

Ryley School



The Small School With A BIG



**Family Handbook
2023-2024**

Welcome to Ryley School!

We are pleased to welcome you to the 2023-2024 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 needs 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 can meet 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

Our Beliefs

- ❖ *Every student can learn.*
- ❖ *Learning should be relevant and ignite a passion about the world we live in and our place in it.*
- ❖ *It should inspire us to want to make a difference.*


Collective Commitments

- ❖ *We will foster a culture where the development of social-emotional learning will provide a safe and healthy place for our students to learn and grow.*
- ❖ *We will commit to a culture of excellence in learning for ALL students by building relationships and helping them to recognize their own potential.*
- ❖ *We will promote positive learning experiences by using a wide range of feedback strategies to track and provide effective feedback based on individual student growth.*
- ❖ *We will celebrate our colleagues, students, and our school community thereby creating a culture of collegiality and positivity.*
- ❖ *We will access our collective knowledge by professionally collaborating with our colleagues to support high-quality teaching and optimum learning for our students.*
- ❖ *We will cultivate a growth mindset culture by including scaffolding, differentiation, and enrichment activities based on research models, daily student check-ins, and frequent student dialogue.*

DAILY TIME SCHEDULE

The instructional timetable at Ryley School is made up of 36 periods of time in a sequence of four days. We have an early dismissal on the first Thursday of each month starting in October.

RYLEY BELL



SCHOOL SCHEDULE

Time	Period	Minutes
8:23 A.M.	Assembly Bell	2 minutes
8:25 - 9:09 A.M.	Period 1	44 minutes
9:09 - 9:51 A.M.	Period 2	42 minutes
9:51 - 10:33 A.M.	Period 3	42 minutes
10:33 -10:48 A.M.	Recess	15 minutes
10:48 - 11:30 A.M.	Period 4	42 minutes
11:30 - 12:12 P.M.	Period 5	42 minutes
12:12 - 1242 P.M.	Lunch	30 minutes
12:42 -1:24 P.M.	Period 6	42 minutes
1:24 - 2:08 P.M.	Period 7	42 minutes
2:08 - 2:21 P.M.	Recess	15 minutes
2:21 - 3:03 P.M.	Period 8	42 minutes
3:03 - 3:45 P.M.	Period 9	42 minutes

Time	Period	Minutes
8:23 A.M.	Assembly Bell	2 minutes
8:25 - 9:09 A.M.	Period 1	44 minutes
9:09 - 9:51 A.M.	Period 2	42 minutes
9:51 - 10:33 A.M.	Period 3	42 minutes
10:33 -10:48 A.M.	Recess	15 minutes
10:48 - 11:30 A.M.	Period 4	42 minutes
11:30 - 12:12 P.M.	Period 5	42 minutes
12:12 P.M.	Dismissal	



GENERAL SCHOOL INFORMATION

HOME & SCHOOL COMMUNICATION

At Ryley School we recognize the vital role that effective communication between home and school plays in student success. It is with this in mind that we facilitate this communication through various methods:

- Ryley School website
- school and class newsletters
- student led conferences and student/parent/teacher interviews
- classroom newsletters
- “Remind” texts
- Google Classroom
- agendas
- Email
- SchoolMessenger
- phone calls & face-to-face conversations

The teacher is your primary contact and is responsible for keeping you informed of your child’s progress throughout the year. Please contact your child’s teacher if you have any questions or concerns.

STUDENT AGENDAS (Grade 1-5)

Every attempt is made by Ryley School to ensure all parents and children know what events are going on at school. Every grade 1-5 student has access to a school agenda. It is a vital tool for communication between teachers and parents. Homework and other information is written in the agenda, including special events and due dates. All students in grades 1-5 are expected to use an agenda to list homework and other important information.

ATTENDANCE AND PUNCTUALITY

The Alberta Education 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..

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, are checked by a call home or the other numbers listed on your student's registration form for kindergarten to grade five students. To avoid unnecessary time and effort on the part of the school staff who coordinate 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.schoolmessenger.ca> to download the mobile app or use the web-based version from your internet browser. Sign in on the CANADA server.

DISMISSAL

Students are expected to go directly home at dismissal time. Supervision is not provided for after school playground activities. To ensure your child's safety, please make arrangements to have your child picked up promptly after school or make arrangements for their care.

ACCIDENTS AND ILLNESS

If students become injured or ill during class time, they should notify their classroom teacher who will notify the office. If the injury appears serious, parents will be notified so the student can be picked up. If we are unable to contact parents or the emergency contacts, the school administration will secure the necessary medical attention. **Each family will be required to provide three emergency contacts to ensure availability for pick up.**

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

EMERGENCY PROCEDURES, FIRE DRILLS, LOCKDOWNS

Whenever a fire alarm sounds, all students must leave the building via the nearest exit and meet with their teacher at the muster point. 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 the school office.

AWARDS

Students in Ryley School are encouraged to strive for excellence. Academic Honour Certificates are presented to students achieving a combined average of at least 80% in the four core courses (English Language Arts, Mathematics, Science, and Social Studies) by June 1 of the current school year. To be eligible for Honours, students must also have passed all other courses.

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)

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, golf, and track and field. This may vary according to the availability of coaches.

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 requirements for the field trip. Parents are required to acknowledge receipt of this information by signing the consent form and having their child return it to the teacher involved by the deadline specified. If a consent form 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 our primary focus is student learning. As such students must ensure they have completed their academic assignments prior to participating in 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 confirm they have completed all assignments and are in good standing (e.g., regular class attendance).

FEES

Student fees will vary depending on each student's course selections. For more information on student fees, please visit the Ryley School website (<https://ryley.brsd.ab.ca/>). Fees for sports teams are used to cover the cost of refereeing, 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.**

Battle River School Division is encouraging families to pay all school fees online, e.g., class fees, field trips, sports, etc. by visiting the Ryley School website and click on the "Online Payments and Ordering" icon and following the links. Online payments are quick and easy and only must be set up once. If you need help getting set up, please feel free to call or come to the office for assistance. **(Fee payments must be made online. If you require assistance please contact the office.)**

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-lit 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” including 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.

Kindergarten to grade 5:

- a) nightly reading
- b) practice sight/spelling words/math facts
- c) complete work not finished in class
- d) study for exams and tests

Grade 6 to grade 9:

- 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 Powerschool on a regular basis

Remember: There is no such thing as not having any homework.

LOCKERS

During the first week of school students will be assigned a locker for the purpose of storing clothing, school supplies and equipment. Students in grade 6-9 will be provided a lock and are required to lock their lockers and should not share their combination with other students. Students must use a school provided lock. If the student does not return the lock at the end of the school year a fee to replace the lock will be charged.

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 regard 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 into 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

Any student who plans on going home for lunch **MUST** have a signed permission form from their parent or guardian.

Please note, that there is not any supervision off school property. Furthermore, students are expected to be back on time and conduct themselves according to acceptable community standards while off campus.

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.

Should students require emergency medication (e.g. Epipen, Insulin), we ask that a spare is left at the school office. In the event of an emergency, this medication will be readily available to staff.

SCHOOL COUNCIL

On behalf of the Ryley School Council, we 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.

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. This supply list is also accessible on our school website: <https://ryley.brsd.ab.ca/>

DRESS EXPECTATIONS

In establishing and providing for respectful, safe and secure school environments, the wearing of appropriate clothing by students is an important factor. Students are expected to wear appropriate clothing in the school at all times during the school day. Appropriate clothing is that which is acceptable to the established norms of the school community, staff and school administration. It is free from: inappropriate words, phrases and images; being sexually explicit or revealing in nature; or inappropriate accessories that may cause potential harm to self and others. Students who do not meet the clothing expectations will be asked to make the appropriate clothing change to meet expectations.

Additionally, as per the BRDS Bus Driver Safety Program, when on buses, students must be dressed appropriately for the weather conditions of the day. From November 1 through to March 31 students shall be required to wear or have available winter footwear, outerwear, headwear and gloves/mitts.

RECESS

All students are expected to go outside during recess times, except when the weather is inclement. When the temperature is **-25 or cooler (including the wind) students will have an inside recess.**

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 Education Act outlines the following responsibilities for students:

31. A student as a partner in education, has the responsibility to
- a. attend school regularly and punctually;
 - b. be ready to learn and actively engage in and diligently pursue the student's education,
 - c. 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,
 - d. respect the rights of others in the school.
 - e. 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,
 - f. comply with the rules of the school and the policies of the board,
 - g. cooperate with everyone authorized by the board to provide education programs and other services,
 - h. be accountable to the student's teachers and other school staff for the student's conduct and
 - i. positively contribute to the student's school and community.

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Alberta Education 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
- 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
- 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/stealing
- breach of student’s responsible technology use *Technology (Internet/Network) Acceptable Use Agreement Students K-12* agreement form

Behaviour Matrix

Expectations	Instructional Times and Places	Non-instructional Times and Places
Respect	Let the teacher teach. Let your classmates learn. Be courteous. Treat property with care.	Be aware of the needs and concerns of others. Behave safely. Be courteous. Treat property with care.
Effort	Work through the entire class. Complete all work on time. Plan for daily activities. Keep work organized and neat.	Include others in conversations and activities. Be committed to teams, clubs, and activities. Plan for daily activities. Use garbage cans and recycle.
Attitude	Be a willing participant. Accept personal responsibility. Accept that all individuals are unique. Treat others fairly.	Be a peacemaker. Take pride in our school. Accept that all individuals are unique. Treat others fairly.
Leadership	Take initiative. Be a positive example for others. Encourage others to be involved. Encourage / practice positive risk taking.	Encourage and support others. Be a positive example for others. Include everybody. Invite participation in school clubs and activities.

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:

- problem handled in class
- student is spoken to in the hall, another class, or the office
- student is formally excluded from one class and sent to the office
- student is suspended for one to five days
- 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 enter through the front doors, 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.

EDUCATIONAL TECHNOLOGY

CAMERAS/CAMERA PHONES/RECORDING DEVICES

Unless required for a class project, approved, and arranged by staff, students are **not** permitted to bring or 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.

CELL PHONES/IPODS

Students in grades K-5 are **NOT** permitted to have cell phones, iPods, tablets or electronic games during regular school hours. If these items are brought to school they must remain in backpacks and used only after school hours.



Students in grades 6-9 can bring cell phones and iPods to school. However, the expectation is that **all cell phones and iPods will be turned off and kept in the students' locker**. Bringing these items to school is a student choice. The school is not responsible for lost or stolen items.

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

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. 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. The *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.

RYLEY SCHOOL WEBSITE

Ryley School has a website at <https://ryley.brsd.ab.ca/>

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

PowerSchool

PowerSchool 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 PowerSchool can be found on our school website <https://ryley.brsd.ab.ca/>