

# Ryley School



*The Small School With A BIG*



**Family Handbook**

**2018 - 2019**



## **Welcome to Ryley School!**

We are pleased to welcome you to the 2018-2019 school year at Ryley School. We look forward to learning and growing with you!

Ryley School is a school emphasizing excellence! Our success is achieved through the commitment, support and talent of the Ryley team: the staff, students, parents, and the community. Together, we provide exciting and rewarding learning opportunities for our students!

The information in this handbook will serve as a guide to the school. It includes the basic policies, guidelines and expectations that will help us work together. We ask that students and parents read this handbook and then discuss it together. If you have any questions about the information in the handbook, please consult any teacher or the administration at 780-663-3682.

Ryley School focuses on the success of each student. We are proud to be a Learning Community where we are committed to the following principles:

- we focus on student learning
- we work in a collaborative culture
- we use student learning data to guide our work.

At Ryley School our policies and practices reflect our commitment to our students' academic and social development. We believe in the importance of maintaining a safe learning environment where there is respect for individuals and for property. We provide a supportive environment and a comprehensive education developing adaptable, responsible learners who are capable of meeting the opportunities of a changing world.

On behalf of the staff, it is a privilege to welcome you to Ryley School. We wish you a successful year!

Mrs. Schaade, Principal

# DAILY TIME SCHEDULE

The instructional timetable at Ryley School is made up of 36 periods of time in a sequence of four days.

Each day has nine periods through the morning and afternoon. We have two - five minute breaks where students can go to their lockers to exchange binders, get a snack to eat, and use the washroom. Period seven every day is Rebel Block which is used to support literacy, numeracy, wellness and enrichment.

## Ryley School Bell Schedule 2018-2019

Bell Times (Regular Schedule)			Bell Times (Early Dismissal)		
Time	Period	Minutes	Time	Period	Minutes
8:42	2 min. warning		8:42	2 min. warning	
8:44-9:30	1	46	8:44-9:23	1	39
9:30-10:16	2	46	9:23-10:02	2	39
10:16-10:20	Break	4	10:02-10:06	Break	4
10:20-11:06	3	46	10:06-10:45	3	39
11:06-11:52	4	46	10:45-11:24	4	39
11:52-12:22	Lunch	30	11:24-11:54	Lunch	30
12:22-12:24	2 min. warning		11:54-11:56	2 min. warning	
12:24-1:10	5	46	11:56-12:35	5	39
1:10-1:56	6	46	12:35-1:14	6	39
1:56-2:00	Break	4	1:14-1:18	Break	4
2:00-2:26	7-Rebel	26	1:18-1:40	7-Rebel	22
2:26-3:12	8	46	1:40-2:19	8	39
3:12-3:58	9	46	2:19-2:58	9	39

09/17/2018

**We have an early dismissal on the first Thursday of each month starting in October.**

# RYLEY SCHOOL STAFF

<b>Administration</b>		<b>Administrative Assistants</b>
● Maria Schaade	Principal	● Leanne Ewert
● Jeff Manchak	Assistant Principal	● Leann Strilchuk
<b>Learning Coach</b>		<b>Librarian</b>
● Teena Neufeld		● Jodi Huculak
<b>Grade 7 Homeroom</b>		<b>Family School Liaison Worker</b>
● Stacey Estey		● Sarah Davidson
<b>Grade 8 Homeroom</b>		<b>Educational Assistants</b>
● Cole Feth		● Louise Hrabec
		● Lynette Laskoski
<b>Grade 9 Homeroom</b>		● Dorothy Smith
● Brent Anderson		● Ray Vanstone
<b>Grade 10 Homeroom</b>		<b>School Custodians</b>
● Treena Mueller		● Don and Debbie Shaver
<b>Grade 11 Homeroom</b>		
● Danielle Peters		
<b>Grade 12 Homeroom</b>		
● Alycia Whalley		

# ACADEMIC EXPECTATIONS

## ACADEMIC PROGRAMS

All students, both junior and senior high, participate in approved courses outlined by Alberta Education.

### Requirements for an Alberta High School Diploma

The chart below outlines one way of achieving Alberta High School Diploma graduation requirements, in English. Course sequencing and selection will vary for individual students.

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)
The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.
<b>100 CREDITS including the following:</b>
ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)
SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)
MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
SCIENCE – 20 LEVEL (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS)
CAREER AND LIFE MANAGEMENT (3 CREDITS)
10 CREDITS IN ANY COMBINATION FROM <ul style="list-style-type: none"> <li>· Career and Technology Studies (CTS) courses</li> <li>· Fine Arts courses</li> <li>· Second Languages courses</li> <li>· Physical Education 20 and/or 30</li> <li>· Knowledge and Employability courses</li> <li>· Registered Apprenticeship Program courses</li> <li>· Locally developed courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses</li> </ul>
10 CREDITS IN ANY 30-LEVEL COURSE ( <u>IN ADDITION TO</u> A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE)
These courses may include <ul style="list-style-type: none"> <li>· 30-level locally developed courses</li> <li>· Advanced level (3000 series) in Career and Technology Studies courses</li> <li>· 30-level Work Experience courses</li> <li>· 30-level Knowledge and Employability courses</li> <li>· 30-level Registered Apprenticeship Program courses</li> <li>· 30-level Green Certificate Specialization courses</li> <li>· Special Projects 30</li> </ul>

Students who are enrolled in Knowledge and Employability courses and who satisfy the requirements as outlined in the chart below are awarded a Certificate of High School Achievement.

<b>CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS (ENGLISH)</b>	
The requirements indicated in this chart are the minimum requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.	
<b>80 CREDITS including the following:</b>	
ENGLISH LANGUAGE ARTS 20-2 OR 30-4	
MATHEMATICS 10-3 OR 20-4	
SCIENCE 14 OR 20-4	
SOCIAL STUDIES 10-2 OR 20-4	
PHYSICAL EDUCATION 10 (3 CREDITS)	
CAREER AND LIFE MANAGEMENT (3 CREDITS)	
5 CREDITS IN	
<ul style="list-style-type: none"> <li>· 30-level Knowledge and Employability occupational course, or</li> <li>· 30-level Career and Technology Studies (CTS) course, or</li> <li>· 30-level locally developed course with an occupational focus</li> </ul>	
AND 5 CREDITS IN	
<ul style="list-style-type: none"> <li>· 30-level Knowledge and Employability Workplace Practicum course, or</li> <li>· 30-level Work Experience course, or</li> <li>· 30-level Green Certificate course, or</li> <li>· Special Projects 30</li> </ul>	
OR	
5 CREDITS IN	
<ul style="list-style-type: none"> <li>· 30-level Registered Apprenticeship Program (RAP) course</li> </ul>	

### What are Knowledge and Employability Courses?

Knowledge and Employability courses are designed for students in grades 8 to 12, and they provide students with opportunities to experience success and become well-prepared for employment, further studies, citizenship and lifelong learning.

## **ATTENDANCE AND PUNCTUALITY**

The Alberta School Act states that regular and punctual school attendance is the responsibility of the student, parents and the school system.

At Ryley School:

- students have an obligation to be diligent in pursuit of their studies while attending school regularly and punctually, and to make up missed learning opportunities.
- parents have a responsibility to take an active role in their child's education and to provide support for the student's obligation
- teachers will provide engaging learning opportunities and provide learning support when a student is absent from class
- administration will support students and families in educating them about the importance of being in school every day while offering intervention supports for individuals who demonstrate attendance concerns.

***Regular and punctual attendance is necessary for students to achieve success in school.***

Absence from school does not excuse a student from handing in assignments or from completing them. Being late for class or school is a concern because of the disruption to the rest of the students. Therefore, regular and punctual attendance at school is critical for student success.

We at Ryley School will continue to fulfil our school responsibility of encouraging, monitoring, and reporting attendance and punctuality. Please time arrival to school as close to the entry times as possible. Although students are permitted to come into the school early, we do not expect them to arrive before 8:00 A.M. Supervision is provided at 8:00 A.M.

### **What Constitutes an Excused Absence?**

An absence may be considered excused if it falls under one of the following categories:

- school sponsored event - for example extra-curricular activity, field trip
- student illness or health appointment - for example doctor, dentist
- verified absence due to participation in a community activity - for example community team, religious activity
- significant family issue - for example critical illness or death, family emergency
- principal's discretion.

### **Process for an excused absence:**

It is preferred to have notification on the day of the absence or prior to if possible. Please call the office and inform us of when the absence will be and for what reason. If notification is not received within 24 hours, the absence will be considered as an unexcused absence.

# BEHAVIOUR EXPECTATIONS

We believe that all students have a right to learn. To do so successfully, they must be in a positive, cooperative, caring and respectful environment. The Alberta School Act outlines the following code of conduct for students:

12 A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- a. be diligent in pursuing the student's studies;
- b. attend school regularly and punctually;
- c. cooperate fully with everyone authorized by the board to provide education programs and other services;
- d. comply with the rules of the school;
- e. account to the student's teachers for the student's conduct;
- f. respect the rights of others;
- g. ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- h. refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- i. positively contribute to the student's school and community.

RSA 2000 cS-3 s12;2015 c1 s3

Student Rights and Responsibilities, Alberta School Act

Any behaviour that infringes on the rights or well-being of others is unacceptable in our school. Students whose behavior is unacceptable, may receive a suspension or expulsion. Some examples of unacceptable behaviours are:

- hitting, physical or mental abuse, harassment, bullying
- throwing or kicking objects inappropriately
- defiance of school staff
- abusive or inappropriate language; threatening or intimidating staff or students
- repeated misbehavior; multiple class exclusions
- leaving the class or school without parental and/or school permission
- smoking within the vicinity of the school and/or possession of tobacco products, e-cigarettes, or vaping tools
- bringing a weapon to school (or an item intended to be used as a weapon, or that could be considered a weapon)
- possession of any form of illicit drugs, alcohol, cigarettes, or vaping products
- willful destruction of property/theft
- breach of student's responsible technology use *Technology (Internet/Network) Acceptable Use Agreement Students K-12 agreement form*

**Energy Drinks:** Studies have shown that energy drinks such as Red Bull, Monster, Xtreme etc are harmful to students. As such, these drinks will not be allowed at school.

## Ryley School Behaviour Matrix

	All Areas	Learning Areas	Common Areas	Out of Building	Transportation
		Classrooms, Gym, Shop, Science and Home Ec. Labs	Learning Commons, Hallways, Lunch Rooms	Extra-curricular activities, school grounds, Field Trips, Online Activity	Bus, private vehicles
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Be honest, kind, and helpful</li> <li>• Help keep the area clean</li> <li>• Encourage others to do/be their best</li> <li>• Report bullying</li> <li>• Maintain a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Take initiative</li> <li>• Encourage others to be involved</li> <li>• Promote the learning of new things</li> </ul>	<ul style="list-style-type: none"> <li>• Be a positive example</li> <li>• Invite participation</li> <li>• Include everybody</li> <li>• Encourage and support others</li> <li>• Report damage/ inappropriate use of school technology and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Lead by example</li> <li>• Represent the school in a positive way</li> </ul>	<ul style="list-style-type: none"> <li>• Help the bus driver when needed</li> <li>• Assist younger students cross safely</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Communicate appropriately</li> <li>• Maintaining a mild scent environment</li> <li>• Celebrate each other's success</li> <li>• Keep your hands to yourself</li> <li>• Treat other's property with care</li> <li>• Listen and follow instruction</li> <li>• Refer to everyone by their preferred names</li> </ul>	<ul style="list-style-type: none"> <li>• Be mindful of others learning</li> <li>• Take care of and return classroom materials</li> </ul>	<ul style="list-style-type: none"> <li>• Treat school technology, furniture and equipment with care</li> <li>• Be aware of other's personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Engage with others in a caring manner in person and online</li> <li>• Follow supervisor's expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Follow driver's rules and instructions</li> <li>• Demonstrate courteous behavior</li> <li>• Care for the bus</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Dress appropriately</li> <li>• Maintain a safe environment</li> <li>• Be where you are supposed to be</li> <li>• Demonstrate digital citizenship</li> <li>• Use areas for their intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Be Active and engaged in your learning</li> <li>• Challenge yourself in learning</li> <li>• Showing up on time</li> <li>• Have assignments completed on time</li> <li>• Hand in your best work</li> <li>• Come prepared ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Keep areas tidy</li> <li>• Return materials to their proper place</li> <li>• Use technology appropriately</li> <li>• Sign out school technology</li> <li>• Wipe or remove dirty footwear</li> </ul>	<ul style="list-style-type: none"> <li>• Practice sportsmanship</li> <li>• Follow the Athletic/Coaching Policies</li> </ul>	<ul style="list-style-type: none"> <li>• Follow all bus rules</li> <li>• Inform drivers of absence</li> <li>• Submit all necessary travel forms</li> <li>• Practice safe school zone driving</li> <li>• Dress appropriately for the weather</li> </ul>

\* - We will be reviewing and revising the The Ryley Code in fall of 2018.

### BEHAVIOUR – DISCIPLINARY ACTION

Most instances of inappropriate behaviour will be dealt with by staff when they occur. Staff will let students know what was inappropriate in their behaviour and give them opportunities to behave in more appropriate ways.

Generally, such behaviour will be dealt with according to the following levels:

1. problem handled in class
2. student is given a time out in the hall, in another class, or in the office
3. student is formally excluded from one class and sent to the office
4. student is suspended for one to five days
5. student is expelled from Ryley School.

If an offence is considered severe or highly dangerous, the appropriate consequence will be determined according to the severity of the act. Therefore, the preceding steps are not necessarily sequential or followed. At any time the RCMP may be contacted and involved in a situation as deemed necessary.

### BEHAVIOUR – LATE POLICY

Upon arriving late to school, students must report to the office and sign in. Once they have signed in they may proceed to class. This policy is intended to reinforce the importance of punctuality and to minimize the disruptions caused by late arrivals to class. It allows for those occasional emergencies everyone experiences and does not apply in the case of illness or appointments. Please inform us of these by note or phone calls.

It is important for students to sign-out if they leave the school before the end of the day. A reason should be recorded.

# GENERAL SCHOOL INFORMATION

## ABSENCES

The SchoolMessenger Program is designed to ensure that all students absent from school are accounted for. We ask parents to call the school in advance of an absence, stating the student's name and grade. Student absences not reported to us are checked by a call home and/or the other numbers listed on your student's registration form. To avoid unnecessary time and effort on the part of the school staff who co-ordinate this task, we ask for parent co-operation in phoning for every absence. A message may be left on our answering machine at 780-663-3682. Please consider using the SchoolMessenger app to set your communication preferences for calls, emails, texts and more. Go to <http://go.schoommessenger.ca> to download the mobile app or use the web-based version from your internet browser. Sign in on the **CANADA** server.

## ACCIDENTS AND ILLNESS

If students become injured or ill during class time, they should notify their classroom teacher who will notify the office. They are not to remain in a washroom without first contacting the office. If the injury or illness appears serious, parents will be notified so the student can be picked up. If we are unable to contact parents or the emergency contact, the school administration will secure the necessary medical attention.

Students who are sick or displaying symptoms of illness should stay home. If your child has contracted a serious illness (influenza, chicken pox, measles, etc.), please let the school know. Due to privacy legislation, we do not share personal health information but we are required to report numbers or trends to Alberta Public Health.

## ATHLETICS

Our competitive athletic programs are provided to help student-athletes grow in all areas of their life (social, emotional, character-development and academics). In partnership with our students and parents, the duty of the instructional and coaching staff is to help foster success in an honest and sportsmanlike manner through a variety of experiences by teaching our student-athletes positive attitudes and safe and appropriate standards of behaviour. Athletes at Ryley School represent not only themselves, but also their families and our school and community. Athletes are expected to display appropriate and acceptable standards of sportsmanship and behaviour both in and out of school.

Athletes and parents are expected to sign the athletic contract that outlines expectations and responsibilities prior to participating. (See Appendix 1)

## CAMERAS/CAMERA PHONES/RECORDING DEVICES

Unless required for a class project, approved and arranged by staff, students are not permitted to use cameras, camera phones, video cameras or any other recording devices while at school.

At Ryley School we support our Freedom of Information and Protection of Privacy legislation, and we expect all students and staff to adhere to this legislation.

## **CHANGE OF ADDRESS, PHONE NUMBER**

If during the school year, the address, telephone number, etc. of a student changes, parents should inform the school at their earliest convenience. Emergency numbers must be kept up-to-date.

## **DAMAGE**

Students are responsible to the school for their desks, assigned books, materials and lockers. Desks and lockers are to be kept in good order. Any student who damages desks or any other school property will be held responsible for their conduct and for financial restitution.

## **DRESS AND APPEARANCE**

Schools are a professional workplace. At Ryley School we believe in appropriate attire for the environment that we work and study in.

Some guidelines for ensuring you are dressed appropriately:

- completely covered buttocks
- tops and bottoms meet
- no exposed cleavage
- undergarments must not be visible
- shoes are to be worn at all times for safety
- no unacceptable slogans, language or graphics on clothing.

## **ELECTRONIC DEVICES**

Cell phones and other electronic devices have tremendous, positive impact on learning. Our goal is to help students develop responsible use practices. Teachers are responsible for the learning that takes place in their classrooms and they have the authority to decide how these devices will be used. Students must respect these classroom expectations and may be asked to turn off devices, place them in "silent mode", or not have them in class.

Students are encouraged to bring their own devices, but must maintain responsibility for them. The school is not responsible for the loss or damage of these items. If a student is noncompliant, the device will be confiscated and turned into the office. The device will remain at the office until the end of the day. After the second confiscation, parents will be required to come to the school to pick up the device. Bringing these items to school is a student choice.

Note: All students have access to use the free public phone at the office and school owned devices when required for learning.

## **EMERGENCY PROCEDURES, FIRE DRILLS, LOCKDOWNS**

Whenever a fire alarm sounds, all students must leave the building via the nearest exit. Instructions are posted in each room regarding exits to be used. The all clear signal is verbal confirmation by the administration to return to the building.

It is against the law to touch or activate the alarm boxes except if there is an emergency.

Lockdown procedures are also in place at Ryley School. In the event of an intruder, lockdown procedures will go into effect for the entire school. In the event of chemical spills, severe weather, such as a tornado, the students will be directed to a safe location until an all clear has been received.

Both fire drills and lockdown procedures are practiced regularly throughout the school year as part of our emergency procedures.

**NOTE:** In the event of a school emergency, Ryley School will contact parents/guardians by phone. We ask that parents refrain from calling the school during an emergency, as it ties up the phone lines and puts our students at greater risk. **It is imperative that ALL families have communicated their current contact information to the school.**

If you have any questions, please contact school office.

## **EXTRA-CURRICULAR ACTIVITIES**

These are the activities that go on outside regular school hours, through volunteer sponsorship by various staff members, parents, or community members. Students choose whether or not to participate, but everyone is encouraged to have some involvement.

There is also an inter-school athletic program where we compete against other schools. Boys and girls may represent Ryley School in volleyball, basketball, badminton, cross country running and track and field. This may vary according to the availability of coaches.

There are also opportunities for the students to become involved in leadership activities such as Student Council, leadership, yearbook, and various clubs that are formed throughout the year. These activities will be advertised and students will have the opportunity to sign up as they become available.

## **FEES**

Student fees will vary depending on each student's course selections. For more information on student fees, please visit the Ryley School website ([www.brsd.ab.ca/school/ryley](http://www.brsd.ab.ca/school/ryley)). Fees for sports teams are used to cover the cost of reffing, transportation, tournament fees and equipment. Without these fees, we would not be able to run a program. It is imperative that fees for sports, field trips etc be paid **prior** to the event.

## **FIELD TRIPS**

Parents will be notified of all field trips requiring private or public transportation prior to their occurrence. This notification will indicate the purpose, cost and other requirement for the field trip. **Parents are required to acknowledge receipt of this information by signing the return slip and having their child return it to the teacher involved by the deadline specified.** If a return slip is not received by the school, it will be assumed that Parents/Guardians have not sanctioned the field trip. All field trips are subject to the approval of the principal, while field trips out of province, overnight trips or those deemed high risk, require the approval of the Superintendent of Schools.

At Ryley School primary focus is student learning. As such students must ensure they have completed their academic assignments prior to participating in an extracurricular field trips/events that require students to miss class time (e.g. athletic tournaments, drama club, etc.). Students will need to have their teachers in English Language Arts, Math, Science, and Social Studies sign the academic focus form to confirm they have completed all assignments. (See Appendix 2)

## **HOMEWORK**

Students are responsible for work/handouts/assignments missed during absences.

Parents/guardians/students requesting to pick up homework must give advance notice and must commit to returning to school with all work completed.

You can help your student with homework by providing a quiet, well-lighted place for your son or daughter to study. A desk is ideal, but a corner of the kitchen table after dinner is fine too, especially if you are doing some work or reading nearby. Establish a regular “homework time” in your home. During this time there should not be a phone, TV, radio or any distractions. Make sure your student has the “tools of the trade”. These tools may include pens, pencils, paper, calculator and dictionary.

Encourage and support your child’s efforts. Be available for questions, but remember the homework is your child’s responsibility. Please help your child learn to accept this responsibility. Each of the areas listed below should be part of regular homework routines:

- a) complete work not finished in class
- b) complete short and long-term assignments
- c) review work taken each day
- d) study for exams and tests
- e) utilize Maplewood / ConnectEd on a regular basis

## **LIBRARY/LEARNING COMMONS SERVICES**

The Ryley School Learning Commons houses a collection of print materials (books, paperbacks and magazines) which may be borrowed for periods of time ranging from one class period to two weeks.

Students must pay replacements costs of materials they lose or wilfully damage. Fines will be issued in accordance with the costs to repair the damage or replace the item. Receipts are issued; if a lost book is found and subsequently returned to the learning commons in good condition, the payment will be refunded. Books may be returned during scheduled library periods, between classes, or at noon. Borrowing privileges will be suspended if the student has three overdue books.

The learning commons is open at noon hour for individual student needs. During school time, groups of students or entire classes may be in the learning commons with their teacher.

## **LOCKERS**

During the first week of school students will be assigned a lock and locker for the purpose of storing clothing, school supplies and equipment. **Students are required to lock their lockers and should not share their combination with other students.**

Students are advised not to bring large sums of money or valuables to school. If large amounts of money or valuables must be brought to school, they should be left with the office and not in lockers or backpacks. Bringing these items to school is a student choice. The school is not responsible for lost or stolen items.

In accordance with Administrative Procedure 355 student lockers are the property of Battle River School Division and therefore may be searched at any time. Students shall have no expectation of privacy in regards to the contents of their assigned lockers.

## LOST AND FOUND

We cannot assume responsibility for lost articles; however, we do believe that good citizenship demands that we make every effort to return to its rightful owner anything that does not belong to us. We ask that small items (e.g. keys, jewelry, and books) be turned in to the office and large items (e.g. clothing and footwear) be turned into the lost and found boxes located in the school. Please put your name on your property whenever possible.

## LUNCH

Ryley School students are encouraged to bring a lunch or purchase one at the Ryley School concession. Our 30 minute lunch break does not easily accommodate students going out for lunch. Some students, however, may want to go downtown for lunch. If you do not want your child leaving the school during the lunch break, please inform the office.

Please note, that there is no supervision off school property. Furthermore, students are expected to be back on time and conduct themselves according to acceptable community standards while off campus.

## Maplewood ConnectEd

Maplewood provides online access to parents. This service allows you to check on attendance and marks. Parents will be given login information and a password to enable quick and easy access to school information. A link to Maplewood can be found on our school website [www.brsd.ab.ca/school/ryley](http://www.brsd.ab.ca/school/ryley).

## MEDICATION

We do not provide aspirin, Tylenol, etc. Prescription medication may, if parents wish, be left in the office for students to take at the appropriate times. Parents will be required to fill out an "Authorization Form for the Administration of Medication" sheet that will need to be signed by a parent/guardian and a physician, prior to staff being able to administer the medication.

## MY PASS

All highschool students will sign up for a "MyPass" account as this is how high school students will order/receive transcripts, view and print diploma exam results and be able to track their progress towards graduation.

A personal email account is required to sign up for "MyPass." Students **are not to use their BRSD email account** as this account becomes inactive upon graduation or leaving Ryley School. We will guide students through this process.

## PHOTOGRAPHS

Early in the school year a commercial photographer will come to the school to take a picture of each student. These pictures are used for the Yearbook. Students may also purchase their pictures according to an arrangement made each year between the school and the photographer.

## **PRINCIPAL'S ADVISORY COUNCIL**

Students have an opportunity to share their perspective and to have input into school life through the Principal's Advisory Council. This group of students from each grade level meet with school administration monthly during the lunch period.

## **SCHOOL COUNCIL**

On behalf of the Ryley School Council, I would like to welcome you to Ryley School and invite and encourage you to attend our School Council meetings. The Council provides you the opportunity to meet members of the school staff, students and fellow parents, and is a forum for discussing your ideas, concerns, and questions. It provides an opportunity to offer feedback to the Principal on matters associated with our school.

Parental participation is key to having a council make its contribution to the success of the Ryley School community. Meetings are short, informative, and cover a variety of topics such as: enrolment, staffing, budget, behavior, curriculum, and student/staff achievement. I am looking forward to working with you on our council.

## **RYLEY SCHOOL WEBSITE**

Ryley School has a website at [www.brsd.ab.ca/school/ryley](http://www.brsd.ab.ca/school/ryley)

Please use it as a supplementary way for information about upcoming events, school newsletters, report card and parent-teacher interview information, and the school calendar.

## **SUPPLIES AND EQUIPMENT**

Students will be provided with a list of basic supplies required by each teacher at the beginning of the school term. They will be expected to bring necessary supplies and equipment (including notebooks and texts) to each class.

## **YEARBOOK**

Yearbooks are pre-sold during the current school year and will be available for pick-up in the fall of the following year. Purchase of the yearbook is optional.

## **APPROPRIATE USE OF DISTRICT TECHNOLOGY PROTOCOL**

District technology is intended for educational purposes and for business activities in the operation of our school and the district as a whole. Personal use of electronic communication must not interfere with, or conflict with, its use for school purposes. District technology cannot be used for purposes that are illegal, unethical, or immoral.

Students will be given access to district technology for educational purposes that include:

- Communication
- Information acquisition
- Information management
- Research specific to educational assignments

Students at Ryley School have access to technology on a regular basis. *Technology (Internet/Network) Acceptable Use Agreement Students K-12* has been developed to ensure that users understand their role and responsibility in using the hardware, software, network, internet, and related equipment and communication vehicles. The agreement reflects the school's philosophy of respect and dignity for individuals, personal interactions, the learning environment, the facility, and its resources.

Students who deliberately use district technology inappropriately will be subject to disciplinary action, both at the school and or district level, as well as legal action, if necessary.

All students and families at Ryley School are required to read and understand the *Technology (Internet/Network) Acceptable Use Agreement Students K-12*, as well as the ramification of inappropriate use prior to signing the Agreement. All students will be bound by the Agreement throughout their affiliation with Ryley School and Battle River School Division.

## Appendix 1

### Ryley Extra-Curricular Philosophy & Guidelines

This policy applies to all extra-curricular activities-athletic teams, clubs and organizations within Ryley School. All athletes & coaches must sign the following policy statement in order to participate in extra-curricular activities at Ryley School.

There are a number of common qualities teams must pursue if they wish to approach their potential. The following statements will be the building blocks of all Ryley teams. All players & coaches must adhere to the following athletic philosophy & guidelines.

1. As members of Ryley School, we must recognize that our first responsibility is to academic progress. This statement has a number of implications:
  - a. Regular attendance for all classes.
  - b. Punctual completion of all assignments and tests.
  - c. Proper behaviour during classes and respect shown to all people within our school community.
  - d. School attendance is a prerequisite for participation at either a practice or game. **A student must be present for the entire day to attend practices or games. The only exceptions are medical appointments or prior consent of the principal.**

***Students who have less than 50% in any course could be deemed academically ineligible and will not be allowed to participate until such time the mark is 50 % or better or the student is cleared to play by the principal. Factors such as attendance, completion of assignments, tardiness, classroom behavior and effort will also be considered when determining eligibility. Athletes will be able to try out and be selected to teams as well as practice but will not be able to participate in games (league or tournament) during the time they are considered academically ineligible.***

Your teachers will be speaking to us about your academic, behavioural, and athletic successes. We look forward to these because we are proud of our association with you.

2. Athletes are responsible for completing any and all school work missed due to early releases, athletic events, or other athletic activity. **In addition students will need to have their teachers in English Language Arts, Math, Science, and Social Studies sign the academic focus form to confirm they have completed all assignments.**
3. Athletes may not depart an 'away event' in a vehicle (other than the approved method of transportation) without prior authorization. While it is understood that students may, at times, leave 'away games' with their parents, prior authorization must be granted. Transportation by another parent that is not approved by BRSD is not permitted.
4. Any athlete ejected from a game/contest for unsportsmanlike behaviour will be suspended from the team roster until a review of the event has been completed by the coach, athletic director, and administration.
5. As members of a Ryley Athletic team we must show leadership not only during our sporting activities but also in the classroom. It is a privilege to play on our sport teams. ***Disrespect to any adult by a student-athlete is intolerable. This includes all school personnel, coaches and supervisors. All athletes must understand that they are the leaders of the school and must conduct themselves accordingly, as playing for your school is a privilege. Reporting of disrespect by any adult will be dealt with firstly, by a stern warning. The second offense will result in a suspension from the team for one week. A third offense will be removal from the team.***

6. An athlete who is suspended from school (in-school or out) will be suspended from the team for a **one week** period. An athlete suspended for a second time during their sports season **will be removed from the team.**
  
7. Players, managers, and coaches must be committed to the team; the pursuit of excellence should be a real one. Regular, punctual attendance at all team activities is an expectation. Individual effort (in practices and games) should reflect a willingness to improve, and a real excitement for playing the game.
  
8. As members of this team and representatives of Ryley School, your conduct off the court will be as closely scrutinized as your performance on the court. To aid us with this prospect, we should keep the following in mind:
  - a) The legal drinking age is eighteen.
  - b) The possession and/or use of drugs are illegal and thus unacceptable.
  - c) Smoking is illegal for students under the age of eighteen. In addition, Ryley is a smoke free workplace. Athletes who consume tobacco products are not eligible to participate on school teams.
    - **Student-athletes shall neither consume alcohol/drugs, nor be under the influence of alcohol/drugs during any school-sponsored event.** If a student is believed to be under the influence or is believed to have consumed a banned substance, they will be suspended indefinitely, pending a review by administration.
  
9. You are what you do. You do what you think. In that respect, we would like to exhibit a positive attitude at all times such as **all** competitions, practices, and during travel to and from such events.  
 We should work towards:
  - Being positive to all our teammates both as players, and as people; negativity cannot/will not be tolerated.
  - Showing our opponents the same respect we show our teammates.
  - Accepting instruction and displaying a willingness to change when and where it is appropriate.
  - Showing officials respect. All team members must accept the official's judgments and decisions as irreversible, and thus continue to concentrate on the game.
  - Displaying tremendous pride in our performance. The game is an opportunity to display our hard work, our collective energy, our positive attitude, and ourselves.
  - Displaying concerned leadership, regardless of your position of play or years of involvement in the program.
  - Making positive lifestyle decisions and modeling appropriate behavior with your team in and out of school.
  - Building the best team we can and having as much fun as we can.
  
10. As coaches we will strive to be fair, honest & positive. Every player is important to our team and attempts will be made to give each player adequate playing time for skill development providing that athlete has fulfilled team expectations and requirements (effort and attitude in practices and games).

Athlete signature \_\_\_\_\_ Athletic Director Signature: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**RYLEY SCHOOL ATHLETIC CONTRACT 2018/2019**

***By signing this contract, the Ryley School student-athlete and his or her parent/guardian affirms they have read and understand all the rules, regulations, and expectations listed in the Ryley School Athletics Rules and Regulations Contract.***

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**Agreement**

*We have read and completely understand the rules in the **Ryley School Athletics Rules and Regulations Contract**. We understand that these rules are important in helping the student become a good athlete and a good citizen with a high sense of moral integrity, competitive spirit, and the ability to be honest and forthright in all endeavors. We understand and agree to abide by these rules.*

PRINTED NAME OF STUDENT/ATHLETE: \_\_\_\_\_

PRINTED NAME OF PARENT/GUARDIAN: \_\_\_\_\_

Date \_\_\_\_\_

Student-athlete Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Cell Number of Parent/Guardian \_\_\_\_\_

E-mail of Parent/Guardian \_\_\_\_\_



# RYLEY SCHOOL

Box 26, Ryley, Alberta TOB 4A0  
Principal: Maria Schaade  
Assistant Principal: Jeff Manchak

Phone: 780-663-3682  
email: mschaade@brsd.ab.ca  
email: jmanchak@brsd.ab.ca

## Student Learning Focus Form

Student learning is the focus of Ryley School. As such, students are personally responsible for completing any and all school work missed due to extra-curricular school activities (i.e. sports teams, drama club, etc.). **Any field trips that are directly tied to student courses are considered curricular and do not require this form.** To help students develop the life skills of responsibility, organization and time management, we have created this Student Learning Focus Form. The procedure is as follows:

1. If a student will be away from their regular classes due to a special event, they must see their teachers for ELA, Math, Science, and Social Studies and let them know they will be away.
2. The student must ask these teachers to sign this form to ensure that they have completed all of their work. **The Student Learning Focus Form must be handed in along with the permission form.**
3. If a student is missing any assignments, they will be given reasonable time to complete any missing work **prior** to participating in the activity. Students who have caught up on their work will be allowed to participate in the scheduled activity.

Student Name: \_\_\_\_\_

Teachers please initial the following course if it pertains to your class to acknowledge that this student is up to date on all work in your subject area.

English Language Arts \_\_\_\_\_

Math \_\_\_\_\_

Science \_\_\_\_\_

Social Studies \_\_\_\_\_

