

## Operations and Procedures

**Infirmary:** When students are not feeling well, an attempt will be made to reach parents or guardians for direction on their welfare. However, if contact cannot be made, a student may be admitted into the infirmary after consulting with an Administrator.

**Lates:** An “**Admittance Book**” is located in the general office for students to sign when they are late for morning or afternoon registration. Students must be in their homerooms by the time the attendance bell rings; **8:37 am** in the morning and **12:53pm** at noon on Monday to Thursday and **12:29 pm** on Friday. Classroom doors will be shut when the attendance bell sounds and students not in classrooms at that time will need to come to the office for admittance. **Students must bring their handbook with them to the general office to be stamped with the admittance stamp and authorized before proceeding to class.** If lates are persist, school detentions and consequences will be served and parents will be notified.

**Signing out:** If students have to leave the school, they shall record this information at the general office. **Verification from parents is needed before students are allowed to leave the school grounds.**

**Attendance:** Attendance policies are outlined in Sections 12, 13, 14 and 15 of the School Act of Alberta. There is a strong correlation between attendance and effective education. Students registered in school shall attend regularly, and it is the ultimate responsibility of the parents to ensure compliance with this requirement. Phone calls notifying the school of absence would be greatly appreciated and can be made to **345-3340** (after hours leave a message). If attendance becomes a problem, then missed time will need to be made up after school.

**Bicycles:** Students who ride bicycles to school are requested to park and lock them in the bike racks provided at the SW corner of the school.

**Exit and Entrance Doors:** Bus students will enter and exit the school via the NW and NE doors, which are closest to the bus loop. Town students will enter and exit the school via the SW doors. Parents picking up students are also asked to do this via the SW doors along 22<sup>nd</sup> Avenue, avoiding congestion in front of the school. The main school doors, on the east side of the school are to be used for adults and

guests to the school. Doors are kept locked in the morning until 8:20 a.m. when morning supervision begins.

**Scooters/Roller blades:** Scooters and roller blades can be used by students to get to and from school but must be able to be securely stored in their lockers. Proper equipment should be worn and used when using roller blades or scooters.

**Student Agendas:** All students received an agenda as part of their rental package and are expected to use it and keep it in good repair. The agenda serves many important functions that assist with the smooth operation of the school including:

- listing important school information for students
- **servicing as an admit to class verification**
- serving as a hallway pass
- serving as a communication book between home and school

Students should treat their agenda with respect, leaving them useable for the entire year. Pages should not be ripped out, nor should the cover be defaced in any way. Students losing their agendas will purchase another one from the general office for **\$5.00**.

**Acceptable Use of Technology:** Students are required to sign policy #140 documentation concerning the appropriate use of technology equipment and sites. Students found using technology inappropriately will have their access to technology terminated for a specified amount of time or possibly for the entire year. Students and parents are encouraged to read policy #721 and make sure they understand the guidelines and expectations of that policy. Documentation for policy #721 must be signed and returned before students are allowed access to technology.

**Medication Policy:** For the protection and safety of all students who attend RIBMS and keeping within the policy established by Palliser Regional Schools, all medication must be kept in the general office. Medication administered by school personnel must be in the original prescription container provided by the pharmacy, with the prescription number, doctor's name and directions clearly visible. Authorization forms to administer meds are available at the general office. Students must bring their agenda to the general office to be stamped at the time of administration of meds, so we can communicate with parents and school staff that medication has been given.