school, we ask them to check in and out, with sign-in book in the office!

School Council

This group is open to all parents/guardians 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.