

# Royal Oak School

## Parent and Student Handbook

### 2010 -2011

Phone: (403) 777-6279

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Attendance Line: (403) 777-6279 Extension 1



Principal: Scott MacNeill  
Assistant Principal: Carol Hansen  
Administrative Assistant: Karen Smith

OFFICE HOURS: 8:00 a.m. - 4:00 p.m.

### School Hours

GRADE GROUP	MORNING SESSION	LUNCH HOUR	AFTERNOON SESSION
Regular Hours Kindergarten	8:45 – 11:19		12:47 – 3:21
Early Dismissal Kindergarten	8:45 – 12:30		8:45 – 12:30
Regular Hours Grades 1 – 4	8:45 – 11:45	11:45 – 12:45	12:45 – 3:25
Early Dismissal Grades 1 - 4	8:45 – 12:35		

School Website: <http://schools.cbe.ab.ca/b402/>

## About Our School

It is with great pride and excitement that we welcome you to Royal Oak School. After months and months of hard work, the front doors of the building opened to children on September 2, 2010. We now look forward to working collaboratively as a school community to designing and providing a personalized vision of education for the students that currently attend as well as establish a rich culture of learning that extends well into the future.

Royal Oak School is located in the North West quadrant of the city and serves the communities of Royal Oak and Rocky Ridge. It has a current projected enrollment of 410 students, Kindergarten to Grade 4, and an anticipated total student school capacity of 550 to be reached within the first years of opening.

It is anticipated that Royal Oak School will be a highly regarded example of personalized elementary education for today's and tomorrow's learner. It will embody the values of the Calgary Board of Education and design instruction to align with the goals of the CBE's 3 year Education Plan. <http://www.cbe.ab.ca/aboutus/3yrplan.asp>. In doing so students will be well prepared for their own successful futures.

Royal Oak School is one of 6 new Calgary Board of Education (CBE) schools designed and built under the Provincial Government's new Public-Private Partnership model. Additional information about P3 school development is currently available at: [http://www.bbppalbertaschools.ca/m\\_9.asp](http://www.bbppalbertaschools.ca/m_9.asp).

In addition to the P3 construction model, Royal Oak School has been developed upon the Alberta Chapter's LEED vision of the Canadian Green Building Council. Information about this important LEED protocol is available at <http://www.cagbc.org/chapters/alberta/index.php>

## About This Handbook

We are working together in a common interest, that of promoting the growth and development of children. In order to accomplish this task, we need the help, support and understanding of the entire school community. Working together, we plan to make each child's school year a safe, successful and happy one. We hope that you will continue to participate in our school activities. Our goal is to have a strong partnership with parents in the education of their children and to provide a safe, secure learning environment for all.

## Communication

Ongoing communication between the home and the school enrich and support student learning. As such, please know that we have a very "open door" approach at the school and encourage you to contact us at the office anytime you require assistance or clarification. In a more intentional manner, the school will do its best to provide you with formalized updates through a monthly newsletter and notices home. In keeping with our LEED vision, we will attempt to reduce the excessive use of paper sent home and where appropriate we will post items to the school website. We encourage all school community members to subscribe to the Royal Oak School RSS feed so that you can be made aware of new postings to the site. The subscription button is on the school website and additional links to other CBE RSS feeds are also available. Please feel free to contact the school office if at any time you are unable to access the site or would like to receive a paper copy.

In addition to those more formalized updates, the school also encourages informal daily communication between teachers and parents. To begin the year, students will be provided with a paper scribbler that can be used to convey messages to and from school. If you wish to write a note that may be of a sensitive nature, please put it in a sealed envelope

and place it in the larger plastic envelope. As the year progresses, it is our intention to set up an easily accessible web based environment for families. A notice will be sent home informing parents/caregivers when this change is ready to take place and we will ensure that students are able to demonstrate to the home how to access the information. Again, paper copies will be made readily available through your child's teachers.

Discussions about your child's education and needs require thoughtful and adequate time. Please refrain from trying to initiate those conversations during entry and/or dismissal times when staff are in the process of beginning the instructional day or ensuring the safe dismissal of all students.

## **STUDENT ARRIVAL AND SUPERVISION**

The Calgary Board of Education reviews and determines "Walk Zones" for schools across the system. The walk zone map is accessible on the school's Profile page;

<http://www.cbe.ab.ca/schools/view.asp?id=350>

Students in Gr 1-4, that are within this walk zone, are asked not to arrive at school until teacher supervision begins at 8:30 a.m. and 12:30 p.m. Students are expected to leave the school immediately after dismissal. There is no supervision on the playground at this time as teachers are supervising students inside at the end of the day. Students participating in regularly scheduled clubs or activities will be expected to remind parents in advance and will have submitted a signed permission form to do so.

**Kindergarten students are asked to arrive just before the start of class each day. It is greatly appreciated if parents and caregivers that have accompanied the child to the school can remain outside with their child until the teachers have arrived to welcome them into the school.**

Students that live outside of the walk zone are provided with access to charter bus transportation to and from school. These students will be greeted each morning by school staff and directed around to the back of the building where teacher supervision will be provided at the aforementioned times. Busing maps, registration forms and waiver applications are available both on the CBE website and from the school office. Families that make use of this service are asked to familiarize themselves with the transportation section of this handbook.

## **ATTENDANCE**

If your child is going to be absent (or late) please call the school at 777-6279, press "1" and leave a message on the attendance line. If a student does not arrive at school and we haven't received a telephone call we will attempt to contact parents. We wish to ensure that your child is safe at all times.

## **LATE POLICY**

**STUDENTS WHO ARRIVE AFTER THE ENTRY BELLS AND AFTER CLASS LINES HAVE GONE INTO THE SCHOOL ARE ASKED TO ENTER THROUGH THE FRONT DOOR BY THE FLAGPOLE AND CHECK IN AT THE OFFICE TO RECEIVE A LATE SLIP.** All outside doors, except the front doors, are kept locked for security reasons. Please assist us by using this LATE entry procedure with your child.

Attendance and Frequent Late Arrival Improvement plans can be initiated through a phone call, letter or conversation with the school administration. Please feel free to request a meeting should you require support to address this educationally marginalizing concern for children.

## VISITOR HALL PASSES

In order to provide a safe and secure environment for our students, all visitors are asked to report to the main office upon entering the building. Visitors will be provided with a hall pass once they have checked in with the office personnel. We ask visitors to keep the hall pass with them while in the building, and as visible as possible, as staff and hall monitors are encouraged to ask to see the pass when they meet unfamiliar faces in the building.

## RIGHTS AND RESPONSIBILITIES

Students have the right to feel safe and to work in an environment conducive to learning. In return, students have a number of responsibilities to themselves, their parents, teachers and classmates. Parents can support the school by reinforcing the following responsibilities of students in the Public School System:

### **Students are expected to:**

- attend school regularly and arrive in classes punctually
- account for absences and tardiness as required by the school
- be clean and tidy, both in personal care and dress
- be seriously involved in their learning activities and assignment completion
- be kind and courteous to classmates
- follow the reasonable directions of all school personnel in a respectful manner
- be respectful to the classroom teacher or school administrator
- be respectful of the property of the Board, of the Community and of persons
- replace or pay for any school property which they have destroyed, broken or damaged by intent or negligence.

## BEHAVIOR EXPECTATIONS

Clear and reasonable standards of student behavior are required in order to promote the Ends Statements developed by the Calgary Board of Education. Students play an active role in helping to establish those expectations. Student will be invited into an early discussion about their agreement to four general statements that reflect the expectations that students hold of themselves and of their peers. The statements are used to provide students with a common language when problem solving. Thus all students are expected to know and comply with these 4 statements:

### **At Royal Oak School School we:**

- **Keep our hands, feet and other objects to ourselves.**
- **Use appropriate language, verbal and body.**
- **Treat others and our place with kindness and respect.**
- **Follow directions the first time.**

## ACTION TO BE TAKEN

General school rules, responsibilities and expectations for students are outlined in this Parent and Student Handbook. At the beginning of the school year, time will be taken to mutually set classroom rules, expectations and guidelines. If students subsequently ignore these, consequences will be assigned by the classroom teacher. Students who repeatedly disregard classroom/school rules will be referred to the school Administrators for follow-up. Consequences and restitutions will be determined on an individual basis and parents will be contacted if the concern is of a serious nature. Repeated referrals for behavior concerns will result in a scheduled conference with parents to determine further action and a record of these referrals will be maintained. Serious and repeated behavioral concerns may result in "in school" or "at home" suspension periods.

## GENERAL SCHOOL RULES FOR STUDENTS

### THESE APPLY IN AND AROUND THE SCHOOL PREMISES AND DURING THE LUNCH PROGRAM.

- Once the student has arrived on the school grounds, he/she must remain on the school grounds unless permission to leave has been received at the office.
- The parking lot and front yard of the school are out of bounds to students.
- Fighting, "play fighting", tackle sports, swearing and abusive language are not acceptable in the school or on the playground.
- Snowball throwing or "face washing" and rock throwing are considered dangerous and are not acceptable on the playground.
- Eating of snacks and gum chewing are reserved for recess/lunch breaks.
- Outdoor footwear should be removed at the entry doors. A pair of indoor shoes, preferably proper running shoes, should be kept at school for use in both regular classes and the physical education program.
- Students enter and leave the building using "inside voices" and travel in an orderly manner in hallways.
- It is an assumption that students who are well enough to attend school are well enough to go outdoors during the morning and lunch recess. In particularized situations the school is able to make some accommodations. Please contact the office if you require support.
- At dismissal times students should arrange to meet siblings, parents, or caregivers at an agreed upon location on the outside playground area.

## HOMEWORK

The Calgary Board of Education promotes the development of good study habits. It is the belief that home study can contribute to this objective

and reinforce learning. Two kinds of study are recognized; the completion of written or 'hand-in' assignments, and the informal study of material related to the subjects being studied at school. The information contained in the Curriculum Handbook for Parents is a useful guide to help inform parents of the content that is covered at each grade level. The Handbook can be accessed at <http://www.education.gov.ab.ca/parents/handbooks/> or from the school office.

Division I: Some formal assignments may be made and from 5 to 10 minutes of systematic study per night is recommended.

Division II: Formal assignments are more typical in Grade 4, 5 and 6. Check with your child's teacher to determine curriculum and classroom expectations.

## BICYCLES, SCOOTERS, SKATEBOARDS AND "HEELYS"

We most certainly encourage active living practices with children such as riding a bicycle to school. Upon arrival at the school and for the safety of all students, cyclists are expected to walk bicycles on school grounds during school hours. When bicycles are brought to school they should be locked in the bicycle rack provided. The school cannot be responsible for bicycles damaged or stolen while they are at school. In addition, safety regulations require that skateboards, roller blades and "Heelys" are not to be brought to school or used on school property.

## DRESS CODES

The "kindergarten to grade 4" span of school years makes it very difficult to mandate a strictly enforced dress code. What is appropriate and innocent attire for a grade 1 student may not be deemed appropriate for an older student. This progression in expectations is more evident as students move from elementary to middle school.

At Royal Oak School we will attempt to capture the spirit of a dress code by noting that school staff and administration will request that students refrain from wearing any clothing that causes a distraction to the learning environment. Please know that the school will simply be responding to the distraction and that we are not passing judgment. The expectations below are provided as an example of our experience in this area.

**Warm weather** - Shorts of adequate length are considered appropriate school wear. Girls should not wear halter tops or bathing suits to school. Boys and girls should not wear half shirts or shirts displaying inappropriate language or gestures.

**Cold weather** - Students need to come to school dressed appropriately for the weather. Outdoor recess is held on all but extremely inclement weather days. It is important that students have clothing which is warm and comfortable and preferably which they are able to put on and take off without assistance. Once inside the building outdoor hats and shoes are removed.

## **STUDENT SAFETY**

Participation in the AMA School Safety Patrols program is unfortunately not available for students under grade 5. As such we are currently unable to provide that mutually rewarding leadership experience for students at Royal Oak School. Students who then walk to and from school are encouraged to use crosswalks or appropriate corners when crossing the road. In order to maintain positive neighborhood courtesy, we ask that students not trespass on private property. **WE REINFORCE WITH YOUR CHILD THAT THE PARKING LOT IS AN OUT OF BOUNDS AND POTENTIALLY VERY DANGEROUS AREA FOR STUDENTS. YOUR ASSISTANCE IN NOT USING THE PARKING LOT TO DROP OFF AND PICK UP STUDENTS OR AS A WALKWAY, OUTSIDE OF THE MARKED CROSSWALK, IS ESSENTIAL. PLEASE REINFORCE THESE SAFETY MEASURES WITH YOUR CHILD.**

Articles such as knives, bean shooters, cap pistols, toy guns, water pistols, hardballs, ball bats, skateboards, rollerblades, etc., can be dangerous if handled improperly. These items should not be brought to school. CBE Administrative Regulations require that prior approval of the school principal and classroom teacher is required before bringing any animals or insects to the school. Please contact the office to ensure the Board's established requirements have been met prior to bringing any living creatures to the school or classroom. In accordance with Calgary Board of Education policy the school property is a non-smoking, dog-free environment. Please note the posted signs at all times.

## **CARE AND RESPONSIBILITY OF PERSONAL PROPERTY**

The school is unable to assume the responsibility for the personal property of students. Students wishing to bring electronics (such as mp3 players and cell phones), trading/game cards, jewelry and special personal items do so at their own risk as there are no lockers or secure places for such items. The school strongly discourages these types of items from coming to school. Many students use these items on the bus and while walking to school. This is acceptable but these items must remain in their backpacks all day. These items are not to be used at recess and lunch as students are expected to be physically active at recess and lunch.

### **Cell phones:**

The use of cell phones for communication with parents/guardians by students is a common and acceptable practice. However, all communication between students and parents during the day needs to be through the classroom or office phones with teacher permission. This is important as the school is entrusted with caring for all students during the school day and need to track all information between home and school. Cell phones are to be turned off and left in backpacks until school is

dismissed. Please contact the school office if you need to get a message to your child.

## **BUS INFORMATION**

As mentioned, Royal Oak School is a bus receiver for the community of Rocky Ridge and for students living outside of the walk zone in the community of Royal Oak. Parents of bus eligible students pay an annual fee to support the cost of transportation and lunchroom supervision. Application forms, busing maps and waiver forms are all available at the office or from the CBE transportation web site. It is important that families inform themselves of the busing guidelines and Parent/Guardian responsibilities that are listed on the website below. [http://www.cbe.ab.ca/transportation/parent\\_responsibilities.asp](http://www.cbe.ab.ca/transportation/parent_responsibilities.asp)

There is a bus zone designated in front of the main entrance to the school. **PLEASE DO NOT PARK YOUR VEHICLES OR DROP OFF/ PICK UP YOUR CHILDREN IN THIS NO STOPPING ZONE.** The police do monitor and will ticket drivers who are in violation of this order. Each morning students are greeted by a school staff member as they disembark from the bus. Students are then directed around to the compound where they are supervised by teachers until the beginning of the instructional day.

## **FIRE DRILLS AND EMERGENCY PROCEDURES**

As educators, we have a responsibility to provide a safe environment for students. Part of our responsibility is to prepare a school emergency plan which will take effect **IF** it is ever necessary. The staff has developed a plan that will work effectively should an evacuation be necessary. Contact with parents will occur via a telephone fan out procedure.

The school is required to hold a specified number of fire drills, silent evacuation drills and internal/external lockdown drills throughout the

school year. It is important that students be wearing shoes at all times in school in case a drill or real emergency requires them to exit the building. It is expected that students take the drills seriously and do their best to follow the instructions of the teachers in the building. All adults, volunteers and guests are also required to follow the directions of staff and Emergency Team Members while present at the school during these drills.

It is also valuable for each family to develop their own family emergency plans for use at home and on the way to and from school. **YOUR CHILD SHOULD KNOW HIS/HER FIRST AND LAST NAME, ADDRESS AND TELEPHONE NUMBER FOR SAFETY REASONS.**

## **EMERGENCY INFORMATION**

**THE SCHOOL OFFICE MUST HAVE CURRENT TELEPHONE NUMBERS WHERE PARENTS CAN BE REACHED IN CASE OF EMERGENCIES. PLEASE KEEP THE SCHOOL OFFICE INFORMED OF ANY CHANGES. IN EXTREME CASES WHERE NO CURRENT INFORMATION IS GIVEN TO THE SCHOOL, CHILD WELFARE WILL BE NOTIFIED IN EMERGENCY SITUATIONS.**

## **Medical Information**

The Calgary Board of Education policy prohibits public school personnel from administering medicine in any form. This includes aspirin or similar products. Individual cases where medication **MUST** be given during school hours may be accommodated in consultation with the principal. A Medication Release form must be on file in all such cases and medicine must be kept in the school office if it is to be administered by school personnel. **THESE FORMS ARE REQUIRED TO BE SUBMITTED AT THE BEGINNING OF EACH SCHOOL YEAR.**

### **Crisis Information**

If there is a serious health problem or some other family crisis, please make sure the office is aware of the situation so that we may handle these matters sensitively and with understanding.

### **PAYMENT FOR SCHOOL PROGRAMS**

#### **Mandatory and Elective Fees**

These fees are reviewed and approved annually by the Board of Trustees. The most up to date information regarding fees is available on the web site. Information about and access to a waiver form is also available from the link below.

<http://www.cbe.ab.ca/Parents/fees.asp>

#### **Fees for Extra Curricular Activities/Items**

Fees may be collected from students joining certain activities throughout the school year, i.e. clubs. Some activities, field trips and cultural events will require a per student fee collected at the time of the activity.

Other off-site activities may have a participant cost to them. Parents are surveyed annually to determine the support for offering these programs. It is a Calgary Board of Education policy that no child be excluded from such an activity because of an inability to pay. Please contact the school administration to discuss subsidy information in a confidential manner.

### **HEALTH SERVICES**

Health Services are provided to each school by a Public Health Nurse. The PHN will work with teachers to provide health services and education to the school but are not on call to attend to medical emergencies or provide first aid unless by coincidence they happen to be on site at the time of the occurrence. If a child becomes ill or is injured during the school day, school staff with first aid certification are asked to provide first aid and assess the extent of the injury. Sometimes a band-

aid, ice pack and/or a rest are sufficient supports to allow the student to return to class. If students are presenting with more serious illnesses or an ongoing expressed state of discomfort, parents will be called to make arrangements for picking up the child. In situations where there is any doubt at all about the extent of the illness or injury or parents cannot be notified, an ambulance will be called to transport the student to a medical facility immediately.

### **ALLERGY AWARENESS**

School boards across the country continue to develop policies to help school communities protect anaphylactic children. Anaphylaxis is a medical term for "Allergic shock". Such reactions to allergens can be sudden and even deadly for those affected. Although precise figures are hard to obtain, we certainly see the number of affected children rising at the school and by far the most common culprit is the peanut. We also recognize that there are many other allergens that can be a danger to student health.

Often schools attempt to eliminate allergens from the environment and declare themselves as a "Peanut Free" school. A lot of the literature suggests that this can create a false sense of security as it is virtually impossible to guarantee an allergen-free environment. Instead the literature suggests that education, parental involvement, open lines of communication and information sharing, combined with an emergency plan and training for staff, create the safest environment.

Royal Oak School will always strive to create and maintain a safe school environment. We recognize the growing need to balance the right and convenience of all students to eat what they like and the allergic child's right to relative safety in the school setting. We hope that by becoming an "Allergy Aware" school we can continue to educate ourselves and the community to protect the dignity and personal safety of all our students.

In order to promote greater awareness, we will include a monthly information piece in our newsletter that is designed to increase community awareness of anaphylactic issues and provide suggestions of what we can all do to help reduce the risk. Please be sure to share this section with your children and learn about what we are doing at school to help. I look forward to your anticipated support and feedback.

## **LOST AND FOUND**

All articles of clothing etc. found at school are placed in a box outside the school office. Please encourage your child(ren) to check this box for missing items. This process is greatly simplified if items of clothing, footwear, backpacks, lunch kits, are clearly labeled with your child's name. Be sure to check the Lost and Found items which are displayed in the front hall during Parent-Teacher Conference times.

## **INCLEMENT WEATHER**

During inclement weather conditions, including consideration of a wind chill factor, blizzard conditions or heavy rainfall, students will be allowed into the school at the regular teacher supervision times of **8:30 a.m. and 12:30 p.m.** They will be asked to sit quietly and will be supervised in the areas adjacent to their assigned entrance until the class-time bell rings. In the event of extremely inclement weather, an indoor recess may be put into effect.

## **VOLUNTEERS**

The staff and students of Royal Oak School welcome and encourage parents and community members to volunteer their time in any capacity during the school year. Volunteers have proven to be a valuable asset to the overall success of the

school community and the experience provides volunteers with an insight into the total operation of the school. As of January 2001, all Calgary Board of Education school volunteers are required to obtain police security clearance status. Security clearance application forms may be picked up at the office. Security clearance is valid for a period of five years and may take from 3 to 6 weeks to be cleared through the Calgary Police Services. We would encourage everyone to pursue the clearance process. It has been our experience that unexpected opportunities can arise for parents and community members to volunteer and that, without having obtained prior clearance, the school is placed in the unfortunate position of having to deny your participation in the event.

We hope to establish a strong and vibrant core of volunteers and we will be discussing the idea of a Volunteer Coordinator with our soon to be established School Council. As this process evolves, classroom teachers and the school at large will communicate the many anticipated volunteer opportunities that will require your support.

## **STAFF PARKING LOT**

Parking lots at all schools appear to be a magnet for unsafe practices and present a danger for young children who are often not tall enough to be clearly seen. **FOR THAT VERY IMPORTANT SAFETY REASONS, STUDENTS AND PARENTS ARE ASKED NOT TO WALK THROUGH THE PARKING LOT, OUTSIDE OF THE MARKED CROSSWALK, AT ANY TIME. BY PICKING UP AND DROPPING OFF STUDENTS IN THE PARKING LOT, YOU ARE ENCOURAGING YOUR CHILDREN TO BREAK THIS RULE. PLEASE PICK UP AND DROP OFF ON THE STREET THAT RUNS PARALEL TO THE PARKING LOT (ROYAL BIRKDALE DRIVE).** Parent volunteers may park in the spaces marked **VISITOR**. All other spaces are reserved for school staff, maintenance vehicles and other Calgary Board of Education employees.

## NEWSLETTERS

The school issues a newsletter on the first day of every month. This newsletter outlines upcoming events, a calendar and items of interest to the parents. Since this newsletter contains a great deal of information for parents, it is important that families spend some time to review the content each month. The most recent editions will be available on the school website: <http://schools.cbe.ab.ca/b402/> or you can contact the school and a hard copy will be given to your child.

## PROFESSIONAL/ORGANIZATIONAL/ EARLY DISMISSAL DAYS

The Calgary Board of Education grants each school **three** professional days per school year. These professional days provide time for members of the teaching profession to enhance their teaching skills, grow professionally and remain current on educational issues, trends and methods. The dates for professional days are determined by staff at the beginning of the school year. They appear on the Long Range Calendar, in consultation with school council and the Area Director prior to the end of June each year. In addition to the three professional days, the School Board grants two organizational days. Generally, the first is taken early in the year so the staff can complete organizational tasks essential for the smooth operation of the upcoming school year (schedules, staff orientation, program details, class lists, safety orientations, etc.). The second of these days is usually in late June so that organizational tasks necessary to finish the school year or facilitate a positive September opening can be completed (room moves, teacher transfers, etc.).

Additional Professional Learning Days and Early Dismissals occur as a result of the increased time added to each school day throughout the school year. This time banking results in additional learning opportunities and professional activities for staff.

Children in Kindergarten will receive 475 hours of instruction, children Gr. 1 - 4 will receive 950 hours of instruction during the school year. Professional days, organizational days, Professional Learning Days and early dismissals are non-student days. We will look forward to sharing our goals, plans and accomplishments as the year progresses.

## LUNCHROOM PROGRAM

Royal Oak School provides lunch supervision for walk-limit and bussed students. As such, the Calgary Board of Education has set the supervision fees for walk-limit students that choose to stay for lunch at \$280.00/year. There are no waivers for Noon Supervision Service. Service is provided to those families who pay for it. A "Drop in" service is made available for families in an emergency situation. Student safety is always first and foremost and as such we appreciate as much notice as possible if a child needs to stay for lunch or if a child that normally attends the lunch program will not attend on a given day.

The Lunchroom program has its own daily routines and guidelines that are consistent with the common expectations and discipline practices outlined in this handbook. Tax receipts will be issued and may be claimed as childcare expenses on annual income tax documents. Registration information is available upon request at the school office.

All students **must** be registered prior to attending the Lunchroom Program.

## SCHOOL RESOURCE GROUP

The School Resource Group (SRG) at Royal Oak School supports teachers and parents in ensuring that individual student's needs are met. Students for whom we have an academic, social, or emotional concern are referred to the SRG. School-based members of the SRG usually include the School Administration, classroom teachers and parents.

Once the SRG has met, a Request for Services form may be sent to the Area office where teams of specialists will review the school's request and provide direction and/or services.

Referral to the SRG is generally initiated by the classroom teacher and often includes some consultation and discussion with the parent. Open communication with the school assists us in identifying and meeting your child's program needs. It is also important to note at this time that Alberta Education is in the process of redesigning their past practices and approaches to meeting the needs of Special Education students. Changes to this process will most certainly be shared through the school newsletter and a variety of media as they are announced by the Province.

## **PROGRESS REPORTS**

The Calgary Board of Education requires four formal Progress Reports in each school year from elementary schools. At the beginning of the school year, usually in September, we schedule Parent-Teacher Conferences so that parents can meet the teacher and share information about their children. We recognize that often there is important information that parents can give us which will help us better meet the needs of individual students.

The second, third and final reporting periods will each conclude with the issuing of a written report card. The November and March reporting period will also provide the opportunity for scheduled Student Led Conferences. The report card, curriculum newsletter and the program of studies are closely connected. A curriculum newsletter is included every reporting period and contains specific details of the concepts, themes or units your child has been learning. Please take time to read it carefully and keep it together with your report card package. The final report card document is sent home for your records on the last student day in June. The reporting process for Kindergarten is somewhat different from the Grade

1 to 4 process. Information about this format is available from the Kindergarten teacher and communicated to home early each school year.

## **SCHOOL COUNCIL**

Royal Oak School anticipates having a very active and supportive School Council. School Council meetings are held in the school once a month. Agendas will normally consist of reports from the various officials and committee chair people, as well as a Principal's report and a new business section. The dates of these meetings will be published in the monthly newsletter.

## **USE OF TELEPHONES**

The school has only 2 phone lines and a fax line to accommodate the needs of the entire school community. As such we attempt to keep those lines as free and as open as possible during "peak" times so that calls of an emergent nature can be received. We ask that students receive permission from a staff member before using the telephone in order to determine the degree of importance. By example, students who are staying for after school activities should make the necessary arrangements with their parents beforehand and it should not be necessary for them to phone home to receive permission. Please make all arrangements for noon and after school activities in advance. Messages for students are sometimes difficult to relay in a timely fashion.

## **TELEPHONE CALLS TO CLASSROOMS**

Royal Oak School is equipped with a voice messaging system. This system allows you to call the school and leave a message any time, day or night. You may leave a message for any of our staff members by simply following the prompts of the system. There are also specific mailboxes for our lunch program, general school office and attendance line.

Our students and teachers benefit from uninterrupted learning time. Teachers will often have the "do not disturb" feature turned on, so that the phone will not ring during class time. If you have a message of an urgent nature please dial 0 through to the general office and we will ensure your child receives the message.

## **LEARNING COMMONS/LIBRARY**

The Learning Commons/library area supports the total school philosophy and program by providing a wide variety of materials (both print and non-print), equipment and services to students and teachers. This is a center for inquiry where students may develop their abilities to effectively use multi-media resources in independent ways, to think creatively, to practice decision-making skills and to assimilate knowledge.

Technology instruction is integrated into all curriculums throughout the year and is accepted as an essential tool for teaching and learning. There is no set computer time in a lab as teachers and students access these learning tools when and where there is a need.

The expanding infusion of technology into the instructional day truly enhances the learning environment. Students are much more engaged when allowed to use the tools of their time and are more successful when allowed to personalize their learning. As we likely know from our own experiences with the digital world past practices of restricting and controlling access to digital media are shrinking and with that trend comes the need to educate students on the ethical and responsible use of technologies. The term "digital citizenship" is now used to define the important elements of the use of technology by everyone. As a CBE school, Royal Oak will be committed to the education and modeling of this practice for all users. More information about the themes of digital citizenship is available at the link below.

[http://www.digitalcitizenship.net/Nine\\_Elements.html](http://www.digitalcitizenship.net/Nine_Elements.html)

Thank you very much for taking the time to familiarize yourself and your family with our Parent and Student Handbook. Your feedback and suggestions are always welcome!