

ROSS GLEN SCHOOL

Proud to be part of Medicine Hat Public School Division



HANDBOOK

“Partners Learning Together for Tomorrow”

2020 - 2021

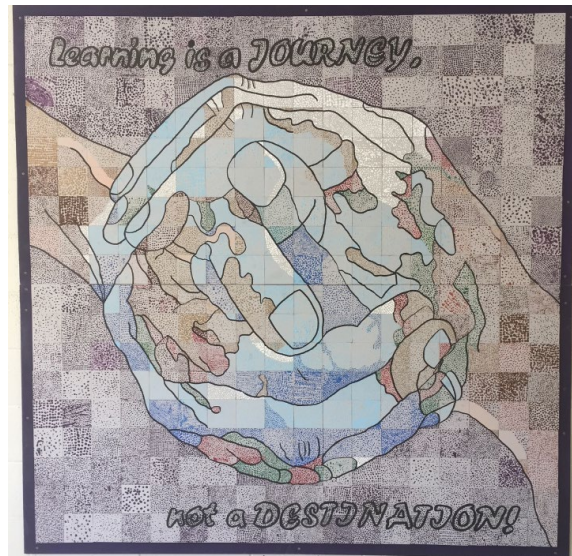
TABLE OF CONTENTS

MESSAGE FROM THE STAFF	4	
INFORMATION FOR PARENTS AND STUDENTS	5	
GUIDING PRINCIPLES	5	
Division	5	
Ross Glen School	5	
DIRECTORY		
School Contact Info	6	
Board of Trustees	6	
School Division Senior Administration	6	
Ross Glen Teaching Staff	6	
Ross Glen Support Staff	6	
ROSS GLEN SCHOOL MAP	7	
SCHOOL DAY	7	
SUPERVISION OF STUDENTS	8	
LUNCH SUPERVISION	8	
SCHOOL PROFESSIONAL LEARNING DAYS	8	
PARENT-TEACHER INTERVIEWS AND STUDENT LED CONFERENCES	8	
AREA MAP	9	
EARLY DISMISSAL	10	
SCHOOL PHOTOGRAPHS	10	
GENERAL INFORMATION	10	
Student Enrolment	10	
Consent Forms	10	
Kindergarten Fee	10	
School Insurance	11	
Homebound Instruction	11	
Parent/Teacher Interviews/Student Led Conferences and Report Cards	11	
School Council Spirit Day Lunches	11	
School Office Hours	11	
SCHOOL PROGRAM		
School Nurse Program	12	
School Division Services	12	
Kindergarten/Play and Learn		12
Learning Commons	13	
Outdoor Education Program	13	
Extra-Curricular Program	13	
SCHOOL POLICIES	14	
Student Placement	14	

Students Arriving Late to School	14
Discipline: Kids Are Worth It	15
Student Code of Conduct	15
Student Behaviour	16
Harassment and Bullying	16
School Wide Rules	16
Consequences	16
Student Recognition	17
Illness	17
Allergies	17
Student Arrival and Departure – Parent Parking and Drop Off	17
Emergencies	18
Emergency Procedures	18
Attendance	19
Homework Policy	19
Bicycles	19
Health and Cleanliness	19
Dress and Grooming	19
Loitering	20
Ross Glen Student Pledge	20
Parent Movement in the School	20
Personal Possessions	20
School Telephones and Cell Phones	21
PARENT INVOLVEMENT	21
School Council	21
Parent Volunteers	21
Student Programming - Problems/Concerns	21
Suggestions to Parents	21
HOME/SCHOOL AGREEMENT (PLEASE SIGN)	22
INTERNET ACCEPTABLE USE FORM (PLEASE SIGN)	23



Rossgo Mosaic



School Mural

“Partners Learning Together for Tomorrow”

MESSAGE FROM THE STAFF

We welcome all new and returning staff, students and their families to Ross Glen School and look forward to having the opportunity to learn and grow together as a school community over the course of the year.

We are very proud of our history and successes at Ross Glen School and strive to continue to provide an excellent educational experience for each one of our students and their individual needs. Ross Glen teachers and support staff strive to provide our students with the best possible comprehensive education in a caring learning community.

To complement our academic curriculum, the school offers a multitude of extracurricular activities and programs to help foster responsible citizenship through holistic development. Ross Glen School provides additional noon hour supervision so that students may take part in supplemental activities and clubs such as intramurals, choir, chess and checkers club, tennis, Lego Building, Art Club and other developmentally valuable opportunities.

Ross Glen School also has a wonderfully supportive School/Parent Council and Parent Association that provide a whole host of student and family activities and events such as school family dances, free Family Movie Nights, Spirit Day lunches, fine arts performances, Science in Motion, and supplemental funding for classrooms and field trips to support and enhance our students’ holistic learning experiences. We encourage parents to get involved with School/Parent Council to whatever extent you may be able to, as it is for the benefit of all our children.

Please take the time to read through this handbook to learn more about Ross Glen School and how you can become more involved in helping your child to maximize their learning, achieve success and enjoy their experience at Ross Glen School.

We look forward to the coming year and being an integral part in your child’s growth and development.

Staff of Ross Glen School

INTRODUCTION

A school is a building with four walls and tomorrow inside.

INFORMATION FOR PARENTS AND STUDENTS

Every family should have a copy of this booklet. It has been prepared to provide you with important information. Parents are urged to familiarize themselves with the contents, and to discuss them with their children. **Please keep this handbook in a convenient place for future referral.** Should any changes occur, we will provide corrected insert pages.

GUIDING PRINCIPLES

Medicine Hat Public School Division Mission Statement:

“As a partner in the community, Medicine Hat Public School Division will create inclusive and innovative learning environments.”

Ross Glen School:

VISION

“Fostering responsible citizenship through holistic development”

MISSION

“As a professional learning community, we are committed to nurturing holistic development, promoting life-long learning and encouraging our students to become responsible citizens.”

VALUES

Ross Glen School values the following:

Effective teaching,
Effective learning,
A holistic approach,
Partnerships,
Responsible citizenship,
Life-long learning.

Goals:

1. To continue to develop literacy and numeracy skills, using problem solving as a focus.
2. To continue to encourage inquiry-based learning across the curriculum.
3. To continue to foster and celebrate positive school-community relations.

DIRECTORY

<u>Address:</u>	48 Ross Glen Road SE Medicine Hat, Alberta, AB T1B 3A8 <u>Website:</u> rossglen.mhpsd.ca	<u>Phone:</u>	529-2960
		<u>Fax:</u>	526-4657
		<u>Email:</u>	rossglen@sd76.ab.ca
		<u>Twitter:</u>	@RossGlenSchool

Board of Trustees

Board Chair: Mr. R. Massini
Board Vice-Chair: Ms. C. Wilson
Board Members: Mrs. D. Forbes, Ms. C. Symmonds, Mrs. C. Freeman

School District Senior Administration

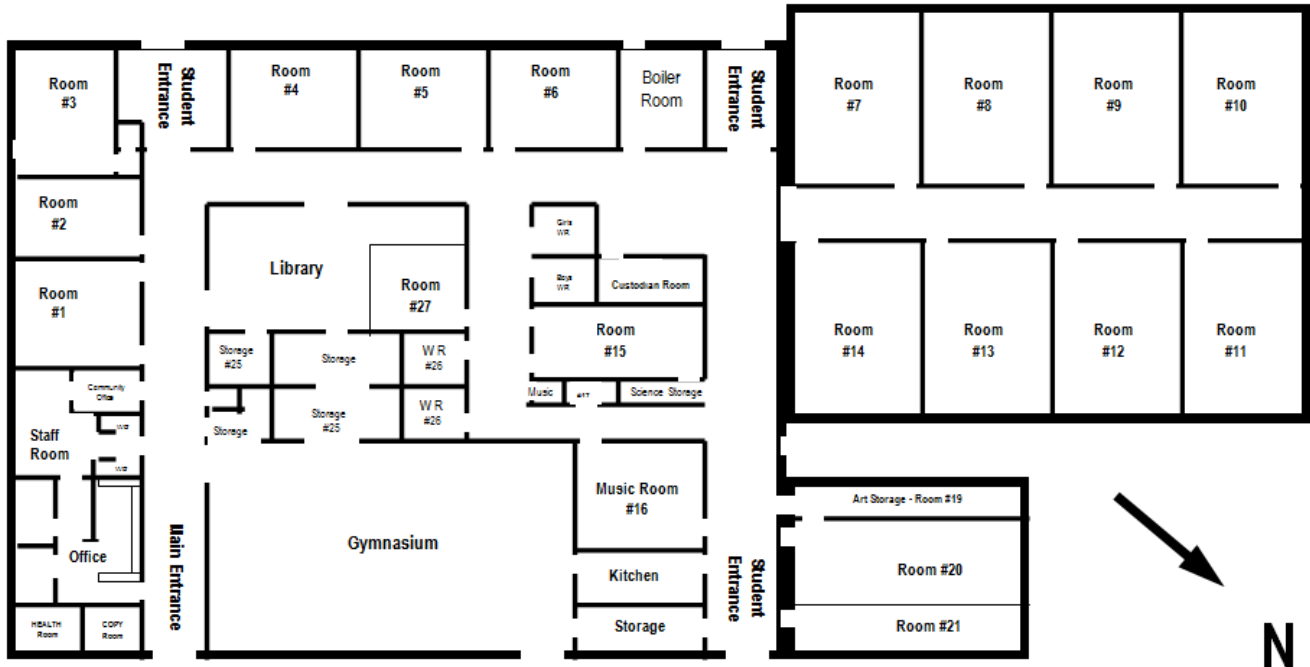
Superintendent: Mr. M. Davidson
Deputy Superintendent: Mr. L. Cunningham, Human Resources
Associate Superintendent: Mrs. T. Hensel, Student Services
Assistant Superintendents: Mr. J. Peters, Mr. C. Sadlemyer
Secretary-Treasurer: Mr. J. Labossiere

Ross Glen Teaching Staff (subject to change)

Early Learning: Mrs. K. Biech
Kindergarten: Mrs. J. Johnson
Grade 1: Miss A. Bohonos, Mrs. M. Brudevold
Grade 2: Mrs. H. Ast, Mrs. S. Boodhoo
Grade 3: Mr. T. Rapuano, Mrs. T. Pfeifer
Grade 4: Mrs. R. Schmitt, Ms. K. Kuehn
Grade 5: Mrs. S. Mandel,
Grade 6: Miss A. McDougall, Mrs. S. Barnes
Student Support Teacher: Mrs. M. Lofgren
Classroom Support Teacher: Mrs. H. Gust
Vice-Principal: Mr. E. Kruger
Principal: Ms. N. Mastel

Ross Glen Support Staff (subject to change)

Administrative Assistant: Miss J. Foster
Library Clerk: Mr. P. Albano
Day Custodian: Mr. C. Vick
Evening Custodian: Mr. O. Morales
Evening Caretaker: Mrs. L. Lewis



SCHOOL DAY

8:20 am – 11:45 am

12:30 pm - 2:40 pm

PERIOD	START	END	DESCRIPTION
	8:15 am		Warning Bell
	8:20 am	8:25 am	Opening Exercises/Announcements
	8:25 am	8:30 am	Organizational Time
1	8:30 am	9:00 am	Instruction
2	9:00 am	9:30 am	Instruction
3	9:30 am	10:00 am	Instruction
	10:00 am	10:15 am	RECESS
4	10:15 am	10:45 am	Instruction
5	10:45 am	11:15 am	Instruction
6	11:15 am	11:45 am	Instruction
	11:45 am	12:30 pm	LUNCH BREAK
7	12:30 pm	1:00 pm	Instruction
8	1:00 pm	1:30 pm	Instruction
9	1:30 pm	2:00 pm	Instruction
10	2:00 pm	2:30 pm	Instruction
	2:30 pm	2:40 pm	Organizational Time
	2:40 pm		Dismissal

SUPERVISION OF STUDENTS

Supervision of students begins at **8:05 a.m.** **Please do not send your child to school before this time.** Over the lunch break, teacher supervision begins at **12:15 p.m.** Students who go home for lunch should not return to school until **12:25 p.m.** unless they are involved in one of the lunch break activities. After school, students who do not attend the YMCA Extended School Activity Program, or who are not involved in any formal after school activities, are **expected to leave the campus.**

LUNCH SUPERVISION

The Lunch Break Program consists of two separate programs. These include the Intramural Program and the Leisure Activities Program.

We have an **Intramural House League Program** whereby each student is placed into one of four colour groups/houses. There are 3 divisions in the program: Junior Division (Grades 1 & 2), Intermediate Division (Grades 3 & 4), and Senior Division (Grades 5 & 6).

Students participate in intramurals from **12:10 pm-12:30 pm** and eat their lunch before participating. Look for a schedule of intramurals games in each monthly newsletter. They are also posted in the gym and in each classroom.

In the past, the **Leisure Activities Program** has included items such as primary and upper elementary choir, hand bells, art club, drama, and others. Other activities may be offered. Students will register for each of these programs separately.

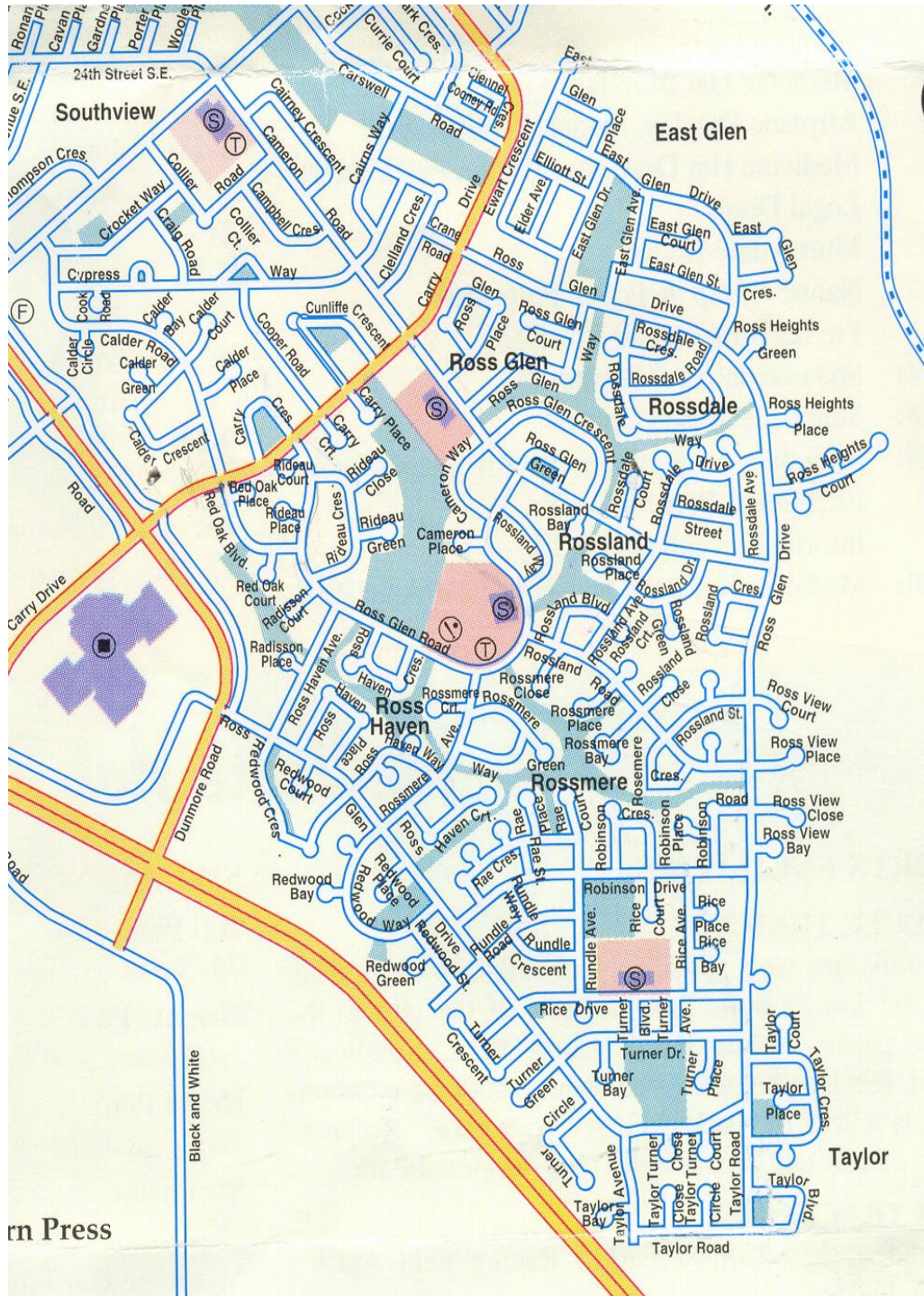
SCHOOL PROFESSIONAL LEARNING DAYS

Staff meetings will be held one Friday per month. There will be no classes on staff meeting days as the day will be used for staff meetings, professional development and collaborative planning time. Please review the calendar of Staff Meetings, Professional Learning Days, school events and other important dates which will be published in September and in each monthly newsletter.

PARENT TEACHER INTERVIEWS & STUDENT LED CONFERENCES

There are Parent-Teacher interviews in November and Student-Led Conferences in March. If parents need to see the teacher, prior to the scheduled interviews, they can make an appointment. Please feel free to call anytime.

AREA MAP



EARLY DISMISSAL

Students will be dismissed at **11:45 am** at the start of Christmas Holidays and on the final day of school. Any other early dismissals will be announced via a bulletin sent to each household.

SCHOOL PHOTOGRAPHS

As a service to families, individual and class pictures will be taken in October. Prints are usually available three to four weeks after the pictures have been taken. Purchase is optional.

GENERAL INFORMATION**Student Enrolment/Registration Forms**

Registrations for 2020-2021 were completed last February, at which time parents were asked to provide essential information. It is important that student information be kept current and complete. The school must be notified in the event of any changes (i.e. phone numbers, emergency contacts, etc.). This information will assist the school a great deal in its daily operations.

Consent Forms (Internet Acceptable Use and Home-School Agreement)

Parents are asked to note that the FOIPP forms are now part of the registration form that was signed during the February registration procedure. These forms authorize the school and the media (i.e. TV and the NEWS) to photograph and interview students involved in school activities and to include this information in their publications and broadcasts, as well as on the Ross Glen School Website and Twitter feeds. If you have concerns regarding the signing of the form, please contact the Principal for clarification.

Kindergarten Fee

This KAC (\$60) fee is used to pay for expenses associated with such programs as:

- a) Nutrition Program
- b) Parent Development
- c) Transportation for Field Trips

All fees are due by the last Friday of September.

- Alternate arrangements for payments may be made through the Principal.
- **ON-LINE payments will only be accepted.** *Please call Miss Foster in the office should you require your child's registration number.*



Field Trips



Dress Up Days / Spirit Day Themes

School Insurance

The School Division makes it possible for all students to participate in a voluntary program of accident insurance. Information regarding the insurance program is usually available in September. Completed forms should be returned to the Insurance Broker as soon as possible.

Homebound Instruction

If a child is to be away for an extended period, please contact the school to discuss the possibility of home or hospital instruction.

Parent-Teacher Interviews and Report Cards

November	- First Report Card and Parent-Teacher Interviews
March	- Second Report Card and Student-Led Conferences
June	- Final Written Report Card

N.B. - If adjustments in the above dates become necessary, you will be notified. Your child's teacher will contact you directly should it be necessary to meet with you prior to the first scheduled parent/teacher interviews. If you have any concerns, please do not hesitate to contact the school.

School Council Spirit Day Lunches

We plan to hold Spirit Day Lunch sales on a regular basis throughout the year. (See the calendar) Students are encouraged to participate, as this is a fun opportunity for students and a fundraiser for School Council. All School Council funds are used to benefit students. Hamburgers, sandwiches, pizza, or other foods may be offered on the menu. Advance notification will be given.

School Office Hours

School office hours are as follows: 8:00 am to 4:00 pm.

SCHOOL PROGRAMS

Ross Glen School offers the Alberta Elementary Curriculum. Our program is co-ordinated with the Alberta program of studies, goals of education and the school district's articulated programs. Emphasis is placed on the basic skills of reading, writing and mathematics. In other subjects such as social studies and science, emphasis is placed on research and reporting skills, as well as the learning of basic concepts. Attention is also given to Physical Education, Health, French, Art, Music and Drama.



Special Guests



Grade 6 Outdoor Education



Halloween Dance

School Nurse Program

The Community Health Unit staff visits Ross Glen School from time to time during the school year. During these visits, various community health functions are performed: immunization, hearing screening, vision screening, communicable disease control, and health education. Classroom teachers may also refer individual students to the Health Unit staff. Parents may contact Health Unit staff directly by telephoning the Palliser Health Authority Community Health Services @ 502-8200. Please note that the school does NOT have a nurse located in the school.

School Division Services

Medicine Hat Public School Division's central office provides a number of professional services and support programs to assist the classroom teacher and children of Ross Glen School. If you feel your child is having difficulty in any of the following areas, please contact the child's teacher.

Area of Concern

Speech Delay
Mental/Emotional/Behavioural Concerns
Social/Relational Skills
Reading/Academic Progress
Motor Skills
Behavioural Concerns

Support Services

Speech Pathologist
Mental Health Workers and Psychologist
Success Coach
Primary Consultant
Occupational Therapy
Behavioural Interventionist

Kindergarten

The main purpose of Kindergarten is to strengthen the sense of dignity and self-worth within the young child and his/her family. To achieve this goal, a variety of experiences are provided through classroom activities and an active field trip program.

The number of Kindergarten classes offered is dependent upon year to year enrolment. Kindergarten classes are

Half Day – Morning or Afternoon programs. A morning Play and Learn program will be offered as well.

Learning Commons

We encourage our students to make use of this facility and to take advantage of the excellent services provided by our learning commons.

Book Fair will be held in March in conjunction with Student-Led Conferences.

Outdoor Education Program

Grade 6 students have an opportunity to experience Outdoor Education Camp sometime in late June. Details of the program will be distributed in the spring.



Citizenship



Science in Motion

Extra-Curricular Program

Throughout the year, students at Ross Glen School enjoy a full program of extra-curricular activities.

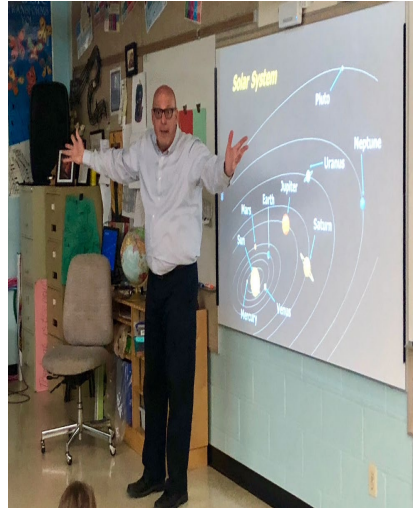
- | | |
|--------------------------|--|
| Intramurals: | Games and athletic activities are run from October – March and include such events as dodgeball, capture the flag, ultimate handball, octopus, soccer, volleyball, floor hockey etc. |
| Fine Arts: | Lifelong activities such as drama, dance, music, games and various arts and crafts may be offered. |
| Inter-School Activities: | Upper elementary students take part in several inter-school athletic activities throughout the year. These include, Track & Field, Cross Country Fun Run, Volleyball, Soccer, Handball, Floor Hockey, Mini-Sticks and Games Day. |
| Choir: | At Ross Glen School, we have usually organized two vocal choirs in which interested students may participate, one for students in Grades 1 - 3, and one for those in Grades 4 - 6. Practices are held at noon hour. Our choir has participated in many events throughout the years and we hope that students who love to sing will come and join us. |
| Safety Patrol: | Safety patrols are organized for the safety and welfare of the students. We ask parents to encourage their children to obey all patrols. (Grade 5) |

Athletic Programs: To promote healthy and active lifestyles, and to prepare for junior high school athletics, Ross Glen will offer opportunities for students to participate in programs such as the Running Club, Basketball Club and Volleyball Club.

Healthy Habits: This is a program that promotes healthy lifestyles and active living for all students and staff.



Gr. 4 to 6 Ski Trip



Special Guest Presentations



Sports Activities

ROSS GLEN SCHOOL - POLICIES

Student Placement

At Ross Glen School, we make every effort to create the most suitable learning environment for each student. Part of this process involves placing the student at the most appropriate grade level.

Secondly, while we must to the greatest extent possibly create 'balanced' classes, **we cannot always honour parent requests that their children be placed with specific teachers.** These requests can be made via a letter to the Principal.

Students Arriving Late to School

Students are required to be in class and ready to learn at **8:20 am** and again after lunch at **12:30 pm**. From time to time, lateness is unavoidable; please inform the office at these times. Students who make a habit of being late daily interrupt their own learning, and the learning atmosphere of the classroom. Your help in ensuring that your child is in class on time, ready to learn, is greatly appreciated.

Discipline – Kids are Worth It

We believe in setting high standards for our students, both in learning and in behaviour. This means that for a safe, caring and secure learning environment, students are managed in a firm but fair and compassionate manner.

Our first goal in student management is to develop a wholesome, positive and productive learning climate in the school; our second goal is for students to develop a sense of responsibility, self-control and good citizenship. Our

primary strategy for maintaining sound discipline is to involve students in positive, productive activity.

We want our students to learn to respect the rights and property of others. Teamwork and cooperation will achieve results that are conducive to good learning and a sense of community.

The main emphasis of our school program is reinforcing positive behaviour. The staff will use a variety of positive reinforcement techniques and ideas.

Ross Glen School has a number of student expectations for both classroom behavior as well as general school deportment. In the first week, teachers will establish and review the expectations that they have for their classrooms. Generally, students are provided a copy of these expectations and they are usually inserted into one of the student's binders.

To help all of us meet our goal of a good education, we have designed some simple rules. These are intended to provide boundaries that all teachers and students can understand and accept. By following these guidelines and the school's policies, we strive to foster a safe and secure place to learn and grow.

Student Code of Conduct – (Taken from the Province of Alberta SCHOOL ACT)

Section 12:

A student shall conduct himself to reasonably comply with the following code of conduct:

- a) be diligent in pursuing his studies.
- b) attend school regularly and punctually.
- c) co-operate fully with everyone authorized by the board to provide educational programs and other services.
- d) comply with the rules of the school.
- e) account to his teachers for his conduct.
- f) respect the rights of others.

Section 24

(1) A teacher or principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal

- a) the student has failed to comply with section 12, or
- b) the student's conduct is injurious to the physical or mental well-being of others in the school.

(2) A teacher may suspend a student from one class period.

(3) A principal may suspend a student

- a) from school,
- b) from one or more class periods, courses or education programs, or
- c) from riding the school bus.

Section 27

(1) No person shall

- a) disturb or interrupt the proceedings of a school,
- b) disturb or interrupt the proceedings of a school meeting or board meeting, or
- c) loiter or trespass in a school building or on a property owned by a board.

(2) No person shall canvass, sell or offer to sell goods, services or merchandise to a teacher or a student in a school without the prior approval of the board.

Student Behaviour

1. **In the building**, students must conduct themselves according to the following:

- a. Be quiet, considerate, courteous and respectful of others.

- b. Walk quickly and directly to their destination.
- c. Have the owner's permission before taking, borrowing, or using his/her property
- d. Abide by classroom rules
- e. Be respectful of school property and the property of others.
- f. Arrive no earlier than **8:05 am and 12:25 pm**, unless involved in a supervised activity.
- g. Remove headwear upon entering the building.

2. **On the playground.**

- a. Refrain from throwing stones, snowballs, etc.
- b. Refrain from play-fighting and/or rough play
- c. Exercise care, caution and courtesy
- d. Be respectful of school property
- e. Refrain from riding bikes, scooters, skateboards, etc. and for safety reasons walk, rather than ride, bikes and other means of transport on sidewalks on the perimeter of the school grounds
- f. Enter the school and report to class promptly at bell time
- g. Clean excess snow off outerwear and remove wet/muddy footwear before entering the school.

3. **Harassment and Bullying**

This type of behaviour will not be condoned. Division policy will be strictly enforced. For full details please speak to the principal.

School-Wide Rules

- 1. Follow directions and adhere to school policies
- 2. Comply with any lawful order
- 3. Refrain from possessing dangerous objects while on school property
- 4. Adhere to student code of conduct.

Consequences

Example of a Classroom Consequence Plan:

- 1st occasion - Warning and explanation of expected behaviour.
- 2nd occasion - Time out
- 3rd occasion - Detention/suspension from class and parental consultation
- 4th occasion - Suspension from class and referral to administration

Example of a School Consequence Plan:

- 1st occasion - Review of expected behaviour, record of intervention and parent notification.
- 2nd occasion - Parental consultation, letter
- 3rd occasion - Formal consequence (i.e. Suspension, Parent Conference, Referral to Division)

These are general guidelines which are adhered to for the most part. However, our goal is to change undesirable behavior without severely diminishing the student's sense of self worth. By and large, we subscribe to 'positive discipline'; however, in persistent situations we may have to resort to more serious forms of intervention.

Student Recognition

At Ross Glen School, we make every effort to recognize the accomplishments of our students. We do this through a variety of means.

- 1. **Principal's Pals** – Each week, teachers identify students who have shown improvement or who have completed

a task admirably. These students receive congratulations from the Principal and an award pencil. At each Spirit Day Assembly, one student from each class is drawn to have pizza lunch with the Principal and Vice-Principal.

2. **Exemplary Students** – Once a month, students who perform at an exceptional level may receive a certificate, which is displayed on the Exemplary Student bulletin board. The certificates are then presented to the students at the Spirit Day Assembly.

Illness

Any child suffering from the flu or other illness should remain at home in order to prevent spreading of the illness. In the event a child becomes ill at school, every effort will be made to contact the parents or the family, who may be asked to take the student home. ***Please be sure the school is aware if your child has a condition, which conceivably might require emergency treatment, such as diabetes, epilepsy, and severe allergies.***

Allergies

We are seeing more cases of students with severe allergies. While we do not want to infringe upon the rights of any students, we also have a responsibility for providing a safe environment for all students. As such, **we ask that parents and students refrain from bringing nuts (especially peanuts) and nut products to school.** Thank you for your cooperation.

Student Arrival and Departure – Parent Parking and Drop Off

Due to ongoing problems of traffic congestion and out of a concern for the safety of all, we ask that parents do not use the Parking Lots or the Parking Lot roadways as loading and unloading zones. Instead, we ask that parent's park at the curbs along the streets to drop-off and pick-up students.

Further, to avoid congestion problems in the school office, we ask that students use the student entrances. Your cooperation in this matter would be greatly appreciated.

Emergencies

The student registration form includes a section pertaining to who should be contacted in case of **emergency**. The school uses this information to contact designated friends or relatives should parents be unavailable in an emergency situation.

Although we try to control all potentially hazardous games and equipment on school property, accidents can occur. Most injuries are minor and can be attended to at school. With serious accidents where students must be transported for medical treatment, parents are notified as soon as possible. In an emergency situation the school will take the necessary action to acquire medical attention for the child.

Emergency Procedures

In the event of an emergency at school, our main goal is to ensure the safety and well being of all students.

It is impossible to foresee all potential emergencies, but we have organized our school to respond effectively to those situations that cannot be avoided.

In most emergencies, your child/children will remain and be cared for at the school. In the rare event of an emergency that prohibits re-entry to the building (such as broken gas or water mains, a fire or a loss of utilities in bad weather) students and staff will be moved immediately to **Mother Teresa School**, which is located at 235 Cameron Road S.E.

We ask you to follow this procedure if you receive information of any major school emergency:

1. **Turn on your radio or television.** We will keep the media accurately informed of any emergency and

instructions as to when and where to pick up your child.

2. **Limit telephone use.** We have limited phone lines. These **MUST** be used to respond to the emergency.
3. **Please do not come to the school unless requested to pick up your child at school.** Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building.

Attendance

Good attendance is the first step to good learning. Often students' learning is seriously affected when crucial lessons are missed. It is very easy for some students to get into the 'habit' of not coming to school or arriving late. In addition to having a negative effect on their own learning, frequent absences and/or lates also are distracting and disruptive to the teacher and the rest of the class.

Excessive absences and/or lates may be reported to the Attendance Board for investigation. The Attendance Board is an extension of Alberta Learning and has the same authority as the Court of Queen's Bench for dealing with violations of the School Act. (School Act, Section 15(1)(b)).

Compulsory Education - Section 13 (1) of the School Act states:

An individual who

- (a) is eligible to be enrolled in a school
 - (b) at September 1 in a year is 6 years of age or older, and
 - (c) is younger than 16 years of age,
- shall attend school.

When your child is absent from school, or will be late, please phone the office (529-2960) prior to the start of the school day, stating the reason for the absence. Please leave a message on our voice mail if required.

Homework

Homework is an important part of the schooling process. The amount and type of homework may vary from grade to grade as well as from teacher to teacher. Please discuss with your teacher any assignments or supplemental work that can be done at home.

Bicycles

Bicycle racks are provided on the north side of the school. Students are urged to lock their bicycles to the racks for security. Students must **walk their bicycles and scooters** from/to the nearest crosswalk when arriving/leaving the school. For safety reasons, **riding bicycles and scooters, skateboarding, rollerblading, etc. is not allowed.** **This includes in the school, on the sidewalks, on the playgrounds, on the tarmac and in parking lots.**

N.B. Please make sure that your child is wearing a CSA approved helmet and is aware of basic bicycle safety and "rules of the road" before they bring a bike to school.

Health and Cleanliness

In school, children are encouraged to develop attitudes and habits of cleanliness, good health and neat appearance. Clothing and dress should be appropriate for the weather and activity. **Running shoes are required for gym use. Students are required to wear appropriate footwear (i.e. shoes) at all times.**

**PLEASE ENSURE YOUR CHILD HAS A PAIR OF NON-MARKING RUNNING SHOES
AT SCHOOL EACH DAY.**

Dress and Grooming

While the school respects the rights of people to express their own individuality, it is also the responsibility of the staff to maintain the overall learning environment and moral tone of the school. As such, **extremes of dress will not be permitted.**

Since students are expected to go outside for recess unless weather conditions are extreme, they are expected to come to school dressed appropriately for prevailing weather conditions. This means that in the winter they should wear a winter coat, boots, gloves and headwear.

Students should also have appropriate clothing and footwear for inside the school. Students should not wear outside coats or jackets in class. Health regulations demand that shoes be worn at all times; therefore, students should have appropriate footwear for indoors. Winter boots are inappropriate as they are too warm, too clumsy and often they leave black marks on the floors. **Non-marking running shoes are required for gym classes.**

Headwear must be removed upon entry to the school.

Loitering

“Hanging around” the school and playground after dismissal at times becomes a popular pastime for some students. This congregating has also led to problems with vehicular traffic and other students. Students are expected to go home after school if they are not participating in a school sponsored/supervised activity.

Ross Glen Student Pledge

I pledge to show good character in my school.

I will be kind and responsible and follow every rule.

I will show self-control, discipline, courtesy and respect.

I will treat others with kindness, the way I would expect to be treated.

I will always act in fairness.

I will do what I must to keep Ross Glen School a caring place that is safe for us all.

Parent Movement in the School

We welcome parents at the school and appreciate your involvement. We also see a need to reduce the congestion, noise level and other distractions in the hallways during class time and to ensure safety of our children when moving throughout the school. Therefore, we would ask that you **make arrangements to arrive after 2:40 pm** in order to meet your child when classes are dismissed at **2:40 pm** as all of our hallway doors are kept locked prior to this time.

Personal Possessions

Over the course of each year, there seems to be a number of trading cards, toys, marbles, electronic devices and other items that become very popular with students. When students bring these types of items to school, a number of problems often evolve. These items serve as a tremendous distraction to many of the students, both in class and out. As well, because these objects are so popular, they sometimes ‘go missing’. **The school will not accept responsibility for the security of these items, nor can we be expected to ensure the return of these items if**

they are missing. We ask that students not bring such items to school.

School Telephones

Each classroom is equipped with a telephone. If students need to phone home, they should ask their teacher for permission to use the phone in their classroom. Students should not use school phones to arrange playtimes after school.

Cell Phones

Students are provided with telephone access as indicated above. As such, students are discouraged from bringing cell phones to school. Disruption of classes and school events through cell phone usage is strictly prohibited. If your child is seen to be using a cell phone during the school day, it will be confiscated and returned at the end of the school day.

PARENT INVOLVEMENT

School Council

The parents of Ross Glen School operate School Council. Its primary function is to serve as a channel of communication between the home and the school. To this extent, it is advisory in nature. The School Council also assists with many school activities throughout the year.

In addition, we have a sub-committee of the School Council which serves as a fundraising body for our school through the Council. The **Parent Association** operates as a society and is responsible for overseeing our Casinos and distributing the funds generated in consultation with Administration and School Council.

School Council meetings are open to anyone wishing to attend. Ideas and input are very much appreciated from all parents.

Regular monthly meeting will be held on the second Tuesday of the month. Notices of meetings and Council events will be posted on the Ross Glen website. The Executive of the Council is determined at the previous May meeting while membership at large is determined in September. When completed, it will be circulated to all the parents.

Parent Association meetings are typically held once a month.

Are you interested in serving on the Council? If you are, contact Ms. N. Mastel at 529-2960. We would be most pleased to have you working with us.

Parent Volunteers

Parent Volunteers are required to sign in at the office each visit and to complete an **Oath of Confidentiality** on a yearly basis. Volunteer badges will be supplied by your classroom teacher to be worn while volunteering.

Student Programming - Problems/Concerns

If you have any concerns regarding your child's educational experience, **please contact the teacher first to discuss the issue.** If you would like further to follow up, please contact the principal.

Suggestions to Parents

- * Help the children to have friends their own age with whom they can play actively and imaginatively.
- * Help them to grow in their special interests and needed vocabulary.

- * Read to them. Let them see that you enjoy reading. Encourage reading of many library books.
- * Treat their ideas and questions sincerely. Listen to and share your child's experiences.
- * Give your child encouragement when he/she shows you his/her schoolwork. If there is something you don't understand, please contact the teacher about it.
- * Visit the classroom. Discuss school subjects and study habits with your child's teacher.

ROSS GLEN SCHOOL
HOME/SCHOOL AGREEMENT

THE SCHOOL WILL PROVIDE:	PARENTS WILL ENSURE:	STUDENTS WILL:
<p>Educational programs which are prescribed by Alberta Learning.</p> <p>Response to parent concerns.</p> <p>A holistic approach to education which involves Academic, Athletic, Cultural and Social development.</p> <p>Appropriate teaching practices which allow for varied instruction, guided practice (i.e. class work) and independent practice (i.e. homework)</p> <p>Timely, relevant and informative reporting of students' progress.</p> <p>Effective communications through the school handbook, monthly newsletter, bulletin boards and special communiques.</p> <p>A safe, secure and caring environment.</p> <p>A variety of educational and motivational presentations.</p> <p>A well-defined, well-publicized and well-administered code of student conduct.</p>	<p>Maximum attendance by student to allow full access/exposure to educational opportunities.</p> <p>That the school office is informed of absences.</p> <p>Compliance with the Student Code of Conduct.</p> <p>Support and cooperation in administering school programs, policies and projects.</p> <p>Parent volunteerism as requested.</p> <p>That homework and study are encouraged and supported in the home.</p> <p>Attendance at meetings, parent-teacher interviews and other events to which parents are invited.</p> <p>Communication of relevant information affecting the child's performance at school.</p> <p>That the child receives proper health and wellness care, enabling their best performance.</p> <p>Proper medical attention as needed and that the child stays at home when he/she is not well.</p>	<p>Adhere to the students' code of conduct as follows:</p> <ol style="list-style-type: none"> 1. Do your best at school. 2. Attend school regularly and be on time. 3. Cooperate with all the adults who work at the school. 4. Follow school rules. 5. Listen to your teachers. 6. Respect the rights of others. <p>Obey the school's Student Behavior Policies:</p> <ol style="list-style-type: none"> 1. Be considerate of others. 2. Respect others' property. 3. Respect school property. 4. Respect the extended school programs offered at the school. 5. Remove headwear. 6. Comply with the school's dress policy. 7. Refrain from throwing any objects. 8. Avoid rough play, play carefully. 9. Walk your bike or carry your scooter, skateboards, etc on school property. 10. Clean off snow or mud before entering the school.
<p>Teacher Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Parent Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Student Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p>Class: _____</p>

MEDICINE HAT PUBLIC SCHOOL DIVISION INTERNET ACCEPTABLE USE

We (Medicine Hat Public School Division) firmly believe that the valuable information and interaction available on the worldwide network far outweighs the concerns that users may obtain material that is not consistent with the educational goals of the Division. The smooth operation of the network relies upon the proper conduct of users who are expected to adhere to strict guidelines. The guidelines are provided in order that everyone will be aware of the responsibilities that come with Internet usage.

INTERNET – TERMS AND CONDITIONS OF USE

1. **Acceptable Use** – The use of the Internet within the Division must be consistent with the educational objectives of Medicine Hat Public School Division
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use (e.g. searching for inappropriate websites) may result in cancellation of those privileges. Division staff will decide what inappropriate use and their decision is final.
3. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include:
 - a. Be polite and use appropriate language
 - b. Respect the privacy of other users' personal communications and files.
 - c. Do not reveal your personal address, phone, or those of other users (unless approved by the child's teacher).
4. **Information On-line** – Medicine Hat Public School Division makes no guarantees of any kind for the service it is providing. Use of any information obtained via the Internet is at the user's risk. The Division is not responsible for the accuracy or quality of information obtained through its Internet services.
5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. Attempts to log onto the Internet using another person's password may result in cancellation of user privileges. Every user has a responsibility to notify a staff member if a problem arises. Any user identified as a security risk or having a history of problems with other computer systems, may be denied access to the Internet.
6. **Vandalism or Theft** – Vandalism or theft will result in cancellation of privileges for the individual(s) and full restitution of damage will be the responsibility of the aggrieving individual(s). Vandalism is defined as any malicious attempt to harm or destroy hardware, software, data of another user, the Internet or other networks.

ROSS GLEN SCHOOL INTERNET USE AGREEMENT

I understand and will follow the above Internet Use Agreement. I understand that any violation of the regulations above is wrong and may be considered a crime. If I do not follow these guidelines my access privileges may be cancelled, and appropriate disciplinary action may be taken.

User's Full Name: _____ **User's Signature:** _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I also recognize it is impossible for the School Division to restrict access to all controversial materials. I will not hold them responsible for materials acquired on the network. I hereby give my permission for my child to have access to the Internet through Medicine Hat Public School Division.

Parent Name: _____ **Parent Signature:** _____