

Reed Ranch School

“Planting Seeds of Learning”

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“Planting Seeds of Learning”

September 2021

Reed Ranch School Handbook

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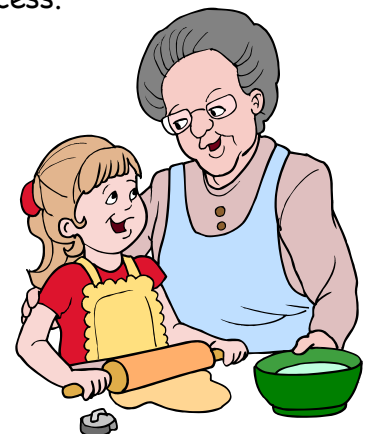
Reed Ranch School

Statement of Philosophy

Within the context of the total education (1) of the child, Reed Ranch School, in partnership with the home (2), seeks to develop in each child a measure of maturity in the specific areas of general education (3), personal living skills (4), and vocational preparation (5), conducted in an atmosphere conducive to effective learning (6).

Notes

1. Education is defined as the preparation of the whole person, in thinking, feeling, choosing and doing, toward the goal of functioning with maturity in a complex world.
2. The ultimate responsibility for a child's education rests with the home. It is the home who delegates aspects of education to the school.
3. General education is defined as training the mind in, and evoking appreciation for, reading, writing, math, science, history and the arts.
4. The school is to help develop the personal traits of self-discipline, respect for others, responsibility, and reasoning ability.
5. The school detects aptitudes and seeks to develop in each child increasing expertise in areas of their talents. This will help the child to develop vocational skills.
6. Components of classroom atmosphere are positive attitudes toward the learner, the teacher, the home, and the school; effective discipline; competent teachers; adequate equipment; and quality physical environment. Well planned field trips and hands-on learning greatly enhance the educational process.



Four Day School Week

Reed Ranch operates on a four- day school week.

A normal week runs from Monday to Thursday. When a holiday falls on a Monday, the school week will be Tuesday to Friday (Slide to Friday). The school's schedule will remain mainly the same other that Monday's schedule will be moved to Friday.

All days will be the same length - 8:24 a.m. to 3:30 p.m. The only scheduled early dismissal day is the last day of the school year at 12pm.

School Day

A.M.

8:24	Classes begin
10:15	Recess begins
10:30	Classes resume
12:00	Recess begins
12:15	Lunch Break

P.M.

12:30	Classes begin
2:00	Recess begins
2:15	Classes resume
3:30	Students dismissed

School Staff

Self Managed Team Members:

Grades Kindergarten - 2: Ms. Kendis Tetzlaff

Grades K-3: in pm

Grades 1-3: in pm

Grade 3-4: Ms. Kyla Cranston (until 2pm)

Grades 5-6: Mr. Terry Seidel (am)

Grades 4-6: in pm

Music & Band Teacher: Ms. Teena Wilks

Family Wellness Worker: Ms. Lynne Lafreniere

Educational Assistants: Mrs. Bev Schafer
Mrs. Becky Ayers
Mrs. Stacey Lecerf



Administrative Support / Librarian: Ms. Leanne Bennett

Custodian: Mr. Simon Larouche

School Bus Drivers: Mrs. Renee Goodbrand; Mr. Howard Schafer

Evacuation Plan

In an emergency situation the following procedure will be followed:

1. Notify Bus Co-ordinator at Transportation Dept. - He/she will notify the buses.
2. Buses will proceed to the school.
3. Use phone emergency broadcast call out system to inform parents that students are coming home. For those who are driven to school parent or designated alternate must proceed to the school to pick up the child.

In case the need should arise where children should not be able to remain in the school until their pick-up comes, they will be taken to the East Olds Baptist Church via staff cars which have the required insurance coverage to transport them, or walk (weather permitting). The same system as above will be used to pick up the children from the church.



School Council

The School Council is a very active group in Reed Ranch School. Meetings are held the fourth Monday of every month (unless otherwise indicated) and contribute significantly to the growth of the school. They not only contribute economically to the functioning of the school, but have also given their input into our school philosophy, goals and curriculum.

- Elections are held at the September meeting.

Reed Ranch Kindergarten

Our kindergarten program is very much a part of Reed Ranch School. Kindergarten parents are encouraged to attend the School Council meetings so that they have input into planning that affects them and their children as well. We feel it is a good way to get new parents involved in their school.

Our kindergarten students are included in a 'buddy' system with the older students at the school as well as many school activities. The children are made to feel 'at home' and a real part of Reed Ranch School

Kindergarten is held on Tuesday and Thursday with an all day program.

Reed Ranch Play School

Reed Ranch offers a play school. This program operates in the Kindergarten portable one/two mornings a week.

Both groups sharing resources to meet the needs in this co-operative manner reflect commitment to children.



Volunteer Program

Parent and community volunteers make invaluable contributions to Reed Ranch School. The activities of these people reflect a belief of both school and community personnel in the importance of a partnership approach to education at the school. Although parents are not rigidly organized in the area of volunteer involvement, there is mutual understanding that as areas of need arise, parents are willing to come in and contribute in any way they can.

Type of work done by volunteers includes:

- Working with students in classrooms in a variety of ways such as demonstrations of special skills, listening to reading, or assisting with assignments.
- Helping teachers with bulletin boards, laminating, typing, correcting work, etc.
- Working in the library shelving books, etc. when needed. Training will be provided.
- Driving - parents have obtained extra insurance coverage and drive students to special events.
- Hot Lunch Program - once a month the School Council lunch committee prepares and serves special lunches to those students who order them at a nominal cost. We also have parent volunteers who come in twice a month to make hot dogs for the hot dog days.
- Field Trip volunteers **MUST** have a criminal record check and child intervention check completed and handed into the office prior to the trip. (Valid for 3 years). If they will be alone with the students without a staff member present.

Parents are very busy people and often put aside personal needs to help us when we call on them. We appreciate the team approach by staff and parents in the Reed Ranch School.



Behavior and Discipline

The children at Reed Ranch have developed for themselves one principle that they feel covers all the requirements of rational behavior:

"Show Respect"

1. This rule, as children refer to it is based on:
 - a. the pursuit of excellence
 - b. mutual respect
 - c. non-interference
 - d. obedience
2. All teachers will inform students clearly of classroom rules and regulations, and of the steps to follow misbehavior.

2. The Five Stages of Discipline:

Stage 1: Give student a subtle message that misbehavior has occurred.

Stage 2: Speak quietly with the student, using a positive approach. Inquire whether the child is having difficulty or requires a different location. Explain to child what actions are contrary to teacher expectations.

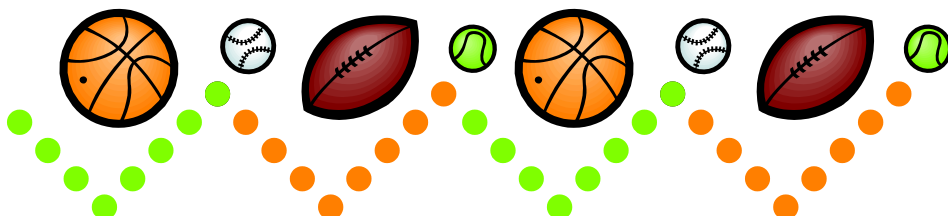
Stage 3: Student will be spoken to outside the classroom where:

- a. stage 4 is discussed
- b. student is asked "What did you do?"
- c. parents and administration are informed of the nature of the problem and of the stage 4 consequences.

Stage 4: Student may be suspended from the class for up to three lesson (days).

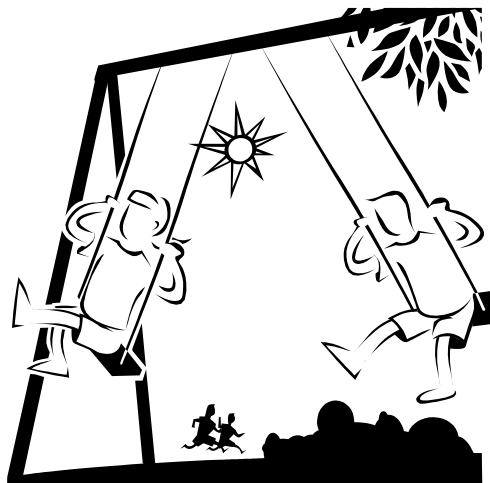
- a. parents are informed and asked to the same interview
- b. administration is informed and asked to an interview
- c. suspended student is assigned to a suitable space while under 'in-school' suspension.

Stage 5: Administrative - as suitable - may include a school suspension, case conference, etc.



Playground Rules and Expectations

1. Bullying (physical or verbal) will not be tolerated.
2. Rough play is not allowed. This includes fighting, play fighting, hitting, pushing, tackling or piling on.
3. Swearing and bad language is not allowed.
4. No throwing of snowballs, rocks or any other potentially dangerous objects.
5. Students are to be outside during recess and lunch breaks. If a child is to stay inside for medical reasons, a note must be given to the homeroom teacher.
6. Swings are to be used by only one person at a time and children are to be seated. There are to be no under-ducks or parachuting from the swings.
7. Any faulty equipment is to be reported by teachers to the administration immediately. To ensure action this should be done in writing.
8. Students are to play on the designated playground to the north and east of the school. They are not to play in front of the school, on the west, between the school and the road, or on the parking lot.
9. All students are to have equal opportunity to use all equipment. It is not acceptable for any student(s) to prohibit another student from using any of the equipment.
10. Teachers are expected to use their best judgement to make a decision on the spot should a new and potentially dangerous or disruptive situation arise, just as any careful parent would.
11. Students are to enter and leave the building by their designated doors.



Conduct of Students Using Buses

By Chinook's Edge Regional Division policy, the driver is in charge of all passengers and is responsible for their safety. Drivers may direct any student to sit in a specific seat.

Under division regulations, each pupil is responsible for his/her behavior to the driver and the school principal of the school while traveling on a school bus. Division policy prohibits:

1. any disruptive behavior
2. use of foul or profane language
3. defiance of authority
4. personal harassment and/or fighting
5. vandalism
6. possession of materials or items considered dangerous
7. Please make sure students are dressed appropriately for winter weather. (jackets, boots, hats, mitts, etc.)



The consequences of unacceptable behavior can include suspension of bus privileges.

It is very important that parents inform bus drivers if their children will not be riding the bus FOR WHATEVER REASON.

Reporting Student Progress

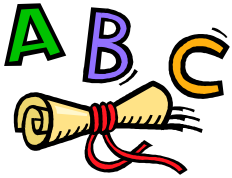
Evaluation and assessment of students' work is an important part of the educational process. It serves three purposes:

1. to determine the student's progress relative to his/her abilities
2. to assess student progress with respect to the curriculum
3. to determine how well the student is doing compared to others in his/her class.

Our evaluation is based on classroom observation, evaluation of assignments, teacher marks and standardized tests.

The purpose of the report is to give information both to the student and parents. It documents the individual student's progress in the areas of knowledge, social skills, and work habits.

Report cards are issued three times per year - mid November, March and June. Conferences follow the November and March reports. Additionally teachers are often in contact with parents between reports, and parents are encouraged to call or email the teacher with any questions or concerns.



Homework and Student Assignments

It is expected that students will complete assignments to the best of their abilities. Usually this occurs during the school day. Unfinished work is frequently sent home as homework. Academics at Reed Ranch are important and we want to maintain a high standard. Homework is a part of learning to do well academically. Please ask your child if he or she has homework. Have a place where they can do their homework that is appropriate. Help and encourage your student to get their homework done.

Such things as reading, practicing math facts or band instrument practice (grades 4/5/6) on a daily basis are strongly encouraged.

Student Assistance

Specialists are available within the Chinook's Edge school system to do detailed assessments on students who are having difficulty. These may be reading, psychological or intelligence assessments. On the basis of information received, these specialists assist teachers in developing programs to meet the needs of these students.

Such testing may be initiated by the teacher, parents or school administration and is always done with parental consent and consultation.

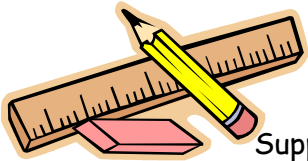
Student Absenteeism

Please call the school office if your child will be absent from school. Also, please inform us if a student will be leaving during the day for such things as doctor or dental appointments. Please plan appointments and activities for after school or Friday.

School Fees

For 2020-21 school year the government continues to waive the \$64 per student material fee which covers textbooks, scribblers, art paper, etc. Fees will be charged for activities such as field trips when they come up this year. (Usually just year-end trip) and an additional \$6.50 to cover the cost of the Gr 1-4 student agendas. There will also be a \$55.00 fee to cover students in Grades 1-6 for the swimming program if AHS allows us to go in June 2022. Students renting band instruments from the school will be charged an additional \$100.00, and a \$15 band supply fee applies to all band students for the school year. Also a charge a \$5.00 sitting fee for school pictures. There may be a Field Trip fee (due at the time of the trip) and sitting fee \$5.00 for Kindergarten students.

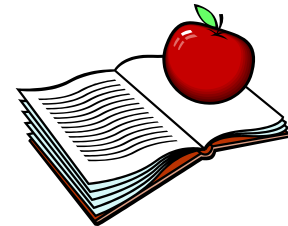
This fee does not cover other supplies such as scissors, glue, binders, crayons/markers, etc.



School Supplies

Supply lists are sent out with the June report cards for the following school year and can also be obtained from the teacher or the school office. They are also posted on the school's website (www.reedbranch.ca) Please check with your child during the year to replace used supplies.

School Lunch



All students eat lunch at school in their classrooms.

We encourage students to bring "garbage free" lunches by using reusable containers.

Please discuss lunches with your children to avoid wasted food or not enough brought. Uneaten food will be sent home. We have a morning snack, lunchtime and afternoon snack.

Field Trips

- Classes take some field trips to enhance their studies or to experience special event. These are taken with parental consent. Field Trip volunteers MUST have a criminal record check and child intervention check completed and handed into the office prior to the trip. (Valid for 3 years). If they will be alone with the students without a staff member present.

Inclement Weather

Bus Cancellations Due to Inclement Weather: The following scenarios will help parents decide whether or not they should send their children to school on days with inclement weather. Parents are encouraged on these days to listen to FM 105.5 or CKGY 95.5 to hear bussing updates or check www.chinooksedge.ab.ca and find a link on the main page that will be updated accordingly.

1. **Green Days**—the days when it is clearly safe for everyone to travel. All buses are running and all of our schools are open.

2. **Yellow Days**—the days when buses might not run in some or all areas of the Division, but schools remain open. On yellow days, we anticipate that the majority of people will be able to drive to their schools and **that learning will proceed as it normally does.**

3. **Red Days**—a given school, area, or the entire division will be closed when we are faced with a full blown blizzard or when we have a combination of heavy snow, high winds, and very low visibility. On red days, to ensure the safety of our staff and parents, we feel we need to close schools not only for students, but also for staff. One staff member will be on site on school closure days to ensure that no students are inadvertently dropped off at the front door of a school.

Lost and Found

Lost articles are held in the school lost and found box for a time. Please check this for articles your child may have lost. (If clothing is labeled it's much easier to return to you).

Footwear

In the interest of maintaining a fresh, clean learning environment, students are required to have one clean pair of shoes to wear inside and in gym class, and another pair for outside.

Our custodian appreciates this too.

Newsletter

We publish a monthly newsletter called the "Round Up" with reminders of upcoming events, reports on special events and announcements. This newsletter is sent out via email the first Thursday of the month. It can also be accessed on our website at www.reedranch.ca. Should you not have access to the internet a paper copy can be printed for you. Please ask at the office.