

SCHOOL HANDBOOK

2024 - 2025




Website: www.ribms.ca

2024 - 2025 School Calendar

Palliser School Division

R.I. Baker School Grade 4-6 Calendar 2024-25

August						September						October					
Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr	
			1	2		2	3	4	5	6			1	2	3	4	
5	6	7	8	9		9	10	11	12	13		7	8	9	10	11	
12	13	14	15	16		16	17	18	19	20		14	15	16	17	18	
19	20	21	22	23		23	24	25	26	27		21	22	23	24	25	
26	27	28	29	30		30						28(D)	29	30(D)	31(D)		
August 26/27 - New Teacher Orientation August 26 - 28 Site Based PD Days August 29 Division Day August 30 Teacher Directed Day						September 2 - Labour Day September 3 First Student Day September 27 Division-Wide PD Day September 30 - National Day for Truth and Reconciliation						October 14 - Thanksgiving Day October 25 Site Based PD Days					
November						December						January					
Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr	
				1		2	3	4	5	6			1	2	3		
4(D)	5(D)	6(D)	7(D)	8		9	10	11	12	13		6	7	8	9	10	
11	12	13	14	15		16	17	18	19	20		13	14(D)	15(D)	16	17(DIP)	
18	19	20	21	22		23	24	25	26	27		20(DIP)	21(DIP)	22(DIP)	23(DIP)	24(DIP)	
25	26	27	28	29		30	31					27(D)	28	29	30	31	
November 11 Remembrance Day November 29 - Site Based PD Day						Winter Break December 23 - 31						Winter Break January 1 - 3 January 6 First Day Back after Break January 28 Start Second Semester					
February						March						April					
Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr	
3	4	5	6	7		3	4	5	6	7			1	2	3(D)	4(D)	
10	11	12	13	14		10	11	12	13	14		7(D)	8(D)	9(D)	10(D)	11(D)	
17	18	19	20	21		17	18	19	20	21		14	15	16	17	18	
24	25	26	27	28		24	25	26	27	28		21	22	23	24	25	
						31						28	29	30			
February 17 - Family Day February 18 - 19 No Staff/Students February 20 - 21 Teachers Convention						March 21 Division-Wide PD Day						April 18 - Good Friday April 21 Easter Monday April 21 - 25 Spring Break					
May						June											
Mo	Tu	We	Th	Fr		Mo	Tu	We	Th	Fr							
			1	2		2	3	4	5	6							
5	6	7	8	9		9	10	11(D)	12(CIP)	13(P)							
12	13	14	15	16		16	17(DIP)	18(DIP)	19(CIP)	20(D)							
19	20	21	22	23		23(D)	24(D)	25(D)	26	27							
26	27	28(P)	29(P)	30		30											
May 16 Site Based PD Day May 19 Victoria Day						June 21 National Indigenous Peoples Day June 25 Last Student Day June 26 Teacher Directed Day - Last Day for Staff											

Non-Instructional Days

Division-Wide PD Days August 29, 2024 September 27, 2024 March 21, 2025	Collective Agreement Teacher Directed Days August 30, 2024 June 26, 2025	Site Based PD Days August 26 - 28, 2024 October 25, 2024 November 29, 2024 May 16, 2025	Teachers Convention ATA: February 20 - 21, 2025
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School Year Begins: August 26, 2024	Total Instructional Days	179	XX No Staff/Students
First Day For Students: September 3, 2024	Operational Days	195	Prof. Dev. Days (Palliser Directed)
National Day for Truth and Reconciliation: September 30, 2024	Semester 1 Instructional Days	89	Site Based Prof. Dev. Days
Remembrance Day: November 11, 2024	Semester 2 Instructional Days	90	Collective Agreement Teacher Directed Days
Semester 2 Begins: January 28, 2025			Teachers' Convention - ATA PD
National Indigenous Peoples Day: June 21, 2025			
Last Day for Students: June 25, 2025			

School Non Staff/Non Student Days DATE: DATE:	School Based Staff PD Days - No Students DATE: September 13, 2024 DATE: January 31, 2025 DATE: March 7, 2025
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SCHOOL DAY AT A GLANCE

Monday - Thursday:

Warning Bell:	8:23 am
Classes Start:	8:25 am
Morning recess:	9:51-10:06 am
Lunch Recess:	11:35-12:20 pm
Afternoon Recess:	1:49-2:04 pm
Dismissal:	3:33 pm

Friday:

Warning Bell:	8:23 am
Classes Start:	8:25 am
Morning recess:	9:51-10:06 am
Dismissal:	12:18 pm

R.I. Baker School Mission Statement

At R.I. Baker School we foster an inclusive environment where we work together to succeed while taking pride in ourselves and our school.

FOR STUDENTS

SCHOOL DISCIPLINE

In order to provide a welcoming, caring, respectful and safe learning environment in which students are able to pursue their goals, standards of behaviour are required and expected at RI Baker School. We will always strive to make sure students learn from their mistakes and we will support them through this process.

SUPERVISION BEFORE SCHOOL

There is minimal supervision before school. We ask that students do not arrive before 8:15. Students will be expected to wait outside until they are let in at 8:20am.

When the temperature is -25°C or lower, the doors will be opened at 8:15 and all students can then come inside. Students are expected to dress warm enough to go outside for three recesses a day.

ALLERGIES

RIBS is an allergy aware school. We ask that all parents disclose any known allergies to the school. We will then work with parents to ensure the proper precautions are taken to ensure the health and safety for all students.

MEDICATION

There are some conditions, temporary or ongoing, when students may need to take medication. We feel it is in everyone's best interest if that medication is kept and administered in the office. If your child requires medication to be taken at school please notify the office ASAP.

OPENING EXERCISES

It is the practice at RI Baker School to start each week with our Land Acknowledgement and each morning by singing "O Canada". Please speak to the classroom teacher if you have special concerns or requests for your child in this regard.

EXTRA-CURRICULAR ACTIVITIES

RIBS will be offering a number of Extra Curricular activities this year. Please watch for announcements throughout the year. Students are updated about upcoming clubs through announcements at school and the school newsletter.

COUNSELLOR

The Palliser Regional School District provides counselling services through Family School Liaison Counsellors. Along with providing counselling services, they act as resource people by providing a liaison between the family, the school and other agencies. Additional roles of the Counsellor include parent education and other school-based programs that enhance student self-esteem and coping skills.

Parental permission must be obtained before the child can receive counselling services. In crisis situations, a student is allowed to receive counselling services on a one-time basis. Any additional counselling must have parental consent.

CELLULAR PHONES

To ensure a focused and productive learning environment, the following policy regarding student cell phones has been established to align with the direction of Alberta Education:

1. No Cellular Devices During School Hours:

No cellular devices are permitted in the possession of students throughout the school day. This policy applies to all students in the school. Cellular devices include mobile smartphones. Although smartwatches have similar capabilities, these devices will be addressed on a case by case basis if they become problematic.

2. Storage Options:

Students who bring a cell phone to school must store it in one of the following ways:

- Non-Secure Locker: Students may keep their phone in their own locker, though these lockers are not secured by the school. This will be at the students' own risk.
- Locked Cell Phone Storage Box: Each homeroom teacher will provide a locked storage box where students can safely store their phones for the duration of the school day.

3. Consequences for Unauthorised Use:

- First Infraction: If a student is found using their phone during school hours, the phone will be confiscated by school administration and returned to the student at the end of the school day.
- Second Infraction: If the same student is found using their phone a second time, the phone will be confiscated and will only be returned to a parent or guardian, who must pick it up at the end of the school day.
- Third Infraction: If a third infraction occurs, the student will be asked to leave the phone at home for the remainder of the school year.

We appreciate your support in helping us maintain a focused learning environment for all students. Please refrain from contacting your child directly via cell phone or any other form of messaging, including email, during school hours. If there is an urgent need to reach your child, don't hesitate to contact the office, and we will relay the message promptly.

We sincerely appreciate your cooperation and support this year and in the future, as we comply with this new directive from Alberta Education and Palliser School Division. Your support is key in helping us provide a distraction-free learning environment for our students.

FOR PARENTS

SCHOOL COUNCIL

RI Baker School Council is a school council as defined in the Province of Alberta *School Act*. The main focus of a school council is to consult with the principal and the board regarding matters relating to the school. Members of the school council meeting include parents of students, administrators, teachers, and board members.

Meetings usually take place once every two months. Notification of meetings will be included in newsletters and on the website. All parents of RIBS students are welcome to attend the meetings.

VOLUNTEER PROGRAM

Our staff believes that everyone has an important role to play in the education of children. We strive to create a sense of community among our students, their families, and neighbours. Volunteers are encouraged to become involved in our school to help enrich our students' education. Volunteers are welcome throughout the school year. Each volunteer is required to provide a copy of a **Criminal Record Check** and sign a volunteer contract. Please contact the office for more information about the process.

ATTENDANCE

Parents are encouraged to inform the school beforehand, if their child is to be kept home for any reason. Our administrative assistants will attempt to contact you or your emergency contacts if this has not been done. To report your child's absence/late arrival, please go online to: <https://pallisersd.edsby.com/p/BasePublic/> before 8:30 am. Planned absences may be reported at any time. **If your child must leave during the school day for any reason, he/she must be signed out at the office with the administrative assistants and will need to be signed in again upon his/her return.** This helps us account for all students in the event of an emergency.

SCHOOL FEES

School fees for the **2024 - 2025** school term for **Grades 4-6** are **\$45.00** per student. The funds are used for the agenda (\$10) and the Technology User fee (\$35). The Technology Fee is paid directly to Palliser to cover costs such as laptops, computer programs, and updated technology used to teach our students every day.

If you anticipate financial difficulties in remitting these fees to the school office, please contact the school to make arrangements for payment of these fees. We are open to assisting you with setting up a monthly payment schedule.

SCHOOL VISITORS

For safety reasons, all visitors must use the front doors. You can phone the school or ring the bell. Staff will be happy to come and address your needs.

COMMUNICATING BETWEEN HOME & SCHOOL

We will do our best to keep you informed of the things going on with your child. This is not just academically. Monitoring your child's social and emotional development is also a part of what we do. The most crucial part is to ensure a shared understanding between the teacher, the student, and the parent. Communication of student growth are essential parts of the teaching and learning process. Please make sure the school is aware if email/phone numbers change.

Monthly Newsletters - At the beginning of each month, a newsletter is sent home highlighting upcoming events, sharing news and information for all parents and including a calendar of events for the month. Paper copies of the newsletter are sent home with students upon request only, with digital copies emailed to all families, and available on the website.

Student Agendas – The agenda is intended to assist in effective communication between home and school, as well as begin building effective organisational skills in our students. Parents are encouraged to check the agenda daily for information from the teacher and/or school on a daily basis, as well as use the agenda to write any notes to the teacher. Teachers check all agendas daily when students arrive at school.

School Website - The school website is updated on a regular basis and includes numerous resources for parents, including an archive of newsletters, calendars, school documents and valuable learning resources for parents.

Facebook Page - You can always go to our Facebook page for upcoming events and reminders.

Report Cards - Formal progress reports are sent home three times a year.

Parent/Teacher Conferences – Twice a year, meetings will be scheduled for an opportunity to meet and discuss progress.

Informal/Unscheduled Communication - At any time, we encourage you to contact the school if you have any questions or information that may help us better serve your child(ren). It is important to us that we keep the lines of communication open so we can all work together to do the best job we can. Feel free to contact your teacher or the principal at any time.

HEALTH AND SAFETY

CRISIS RESPONSE PROCEDURES

No matter how safe we consider our schools to be, recent events raised our awareness of the potential for violence in schools. Our school jurisdiction has collaborated with our community partners including RCMP, to develop a team approach to ensuring a safe and caring learning environment. Our district **Crisis Response Manual** has attempted to anticipate a range of possible critical incidents with a corresponding recommended strategy. The Critical Response Manual is reviewed annually.

To ensure the safety and security of our students and staff, our school has four different safety responses to include different scenarios that affect the school environment: **Fire Drill, Lockdown, Hold and Secure, and Shelter in Place**. The school administrator, designated or police may initiate one of the three safety responses. All of these are practised throughout the year. If you have any additional questions concerning safety responses to critical incidents or the Crisis Response Manual, please do not hesitate to contact the school administrator.

VIDEO SURVEILLANCE

Safety and security is essential and as such we are equipped with cameras. The perimeter of the building is monitored 24/7. The inside entrances and hallways are monitored in order to maintain a safe and secure environment.

EMERGENCY SCHOOL CLOSURE

Emergency school closure may occur for a variety of reasons. When a decision is made by the Superintendent of Schools and/or designate to close one or more schools, the decision will be communicated with a synervoice message, on our webpage and Facebook page, through the Lethbridge radio stations and the Palliser Regional Schools website which can be found at: <https://www.pallisersd.ab.ca/>.