
Ralph McCall School

Student Parent Handbook 2023-24



PRINCIPAL – Mrs. Elisa Korver

ASSISTANT PRINCIPAL - Mrs. Sarah Morrison

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SAFE ARRIVAL APP (ABSENTEE)

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RALPH LEWIS McCALL - (1925-1995)

Ralph Lewis McCall was born December 4, 1925 in a little white house in Morrin, Alberta. He lived in Morrin for less than a year before his family moved to Rich Hill, Missouri. As opportunity seemed better in Alberta, his family returned in the fall of 1943 and settled in Rumsey. This is where Ralph spent his childhood until the fall of 1943 when he went away to school. In 1948 he graduated with a Bachelor of Education degree from the University of Alberta and began his teaching in Acme, Alberta, in a two-story building with four regular classrooms and a classroom for home economics and shop in the basement. He spent his summers taking courses and in 1956, he received his Master of Education degree. From 1955 to 1958 and in his later years, he served as a professional development consultant.

In 1958 he married Marilyn, a fellow teacher and eventually raised three children, two girls and a boy. In 1963, he moved his family to Red Deer where Ralph taught at Red Deer Composite High School. He moved to Airdrie where he taught for more than 21 years at George McDougall and Bert Church High Schools. He retired in 1985. During his teaching career he worked diligently for the Alberta Teachers Association (ATA). In 1974 he broadened his horizons further than the ATA and joined the Municipal Planning Council. This was when Airdrie was a mere village in the process of becoming a town. Ralph was elected as Deputy Mayor in 1977. He retired from council in 1985. He was quite happy as Deputy Mayor and had no interest in becoming mayor. He was a man of deep commitment and interest in the community and he truly enjoyed his work on the Town Council. He represented Airdrie in business exploration to Taiwan and an exchange in Airdrie, Scotland.

In the following years, Ralph continued as a board member for the Nose Creek Valley Museum where he enjoyed sharing his knowledge of the history of Airdrie and surrounding area, with small children and seniors during the tours. Always interested in history, Ralph was in the process of writing a book about the history of Airdrie as well as a column for the Airdrie Echo when he passed away in 1995.

Besides politics and history, Ralph enjoyed a variety of sports. He was an active ball player and curler and he coached volleyball, basketball and hockey. He also sang in church choirs for more than 40 years. He enjoyed summers with his family, whether at home or taking trips across Canada and the USA. His spring would include planting flower and vegetable gardens. He was very special to his grandchildren; he loved taking them to the Calgary Zoo or just sitting and reading them a book.

Even though Ralph has left this world, his legend is alive and well in the many people he touched. In April 1996, a room at the Airdrie Public Library was named in his honor. In 1997, Ralph McCall School was officially named after this very special man who was a true leader in our community.

Submitted by Marilyn McCall

2023-24 SCHOOL ENTRY AND DISMISSAL TIMES

	Monday to Thursday	Fridays
Gr 1 - 4 Student Entry	8:00 - 8:10	8:00 - 8:10
Recess (Gr 1-2)	9:39 - 10:00	9:39 - 10:00
Recess (Gr 3-4)	10:09 - 10:30	10:09 - 10:30
Lunch	12:00 - 12:45	11:30 - 12:15
Dismissal	2:45	1:00

KINDERGARTEN

	Monday to Thursday	Fridays
Morning Class	8:00 - 11:15	No Kindergarten
Afternoon Class	12:10 - 2:45	8:00 - 11:15

Additional Kindergarten Information

On Google calendar

October 27- No Kindergarten Classes - Parent/Teacher Interviews all day

March 22 - No Kindergarten Classes - Parent/Teacher Interviews all day

June 20 - Last Day of Kindergarten

June 21-26 - No Kindergarten Classes

2023-2024 STAFF

Administration	Mrs. Elisa Korver Mrs. Sarah Morrison	Office	Ms. Aggie Henry Ms. Trish Tanner
Kindergarten	Mrs. Christen Massey Ms. Taylor Nelson Mrs. Sherri Simmonds	Grade One	Mrs. Carla Frei Mrs. Denise Stanger Miss. Priya Mahey Ms. Hailey Pearson Mrs. Kaeli New Mrs. Nadine Storrier
Grade Two	Mrs. Stephanie Baird Mrs. Ashley Arndt Mr. Noah Jerome-Smith Mr. Scott Blackwood Mrs. Christine Plett	Grade Three	Mrs. Candace Peterson Mrs. Kelsey Christal Mrs. Jenna Smith Mrs. Vana Zannis Ms. Bryn Waidson
Grade Four	Mrs. Brittany Madden Mrs. Melissa Lowther Mr. Aaron Sutton Mrs. Sherrie Enes	Fine Arts	Ms. Karri Anderson
Learning Support	Ms. Kathy Partlow Mrs. Jennifer Schraml	Educational Assistants	Mrs. Saleha Anwar Mrs. Jamie Huskins Mrs. Tina Jegede Mrs. Ilona Kuchenko Mrs. Jodi Langdon Mrs. Jackie Martin Mrs. Cindy Meagher Mrs. Carolyn Noyes Mrs. Colleen Peterson
Child Development Advisor	Ms. Tammy Nisbet	IT Support	Mr. Kevin Littlefair
Learning Commons Facilitator	Miss. Candace Schneider	General Teacher	Mrs. Cori Pawlak
Head Building Operator	Mr. Hal Hickey	Caretaking Team	Gurjit Dhillon Vanessa Fruto Linda Osborne April Trinidad

WELCOME TO RALPH McCALL SCHOOL

The information in this handbook has been put together as a resource for both parents and students. Please note there may be changes made throughout the year and we will communicate these to you through correspondence home or on our website.

At Ralph McCall all staff seeks to create an environment in which students can develop the skills required of them as a life-long learner. Our school goals seek to create students who are: critical thinking, communication, problem solving, collaboration, managing information, cultural and global citizenship, creativity and innovation, and personal growth and well-being.

MISSION, BELIEFS AND PRINCIPLES

Mission: Valuing all learners, we engage children in a safe and supportive environment where learning is meaningful, innovative, creative and fun.

Vision: To create an engaging, supportive and dynamic community that inspires a love of learning.

Motto: One for All and All for One!

GENERAL SCHOOL INFORMATION

A. Attendance

Parents are asked to ensure students attend school. Regular attendance is critical to learning. Attendance letters are sent home for those students whose attendance, or punctuality, has become a concern. If a student's absences or lates reaches 18%, a notification may be sent home. Parents may be requested to meet with administration. In extreme cases attendance concerns will be forwarded to our divisional Area Director.

SAFE ARRIVAL APP (ABSENTEE)

To ensure the safety of our students, parents or guardians are asked to call the school when students will be absent for any reason. Please leave your message regarding absences on our Safe Arrival Line (1-833-244-5565) by 7:45 AM on the day of the absence. If you know of absences in advance, please contact your child's teacher AND leave a message on the safe arrival line. **If a student arrives at school late**, he/she must check in at the office for a late slip before proceeding to class. **Please report any contagious diseases (strep throat, pink eye, lice, etc.) to the office.**

If you are having trouble getting your children to school, or they find it hard being at school, there are many ways we can help remove obstacles holding them back from successfully attending. Please let us know. The first step is talking to someone at the school.

APPOINTMENTS AND ABSENCES DURING SCHOOL HOURS

Whenever possible, please try to schedule medical and dental appointments outside of school hours or on professional learning days. Should it be necessary for a child to leave for appointments during the school day, please inform the office and your child's teacher at least one hour before you plan to pick them up. Before leaving the school, **a parent or guardian must sign the child out at the school office.** Our purpose is to ensure the whereabouts and safety of our students at all times.

EXTENDED ABSENCES DUE TO HEALTH CONCERNS

Should a student be away for an extended period of time due to illness, please inform the office about the absence. While students are ill, the focus is on recovery. Teachers might provide optional homework or share the currently learning outcomes with parents. Providing homework packages

is not possible when students have not been present for instruction and do not have the context of class activities, conversations, exemplars, and peer collaboration.

ENTRY AND EXIT PROCEDURES

All Grade K-4 students begin to enter the building at 8:00, with classes beginning at 8:10. It is important students arrive at school on time so learning is maximized. Students are expected to enter and exit the building through doors designated for their class unless they arrive after 8:10. If a student is late, they should go to the front office to sign in and receive a late slip before proceeding to class. For recess and noon entry, students will line up at their designated doors and teachers will open them for entry after the bell rings. **Students must clear the building promptly at the end of the day** unless arrangements have been made with a staff member. The front doors will be locked 30 minutes after student dismissal.

B. Safety

PARKING / DROP OFF & PICK UP

The drop-off / pick-up area for students is: the drive-through service loop located on 1st Avenue (north of the school by the fence), along the west side of Canals Boulevard as well as the Monkland parking lot behind the school playground. Visitors are also welcome to park in these areas. Please be courteous to our neighbours by not blocking their driveways, even if you only think you will be a few minutes. **The driveway loop in front of our school is a road designated for school buses, daycare vans, delivery trucks, emergency vehicles, maintenance vehicles and handicapped access only.** To ensure the safety of all McCall students, all other vehicles are prohibited from using this driveway loop during school hours. The staff parking lot on the south side of the school is for **STAFF PASSHOLDERS ONLY. This is not a drop off / pick-up area for your children.** We also ask that you please not jaywalk and that you use sidewalks, especially around the staff parking area. We have staff with varying start and finish times throughout the morning and afternoon. Your cooperation and attention to these matters is sincerely and greatly appreciated! Let's model traffic and pedestrian safety to our children.

HR ZERO EMERGENCY PROGRAM

Rocky View Schools has a District-wide Emergency Response Plan (Hour Zero) that is implemented in the event of a local disaster or school emergency. The main objective of the plan is to ensure the safety of your child. While the plan is built using specific divisional protocols and procedures, the particular actions taken during any emergency greatly depend on the specifics of the incident. At Ralph McCall School, drills are conducted throughout the year to rehearse emergency procedures. The drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child's fear should a real emergency occur.

SUPERVISION

Staff provides supervision 10 minutes before entry times in the morning and 10 minutes after school dismissal. There is a "relaxed entry" option where students will be allowed inside the school at 8:00. During recess, students are also supervised in the schoolyard by school staff. Lunch supervision is provided by school staff. Students are not supervised by school personnel at other times and may not be dropped off at school early or left at school late.

RECESS AND PLAYGROUND SAFETY

Recess is a great time to enjoy the fresh air, have fun with friends and get some exercise, but it's important that when we do this, we are following the school's expectations. It is important that we follow the rules, so that everyone has the chance to play freely. Student safety is a priority for all of us at Ralph McCall.

To ensure that this time is safe; here are the roles and responsibilities of each school member:

Students: We know that we need to teach students how to play safely and how to act in a responsible way while outside. Students are taught through the classroom teacher and supervisors how to share equipment, how to use the playground or equipment safely, and how to play appropriately with peers. Students are reminded about respecting personal space of others; we have conversations about what personal space is and to keep our hands to ourselves. Students throughout the grades with the support of their classroom teacher (and in some cases the Child Development Advisor) practice how to learn how to advocate for themselves, how to resolve conflict and how to ask for help from an adult. Students know they can always find an adult to help.

Additionally, when it comes to winter and safety around what the snow brings—it is important that NO snow or ice is picked up, kicked, or thrown in any direction. With the freeze/thaw cycle that we often experience in winter, there may be icy areas. It is important to have appropriate footwear and commute with caution when conditions are icy.

Supervisors: We know that supervision is key in ensuring that students are safe. It doesn't matter about the context, the supervisor's role is to make sure that students on the playground are using equipment in a safe manner, and that when students are playing sports or imaginative play they are doing so in a respectful way. Supervisors are expected to keep their eyes on students and to actively help students if need be. Their role is to support students and keep everyone safe. Supervisors are expected to stop interactions between students that are deemed unexpected/inappropriate and help mediate conflicts.

Child Development Advisor: Our CDA works with whole groups, small groups and individual students to help develop skills for our students. Our CDA is someone who is often called upon to help students resolve minor conflicts, to mediate conversations, and in some cases to work through restorative practices. The role of our CDA is to help students develop the necessary skills that they will need in order to help them.

Administration: Where administration has been called upon to assist with recess situations, the supervisor will share the concern with one of the school administrators. The students involved are expected to sit in the office quietly while waiting to speak with an administrator. The student(s) may be asked to complete a reflection sheet that aligns with the school's Positive Behavioural Interventions and Supports (PBIS) matrix. A school administrator will speak with all those involved to understand what happened. They will use restorative practices to help students understand their part in the problem, the impact of their actions on others, and develop a plan to restore relationships. Consequences may be given. Depending on the situation, parents may be informed through phone or email communication.

Parents: As a parent we understand that you are your child's number one advocate. We encourage you to reach out and talk to the classroom teacher, Ms. Nisbet (CDA) or administration whenever you have a concern. We are here to help but we do need your support in letting us know when there are concerns.

VISITORS AND VOLUNTEERS

Parents are welcome to come to the school and we encourage you to volunteer in your child's classroom. **All** visitors are asked to follow some important procedures when coming to the school.

- You **MUST** have a recent Criminal Record and Vulnerable Sector Check on file at the school. Once filed, these are good for 5 years, requiring only an annual statement of declaration that nothing has changed. You must also annually sign the Rocky View Schools Confidentiality form and an Office Staff member will go through a Health and Safety Checklist with you. Please come to the office before volunteering to ensure these forms are completed prior to your first day volunteering.
- Whenever you are visiting please sign in and out at the office and pick up a visitor tag so you are easily identified in the school. This is for safety – we need to know, at all times, who is in our building.
- When picking up a child for appointments, illness, or early departure from school, please go to the office to sign them out at the office.
- Dropping in on teachers in the mornings or during class time disrupts the routine of the class. Similarly, after school may also seem like a good time to catch a teacher, but this is often important time for teacher meetings and preparation. If you would like to discuss an issue or concern with your child's teacher, please email to arrange an appointment or make a request for them to call you.

Thank you for your support in following the procedures listed above. Our goal is to make Ralph McCall a safe and secure place for your children.

WEATHER AND EMERGENCY CLOSURE OF SCHOOLS

It is important students are provided breaks from classroom instruction, and they have the opportunity for physical exercise and fresh air. It is the responsibility of students and parents to ensure children are dressed properly for any inclement weather (warm jacket or rain jacket,

mittens/gloves, scarf, toque, winter boots or rain boots and snow pants). **Please label all items with your child's name.**

- All students are expected to go outside and remain outside at our recess breaks unless an indoor recess is called. A decision to call an indoor recess will be based on a temperature of -20°C (+ or - 2 degrees with wind chill) according to the Weather Network (<http://theweathernetwork.com/weather>). On days where administration determines that weather conditions warrant early entry before the morning bell, students will be allowed into the boot rooms starting at 7:45 am. If students arrive before 7:45 am, they should enter the front door and wait inside when the outside temperature is -20°C or colder. Appropriate behavior is expected.

In compliance with Board policy ([Policy 20](#)), procedures for Inclement Weather can be found on the Rocky View Schools website: [Inclement Weather Procedures](#)

BUS CANCELLATIONS/DELAYS

Bus cancellations and delays are communicated through the [Bus Status 4](#) app. Late bus alerts can also be seen on the home page of the [Ralph McCall website](#).

PARENT RESPONSIBILITIES

During inclement weather, the final decision to send a child to the bus stop or to school rests with parents, even though buses and schools may be operational. Parents are responsible for listening to the designated radio stations to receive the correct information with regard to school closures or bus cancellations. Should you drive your child to school when bus service is cancelled, it is your responsibility to pick the child up from school at dismissal time.

Parents should ensure that students are dressed appropriately while traveling to and from school during inclement weather conditions whether they are riding the bus or walking. The temperatures of a school bus may drop dramatically in the event of mechanical problems.

SCHOOL RESPONSIBILITIES

Once school begins for the day, it will not be closed because of weather conditions until regular dismissal time. Should it be deemed unsafe to dismiss students at the usual time, students may be kept at the school until it is deemed safe for the buses to depart, or until other arrangements

have been made. Problems with heating and plumbing etc. at one school may result in students being housed in another location until dismissal time.

Information regarding inclement weather closures is distributed by local schools in October.

BICYCLES, SKATEBOARDS AND SCOOTERS

Students are encouraged to “Walk and Wheel” to school but are expected to **walk any equipment with wheels once they are on school property**. Bike racks and scooter racks are provided and must be used by students who choose to “wheel” to and from school. In order to prevent theft and damage, bike and scooters should be locked to the racks. Due to safety and storage concerns, scooters and other small vehicles are not permitted to be stored in classrooms. As per community laws, all children on wheels must be wearing a helmet.

C. Academics

HOMEWORK

Homework can be one way to help develop responsibility and to build important skills such as planning, organizing and self-discipline, particularly in higher grades. However, an internet search of “Research about Homework in Elementary School” will mostly yield links explaining there are few, if any, significant academic benefits. At Ralph McCall, we believe afterschool and weekend hours are important times for extra-curricular activities, family time, outdoor time and free play. As such, Ralph McCall School has adopted a NO HOMEWORK POLICY. **Aside from year-round Home Reading, practicing basic math facts** (as determined by an individual classroom teacher), **and the encouragement to start practicing good study habits in grade 3 and 4, no additional “homework” to be completed exclusively outside of classtime will be assigned.** Assignments completed at home can only be used as informal assessments. Special projects might be sent home for optional completion.

- On occasion, there may be opportunities for families to complete school related activities at home (often related to a particular theme, unit or upcoming holiday or if your child has been selected as a “Star Student of the Week”, etc). These are considered extension assignments and the optional hours spent on these are at a family’s discretion. Projects will
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not be assigned during scheduled, calendar breaks (Thanksgiving / Christmas / February / Easter).

- Parents might request (or sometimes teachers will suggest) ways for some students to gain extra practice in a curricular area or with certain skills. These assignments will not be collected for marks and are for use at a family's discretion IF the teacher chooses to provide these.
- **Regular attendance is important, but if a family holiday outside of a scheduled Ralph McCall School break is decided upon, please be aware that teachers will not provide work for students in advance of extended family absences.** Student assignments and assessments may be modified once they return to school. It is difficult, and somewhat unfair, to expect a student to complete assignments while away without the benefit of necessary resources and/or teacher explanation. Students are always encouraged to read and/or keep a personal journal during their time away from school. Traveling itself can be a rich experience full of much learning.

D. Positive Behaviour Interventions and Supports (PBIS)

At Ralph McCall, we are in our 3rd implementation year of PBIS, a proactive and evidence-based approach to promoting positive behaviour and creating an inclusive and supportive school environment. We believe in fostering a community that is equitable, where every student feels valued, respected and capable of success. PBIS is a framework that is proactive and focuses on teaching and reinforcing positive behaviours. By emphasizing a proactive and preventative approach, we aim to create a school culture that encourages our students to be responsible for their behaviour and encourages the development of social skills, emotional well-being, and academic achievement.



At RMS, our PBIS Behaviour Matrix's three pillars are **Respect**, **Safety**, and **Kindness**. The three expectations under **Respect** are: *We listen to others, We follow expectations, and We embrace uniqueness*. The three expectations under **Safety** are: *We commute with caution, We*

follow directions, and We are body aware. The three expectations under **Kindness** are: *We are welcoming, We are polite, and We are helpful.*

Together, we can create a supportive and inclusive learning environment that sets the stage for lifelong success.

E. Communication

As a school it is our intention to keep parents informed through a variety of means: bi-weekly newsletter which will be both published on the school website and emailed. Important updates will be posted on the school website or sent home via email. Classroom teachers will also contact parents by email to provide them with information specific to their class. Please refer to student agendas for important updates and please notify the homeroom teachers and office with any changes to your email address.

USE OF THE TELEPHONE

Although there are occasions when children and their parents need to contact one another, it is important not to interrupt classroom activities. Phone use will be governed by the following guidelines.

- The office phone is not to be used by students unless permission is given by office staff.
- Students may use the classroom phone with teacher permission. This privilege is to be used only in emergency situations and not for social arrangements.
- Parents are welcome to leave a message at the office for their children. Unless an emergency exists, these messages will be passed along at instructional breaks.
- All phone calls for staff will be forwarded to voicemail. Phone calls will not be put through to the classrooms unless the teacher has indicated to the office they are expecting a call.

ROCKY VIEW SCHOOLS' COMMUNICATIONS COMMITMENT TO PARENTS

To enhance consistency in the way Rocky View Schools communicates with parents about their child's educational journey, teachers across Rocky View Schools are working to standardize their communication practices. Here's what you can expect:

PowerSchool Parent Portal – Attendance for K-12 students, and marks on assignments and/or comments for Gr. K – 12 students can be accessed through RVS’ PowerSchool Parent Portal. <https://ps.rockyview.ab.ca/public/>

Learning Goals / Three Way Collaborative Conferences – As part of RVS’ K-8/9 Communication of Student Learning initiative, students, their parents, and their teacher are to establish learning goals to be discussed at Three-Way Conferences held twice a year. Student progress, effort, behaviour and learning exemplars also can be discussed and showcased during these conferences.

Student Portfolios – Rocky View Schools uses myBlueprint as a digital student portfolio. Students or teachers upload artifacts completed at school to showcase learning. In older grades, students will include reflections about their learning. Parents can view their child’s [myBlueprint](#) portfolio.

Report Cards – At Rocky View Schools, we use Real Time Reporting. This is a reporting system that is intended to be “real time” communication between parents and classroom teachers. This real time reporting, is being done through Power School. It is important for parents to have an account and login. A summary report card will be published in June and is accessed through the Parent Portal of Power School.

Communicating with your child’s teacher – Because teachers must give full attention to their students during the school day, email is generally preferred over a phone call for communication. This allows teachers to see your message when they have a few moments. If you call, your message will go to voice mail and will be received after instructional hours or before the start of the next school day. Under normal circumstances, email and phone messages from a parent will be answered within a 24-hour time frame within the regular school hours on instructional days.

F. Fees

STUDENT SUPPLIES

There are no longer instructional fees collected for school supplies. Students in Grades 1- 4 are provided with an agenda. K-4 students are provided with school supplies and

families need only supply a backpack, lunch kit and indoor shoes. Please ensure your child's name is clearly labeled on ALL belongings.

Other fees, as posted on the school's website, include school-based charges such as lunch supervision fees (for non-bused students in grades) and field trips. All fees must be paid online using the School Cash Link: <https://rockyview.schoolcashonline.com/>

G. Lunch and Snacks

LUNCH

- During lunch, all food and drinks will be consumed in the classroom. No food is allowed outside.
- There are no microwaves or kettles available for use in the school. All food must be ready to eat.
- Ralph McCall School is a NUT-AWARE SCHOOL. We have students in attendance who have potentially life-threatening nut allergies. We ask for your cooperation in not sending peanut-butter sandwiches or products containing nuts or peanuts to school.

SNACKS

A snack time is provided in the classroom for students in Kindergarten to Grade 4. Nutritious snacks are encouraged; products containing nuts are discouraged.

SCHOOL FOOD PROGRAM

Limited healthy food selections are available at no cost at the school office should a student forget their lunch or need extra food during the day.

H. Health

ILLNESS AT SCHOOL

- If a child is well enough to be at school they are expected to go outside for recess and lunch breaks.
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- If your child becomes sick or has an accident while at school, teachers will send them to the office for immediate care. Please note that due to space and supervision limitations, the office infirmary is not intended to hold students for extended periods. If, after 20 minutes, a student feels they are too sick to return to class, parents will be contacted and expected to make arrangements to have their child picked up.
 - In an emergency situation, if parents/guardians cannot be reached, we require the name and phone number of another local adult. This can be a family member, neighbor, friend, or babysitter (**but must be someone here in Airdrie**). This information is required on each registration form. Please inform the office of any changes that occur during the year.

SCHOOL INSURANCE

Injury sustained by a Student, Visitor, Volunteer or Staff Member (not covered by WCB) during the course of a school day while under the supervision of RVS is covered by an insurance policy. It is provided at no cost; however, **these benefits are supplemental to personal family benefits**. Please submit claims to Industrial Alliance within 30 days from the accident date.

- [Plan Summary](#)
- [Claim Form](#) (RVS Policy No. 100005852)

Additional insurance ([School Accident insurance](#)) is available to students. This insurance is optional for families, providing coverage at a minimal rate.

STUDENTS ON MEDICATION

Over-the-counter medication shall not be distributed to any student enrolled in a Division School, unless RVS AF316-A Administering Medication or Medical Treatment to Students has been completed and is on file at the school, authorized by a medical practitioner, and signed by the parent(s)/guardian(s). The over-the-counter medication must be supplied by the parent/guardian, clearly labeled by a pharmacist or regulated professional with the student's name on it, correct dosages for administration, and replaced upon expiration.

STUDENTS WITH SEVERE ALLERGIES

Emergency Treatment – Allergic Reaction, etc.

In the event a student has a potentially fatal or debilitating allergic reaction that requires immediate emergency treatment or displays potentially serious reactions as a result of a known medical condition (e.g., epilepsy, insulin shock, etc.) the following steps shall be taken:

- The Principal or staff members who have been briefed on the proper treatment procedures shall administer the treatment or the medication in strict accordance with the physician's instructions. In the event the student is riding on a Division bus when emergency medical treatment is required, then the bus driver shall administer the treatment or the medication in accordance with the best available instructions at the scene.
- The person in charge will call 911 to secure trained medical assistance and arrange for the student to be transported to a medical facility. Every effort will be made to contact the student's physician.
- The student's parent(s) shall also be contacted immediately and informed of the situation.

Emergency administration of medication - not pre-authorized

Each school, in collaboration with Director of Learning Supports, will ensure that a minimum of one epinephrine autoinjector is maintained in accordance with Bill 201 Protection of Students with Life Threatening Allergies Act and is stored and labeled in accordance with 5.3.3. Even if not preauthorized to do so, an employee may administer an epinephrine auto-injector or other medication as prescribed to a student for the treatment of an anaphylactic reaction if the employee has reason to believe that the student, is experiencing an anaphylactic reaction. If treatment is administered, the steps from above Allergic Reaction section will be followed.

I. Technology Use and Responsibilities

At the beginning of the school year all students and parents will sign a Computer Services Acceptable Use Policy. All students are expected to use computers and other technologies responsibly and appropriately. The responsible use of ICT equipment, including our Mac laptops, iPads and Chromebooks, is expected. If damage to equipment occurs because of misuse, the cost of repair or replacement may be required.

ELECTRONIC DEVICES

Laptops, iPads, iPods, cell phones, & other devices capable of web browsing can be a great tool for school. Personal devices for free play during break times at school are discouraged. If a device is required for a project or communication, it must be used with teacher permission and under the supervision of a teacher. Outside of projects being supervised by teachers, photos and videos taken by students, of other students, are not allowed on students' personal devices.

It is the position of Ralph McCall School that students should not have access to the internet or any social media site without the explicit monitoring and control by the parent. It is therefore essential that parents know their child's passwords and have access to the various sites that are being used by their children. Parents should regularly check their child's activities and be aware of discussions their child is having with their "internet friends". If you would like additional information or would like to discuss this matter further please contact the administration at the school.

STUDENT CONDUCT IN THE DIGITAL WORLD

Electronic and digital communication has created new problems regarding student conduct. Parents must sign an Appropriate Use Agreement for the use of all school-owned technology. The use of personal digital devices at school, on school property or school sponsored activities is subject to the same standards of conduct and consequences as any other behavior. The school reserves the right to confiscate digital devices if found to have been used in violation of school rules and expectations. The school assumes no liability for lost, stolen or broken devices.

Social media has become a very popular and effective means of communication for a large segment of our society. Many of our students rely upon a multitude of social media accounts to connect with one another and share information. At Ralph McCall School we regularly emphasize to our students the necessity of digital citizenship when using social media or the Internet, to ensure that they are using their accounts in a respectful and responsible manner. The intent of our presentations and discussions with students is to ensure that they are informed, responsible and safe when going online or using the Internet. We encourage parents to talk to their children about their child's use of social media and to monitor their online activities to ensure that they are safe at all times. Any threats or violations of privacy that put a child at risk should be immediately reported to the RCMP.

J. Dress Code

CLOTHING AND FOOTWEAR

We expect students to present an appearance appropriate to the environment of an elementary school. The following are Ralph McCall expectations for appropriate dress:

- Slogans on all clothing are positive and appropriate for the school setting
- Hats, toques, and bandanas are not to be worn in communal school spaces, with the exception of classrooms where that teacher has deemed it permissible. Hoodies may be worn with hood down.
- To assist custodians in keeping the school clean, we have a two-shoe policy. Outdoor footwear must be removed at the school entrance.

Exceptions to the dress code for Special Events and Spirit Days will be announced.

SCENTS

Due to an increase in allergies to scents, we ask that everyone be considerate of students and staff by avoiding the use of perfumes, scented body lotions and scented hair sprays. Sneezing, difficulty breathing, nausea and headaches are some of the common symptoms that many people experience.

K. School Council

All parents of students are considered members of School Council. From the beginning, staff and parents expressed a wish to work as partners to ensure that the home and the school worked in close harmony. While ultimately any final decision is the principal's, the advice and views of parents will be listened to most carefully. School Council provides an important forum to discuss, debate, support and exchange views regarding issues and initiatives associated with the school. Meetings take place once per month, typically the second Tuesday of every month at 6:30pm and are open to the public. We value your

input! Please watch for reminders of meeting dates and other updates in our newsletters and on the website.

L. Student Services

CHILD DEVELOPMENT ADVISOR (CDA)

The school CDA is available to provide support and advice in areas such as academics, personal guidance including friendships, and crisis intervention. Also provided are programs that address child/adolescent concerns such as peer relationships, anger management, conflict resolution, self-esteem, and bullying. Our CDA also offers referrals to outside agencies and provides family supports, upon request. If you require extra support, or have any concerns or suggestions, please do not hesitate to contact our CDA.

EARLY LITERACY

The Early Literacy program provides individualized reading and writing support mainly to Kindergarten, Grade One and Grade Two students. Students who require this extra support are referred to Early Literacy by homeroom teachers.

LEARNING SUPPORT

The Learning Support Team offers support to those children who require specialized programming to meet their learning needs. Through collaboration with other staff members, parents, community agencies and the students themselves, the LS Team helps to develop appropriate goals to best support these students.

EXTRA CURRICULAR ACTIVITIES

During the school year various extra-curricular activities will be offered, such as choir, intramurals and clubs. These will often take place during the school day (AM or noon recess) although occasionally some clubs congregate after school. Anyone participating in a school activity including students, parents or guardians, volunteers, teachers and other staff members,

is expected to follow the Code of Conduct. The Code of Conduct applies even when the activity is not on school property but is school related.

LEARNING COMMONS (LC)

The Learning Commons provides not only access to books and print information but is looked at as a learner centered, flexible space whether it is a physical or virtual space where collaboration, imagination and play may happen. All students have ongoing access to the Learning Commons, including the opportunity to exchange borrowed books on an as-needed basis.

Overdue, Lost or Damaged Items

Students will be unable to sign out any new books if they have any books that are overdue. If library books become lost or damaged please contact Ms. Schneider in the Learning Commons to arrange payment of the lost or damaged book.

M. Before and After School Care Program

We are pleased to have an outside provider offer before and after school care to RMS families in our school. "Child's Play" operates out of our school gym and is available at a fee. Note that Child's Play is a community use partner and is not associated with Ralph McCall School or Rocky View Schools. Please contact them directly for further information about current rates and availability at 587-583-6172 or by email at ralphmccall@childsplaycanada.ca

RALPH McCALL SCHOOL SONG

'One For All and All For One' ... written by Theresa Wasden

(Our school song was written by students of Ralph McCall School in our opening year with the assistance and direction of Theresa Wasden, a local composer / performer.)

One for all and all for one, Our future has begun

We will strive to learn and grow, Building friendships as we go.

We will use technology, We will learn how to succeed

Building spirit that is strong, That will last our whole lives long.

(Chorus)

We will sing for the place where we can feel safe

One for all Ralph McCall, All for one

This is where we belong, with gratitude we sing this song

One for all Ralph McCall, All for one

From each other we have learned that a friendship must be earned

That our teachers really care, If we need them they'll be there.

In a world where we are free, we join hands in unity

Choosing well what we believe, knowing all we can achieve.

(Chorus)

Together we will be the best that we can be.

Our lives will make a difference to the world.

Ralph McCall will make a difference to our world.
