

# Red Earth Creek School Parent and Student Handbook

September 2021

Respect, Encourage, Collaborate, Succeed together!

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## **Vision Statement**

Red Earth Creek fosters a positive respectful learning environment that embraces diversity, collaboration, and inspires students to flourish as lifelong learners.

## **Values Statement**

**R**espect: promote the appreciation of ourselves, others, and our environment.

**A**chieve: foster critical thinking, creativity, and lifelong learning.

**P**articipate: encourage opportunities to take risks, collaborate and build confidence.

**T**hrive: inspire yourself and others.

Open-minded: appreciate others' views and ideas.

Responsible: advocate for students to become responsible citizens.

**S**uccess: we believe in success for all!

# **Teaching Staff**

Staff Name	Role
Ms. Crystal Saunders	Principal High School Supervisor
Mrs. Ashley Wiggs	Grades 1, 2 and 3 First Nations, Metis, and Inuit Lead Teacher
Mrs. Amy Aucoin	Grades 4, 5 and 6 Literacy Lead Teacher
Mrs. Sarah Wright	Grades 7, 8 and 9 - ELA and Math I Coach Numeracy Lead Teacher
Mr. David Haitel	Grades 7, 8 and 9 - Science, Soc. St, Health and Phys. Ed High School Supervisor

# **Support Staff**

Staff Name	Role
Mrs. Sheila Callingbull- Owen	Office Manager
Mrs. Lisa Deering	Information Specialist and Public Library Manager
Mrs. Claudette Dockery	Educational Assistant (mainly grades 7-12) Breakfast Program Coordinator
Ms. Rhonda Evison	Educational Assistant (mainly grades 4-6) School-Based Technician Speech Support
Mrs. Charmaine Gabert	Educational Assistant - Kindergarten Program Facilitator
Mrs. Glenda Siso	Educational Assistant (mainly grades 1-3) First Nations, Metis, and Inuit Programming Support Yes Worker

#### **School Year Calendar**



Easter Monday

Victoria Day

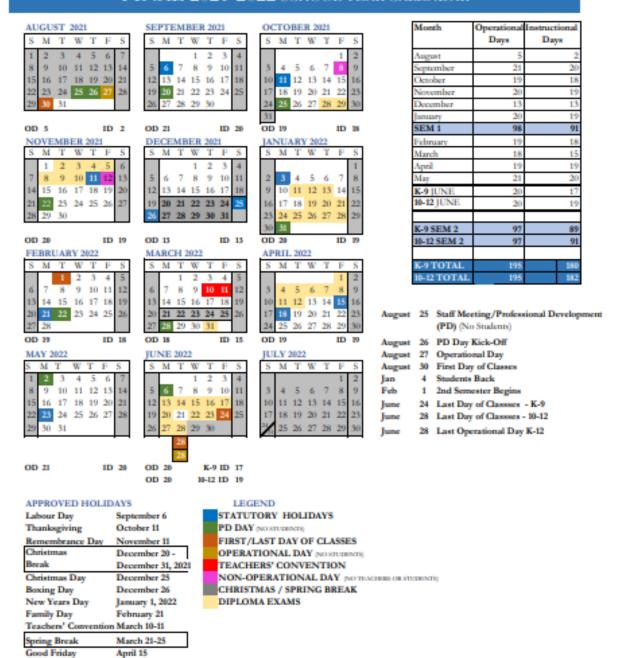
April 18

May 23

#### PEACE RIVER SCHOOL DIVISION

4702 - 51 St. Box 380 Grimshaw AB, T0H 1W0 PH: (780) 624-3601 FAX: (780)332-1050

#### FINAL 2021-2022 SCHOOL YEAR CALENDAR



# **Bell Schedule**

Grades K - 9 Schedule		Grades 1	0 - 12 Schedule
8:30-8:55	School Doors Open	8:30-8:55	School Doors Open
8:55-9:35	Block 1	8:55-10:07	Block 1
9:35-10:15	Block 2		
10:15-10:25	Recess	10:07-10:12	Break
10:25-11:00	Block 3	10:12-11:04	Flex
11:00-11:30	Block 4	11:04-12:16	Block 2
11:30-12:05	Block 5		
12:05-12:35	Eating Lunch	12:16-1:01	Lunch
12:35-1:00	Recess	1:01-2:13	Block 3
1:00-1:35	Block 6		
1:35-2:15	Block 7	2:13-2:18	Break
2:15-2:25	Recess	2:18-3:30	Block 4
2:25-3:00	Block 8		
3:00-3:30	Block 9		

## **General Information**

#### **Visitors**

All visitors are asked to use the front entrance and check-in at the office. There is a visitor sign-in sheet located near the main office, please ensure to sign in and out whenever you are accessing the school (this includes parents, community members, students who arrive late or leave early, and those accessing the public library). All parents and visitors to the school are required to follow the most recent COVID-19 requirements. This may include but may not be limited to; completing the COVID-19 Alberta Health daily checklist, wearing a mask, and hand sanitizing. Please check with our office manager if you are unsure of the most recent updates.

#### **Contacting the School**

The school office is open from 8:50 - 4:30 pm Monday - Friday. The school telephone number is 780-649-3898. During class time, messages may be relayed to staff and students through the office. Staff and students will not be called to the telephone when they are in class, except in the case of an emergency.

#### **Calendars**

A calendar will be issued each month during the school year to inform parents of school activities and events. It will also be posted on the school Facebook page.

#### **School Council**

Red Earth Creek School has a very active School Council. The School Council generally meets once a month. All meetings are open to parents and community members. Taking part in the School Council is a great way to get involved, help make changes, and set the direction of the school. The School Council is involved in matters relating to the standard of education, student achievement, physical development, and social development of students as well as the standard operations of the school environment. Whether you can attend regularly or an occasional meeting, your presence is always welcome. Red Earth Creek School will be offering the option to attend meetings both in-person and virtually for this school year.

## **Student Arrival & Departure**

- RECS doors open and start accepting students for the day at 8:30 am., at which time students will head to the gymnasium. Students can play in the gym or choose a morning snack from the breakfast cart during this time.
- If students arrive after 8:55 am., they need to enter through the front door and sign in.
- Students leaving earlier than 3:30 pm need to exit through the front door and sign out.
- All outside doors, expect the main door will be locked throughout the school day.
- Please do not drop your children off prior to 8:30 am, as we cannot ensure that a staff member will be present to watch your child.
- School ends at 3:30 pm, elementary students will exit through the side door near the playground, and jr/sr high students will exit through the front doors.

## **Bagged Lunch Policy**

- We are a peanut and nut-free aware school. Students are not permitted to bring food that contains nuts or peanuts.
- A list of allergies will be posted in each classroom. Children may be required to avoid bringing in other foods related to children's allergies or illnesses.
- Lunches and drinks should be labeled to ensure there is no confusion.
- Parents will be asked to provide ice packs for children's lunches that require refrigeration.
- Lunches should follow the Canada food guide to ensure children receive proper nutrition.
- CANDIES, CHIPS, POP, CHOCOLATE AND STICKY FOODS are to be avoided because of their low nutrient value and their high sugar content.
- In the event a child forgets their lunch, teachers will provide a snack from our breakfast club program.

## Weather & Outside Policy

#### **Recess & Breaks**

- Students are expected to be outside during breaks, except when the weather is extremely inclement (minus 20 degrees, including wind chill). Students are expected to dress accordingly.
- EXCEPTION Teacher discretion will be used to determine if a student may be excused from the outside policy.
- Teacher discretion will be used to determine whether there is reasonable cause to have recess inside; these may include but are not limited to, slippery conditions on the playground, rain, and wildlife concerns.

#### **Bus Cancellation**

From time to time students' bus transportation may be hampered by inclement weather conditions. Measures shall be taken to ensure safe student transportation during cold and inclement weather conditions. Busses will be equipped with emergency supplies. Busses will not operate on days when the morning temperature at 6:00 am is minus forty degrees celsius (-40C) or lower; wind chill may be considered. Busses may not be required to operate during severe weather conditions, drifting snow conditions, or wind chill conditions when there is a severe morning wind chill factor.

## **Lice Policy**

RECS staff are encouraged to communicate with staff, parents, and public health nurses regarding the detection and resolution of instances of lice (pediculosis). Care will be taken to protect individuals from the undue invasion of privacy. RECS will describe and communicate to parents both preventative and remedial procedures for dealing with instances of lice. Parents of infected students will be requested to pick up students from the school as soon as possible for treatment. Students are permitted to return to school after they have undergone a recommended course of treatment.

## **Report Cards, Reporting Periods & Parent Teacher Interviews**

Grades K - 6 Reporting Period Dates				
	Fall	Winter	Final	
Report Card sent home	November 19, 2021	March 9, 2022	June 27, 2021	
Parent Teacher Interviews (tentative)	November 24, 2021	March 16, 2022	n/a	

Grades 7 - 12 Reporting Period Dates				
	Mid Semester 1	End Semester 1	Mid Semester 2	Final
Report Card sent home	November 19, 2021	January 28, 2022	April 22, 2022	June 27, 2022
Parent Teacher Interviews (tentative)	November 24, 2021	February 3, 2022	April 28, 2022	n/a

#### **Parent Teacher Interviews**

In addition to designated Parent Teacher Interview times, we encourage parents and guardians to visit our school and discuss mutual interests and concerns pertaining to the progress of your child at any period throughout the school year. Parents and guardians can request a conference by phoning, emailing, or messaging (via ClassDojo) the teacher and arranging a suitable appointment time. Parent teacher interview times and processes for high school will be communicated by Saxon Butte (principal) of the Virtual Education Program

## **School Bus Policy**

- Following our Back-to-School summary all students are required to complete the COVID-19 Alberta Health Daily Checklist prior to getting on the bus each day. A daily checklist is provided in Appendix A.
- Students who are demonstrating symptoms of illness are not permitted to board the bus.
- Parents should ensure children wash or sanitize their hands prior to pick up.
- Drivers will not be expected to complete a full screen of students for symptoms or checking temperatures.
- Eating will not be allowed on the bus in an effort to limit food sharing and sustain appropriate levels of hygiene.
- Students will sit in their assigned seat only and will sit with students from the same household, where possible.
- Parents are responsible for their child's safety to, from and while the student waits for the bus at their designated stop. Bus drivers may not permit students to unload at another stop without permission from the parent.
- On occasion, the bus may arrive early, however, the school bus will wait until the designated time before departing the stop location.
- The School Act states that students who reside more than 2.4 kms from their designated school are eligible for school bus transportation to their designated school. Students who require special programming and reside less than 2.4 kms may be eligible for transportation to/from school.
- BUS PASS Parents may purchase a bus pass for students who are not eligible for transportation. Yearly rates are available and students must load and unload at a designated stop.

## **Smoking Policy**

In accordance with Administrative Procedure 162 "the Division has a responsibility to promote the health and welfare of staff and students and to act as a positive role model for students, therefore it requires all Division school facilities and sites to be smoke free environments."

Therefore, no junior/senior high school student is allowed to smoke on school grounds and no student can smoke in their vehicles in the parking lot.

Smoking/vaping on Division property is strictly prohibited and may be subject to disciplinary action.

## **Technology Use**

Red Earth Creek Schools is fully equipped with technology to support our students' learning needs and prepare them for life after school. Peace River School Division has a one-to-one device policy for students. Students can expect to use tablets, Chromebooks, laptops, stand alone, Smart TVs, robotics, video editing equipment and 3D printers. Each student will be assigned a Chromebook for use throughout the school day.

A signed PRSD user agreement and Guidelines form is required before students have access to computers and PRSD 10's network. Access to networks and computers is a privilege and it is expected that all students use these tools for educational purposes only and in a responsible manner.

Communications on the network are often public in nature. All network traffic is tracked and logged by PRSD technology services. General school rules for behavior and communications apply to network use. Violations of PRSDnet guidelines and responsibilities will result in a loss of access and may result in other legal or disciplinary actions as per Peace River School Division Administrative Procedures 350, 355 and 352.

Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of Canadian or Alberta laws, including copyright, threatening or obscene materials is prohibited. Use for unauthorized commercial activities by for-profit organizations, product promotion, or illegal activities are strictly prohibited.

The user is expected to observe the following network guidelines:

- Keep passwords, personal address and phone numbers confidential
- Keep the passwords, personal address and phone numbers of others, if you know them, confidential
- Treat others' data with respect. Do not attempt to modify or harm the data of another user
- Use the network to access only authorized networks or computer systems
- Network accounts are to be used only by the authorized owner of the account for authorized purposes
- Seeking, transmitting, or accepting obscene materials are prohibited

- Use electronic mail with care; it is not private
- Use school division provided on site and web based storage with care, It is not private.
- Use only language that is appropriate to a classroom setting
- Be aware that all network traffic is tracked and logged

### **Personal Devices**

Personal devices include laptops, phones, e-readers, USB flash drives, and any other electronic devices. Be aware that every teacher may have additional guidelines or restrictions for the use of personal devices in their classroom. Students are responsible for the content of the data stored on their personal devices when using these in school. If you are deemed to be using a personal device inappropriately, your device may be confiscated until your parents are contacted. Administrative Procedure 354 will be followed. The bus is an extension of the school. Infractions involving personally owned devices will be dealt with in a manner in line with infractions that occurred at school.

## **Bullying and Cyber Assault Policy**

RECS is committed to providing a safe and caring learning environment in which all individuals are treated with respect and dignity. We strive to prevent and discourage any form of bullying or harassment (bullying, cyber bullying, written/texted, physical and verbal intimidation, teasing), and educate our students on prevention, the importance of being an active bystander, and the consequences of these behaviors.

Our students understand that bullying is a very serious issue and a form of assault that can result in suspensions and even a request for expulsion and/or criminal charges. We ask that any of our students who are aware of or receiving threats inform a trusted adult immediately. This will help us create a safe environment at RECS and will ensure that we can effectively deal with these matters before they get out of control and ensure we do so in a confidential manner that respects all students involved in each case.

## **Alcohol & Drugs**

PRSD 10 Administrative Policy 356 states "students shall not use tobacco, or vaping products, consume, be under the influence of, in possession of, traffic in or distribute alcohol, restricted or illicit drugs at school or on school related activities."

Should anyone be suspect of carrying on any of these activities, the student will immediately be asked to open his or her locker in accordance with PRSD 10 policy, be escorted to the office, have parents/guardians notified and the student will have to wait for their parent/ guardian to pick them up as "the student will not be permitted to remain on school property.

Students will receive a 2 to 5 day suspension, may be reported to the police, and may be referred for counselling. Continuous offences will result in more severe consequences.

## **Academic Policy**

#### Final Exams, PAT exams and Diploma exams

Provincial Achievement Tests (PATs) and Diploma Exam dates are set by Alberta Learning and cannot be arranged to be written on another date or time. In the case of an emergency medical situation, parents/guardians must speak directly to the school principal and provide documentation from a physician. Final, PAT and Diploma exam dates will be posted around the school and on the school's webpage.

It is expected that students take responsibility for all of their class work and regularly review and practice concepts and terms at home in order to ensure their success on quizzes, unit and final exams. Teachers provide students with exam strategies and are available for extra help. The only things permitted in a classroom during an exam are: pens, pencils, erasers, sharpeners, white-out and teacher approved calculators or data sheets for Mathematics and Science. Cell phones and personal technology must be turned off and given to the exam room supervisor for return after completing the exam. Cell phone disruptions, talking, or cheating can result in the confiscation of the exam and/or other disciplinary actions by the school.

#### **In-class Unit Tests and Quizzes**

Quizzes and unit tests determine whether students are meeting Alberta Learning Curriculum Outcomes at each grade level and provide teachers with data necessary to enhance student learning and increase achievement levels on final exams. Teachers provide their students with adequate practice time to prepare for unit exams, making students aware of exam dates well in advance of the exam date, and parent/guardians and students are asked to avoid planning holidays that overlap the exam date. Students who are aware that they will miss a unit exam must inform their teacher at least 3 days in advance to arrange a date to write the exam under the supervision of a staff member.

#### **Academic Dishonesty**

Academic dishonesty occurs when a student engages in any illegal or improper activity for the purpose of improving a grade or test score. This includes, but is not limited to cheating and plagiarizing. In the event that a student plagiarizes on classwork, the student will be given the opportunity to redo the assignment without plagiarizing. The student must resubmit the work to the teacher on the specified due date.

## **Graduation Policy**

Graduation is dependent on the completion of 100 credits of coursework, including several mandatory subjects. For more information, please contact the principal. In order to participate in the graduation ceremony in June, students must have successfully completed 80 credits as of February 1st of that graduation year and be enrolled in the remaining required 20 credits. The student must also be passing all required classes.

## **Volunteer Policy**

Red Earth Creek School welcomes all residents to volunteer to help within our school or volunteer to supervise a field trip. We require all volunteers to submit a criminal record check to our office manager. This is to ensure the safety of our students.

## **Locker Policy**

The Board of Trustees believes that individuals should have a right to privacy with respect to their personal property, however privacy rights may be reduced or extinguished to protect the rights and enhance safety and security of all students. All students in grades 4 through 12 will be assigned a locker. In the event that there is deemed reasonable cause to search a student's locker will be done in accordance with Administrative Procedure 354.

## **Field Trips Policy**

In order for students to participate in field trips, students should be in regular attendance. Students are expected to complete the required work. If students are not attending, parents must provide a written note explaining the absence. Final decisions will be left with the school, especially if academics and attendance are in question.

## **High School Diploma requirements**

To earn an Alberta high school diploma, a student must:

- Earn a minimum of 100 credits
  - Complete and meet the standards of the following courses:
    - English 30-1 or 30-2 or Français 30-1 or 30-2
    - Social Studies 30-1 or 30-2
    - Mathematics 20-1, 20-2, or 20-3
    - Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20
    - Physical Education 10
    - Career and Life Management (CALM)
    - 10 credits from career and technology studies (CTS) or fine arts or second languages or Physical Education 20/30
    - 10 credits in any 30 level courses in addition to English 30-1/30-2 and Social Studies 30-1/30-2

#### COVID-19 INFORMATION

## COVID-19 ALBERTA HEALTH DAILY CHECKLIST (FOR CHILDREN UNDER 18)

#### Overview

This checklist applies for all children, as well as all students who attend kindergarten through Grade 12, including high school students over 18. Children should be screened every day by completing this checklist before going to school, childcare or other activities. Children may need a parent or guardian to assist them to complete this screening tool.

If your child has traveled outside Canada in the last 14 days, follow the <u>Government of Canada Travel, Testing</u>, <u>Quarantine and Borders</u> instructions, including any requirements for exempt travelers related to attending high-risk environments.

If within the last 10 days, your child has been notified by Public Health that they are a case<sup>3</sup> of COVID-19, they are required to isolate as per Public Health instructions.

Has your child been a household contact of a case<sup>2</sup> of COVID-19 in the

#### Screening Questions for Children under 18:

	last 14 days?  A household contact: a person who lives in the same residence as the case OR who has been in frequent, long-duration, close-range interaction with a case of COVID-19. For example, siblings, someone who slept over, or someone who provided direct physical care to the child.						
• C	answer is "YES" AND they are NOT fully immunized*: hild should stay home and NOT attend school, childcare and/or other activities for 14 days from the last day exposure and monitor for symptoms. If your child has symptoms, proceed to question 2.  answer is "NO" to question 1, proceed to question 2  Does the child have any new onset (or worsening) of the following core symptoms:						
	Fever Temperature of 38 degrees Celsius or higher	YES	NO				
	Temperature of 38 degrees Celsius or higher  Cough  Continuous, more than usual, not related to other known causes or conditions such as asthma	YES	NO				
	Temperature of 38 degrees Celsius or higher  Cough  Continuous, more than usual, not related to other known causes or conditions such as						

#### If the answer is "YES" to any symptom in question 2:

The child is required to isolate for 10 days from onset of symptoms as per the current <u>CMOH Order</u> OR receive a negative COVID-19 test and feel better before returning to activities.

Not related to other known causes or conditions like allergies or neurological disorders

 Use the <u>AHS Online Assessment Tool</u> or call Health Link 811 to arrange for testing and to receive additional information on isolation.

If the answer is "NO" to all of the symptoms in question 2, proceed to question 3.

<sup>&</sup>lt;sup>4</sup> A person who has received the complete vaccine series for COVID-19 and it has been 14 days after the second dose in a two dose series



YES NO

<sup>&</sup>lt;sup>3</sup> A lab-confirmed case OR a probable case as defined in the <u>Alberta COVID-19 Notifiable Disease Guideline</u>

3.	Does the child have any new onset (or worsening) of the following other symptoms:			
	Chills	YES	NO	
	Without fever, not related to being outside in cold weather		Ш	
	Sore throat/painful swallowing	YES	NO	
	Not related to other known causes/conditions, such as seasonal allergies or reflux			
	Runny nose/congestion	YES	NO	
	Not related to other known causes/conditions, such as seasonal allergies or being outside in			
	cold weather			
	Feeling unwell/fatigued	YES	NO	
	Lack of energy, poor feeding in infants, not related to other known causes or conditions,			
	such as depression, insomnia, thyroid dysfunction or sudden injury			
	Nausea, vomiting and/or diarrhea	YES	NO	
	Not related to other known causes/conditions, such as anxiety, medication or irritable bowel			
	syndrome			
	Unexplained loss of appetite	YES	NO	
	Not related to other known causes/conditions, such as anxiety or medication			
	Muscle/joint aches	YES	NO	
	Not related to other known causes/conditions, such as arthritis or injury			
	Headache	YES	NO	
	Not related to other known causes/conditions, such as tension-type headaches or chronic			
	migraines			
	Conjunctivitis (commonly known as pink eye)	YES	NO	

#### If the answer is "YES" to ONE symptom in question 3:

- Keep your child home and monitor for 24 hours.
- If their symptom is improving after 24 hours, they can return to school and activities when they feel well
  enough to go. Testing is not necessary.
- If the symptom does not improve or worsens after 24 hours (or if additional symptoms emerge), use the <u>AHS Online Assessment Tool</u> or call Health Link 811 to check if testing is recommended.

#### If the answer is "YES" to TWO OR MORE symptoms in question 3:

- Keep your child home.
- Use the AHS Online Assessment Tool or call Health Link 811 to determine if testing is recommended.
- Your child can return to school and activities once their symptoms go away as long as it has been at least 24
  hours since their symptoms started.

#### If the answer is "NO" to all questions:

· Your child may attend school, childcare and/or other activities.

Please note: If your child is experiencing any symptoms from the lists above, do not bring them to visit a continuing care or acute care facility for 10 days from when symptoms started or until symptoms resolve (whichever is longer), unless they receive a negative COVID-19 test result and feel better.

