

**2022-2023
Parent/Guardian
and Student
Information Handbook**



Ridgeview Central School

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Parent/Guardian Information Handbook

We Care

Welcome to Ridgeview Central School. The staff wishes a successful year for each student as they learn and grow together. Ridgeview provides a place for students to grow in knowledge and skills in an environment that promotes the attitude of 'We Care.' We look forward to working together with parents in this endeavour.

The following contains information important to parents, and their children, that are part of the Ridgeview Central School community. Please read it carefully. Should you have comments or questions regarding this handbook, feel free to contact the school or arrange for a visit. By working together, we will be able to accomplish great things for the children attending Ridgeview Central School.

School Motto

"WE CARE"

The "we" includes all those that are directly and indirectly involved in preparing our youth for life. It also includes the students. Many things will naturally follow from the fact that we all care.

School Philosophy

Our school considers each child as an individual and will endeavour to provide an environment that will foster the acquisition of knowledge, personal growth and a sense of community responsibility. In recognizing the cultural and religious uniqueness of our community, the school will play its part in providing an atmosphere where home and school are able to work together to accomplish mutual goals.

Mission Statement

Ridgeview Central School, in partnership with parents, and community, is committed to *providing a variety of learning opportunities so that all students can succeed.*

Office Hours

The main office is officially open from 8:00 AM to 3:00 PM. Phone calls are generally answered before and after this time, however, this depends on a staff member's accessibility to the phone.

School Council

Ridgeview Central School operates a school council consisting of school administration, a selected teacher and elected parents. A new council is formed each year at a scheduled Annual General Meeting (AGM). The council meets regularly, and is a critical link between the school and the community.

BEHAVIOURAL CHARACTERISTICS OF CLASSROOMS WITH HIGH EXPECTATIONS

A classroom with high expectations **has students that are:**

- Aware of the learning outcomes
- Involved in their assessment
- Focused on learning outcomes – actively engaged/on task
- Asking questions/clarifying/inquiring/investigating
- Helping other students learn
- Prepared for class
- Following classroom procedures
- Taking pride in their work – handing in their best quality work

A classroom with high expectations **has teachers that are:**

- Well prepared; yet flexible for student learning
- Sharing learner outcomes with students in an engaging manner
- Asking questions that engage students in discovery learning
- Building positive relationships with all students
- Actively engaged and moving about the classroom during instruction
- Providing feedback in a timely manner
- Supporting school initiatives and policies
- Engaged in their own learning and collaboration with peers
- Clearly communicating routines and expectations to students
- Displaying positive moods, actions and behaviours consistent with that of a positive role model
- Displaying behaviors that are expected from students

A classroom with high expectations **has a physical environment that has:**

- Student work posted

- Expectations posted – schedule, learning goals, routines, etc.
- Organization – desks, labelled routines, clean, management, transitions and so on

Effective Behaviour Supports (EBS)

EBS is a school wide system of support that includes proactive strategies for defining, teaching, and supporting student behaviours to create positive school environments. Instead of using a patchwork of individual behavioural management plans, a continuum of positive behaviour support for all students with a school is implemented. Parents, please feel welcome to stop by to view the Effective Behaviour Supports on display at Ridgeview.

An electronic referral form will be completed by school staff when a student has demonstrated inappropriate behaviours. Once completed, the form is shared with the school principal in case additional intervention is necessary. If the issue is of significance, the school principal will distribute consequences and contact parents to ensure parents are aware.

Report Cards

- Three report cards are sent home during the school year.
- If it appears that a student is experiencing difficulties meeting the learning objectives of their grade, parents will be notified prior to the report card going home.

Parent & Teacher Interviews

- Parent & Teacher Interviews will be held in **November** and **March**.
- All parents will be contacted during the month of November and the month of March by phone if they did not show up to the parent/teacher interviews.
- Interviews are arranged by appointment. Parents can reserve their appointment by calling the school.
- We strongly encourage all parents to come to the parent/teacher interviews but are welcome to come at any time to discuss your child's progress.
- Teachers will also make contact with the parent of each child in their class at least twice a year at Parent & Teacher Interviews or via telephone.

Student Promotion / Retention / Placement

At the end of the year, a decision must be made regarding the promotion or placement of your child. Retention is not a common practice and will not be considered unless it is a very special circumstance. It should be noted that retention will likely not be what is best for the student.

The decision to retain a student in the current grade will be made in consultation with parents, teachers, and school administration. It is the objective of our school to help students meet or exceed the requirements set for each grade level by Alberta Learning. The success of students on an Individualized Program Plan (IPP) is based upon meeting their goals as outlined in the plan, and usually results in a placement. The final decision on grade placement is made by the school administration in

consultation with the teacher and parents. Continued communication will occur between the teacher and parents regarding student progress.

Library Procedures

- The library is open for teachers and students at specified times – including scheduled class times and limited noon recesses.
- It is expected that students will handle all materials with respect and care whether in the library or if out on loan.
- Policy on lost or damaged books:
 - Students will be charged for lost or damaged books.
 - Library privileges may be revoked if books are lost or damaged books are not paid for.

Homework Practices

Generally speaking, students are not assigned homework. Students may have homework if any of the following situations occur:

- Students do not use their class time wisely and are unable to complete class work resulting from poor effort.
- Students have been absent. The work that has been missed must be done. In certain cases, modifications are done to the amount of catch-up work that needs to be completed.
- Students are working on individual projects with teacher guidance or preparing for quizzes, tests or exams.

Student Phone Use

- The school provides a phone that all students may use with permission only from their teacher. Phone calls will only be allowed for emergencies. Emergencies consist of medical emergencies or soiled clothing. Arranging playdates is not an emergency and these types of phone calls will not be allowed. Office phones are not to be used by students unless in emergencies or directed to do so.
- Students will only be called to the phone in an emergency situation. Leaving a message for students is generally the easiest way to communicate with them during the school day. Please try to get the end of the day messages to students to the office by 2:15 pm to ensure they are received by students. When possible, please make alternative arrangements for your child the day beforehand.

Student Sign-out Procedures

- It is important that all students are signed-out in the office by their parent/guardian if they leave school prior to school dismissal, and that they sign-in at the office if they arrive late. This policy is in effect for safety and emergency purposes.
- Bussed students are strongly discouraged from leaving the school at any time to go uptown, etc. In the few cases when it is absolutely necessary, the student should bring a note, signed by the parent, to the office.
- When students are being picked up or dropped off at our school, we ask that parents do not double park in front of the school, back up in this zone or drive to the north side of the school.

Cold Weather Policy

- Students should be appropriately dressed for the day-to-day weather conditions. Students may be refused bus privileges if not appropriately dressed for the cold weather.
- Bus routes are cancelled when temperatures drop below -40°C or there are extreme weather conditions on the roads. Decisions regarding bus cancellations are made in consultation with bus drivers. Bus drivers will call parents in the event of cancelled routes, and bus route cancellations will be sent out via the Bus Status phone app.
- The school is open for instruction on days that the bus run is cancelled. Parents may bring their children to school, keeping in mind the safety of their children as a first consideration. However, parents will also be required to pick up their children as there will be no bus at the end of the day.
- When outdoor temperatures are colder than -25°C , there will be indoor recess. This includes a windchill of -25°C . Significant rain might also result in an indoor recess.

Accidents / Illness / First Aid

School staff will administer first aid when minor accidents occur. If a serious accident occurs, parents will be contacted. If a student becomes ill at school, parents are contacted and may be asked to take the student home. If parents cannot be reached or cannot come to the school, the school principal or office staff will arrange (if necessary) for medical assistance or take the student to the hospital. Medication will not be administered to students unless the appropriate FVSD student medication forms have been completed by parents. It is important for parents to contact the school with any new medical alert information for their child(ren). In the event of illness or injury, the school will err on the side of caution. This may mean phone calls home, a trip to the hospital, or even an ambulance trip that some parents do not deem necessary. Please understand that as a school we need to be cautious and treat student safety with the highest priority.

Alternatives to Zero

Ridgeview Central School students will be expected to pass ALL assignments to their teachers.

Rationale: At Ridgeview Central School awarding student marks of zero is not an endorsed policy. The purpose of grades is to reflect students' learning and mastery of academic material, therefore by assigning zero as a grade, the grade no longer accurately measures student learning (Hanover Research, 2013). As educators we are reflective in practice and require reliable student assessment to analyze student learning and design instruction to ensure optimal student learning. Zeros are often rewarded as a result of non-academic factors, such as misbehaviour, poor academic performance, and tardiness (Reeves, 2004). This idea that zeros are a deterrent and effective punishment for these circumstances has not been found in research and actually has been shown to counteract the idea of motivating students and cause withdrawal from academic work (Hanover Research, 2013).

RVCS Application of Alternative to Zeros: These steps will be followed in the following order to ensure the completion of assigned work:

1. Verbal encouragement
2. Complete work in class during recess, and/or lunch where possible
3. Removal of extracurricular privileges until work is completed
4. Phone call home for parent/guardian communication
5. Student behaviour contract
6. Principal/Parent meeting

Your teachers and principal wish to prepare you for the working world, which expects that workers complete the jobs they ~~start~~ are assigned. You can do it!

Works Cited: Hanover Research (2013). Replacing zero grading at the secondary level. District Administration Practice. Retrieved from http://www.grading4impact.com/wp-content/uploads/2015/05/Hanover_ReplacingZeroGrading.pdf Reeves, D (2004). The case against the zero. Phi Delta Kappan, vol. 86, no

Communication with the Home

School and home is valued significantly by Ridgeview

- A **school calendar** and school newsletters are sent home monthly.
- Bi-monthly classrooms newsletters are sent home by classroom teachers before the end of September, November, January, March and May. These should detail special events and curriculum topics taught.
- **Student agendas** are used to facilitate direct communication between the teacher, student and parents. Parents are invited to read and sign the agenda each night as they look for important information regarding due dates, progress, special events, spelling lists, etc.
- The staff of Ridgeview Central School encourages all parents to be actively involved in their children's learning through open and productive communication.
- Should you have any questions or concerns please feel free to first contact your child's teacher, or the principal if necessary. We encourage early communication when questions or concerns arise.
- SynreVoice – We have an automated message system that will be providing phone communication to parents from the school for special events. SynreVoice will also send out an automated message to parents if students are marked absent and the school has not been notified why the child is absent by 9:30am.

Visiting the School

We ask that all school visitors (including parents) use the front entrance and report to the office. Please note that for student safety reasons all doors except the front main entrance are locked during school hours.

Parking

We ask that all visitors park in the parking lot west of the school or in the designated parking spots in front of the school. Please **do not** park in the fire lanes in front and around the school. During concerts, guests are asked to park in the bus lanes east of the school.

Volunteers

We strongly encourage parents to become involved in our many school activities, and let us know in advance the times they are available to assist. Whether it's helping with a pizza sale, supervising a field trip, listening to children read, or joining our School Council, we are convinced that our students' learning environment is enriched through volunteers. Volunteers can make a genuine difference in a school!
All parents should check in at the office when coming in to volunteer.

As per FVSD Field Trip Guidelines all parents attending field trips must submit a clean Criminal Record Check provided by the RCMP and a clean Intervention Record Check provided by Children's Services in High Level when in direct supervision of children. These two completed checks must be brought to Ridgeview Central School office before a parent attends a field trip.

The Criminal Record Check may be obtained at any RCMP detachment or on posted days at the La Crete Mackenzie County office located at 9205-100 Street, 780-928-3983. The Intervention Record Check must be obtained through Children's Services in High Level located at 9814-101 Street, 780-926-4441. Both checks require you to produce one piece of government issued photo ID (driver's license, passport). The Intervention Record Check requires another piece of identification such as a birth certificate or Alberta Health Card.

Lunch Time

Students eat their lunch in their homerooms. The lunch period is 15 mins of eating followed by 15 mins of time outside. Lunch times vary this year depending on grade level.

Paying Online

Fort Vermilion School Division provides an opportunity for parents to pay for school items and fees online. More information will be communicated in upcoming school newsletters.

Hot Lunches

The goal is to have Hot lunch to continue this year. Information will be provided to parents via school newsletters.

Hot Lunch Card for Purchasing Lunches

Hot lunch cards will be available for purchase. These can be purchased at the school or online. Hot Lunch Cards cannot be used for hot dog sales.

Student Fees

At this time, there will be no student fees for the 2022-2023 school year. Please note that this may change.

The Fort Vermilion School Division has a process to deal with parents unable to pay student fees for financial reasons. Please consult the school principal if this may apply to you.

Electronic Communication Devices

From 8:30 am- 2:45pm, all students are prohibited from using personal technology devices unless approved by the principal for instructional purposes and/or included in the student's instructional support plan (IPP). Students are permitted to appropriately use personal devices before or after school and during field trips with teacher approval. The Fort Vermillion School Division has provided all technology devices needed for learning. A student who breaches this guideline may receive disciplinary action as per the FVSD Student Code of Conduct and the School's Student Code of Conduct.

Student Dress

Students should dress appropriately for classes. Students may be sent home if their attire is inappropriate such as revealing clothing, short shorts or clothing displaying inappropriate messages. Parents will be contacted if it is determined that student clothing is inappropriate.

Student Footwear

Students are required to remove their outside footwear when entering the school building. Indoor running shoes are required for gym classes – **these shoes MUST have non-marking soles**. Students with marking soles will be asked to bring non-marking shoes to school.

For safety and sanitary reasons students are not allowed to go barefoot in the school.

Lockers

Each student is assigned a locker for storage of clothing, books and lunches. We **do not** allow locks on the lockers as students often forget their keys or combination numbers. Students should not keep money in their lockers, especially large amounts. This should be turned into the teacher or office for safekeeping. Students are also not to tape or glue anything on the inside or outside of the locker.

Attendance

Regular attendance is a necessary part of ensuring that your child succeeds at school. It can be expected that your child will be missing on days that he or she is sick or in case of emergencies. Students should inform their teachers of the reasons for the absence. A signed and dated note, or a phone call, giving the reason is the best way that parents can inform the school. If parents are taking children out for other reasons, it would be greatly appreciated if the school is notified. The student agendas work well for this purpose.

Emergency Evacuation/Relocation/Lockdown Drills

Fire drills and lockdowns will be conducted throughout the year and will follow FVSD requirements as per frequency.

Inclusive Education/Resource Program

In order to provide sound programming for all our students, Ridgeview offers an Inclusive Education Program. The classroom teacher, in collaboration with the Inclusive Education Coordinator, ensures that programming is in place for students requiring extra assistance. Individualized Program Plans (IPP's) are developed by the classroom teacher who works with the Inclusive Education Coordinator, parents

and school principal to ensure student success. Feel free to contact the school if you have any questions about the Inclusive Education Program.

Celebrating Literacy and Reading

To encourage our students to read, teachers develop a variety of home reading programs for their students. School-wide reading celebrations may also be part of school activities in an effort to encourage student literacy.

Ridgeview S.T. R.O.N.G

School-wide
Targeted
Reading
Outcomes and
Numeracy
Grouping

For the 2022-2023 school year the schedule has been set up so that all grade levels have intervention periods at the same time. This common time has been named Ridgeview S.T.R.O.N.G. There will be teachers and educational assistants available during each intervention period to work with students. The goal of this time is to provide more **targeted** and **specific** instruction and interventions for students in the areas of LA and Math.

Lost and Found

A lost and found box is located near the front entrance of the school. If students are missing any articles of clothing, etc., they should check this box. Parents are welcome to check the lost and found box as well. Any unclaimed items will be passed on to local organizations that can benefit from these clothing items.

Extracurricular Participation Policy

All students have the opportunity to participate in various extracurricular activities. Extracurricular activities are considered activities that are not tied directly to the outcomes of the curriculum. These activities include, but are not limited to, sports teams, after school clubs, swim trips and field trips within the division. At times the privilege of participating in extracurricular activities may be removed if there are ongoing attendance, behavioural or academic concerns. The following guidelines will be followed:

Attendance:

As extracurricular participation is a privilege for students, students should be regularly attending school, unless circumstances prevent it, to take part in extracurricular events. The following criteria are guidelines to consider when a child's right to participate is in question.

- Students should have a **minimum of 80% attendance** during the school year prior to the activity. Absences that have special circumstances will be considered by the school administration.

- If a student is **absent or arrives after first recess** during the school day, they will not be permitted to participate in extracurricular activities, unless prior arrangements have been made with school administration or the absence was unavoidable.

Behaviour:

Students need to uphold the qualities of a Husky student. The following can occur if a student is not in good behavioural standing.

- If a student is suspended from school they will not be permitted to participate in extracurricular activities, field trips, or sporting events after school during the suspension. The time frame will include the following weekend if the suspension ends on a Friday.
- A student who receives office referrals during the year leading up to an extracurricular activity, may be ineligible to attend. Final decisions on this matter will be made by the school administration.

Academics:

Ridgeview Central School holds high academic expectations for their students.

- If a student is having difficulties meeting the learner outcomes to an acceptable standard, but putting forth appropriate effort (all assignments are complete, requesting/receiving extra help, etc), the student will be permitted to continue participating.
- If a student is failing, but not putting forth appropriate effort, then the student will be monitored by teacher/coach/supervisor/administration. During this monitoring, the student may remain on the team or club if the extracurricular activity is something consistent, but must demonstrate that they are completing missed work in an attempt to raise their grades to passing.

Extracurricular Participation Agreement

After reading this Extracurricular Participation Policy, please complete the Extracurricular Participation Agreement that was sent home to indicate that you will abide with the terms and conditions outlined. The signatures of both student and parent/guardian are mandatory before being allowed to participate in extracurricular activities.

Facts about Ridgeview Central School

Mailing Address:	Box 1750, La Crete, AB T0H 2H0
Street Address:	10402 94 Ave
Phone:	928-3100
Grades Offered:	Four to Six
Team Name:	Huskies
School Colours:	Red, Black
School Opened:	1987

Enrolment:

Approximately 200