



# Raymond Elementary School Family Handbook



## WELCOME TO RAYMOND ELEMENTARY SCHOOL

We are so excited to begin another wonderful school year. At Raymond Elementary we strive to reach every student. We provide a quality education for each and every student in a caring and innovative environment. The following information will help you become familiar with some general school procedures. Please read the handbook carefully and should you require further assistance or information please contact your child's teacher or one of our helpful school administrative assistants at 403-752-3004.



## STUDENT ARRIVAL TIMES

Students should not arrive at school before 7:50am – doors are locked until that time.

### SCHOOL BELL TIMES

- 8:20 – Warning Bell
- 8:25 – Morning Start Time (M-Fri)
- 10:00 – Grades 4,5,6 Recess (M-Fri)
- 10:15 – Grades 1,2,3 Recess (M-Fri)
- 12:00 - Grades 4,5,6 Recess  
Grades 1,2,3 Lunch
- 12:20 – Grades 1,2,3 Recess  
Grades 4,5,6 Lunch
- 12:40 – Afternoon Start Time (M-Th)
- 2:00 - Grades 4,5,6 Recess (M-Th)
- 2:15 - Grades 1,2,3 Recess (M-Th)
- 3:20 – Afternoon Dismissal (M-Th)
- 12:00 – FRIDAY Dismissal



### Kindergarten Times

- AM Class – 8:20 – 11:30 Mon. – Thurs.
- PM Class – 12:10 – 3:20 Mon. – Thurs.

\*\* AM and PM classes will alternate designated Fridays (8:20-12:00)



## SCHOOL CALENDAR

September 4	First Day of School
September 28	PD Day - No School for Students
October 8	Thanksgiving
November 9	Stat Holiday
November 11	Remembrance Day
November 12	PD Day - No School For Students
December 21	Last day of classes
Dec. 22 – Jan. 6	Christmas Break
January 7	First Day Back
January 30	PD Day - No School For Students
February 18	Family Day No School
February 19, 20	No School for Students
February 21, 22	Teachers' Convention No School for Students
March 25	PD Day - No School For Students
April 19-28	Easter Break
April 29	First Day Back
May 17	PD Day - No School for Students
May 20	Victoria Day
June 21	Last Day of Regular Classes Grades 1-9
June 21	Aboriginal Day

## UPDATE INFORMATION PLEASE

It is vital that you notify us of changes to phone numbers, care givers and emergency contacts so that we can contact you in case of emergency.

RES requires that **all school volunteers have a valid Criminal Record Check and Vulnerable Sector Check.** For information on how to obtain these documents, please contact the office.

## ATTENDANCE

When your child is absent from school please contact the school at **403-752-3004**. Please leave your child's name, classroom teacher and reason for absence. If a child's absence has not been reported, our automated system will attempt to contact you for verification. The School Act requires regular attendance by all students. It is difficult to catch up on all aspects of missed lessons, especially if absences are frequent.

## SCHOOL DOORS

We strongly encourage students to enter and exit the school through their designated grade level door. Students should not arrive at school before 7:50am – doors are locked until that time.

## BUS PASSES

Students are expected to follow all Westwind School Division transportation rules when traveling on the bus. When students arrive at school they are to go to their grade level door. At the end of the day, students should make their way to their bus as soon as possible. If any student wishes to either change their regular bus or accompany a regular bus student the parent or guardian must send a note or contact the office for a bus pass. Students will be called to the office at the end of the school day to collect their bus pass.



## BICYCLES

Students are asked to walk their bicycles and scooters on sidewalks, in crosswalks and on school grounds. Student bicycle racks are located on the south end of the playground and in front of the school in the northwest corner of the staff parking lot. The bike racks located adjacent to the front doors are for staff and parent use ONLY. Bicycles and scooters should be locked up on the bike racks.



## CHECKING STUDENTS IN AND OUT

We ask parents to check their child out for any reason. If your child has an appointment please sign them out, using the binder in the office. Office staff will call your child's classroom and have them meet you at the front entrance. Students will NOT be called down before parent arrival. All students arriving late are expected to sign in at the office.

## FIRE DRILLS AND EMERGENCY LOCKDOWNS

Fire drills and lockdown drills are practiced throughout the year. Students are well versed in safety procedures in the event of an actual fire or lockdown. Student safety is the number one priority. In the unlikely event of an emergency evacuation, all students and staff will walk to the Raymond Town Hall and parents are advised to check the school website and Facebook page for updates and instructions.



## CLOTHING AND FOOTWEAR



Please clearly mark your children's clothing, shoes, boots, books etc. with his or her name. Items that are clearly labeled with students' names are returned and are NOT donated. In order to assist caretaking staff to keep our school clean, students must remove wet, snowy or muddy footwear in the boot rooms. Lost and found is located in the main hallway and is laid out at the end of each month. Unclaimed items are donated to charitable organizations.

## RECESS

We encourage all students to go out for recess breaks. At times of severe inclement weather, the school may make the decision to keep students inside. A note from the parent is required each day the child is requested to remain indoors at recess. Please remember that if a child needs to remain indoors, it is likely that he/she should be at home instead of spreading germs in the classroom.

## WEBSITE

Our RES website outlines important dates, upcoming events and items of interest. New information is added frequently in order to provide families with the most up to date information regarding RES news.

<https://res.westwind.ab.ca>

## UNIVERSAL LEARNING ENVIRONMENT. . .

Our school houses a collection of shared resources with a minimum of 500 books for each classroom library. Our collection is always changing to meet the interests and academic needs of our students, as well as the instructional needs of our teaching staff. Raymond Elementary School is an inviting place where children can explore their interests and build confidence through numeracy, reading and research. In supplying a wide range of quality resources and literature, we strive to encourage life-long learning, foster a true love of reading and at the same time, instill the values of community, responsibility and sharing.



### BREAKFAST PROGRAM

A nutritional breakfast program is available for any student who would like to participate. Cold cereal, toast and bagels, and fruit are available every morning from 7:50am – 8:20am. Students are expected to take only what they will eat and are asked to help keep our school clean by tidying up after themselves. In addition to breakfast, RES continues to offer a healthy snack fridge where students are able to choose from a variety of vegetables, fruits and healthy snacks for recess.

**school  
BREAKFAST**



### FIELD TRIPS

Field trips are an important adjunct to classroom teaching. Students are able to observe first hand some of the things learned at school, and this leads to inquiry and further discovery and learning. Prior to each field trip you will receive notice of the trip, details of the itinerary and other pertinent information. Parent permission slips must be signed and returned to classroom teachers before each field trip. Teachers will ensure appropriate supervision.

### MARATHON CLUB

The RES Marathon Club encourages students to become more active by following a fun, simple running/walking program. The goal is to complete a minimum of 25 miles and then participate in the RES Marathon at the end of June. Two supervised recess times per week are scheduled for students to run.



### MUSIC PROGRAM

All students benefit from a fine arts focus through instruction by a music specialist. An extracurricular choir is offered to all students in grades 2 through 6. Choir rehearsal takes place during the school day. Students are given many opportunities to perform publically throughout the school year.

**MUSIC MATTERS!**



### ONE SCHOOL, ONE BOOK

One School, One Book is a program designed to create a shared reading experience within a single elementary school community. A chapter book is chosen, every family in elementary school receives a copy, and every family reads that book at home over the course of a single month. Activities at school coordinate, promote and enrich the shared reading experience.





### **SCHOOL FEES DUE BY SEPTEMBER 30, 2018**

We ask that fees be paid in full or payment arrangements made with the office by September 30, 2018. School fees can be paid using cash, cheque, debit or e-transfer (resfees@westwind.ab.ca). \*\*These amounts do not reflect the **OPTIONAL** yearbook which is available upon request for an additional \$15.00 per yearbook.

#### **Grades 1-6 Fees - \$51.50**

Activity Fees (Field trips, entrance fees, transportation)	\$15.00
Classroom Libraries (repair and replacement of classroom books)	\$5.00
Student Union (guest speakers, birthday treats, carnivals, marathon, rewards)	\$10.00
Insurance (required school division insurance)	\$1.50
Classroom Supplies (art, music, drama, PE)	\$15.00
Technology (hardware, repairs, servicing, enhancement programs)	\$5.00

#### **Kindergarten Fees - \$60.00**

Non-Curricular goods and services	\$15.00
Tech Supplement	
Learning Manipulatives	\$45.00
Birthdays	
Laminating, paper, coils	
Craft supplies	
Toy purchases, repair, replacement	
Tech	
Insurance	

#### **Preschool Fees - \$500.00**



## RAYMOND ELEMENTARY SCHOOL STUDENT RESPONSIBILITIES



### ***Student responsibilities:***

Raymond Elementary School prides itself as a caring, sharing and safe environment. Anger is a normal human emotion; however, violence will not be tolerated. Parents are asked to review these responsibilities with their children each year. Everyone in our school is expected to assume these responsibilities.

- ✓ **BE CONSIDERATE.** Treat others as you would like to be treated. Be friendly and use good manners. Listen to others.
- ✓ **BE RESPECTFUL.** Know and follow the rules. Respect other's rights and responsibilities. Know that you are a special person, as are all others in this school.
- ✓ **BE SAFE.** Do not harm yourself or others. Do not bring unsafe items to school. Avoid rough or violent games. Report any unsafe activity to an adult in the school.

### **NON-NEGOTIABLE RULES:**

Raymond Elementary School has six school rules that deal with serious, unacceptable behaviour. These rules are called non-negotiable rules. They identify behaviour which will not be accepted under any circumstances. Our school has a zero tolerance for infractions of the following non-negotiable rules:

- ❖ There will be no fighting, physical or verbal violence or aggression toward anyone under any circumstances. Bullying will not be tolerated.
- ❖ There will be no defiance of authority.
- ❖ There will be no profane or indecent language.
- ❖ There will be no willful damage to or theft of property.
- ❖ There will be no continual disruptive behaviour.
- ❖ There will be no weapons or items that can be physically dangerous allowed at school.

### **PROCEDURES:**

- ✓ Students will be helped to understand why inappropriate behaviour is unacceptable.
- ✓ Students will be guided in solving the problems they have created.
- ✓ Students will be encouraged toward self-discipline and responsibility for their actions.

- ✓ Home and school will work together to help students grow and develop into socially responsible people.

We attempt to use logical consequences for misbehavior and to exercise justice and fair play. Our emphasis is on helping and encouraging personal accountability and acceptance of responsibility. When students do not follow the general guidelines for behaviour, the following will occur:

- The problem will be discussed with the student using a problem-solving approach:
  - *What is the problem?*
  - *What are some solutions for solving the problem?*
  - *Which one would work?*
  - *Which will you try?*

And will be documented in the classroom redbook.

- If the problem persists, the problem-solving approach will again be used with the student, and parents will be notified. Referral may be made to the Administration. An appropriate plan or action to improve the student's behaviour will be determined which may include staying in at recess, working as a volunteer with students, walking with the supervisor, or in severe cases, and in school suspension.

- Depending on the nature, severity and frequency of the problem, other resource people such as counsellors, administrators, psychologist, Family School Liaison Counsellor or others may be called to work with the parents and school.

- In known cases of bullying, attempts will be made to counsel both the victim and the offender.