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# Ralph McCall School

## Student Parent Handbook 2024-25

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**Ralph McCall**  
SCHOOL

**PRINCIPAL – Mrs. Elisa Korver**

**ASSISTANT PRINCIPAL - Mrs. Lisa Guy**

1505-1st Avenue NW Airdrie, AB T4B 2L9

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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

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**2024-25 SCHOOL ENTRY AND DISMISSAL TIMES**

	Monday to Thursday	Fridays
Gr 1 - 4 Student Entry	8:00 - 8:05	8:00 - 8:05
Recess (Gr 1-2)	10:00 - 10:15	9:45 - 10:00
Recess (Gr 3-4)	9:45 - 10:00	9:30 - 9:45
Lunch	12:00 - 12:45	11:00 - 11:45
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**

(also found on website calendar)

October 25- No Kindergarten Classes - Parent/Teacher Interviews all day

March 28 - No Kindergarten Classes - Parent/Teacher Interviews all day

June 20 - Last Day of Kindergarten

June 23-25 - No Kindergarten Classes

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**2024-2025 STAFF**

<b>Administration</b>	Mrs. Elisa Korver Mrs. Lisa Guy	<b>Office</b>	Mrs. Gisselle Otero Ms. Trish Tanner
<b>Kindergarten</b>	Miss. Taylor Nelson Mrs. Sasha Sakamoto-Mahan	<b>Grade One</b>	Mrs. Tanya Johnstone Miss. Priya Mahey Mrs. Kaeli New Mrs. Nadine Storrier TBA
<b>Grade Two</b>	Mrs. Ashley Arndt Mrs. Stephanie Baird Mrs. Cori Pawlak/Mrs. Emily Borstad Ms. Hailey Pearson Miss. Erika Schulz Mr. Noah Jerome Smith	<b>Grade Three</b>	Mrs. Candace Peterson Mrs. Sherri Simmonds/Mrs. Jenna Smith Ms. Bryn Waidson Mrs. Vana Zannis Miss. Kelsey Christal (Gr ¾)
<b>Grade Four</b>	Miss. Kelsey Christal (Gr ¾) Mrs. Sherrie Enes Mrs. Melissa Lowther Mrs. Brittany Madden Mr. Aaron Sutton	<b>Fine Arts</b>  <b>PE Specialist</b>	Ms. Karri Anderson  Mrs. Jenna Smith
<b>Learning Support Teacher</b>	Ms. Kathy Partlow Mrs. Michelle Clark	<b>Educational Assistants</b>	Mrs. Saleha Anwar Mrs. Jamie Huskins Mrs. Tina Jegede Mrs. Jodi Langdon Mrs. Cindy Meagher Mrs. Carolyn Noyes Mrs. Colleen Peterson
<b>Child Development Advisor</b>	Ms. Tammy Nisbet	<b>IT Support</b>	Mr. Kevin Littlefair
<b>Learning Commons Facilitator</b>	Miss. Candace Schneider		
<b>Head Building Operator</b>	Mr. Hal Hickey	<b>Caretaking Team</b>	Gurjit Dhillon Vanessa Fruto

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## **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 seek to create an environment in which students can develop the skills required of them as life-long learners. 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!

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## GENERAL SCHOOL INFORMATION

### A. Attendance

Parents are required to ensure their child(ren) attend school regularly. Regular attendance is critical to learning. Attendance letters are sent home when student attendance or punctuality has become a concern. If a student's absences or lates reach 10% for any reason, including illness, vacations, or other reasons, a notification letter may be sent home. Continued absenteeism may lead to a second notice, and parents may be required to meet with the school administration to discuss the concern. In extreme cases, attendance concerns will be forwarded to our divisional Area Director for further follow-up.

### **SAFE ARRIVAL APP (ABSENTEE)**

To ensure the safety of our students, parents or guardians are asked to use the [Safe Arrival App](#) to inform the school when students will be absent for any reason. Please note your child's absence by 7:45 AM on the day of the absence. If a student arrives after 8:05, parents must sign in their child at 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. School administration and the Child Development Advisor can support you and your children.

### **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 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**. This process is in place to ensure the safety of our students.

Please report any contagious diseases (strep throat, pink eye, lice, etc.) to the office.

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## EXTENDED ABSENCES DUE TO HEALTH CONCERNS

If your child is away for a long time due to illness, please inform the office about the absence. While students are ill, the focus is on recovery. Teachers might provide limited, optional homework or share the current 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. Work completed while the student is ill may be assessed for formative assessment purposes but cannot be used for summative assessment (report card scores).

## EXTENDED ABSENCES NOT RELATED TO HEALTH

Regular attendance is important and therefore family vacations during school times are strongly discouraged. However, if parents decide to take their child(ren) away outside of a scheduled school break, please be aware that teachers will not provide work for students to complete during their extended absence. It is difficult, and somewhat unfair, to expect a student to complete assignments while they are away without the benefit of necessary resources and teacher instruction and support. Students are always encouraged to read and/or keep a personal journal during their time away from school.

If a long absence is planned, parents should meet with the school administration at least two weeks before the absence begins. Absences for longer than one month may result in the student being unenrolled from the school. Parents will need to re-enroll their child upon their return. Classroom placement is based on space availability.

## ENTRY AND EXIT PROCEDURES

All Grade K-4 students begin to enter the building at 8:00, with classes beginning at 8:05. It is important for students to 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 8:05. 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 the office.

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## **B. Safety**

### **LOCKED DOORS**

All doors, including the front door, are always locked. To access the school, press the intercom button on the right side of the front door to speak with someone in the office. They can then admit you into the building.

### **PARKING / DROP OFF & PICK UP**

The drop-off / pick-up areas for students are the drive-through service loop located on 1<sup>st</sup> Avenue (north of the school by the fence), along the west side of Canals Boulevard, and 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 it is for just 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.

### **HOOR 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**

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Staff provide outside supervision 10 minutes before entry times in the morning and 10 minutes after school dismissal. 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! It's important that during these breaks in the day, students follow the school's expectations. Student safety is a priority for all of us at Ralph McCall.

Students: As educators, we know that we need to teach students how to play safely and how to act in a responsible way while outside. It is a process that takes time and practice for many young learners. Students are taught by 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 the personal space of others. We have regular conversations about what personal space is and the importance of keeping 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 advocate for themselves, how to resolve conflict, and how to ask for help from an adult.

Additionally, when it comes to winter and safety around what the snow brings—it is an expectation 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 are often icy areas where water pools and refreezes. Students should come to school with appropriate footwear and commute with caution when conditions are icy.

Supervisors: We know that supervision is key in ensuring that students are safe. The supervisor's role is to ensure that students on the playground are using equipment safely and that when students are playing sports or engaging in imaginative play, they are doing so respectfully. Supervisors are expected to keep their eyes on students and to actively help students if need be. Supervisors will stop interactions between students that are deemed unexpected/inappropriate and help mediate conflicts.

Child Development Advisor (CDA): Our CDA works with whole groups, small groups and individual students to help develop skills for our students. Our CDA is often called upon to help students

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resolve minor conflicts, to mediate conversations, and in some cases to work through restorative practices. The role of the CDA is to help students develop skills that they will need now and for the future.

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 when you have a concern. We are here to help, but we need your support in letting us know when there are concerns.

## **VOLUNTEERS**

Parents are encouraged to be involved with the school! All volunteers 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. Also, an office staff member must go through a Health and Safety Checklist with you. Come to the office a few minutes early to ensure these forms are completed before your first day volunteering.
  - Volunteering is purposeful and at the discretion of the classroom teacher. 'Drop-in' visits are not permitted.
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- Whenever you are volunteering, 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 must always know who is in our building.
  - 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 an 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.

## **WEATHER AND EMERGENCY CLOSURE OF SCHOOLS**

It is important students are provided with breaks from classroom instruction and have the opportunity for physical exercise and fresh air. Students and parents are responsible for ensuring 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 will 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  $-20^{\circ}\text{C}$  (+ or - 2 degrees with wind chill) according to the Weather Network (<http://theweathernetwork.com/weather>). On days when administration determines that weather conditions warrant early entry before the morning bell, students will be allowed into their assigned boot rooms starting at 7:45 am. Students are not to enter through the front door before 8:05 as we cannot safely accommodate the volume of traffic through that one door.

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.

## **PARENT RESPONSIBILITIES**

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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 about school closures or bus cancellations. Should you choose to drive your child to school when the 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. A school bus's temperatures may drop dramatically in case 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. To prevent theft and damage, bikes and scooters should be locked to racks. Due to safety and storage concerns, bikes, scooters, etc. are not allowed in classrooms. As per community laws, all children on wheels must be wearing a helmet.

Wheellie shoes are not permitted inside the school.

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## C. Academics

### **HOMEWORK**

Homework can be one way to help develop responsibility and to build important skills such as planning, organizing and self-discipline, in higher grades. However, at an elementary level there are few, if any, significant academic benefits. At Ralph McCall, we believe after school and weekend hours are important times for extracurricular activities, family time, outdoor time and free play. As such, Ralph McCall School has 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 class time will be assigned. Work not completed during the provided class may be sent home for completion. Any assignments completed at home may 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 not be assigned during scheduled calendar breaks (Thanksgiving / Winter break / February break / Spring break).
  - 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 and therefore discretionary absences during school times are strongly discouraged (see Section A. Attendance). Teachers will not provide homework for students who are away for non-health related reasons.
  - For students who are away due to health reasons, teachers might provide limited optional homework at their discretion (see Section A. Attendance).
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## D. Positive Behaviour Interventions and Supports (PBIS)

At Ralph McCall, we are in our 4th 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.

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## **E. Communication**

As a school, we intend to keep parents informed through various means. A bi-weekly school newsletter will be published on the school website. 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 daily updates. Please notify the homeroom teachers and office regarding any changes to your email address so that you receive important communications.

### **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 have standardized 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 the classroom teacher are to establish

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learning goals to be discussed at Three-Way Conferences held twice a year (October and March). Occasionally other support staff such as a Learning Support Teacher, administrator, or the Child Development Advisor may also be part of the conference. Student progress, effort, behaviour, and learning exemplars may 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’ (RTR), is being done through Power School. It is important for parents to have an account. A summary report card will be published at the end of June and is accessed through the Parent Portal of Power School. There are no printed report cards.

**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.

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## F. Fees

### **STUDENT SUPPLIES**

There are no fees collected for school supplies. Students in Grades K- 4 are provided with all the necessary classroom supplies. 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 in-school presentations and field trips. All fees must be paid online using the School Cash Link: <https://rockyview.schoolcashonline.com/> If you are unable to pay a required fee, please contact a school administrator to discuss the concern.



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## **G. Lunch and Snacks**

### **LUNCH**

- During lunch, all food and drinks must be consumed in the classroom. No food is allowed outside.
- There are no microwaves or kettles available for student 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 any products containing nuts or peanuts to school. If you accidentally send your child to school with a product containing nuts, they will be reminded of our nut policy and asked to eat their food in an alternate location, likely at the office so a thorough cleaning may be completed after the food is consumed.
- Deliveries of food for students via companies such as SKIP, restaurant-provided delivery, service or other delivery services will not be accepted at the school.
- Parents may drop off food at the office for their child(ren) prior to 12:00 (M – Th) or 11:00 (F). Please label it with your child's name and classroom.

### **SNACKS**

A short snack time is provided in the classroom for students in Kindergarten to Grade 4. Nutritious snacks are encouraged.

### **SCHOOL FOOD PROGRAM**

Limited healthy food selections are available at the school office should a student forget their lunch or need extra food during lunchtime.

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## 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. There is no indoor recess supervision available during break times.
- If your child becomes sick or has a toileting 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 is too sick to return to class, parents will be contacted. Parents are expected to arrange for their child to be picked up promptly.
- In an emergency or if a student becomes ill and parents/guardians cannot be reached, we will call your emergency contacts on file. We require the name and phone number of another local adult (18+) for all students. This can be a family member, neighbor, friend, or babysitter, but it must be someone who lives reasonably close to the school and who can pick up your child. 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 a school day while under RVS supervision 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

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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 guardian(s) or emergency contact, if the guardian cannot be reached, 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.

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## **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 charged to the student's guardians.

### **ELECTRONIC DEVICES**

Laptops, iPads, & other devices capable of web browsing can be a great tool for learning. If a device is required for a project, we have school-provided devices students may use, with teacher permission and if the Computer Use Agreement form has been signed by a guardian.

Ralph McCall follows Rocky View Schools' [Administrative Procedure \(AP\) 148: Responsible Use of Personal Mobile Devices and Social Media in Schools](#). Please refer to the procedure for specific information regarding personal mobile devices.

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## **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; they may be worn while in a classroom where that teacher has deemed it permissible. Hoodies may be worn with hood down.
- Pajamas are not to be worn at school.
- To assist custodians in keeping the school clean, we have a two-shoe policy. Outdoor footwear must be removed at the school entrance. Students must wear indoor shoes throughout the day.

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.

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## **K. School Council**

All parents of students are considered members of the School Council. From the beginning, staff and parents expressed a wish to work as partners to ensure that the home and the school work in close harmony. While ultimately any final decision is the principal's, the advice and views of parents will be listened to carefully. The 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 look for reminders of meeting dates and other updates in our newsletters and on the website.



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## **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 support, upon request. If you need extra support or have any concerns or suggestions, please contact our CDA.

### **EARLY LITERACY**

Early Literacy support provides individualized reading and writing support mainly to Kindergarten, Grade One and Grade Two students as resources permit. Students who require this extra support are referred to Learning Support by homeroom teachers.

### **LEARNING SUPPORT**

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

### **EXTRA CURRICULAR ACTIVITIES**

During the school year various extracurricular activities may be offered. 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 RVS Code of Conduct. The Code of Conduct applies even when the activity is not on school property but is school related.

### **LEARNING COMMONS (LC)**

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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 for the lost or damaged book.



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### **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. School administration has no jurisdiction over Child's Play. Please contact them directly for further information, including inquiries about current rates and availability at 587-583-6172 or by email at [ralphmccall@childsplaycanada.ca](mailto:ralphmccall@childsplaycanada.ca)

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## 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.**

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