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PARENT AND STUDENT HANDBOOK 2016 – 2017

Welcome to Rio Terrace School! *“Inspiring Greatness One Child at a Time.”*

The purpose of this school handbook is to provide you with information about the way our school operates. **Parents please read this handbook and discuss important points with students.**

Each year we will modify and improve this handbook, and we would appreciate it if you took the time to fill in the feedback sheet at the back. Tear it out and send it to the office. With your help and suggestions, we can continue to make this handbook a useful and practical information package.

Throughout the school year further information will be provided in school newsletters. School council meetings and student-parent-teacher conferences will take place at various times during the year to give more specific information about the programs and activities at school, and to involve parents in school decision making.

If you require more information about students’ school work, please contact the teachers. Our staff members are always willing to assist you in every way possible. You can contact the principal and curriculum coordinator by phoning, emailing or dropping by the office to make an appointment. We look forward to a positive and rewarding year for everyone.

RIO TERRACE SCHOOL HOURS

	Morning	Afternoon
Bell rings	8:30 a.m.	12:20 p.m.
Instruction begins	8:35 a.m.	12:25 p.m.
Recess (15 minutes)	10:11 a.m.	2:01 p.m.
Dismissal	11:30 a.m.	3:21 p.m.
Thursday dismissal	2:26 p.m.	



Parent and Student Handbook
2016 - 2017
Introduction and Welcome

Rio Terrace Families,

Welcome to the 2016-2017 year at Rio Terrace School. Thank you for entrusting us with your child's education!

Our staff are committed as an educational community, to the skillful use of research-based professional practices to guide teaching and learning here at the school. The Rio Terrace team is comprised of dedicated educators who know the curriculum, utilize an endless combination and recombination of individual and group work, integrate technology and hands-on activities and build effective professional relationships with students, parents and colleagues wherever possible.

This handbook will provide you with information about our school's practices and procedures. It is also available on line at <http://rioterrace.epsb.ca>. We look forward to serving you and your family in the year ahead.

Sincerely,

Bretton Polowy

École Rio Terrace Schule

Mission Statement

We work with families and community partners to provide safe, caring, healthy, diverse, inclusive and equitable learning experiences that engage students to achieve their full potential in an increasingly interdependent world..

Vision Statement

All students will learn to their full potential and develop the ability, passion and imagination to pursue their dreams and contribute to their community.

SCHOOL PHILOSOPHY

Every child is a unique individual and must be treated with respect. The purpose of education is to produce socially responsible citizens who strive for excellence. Students will be able to problem solve, locate and utilize information, appreciate the arts and physical health and develop acceptable character values. This year our school is using Steven Covey's Seven Habits as a framework to empower our students and give them leadership opportunities.

Innovated and dynamic teaching is expected and teachers are encouraged to continually grow. They know the curriculum, utilize multiple teaching strategies and resources, listen to and question students, allow individual and group work, integrate technology and hands-on activities, and have good relationships with students, parents and colleagues. As a professional learning community, teachers collaborate with other professionals within and outside the school to improve their practice. We strive to maintain a safe and healthy learning environment.

We expect and encourage the role and responsibility of parents as partners in their child's education. The support of our parents is essential to helping our students be successful!

EDMONTON PUBLIC SCHOOL BOARD
DISTRICT STRATEGIC PLAN 2014- 2018

To make the most effective use of our efforts and resources, Edmonton Public Schools has developed a Strategic Plan. Through a common understanding of the District`s Vision, Mission, Values and Priorities, the Strategic Plan sets the direction for the District, guiding its efforts and investments from 2014 to 2018.

VISION

Transforming the learners of today into the leaders of tomorrow

MISSION

We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.

VALUES

Supporting the Vision, Mission and Priorities are the District`s cornerstone values of accountability, collaboration, equity and integrity.

**DISTRICT PRIORITIES
2014-2018**

1. *Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.*
2. *Providing welcoming, high quality learning and working environments.*
3. *Enhancing public education through communication, engagement and partnerships.*

EDUCATION PROGRAM AT RIO TERRACE

Our focus is “**Student Engagement, through the teaching of 21st Century Literacies skills across the curriculum. These skills include creativity, innovation, critical thinking, problem solving, communication, collaboration, initiative, productivity and responsibility**”.

We are committed to:

1. Function as a Professional Learning Community – SMART teams
2. Embrace “7 Habits of Highly Effective People” to develop a strong community of learners.
3. Synergize with parent community to support students
4. Teaching Practices that support 21st century skills:
 - **Personal and social skills such as collaboration,**
 - **Communication, leadership and self direction,**
 - **Digital age literacy that include cultural competence,**
 - **Global awareness, accessing information from a variety of texts and effective use of technology and tools,**
 - **Learning and thinking skills such as inquiry based learning,**
 - **critical and creative thinking, problem solving,**
 - **Number sense, higher order thinking, meta-cognition and intellectual engagement.**
5. Use Home-School Communication Log and Schoolzone to inform parents

We offer kindergarten to grade six in two language programs: French Immersion, and German Bilingual. Students may enter either program in kindergarten or grade one. Each classroom is comprised of students with various abilities, interests and achievement levels. Teachers are expected to group students in such a manner as to facilitate challenging, interesting learning situations that enable each child to reach his or her potential. While classes are self-contained cooperative planning, joint field trips and participation in school-wide themes occur between and among classes.

All courses offered at Rio Terrace School follow the curriculum mandated by Alberta Education. Mandated courses include Language Arts, Mathematics, Social Studies, Science, Art, Music, Physical Education, Technology and Health.

FRENCH IMMERSION: This program is offered from kindergarten to grade six. This program is designed specifically for children from homes in which French is not spoken. Students can enter the program in kindergarten or grade one. The curriculum for French Immersion and English programs is basically the same except that French Immersion program students receive the bulk of their instruction in French. In kindergarten and grade 1, all instruction is in French. Students receive approximately one hour a day of instruction in the English language in grades 2-6.

GERMAN BILINGUAL: This program is offered from kindergarten to grade six. Instruction is 50% in English, 50% in German, for all the grades.

SPECIAL NEEDS: Students, who require extension and challenge, or additional practice and review, are integrated into the regular age appropriate classes. Teachers meet varying student needs by using a variety of instructional strategies and organizational approaches, adjusting expectations, modifying assignments and providing appropriate resources. Efforts are made to provide additional resources and assistance, such as educational assistants. Teachers, parents and students collaborate to create *Individualized Program Plans* outlining the student's achievement goals and plans for the year.

CONSULTING SERVICES TEAM

As well as curricular consultants for teacher support, Edmonton Public Schools provides Reading Specialists, Psychologists, Social Workers, Speech Pathologists, Occupational Therapists and Behavior Consultants to help teachers and parents tailor programs for students. Teachers contact parents before referring students to the reading specialist or psychologist. Parental referrals are welcome and may be sought through the teacher or principal.

RESPONSIBILITIES

We believe that as a school we are responsible for:

- Providing children with a sound academic education in a secure and safe learning environment;
- Helping students work towards becoming independent adults committed to learning and excellence;
- Providing opportunities for students to have input into decisions which affect them;
- Being a focal point for the home and community.

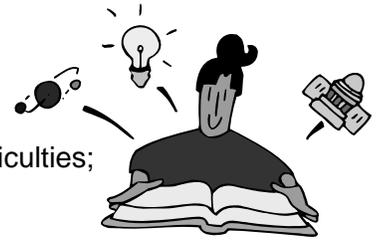


We believe that teachers are responsible for:

- Providing curricular expertise;
- Facilitating learning;
- Challenging students and allowing them to take risks in a safe and caring learning environment;
- Providing a climate which fosters learning;
- Adapting the curriculum to meet individual needs and interests;
- Providing a variety of teaching strategies and learning experiences;
- Fostering mutual respect and dignity;
- Maintaining consistent expectations for student behaviour;
- Keeping accurate records of student progress;
- Communicating expectations for individual achievement and behaviour;
- Engaging in professional activities.

We believe that students are responsible for:

- Their own actions;
- Respecting the rights and property of others;
- Acting in socially acceptable ways;
- Attending school regularly and being on time;
- Seeking help when experiencing personal, social and/or emotional difficulties;
- Obeying school rules;
- Respecting the authority of all school staff members and volunteers;
- Acting in a safe manner at all times;
- Giving a conscientious effort in each class;
- Being active participants in their own learning.
- Daily using the homework log to ensure all assignments have been completed



We believe that parents are responsible for:

- Providing their children with adequate rest, proper nutrition, encouragement to do their best and a safe and loving home;
- Teaching their children to be responsible for their own behaviour;
- Providing a quiet place to do homework
- Scheduling a regular daily time for reading or homework
- Daily checking and signing the homework log
- Helping students organize his or her time and work
- Being an “audience” for reading practice
- Stressing the importance of education;
- Ensuring that children attend regularly and arrive at school on time;
- Notifying the school of absences and lates;
- Signing their children out at the office (and off the bus list) if the child is leaving the building
- Communicating with the school whenever a concern arises.



Student Assessment, Achievement & Growth Grade K-9 (please see our website)

SCHOOL BEHAVIOUR EXPECTATIONS

School is a place to learn, relate and grow. No society, organization or group can operate without rules and certain expectations.

Rio Terrace School operates on the philosophy that all students have the right to learn in a safe and respectful environment. **Learning is the shared responsibility of the school, the student, and the home.** As children grow, we expect them to develop greater self-discipline, to respect the rights and property of others and to accept the responsibility for completing and maintaining their schoolwork. Our discipline program reflects the belief that students can and will make good decisions given positive support, and will be held accountable for the decisions they make. Students will recognize poor judgment and will be supported to formulate more acceptable alternatives. In cases of serious or frequent misbehavior, a student may lose privileges, be given a time out, be given school community service, an in school suspension or an out of school suspension. When considered necessary, parents will be contacted.

Our Rio Attitudes are Respect Yourself, Respect Others and Take Responsibility for your Actions. At Rio Terrace School, we will treat each other as we would like to be treated ourselves.

We will make every effort to teach our students the school's rules and guidelines. They will then know beforehand the consequences of misbehavior and will be able to choose either to:

- Meet the expectations , or
- Accept the consequences for breaking the rule.

Each classroom teacher will also develop a set of classroom guidelines and consequences appropriate to each classroom setting.

The following activities will be considered MAJOR OFFENSES:

- Open opposition to authority;
- Willful disobedience;
- Habitual neglect of duty;
- The use of improper or profane language;
- Conduct injurious to other students and/or school staff;
- Activities which threaten the orderly functioning of the school;
- Irregular attendance and punctuality concerns;
- Willful damage to school property;
- Harassment and bullying;



It is a condition of attending Rio Terrace School that students agree not to commit these major offences.

Our school-wide discipline program, which the 'Code of Conduct' is a part, is directed toward placing responsibility for a student's behavior where it belongs, totally in their hands.

FAMILY OR STUDENT CONCERNS

The school would appreciate being notified through a note, personal visit or a telephone message of any event or family matter that may cause stress to a child.

"BE RESPECTFUL" are the watchwords for behaviour and conduct.

Students and adults are encouraged to use their *common sense*: "If everyone did it, would it be a good thing?"

SCHOOL BEHAVIOUR EXPECTATIONS

	<i>Respect</i>	<i>Respect</i>	<i>Respect</i>
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	<i>Ourselves</i>	<i>Others</i>	<i>Property</i>
All Settings	<ul style="list-style-type: none"> • Be on time • Be prepared • Be on task • Give your best effort 	<ul style="list-style-type: none"> • Be an active listener • Help others • Share • Use appropriate voice levels • Respect authority • Respect personal space 	<ul style="list-style-type: none"> • Recycle • Clean up after yourself • Use only what you need to use • Take care of you own belongings • Push in chairs
Halls	<ul style="list-style-type: none"> • Walk 	<ul style="list-style-type: none"> • Use quiet voices • Walk 	<ul style="list-style-type: none"> • Keep halls and walkways clean
School Yard	<ul style="list-style-type: none"> • Have a recess plan • Play cooperatively 	<ul style="list-style-type: none"> • Play safe • Include others • Share equipment • Take turns • Encourage others 	<ul style="list-style-type: none"> • Use equipment safely • Pick up litter • Use garbage can for litter
Washrooms	<ul style="list-style-type: none"> • Wash your hands 	<ul style="list-style-type: none"> • Go directly there and return as quickly as possible to class • Respect privacy • Use quiet voices 	<ul style="list-style-type: none"> • Keep the washroom clean • Flush every time • Use soap appropriately
Lunchroom	<ul style="list-style-type: none"> • Eat your own food 	<ul style="list-style-type: none"> • Practice appropriate manners • Use quiet voices 	<ul style="list-style-type: none"> • Pick up and clean around your table • Stay seated while eating, get up only with permission
Library and Computer Lab	<ul style="list-style-type: none"> • Use time effectively 	<ul style="list-style-type: none"> • Use quiet voices • Follow the Technology Use Code of Ethics 	<ul style="list-style-type: none"> • Take care of books, magazines and computers • Push in chairs
Assemblies	<ul style="list-style-type: none"> • Respect personal space 	<ul style="list-style-type: none"> • Be an active listener • Express appreciation using applause 	
Buses	<ul style="list-style-type: none"> • Obey bus rules 	<ul style="list-style-type: none"> • Sit facing forward • Use quiet voices 	<ul style="list-style-type: none"> • Obey bus rules

ATTENDANCE ISSUES

Regular attendance and punctuality are important factors that impact on the students' success in school. Parents are asked to assist in this matter by making sure that their children head off to school on time and make their way directly to school or their bus stop.

We recognize that despite best efforts and plans, there may be times when a student is late for school as a result of matters that are beyond their control. In cases such as these, please call the school and let us know that your child will be late. Should a student arrive late for school three or more times during the month, other than as a result of matters unavoidable (such as transportation difficulties, medical or dental appointments), parents will be contacted by the school to help develop a plan so that the student arrives at school on time.

Setting the alarm a few minutes earlier, preparing lunches and organizing back packs and deciding what to wear the night before are suggestions to prevent tardiness.

Absentee Check Program



The absentee check program is designed to ensure that all children are accounted for each school day. **If your child is going to be absent from school or late arriving, please call our absentee check program recorder line, prior to assembly times, at 780.487.0370. You can also email the school at rioterrace@epsb.ca.**

Our absentee check recorder line operates 24 hours a day, seven days a week for your convenience. If you would prefer to speak directly to a staff member, please call the school office at 780.481.6866. Students who arrive later than 10 minutes after the second bell are to check in at the school office, before reporting to the classroom.

Vacations During School Time

If parents choose to take their child(ren) out of school for vacation, the school considers that the parent is home schooling during that time. Teachers are not required to provide homework.



Leaving School Early

The school must ensure the safety of all students and must therefore know which students are in the school at all times. When a parent requires their child to leave school earlier than regular dismissal time, they must inform the teacher directly or by a note. The child **MUST** be signed out in the office and off the bus schedule if he / she takes the bus.

Pick Up Of Students

There may be times during the school year when you may arrange to have friends or relatives pick up your child(ren) from school. Please let the school know in advance, through a telephone call, email or note that such an arrangement has been made as we will not knowingly release a student to the care of an individual not known to us. **The office must be notified when a student is not taking the bus.**

SCHOOL TELEPHONES

School telephones are for official school business ONLY! Students are permitted to use the school telephone in emergency situations. Teacher permission is required. Students are expected to leave home with all the items they will require such as school supplies, homework, musical instruments, and lunch. Failure to bring these items is not considered an emergency situation and a phone call may not be permitted. **Play dates are to be arranged from home. Please help us in assisting your child to develop a sense of responsibility.**

UPDATE OF STUDENT INFORMATION RECORDS

PARENTS ARE REQUESTED TO KEEP THEIR HOME, WORK, CELL PHONE AND EMERGENCY CONTACT TELEPHONE NUMBERS UP TO DATE. PLEASE CONTACT THE SCHOOL OFFICE IMMEDIATELY TO REPORT ANY CHANGES TO THESE. The school must be able to contact parents or other designated responsible adult in the case of an emergency

If you move during the course of the school year and your child remains at Rio Terrace, please advise the school office of your change of address and/or telephone number (home and work). Please ensure that the school has the necessary information about medical conditions or allergies that may impact school performance or require action on the part of the school.

ILLNESS

Under ordinary circumstances, any child who cannot stay in class because of illness will be sent home. However, no child will be sent home unless the parents have been contacted by the teacher (or a member of the school staff) and arrangements have been made with the parents for the child to go home or to the home of a caregiver. We will not send a child home unless there is a responsible individual at home to supervise them.

Please do not send sick children to school with a request that they remain indoors during recess or noon hour breaks. If a child is too ill to go outside for recess, then it follows that the child is too ill to be at school. Children who come to school ill are unable to function well, provide a source of infection for other children, and may interrupt class activities.



EMERGENCY

All persons must leave the school by the nearest exit immediately when the fire alarm sounds, assemble away from the school and await further direction.

In the case of an emergency evacuation, students will exit the school as per a fire alarm and then, if necessary and as directed by administration, proceed to the Rio Terrace Community Hall.

ACCIDENTS / INJURY

If a child becomes ill or injured at school, every effort will be made to contact parents or the emergency contact person provided to inform them of the situation. However, assessment of the situation may require staff to take immediate action, such as the administration of first aid or transporting the student to the nearest medical facility before parents can be contacted. If a child is transported to receive medical treatment, a member of the school staff will accompany the child and remain with him or her until a parent, or other adult authorized by parents to take custody, arrives.

Parents are advised that insurance protection to cover costs that may arise from the treatment of student injury or accident is the responsibility of parents. Accident insurance coverage, endorsed by Edmonton Public Schools and provided by an independent insurance agency, covers curricular and extra-curricular activities sponsored by the school. Forms for this voluntary insurance plan are distributed early in September.

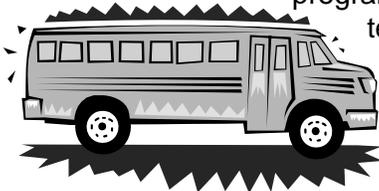
SCHOOL FEES / SUPPLIES

Printed materials (texts) required for the basic instruction of students will be provided, at no cost, to parents. Extra supplies for grades one to six students will need to be purchased by the students. Supply lists are available from your child's homeroom teacher and on our school website. Fees will be charged to students to cover such costs as that of field trips. Undue damage or loss of textbooks or library books will be charged to the students.

There is a lump sum kindergarten fee which covers the cost of school supplies and field trips. **School Fees can be paid online through SchoolZone or in the office**

TRANSPORTATION / BUS PASSES

Bus transportation is available to students attending the French Immersion and German Bilingual programs at Rio Terrace School. Applications for bus transportation for the next term are accepted at the school until the first week of June each year. If the application is received after the deadline, the application will be considered for the next scheduled route change (in the fall, the first route changes are made in October). Students and parents may purchase bus passes at the school office during the last three school days and the first two school days of every month. Bus pass rates are established on a yearly basis and parents are informed in September of the rates for the school year.



Students who are bused to school are expected to go to the buses promptly at dismissal time. The loading of bus students is supervised and any student who misses the bus is to report to the supervisor or the office staff. Parents will then be contacted for further instructions. Parents driving students to and from school are requested to drop off and pick up students along 78th Avenue, or the east side of 154th street.

Please respond positively to the efforts of our Student Patrollers. Support them in their work, and be a model of safe and appropriate use of vehicles, and use the cross-walks.

PARKING

All the stalls on both sides of the school front are rented on an annual basis. Public parking is on the street at the front of the school, with a caution not to block the bus loading zones or the driveways of our neighbours.

PAYMENTS

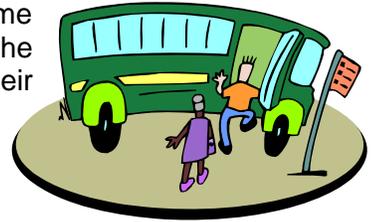
Paying for fees online eliminates the problem of money lost on the way to school. When payment is required and sent, please put it in an envelope with the child's name and room number (or teacher's name) written on the outside and what the payment is for. Cheques are made payable to Rio Terrace School.

Please emphasize with your children the danger of leaving money or valuables in their desks or other places at school.

FIELD TRIPS

Field trips enhance student learning and development. They offer first hand experiences related to the topics being studied. Moreover, they extend learning beyond the walls of the classroom and help students to gain an appreciation for the wealth of community resources available to them.

Throughout the school year, classroom teachers will send permission slips home outlining the purpose, format and cost of each fieldtrip. Students must return the permission forms and any associated fees if they are to accompany their classmates on each trip. We request the cooperation of parents as we work with students to develop responsibility for returning the signed permission forms. Parent volunteers are welcomed and are often required on field trips so that adequate supervision can be provided.



As a result of new policies from Edmonton Public Schools finance department, we must now collect fees for each field trip separately. The cost of the trip per student is a part of each permission form.

EXTRA-CURRICULAR STUDENT ACTIVITIES



Each year, depending on the time, resources, and expertise available, student clubs and activities will be organized. In the past, the following have been provided:

Student Leadership Team

A mayor and deputy mayor from each program, and two representatives selected from each of the grade three to six classes make up the Rio Terrace Student Leadership Team. Leadership Team members promote school spirit and student involvement by organizing student and school activities such as special events, theme days, charity drives and by serving as hosts and hostesses during school events. Through their involvement in Council activities, students are given opportunities to develop leadership skills and to make a positive contribution to school life.

Outrageous Wild Leadership (OWL) Team-

This group of grade 5 and 6 students has been trained in fun games and activities, which they offer to the Division I students during lunch hours. Participation is voluntary.

A.M.A. School Patrols



Students from grade 5 and 6 make up our school patrols. The Alberta Motor Association and the Edmonton Police Service train patrollers. The role of a patroller is a challenging one and requires the cooperation of all. We urge parents to serve as role models for the children and use the designated crosswalks. Crosswalks on 154 St. and 76 Ave. are patrolled daily.

House-leagues/Intramural Program

Noon hour games (floor hockey, kickball, cooperative games, etc.) are organized periodically throughout the year. Emphasis is on participation and fun.

School Clubs

May include: Library, Running, Lunchroom Monitors, Office Assistants and Chess.

School Choir and Hand bells

There is Junior Choir for Grades 2 and 3 students, Concert Choir for Grades 4 to 6 and Handbells for Grade 6 students.

STUDENT RECOGNITION

Assemblies are held on a regular basis as well as on special occasions throughout the year. Our assemblies provide a showcase for our students' talents and the opportunity to build school spirit and focus on character education, to build strong standards of citizenship, conduct, safety and well being of students and staff. We recognize the contributions of our students in community service, group and individual special achievements.

SCHOOLZONE

SchoolZone provides parents and students with secure access to school and student information and is designed to enhance the relationship between school and home. SchoolZone users will find homework information, attendance records, news of school and district events, achievement results, timetables, course history and access to selected online educational resources. Using portal technology and the convenience of the internet is available any time and any place.

NEWSLETTERS

The school newsletter will be available on "schoolzone" each month. Paper copies will be provided for those parents who state this preference. On occasion, special editions may be sent home to make parents aware of emergent issues. To conserve paper, in the case of families who have more than one child attending Rio Terrace School and who are not able to receive the newsletter electronically, the newsletter will be sent home with the youngest child.

(If you do not receive your copy of the school newsletter, please contact the school office and we will arrange to have a copy sent home with your child)



LIBRARY

Children are expected to borrow books and magazines from the school library for pleasure reading and research. The library is open to the students during the day. Book loans are for one week. Students will be charged the replacement cost for lost or damaged books or materials.

BELL TIMES

Grades 1-6

8:30	Students assemble outside back entrances
8:30	Teachers meet students at back entrances
8:35	Classes Begin
10:11	Recess Begins
10:26	Recess Ends
11:30	Dismissal for Lunch
12:20	Students Assemble outside back entrances
12:20	Teachers meet students at back entrances
12:25	Classes Begin
2:01	Recess Begins
2:16	Recess Ends
3:21 p.m.	Dismissal (Mon., Tues., Weds. and Friday)

Thursday afternoon dismissal is at 2:26 p.m.

SUPERVISION

Students will be supervised outdoors from:

8:15 a.m. to 8:30 a.m.	10:11 a.m. – 10:26 a.m.
11:55 a.m. to 12:20 p.m.	2:01 p.m. – 2:16 p.m.

3:21 p.m. to 3:35 p.m. (yellow bus students), other students should leave promptly at 3:21 p.m.

SCHOOL CALENDAR 2016-17

Please see the final sheet of this package for a calendar of major school events and holidays. Please watch class and school newsletters for updates and changes on SchoolZone. A complete and constantly updated calendar is available on our website at: rioterrace.epsb.ca



Kindergarten	A.M.
8:30	Students Assemble
8:30	Teachers meet students
8:35	Classes begin
10:11	Recess Begins
10:26	Recess Ends
11:30	Dismissal

Kindergarten	P.M.
12:20	Teachers meet students
12:25	Classes Begin
2:01	Recess Begins
2:16	Recess Ends
3:21	Dismissal

Thursday afternoon:	
12:00	Teacher meets students
2:26	Dismissal

PARENT PARTICIPATION

Research notes that parent involvement in their child's education contributes significantly to their child's success in school! Parental participation and support in our school or with the school council is welcomed and encouraged.

To keep parents up to date on school matters the school will send out regular newsletters and notices, hold curriculum and program information evenings and schedule report conferences. We invite parents to contact their child's teacher at anytime during the school year to discuss matters concerning their child's progress and to share information with us concerning matters that may affect their child's learning. We encourage parents to check students' backpacks regularly for information, attend scheduled meetings and celebrations; participate in school council activities, volunteer at school if their schedule permits and talk to their child about school regularly.



SCHOOL COUNCIL

All parents and guardians of students registered at Rio Terrace School are members of the Rio Terrace School Council. The executive officers of the School Council are elected October of the school year. The School Council plays an important role by providing advice, consultation and assistance to the school principal and trustees regarding educational issues. The aim of school councils, as well as other types of school involvement programs, is to develop a dynamic, cooperative and exciting partnership. Meetings are held regularly and will be announced in the school newsletter. Please join our Rio Terrace School Council Facebook page!

VOLUNTEER PROGRAM

The services of parent and community volunteers are invaluable and most welcome at Rio Terrace. Over the years, the contributions and assistance of volunteers has served to enhance and enrich our school in many ways. Volunteer opportunities can be arranged to suit *your* schedule. You may choose to volunteer regularly, or for a special activity, or on a day when you could be free to spend some time at school. No special skills are needed, just a willingness to help out, to learn, and to contribute to the education of children. "On-the-job training" is provided where needed and no one is asked to take on a task with which they feel uncomfortable.

Volunteers may be involved in any number of activities depending on their interests and expertise and the needs of the school or classroom. Some examples of volunteer activities include: assisting in the classroom during art and cooking experiences; helping with sporting events; operating the Absentee Check Program; assisting with clerical tasks, preparing teacher materials, assisting on field trips, serving on event committees or working in the library. If you are interested in volunteering please contact your child's teacher or the office staff. We would love to hear from you!

LUNCH PROGRAM

An employee supervised lunch program is offered at Rio Terrace. The monthly cost to parents is: \$15.50. The annual cost to parents is \$154.90. Students who stay for lunch occasionally will be charged \$2.00/day. Students who are participating in a school activity (intramurals, school club or service activity) and stay at school for lunch that day will not be charged the \$2.00 lunch fee. The fees charged cover the cost associated with supervisory staff salaries, lunchroom equipment and cleaning supplies.



The objective of the lunch program at Rio Terrace School is to provide a safe and pleasant lunch environment for all students who are unable to return to their homes at lunchtime. As well, the lunch program endeavors to promote good nutritional habits and social skills. As a result, we have a **NO JUNK FOOD POLICY**. Parents are encouraged to pack nutritional lunches to promote healthy bodies, healthy minds. Microwaves are not available for use.

Lunch Program Guidelines for Students

Every student who takes part in our lunch program needs a completed lunch registration form, including occasional users. Upon registration they will receive a copy of our *Standards for Lunchroom Behaviour*. Failure to comply with these standards may result in consequences up to and including removal from the lunch program.

Pack-In / Pack-Out Program

In an effort to reduce the amount of garbage generated during lunch hours – which adds to the burden our landfill sites must bear and for which the school must pay to have collected- students who eat lunch at school are asked to “pack-out” any lunch wrappings, containers and left over food items they “pack-in” to school. We hope that this will help reduce the amount of garbage left behind and increase the use of reusable lunch and beverage containers.

Milk Program

Our school offers a parent coordinated milk program for our students. Students pay in advance to be a part of the program. The parent coordinator will send home an order form.

ENVIRONMENTAL FOCUS



At Rio Terrace School, the “Three R’s”, *reduce, reuse, and recycle* is actively practiced. Notes and notices sent home may be copied on used paper, lighting in hallways and areas not used for instruction has been reduced, and recyclable products are collected and recycled.

CAPITAL HEALTH

The community health nurse working with our school is Pam Todd. She can be reached at the Westlawn Health Centre 780.408.5912. Our community health nurse and community health team provides immunization, health promotion and education, communicable disease follow-up, vision and hearing screening, and other specialized services.

MEDICATION



Please advise the school of any medical conditions that may affect your child's learning or place him or her at risk. In the case of severe medical conditions, an *Emergency Medical Data Sheet*, along with the student's photo will be posted in the staff room to alert staff of the student's condition.

Should parents wish to request that the school administer or supervise the administration of medication for a student, parents are asked to complete a form provided by the principal. This form includes a statement from your family doctor describing the medication, dosage, and possible side effects.

FUR / FEATHERS POLICY

In an effort to address concerns related to the health and safety of all of our students and staff we have a FUR/FEATHER policy in our school. Many of our students/staff suffer from asthma and severe allergic reactions related to fur-bearing animals (dogs/cats) or birds. When these animals are brought into our school these students/staff can be put in extremely uncomfortable or unsafe situations. We would, therefore, appreciate your support of this policy. If you would like to bring your dog with you when you walk to school to pick up your child/children please respect this policy by waiting outside with your animal. If you are bringing it for show and tell, please arrange for the teacher to bring the class outdoors. Thank you for your support.

HEAD LICE

Unfortunately, head lice are common and outbreaks can and do occur in any school setting. If a case of head lice has been confirmed in your child's classroom, you will be notified, and identification and treatment information from the local health authority will be provided. Pro-active programs will be put in place to inform, lessen the stigma and manage the outbreaks when they arise to control the occurrence.

INCLEMENT WEATHER

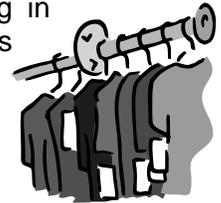


Recess for elementary school students provides a necessary break from regular routines and a chance to get outside for some fresh air and run off excess energy. Therefore, recess will only be cancelled when weather conditions are extreme and produce conditions that would make it unsuitable for children to be outside: when the outside temperature drops below **-23 degrees C.**, high wind-chill factor, **extreme** rainfall or wind speed. When outdoor recess is cancelled, students will participate in a walk about. **Please listen to the weather forecast and have your child dress appropriately for the weather.** Please arrive at school no earlier than fifteen minutes before the first bell. **Edmonton Public Schools will remain open regardless of weather conditions.**

APPROPRIATE STUDENT DRESS FOR SCHOOL

It is expected that all students, while attending Rio Terrace School or participating in school sponsored activities, will wear clothing that reflects a standard of acceptability as interpreted by the school.

Parents please ensure that your child (ren)'s clothing meets the following guidelines:



- Clothing must cover the chest, back and midriff. Tops and shirts must come down to cover the top of pants, skirts, or shorts.
- All items designated as underwear are kept under cover (including when bending down).
- Slogans on all clothing are positive and appropriate for the school setting.
- Skirts and shorts are worn at a length no shorter than finger tip length with arms extended straight down at the sides.
- Hats, caps or other headwear are to be worn outside only, unless worn for religious reasons.

All clothing, including footwear, should be appropriate for the activity and the weather conditions.

FOOTWEAR

Students are required to have appropriate INDOOR running shoes, which they should keep at school (non-marking soles, please) and OUTDOOR footwear for wearing from home to school and for outdoor school activities. Please do not allow students to wear Heelies (shoes with wheels in the heels) to school for any reason as they mark the floors and can cause accidents.



Shoes are to be worn at all times in the building for health reasons and personal protection should the building have to be evacuated. We request that students, parents and visitors remove soiled outdoor footwear and place them in the boot racks near the entrances. The adult model in this regard is appreciated to reinforce our expectations of students and that the business of school cleanliness is *everyone's* job.

PERSONAL PROPERTY

Although we make effort to ensure that students' personal property is safeguarded, the school cannot assume responsibility for the loss or damage to student's property. **Lunch bags, boots, shoes, and all outer clothing items should be clearly labeled with the student's name.** Parents are asked to see that students leave at home large sums of money and valuable personal belongings such as trading or game cards, stuffed toys and electronic toys. Cell phones, MP3 players, iPods, video games are to be used responsibly but not during instructional time. As appropriate protective equipment is not provided at school, the use of hardballs, hockey or lacrosse sticks and the like are not permitted at school.

The **Lost and Found Boxes** are located near the north and southwest playground entrances. Parents are encouraged to check these regularly. Unclaimed articles are given to charitable organizations prior to the December and March breaks, and at year-end.

Textbooks are provided for students and become the responsibility of the student. If a book becomes damaged or lost, the student is assessed the replacement cost of the book.

BICYCLES/ROLLERBLADES

Children should be made aware of all the proper bicycle safety rules. It is mandatory to be wearing bicycle safety helmets when riding bicycles. Once you are at the bike racks you - WALK'EM, LOCK'EM, and LEAVE'EM. Please note that roller blades, skateboards, Heelies and scooters are not allowed at school due to safety concerns, lack of appropriate space for equipment and lack of space on the playground.



PARENT & STUDENT FEEDBACK SHEET

(Please tear this sheet out and return it to the school office.)

Student(s) Name: _____ Room(s): _____

I have read/received the 2016 - 2017 Rio Terrace School Handbook.

Parent's signature: _____ Date: _____

We appreciate hearing from you. The optional questions below will help us to continue to improve the quality of information contained in this handbook.

1. The School Handbook is useful to our family. YES NO

2. The most helpful sections are:

3. I/We would like more information in next year's handbook on:

4. Please answer these questions in an upcoming newsletter or school council meeting:

5. Other concerns or questions I/we have are:

6. Overall comments: