

R. J. Hawkey Elementary School

233 Big Springs Drive

Airdrie, Alberta

T4A 1C4

Rocky View Schools No. 4

Phone: 403 948 3939

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Parents: The communication between home and school is an important link for our students' learning. It can be a way to share information regarding special events, daily progress, and homework. It is meant for two-way communication. We invite you to write to us in this agenda regarding information that may have an impact on your child's learning.

Students: This AGENDA belongs to you. It helps your parents learn about the activities you do at school. It is a great way to organize your daily and weekly responsibilities.

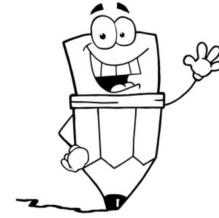
This agenda belongs to:

Student's Name

Teacher's Name

Grade

R.J. Hawkey School Handbook



School Calendar

September 4	First Day of School
September 24	PL Day No School
October 5	PL Day No School
October 8	Thanksgiving No School
November 12	PL Day No School
December 3	PL Day No School
Dec. 22 - Jan. 6	Vacation
February 15	PL Day No School
February 18 - 22	Family Day, Vacation, Teacher's Convention
March 18	PL Day No School
April 19 - 26	Vacation
May 17	PL Day No School
May 20	Victoria Day No School
June 26	Last Day of School

STUDENT ARRIVAL TIMES

Supervision of students is provided 10 minutes before entry time in the morning and 10 minutes after school. Students should not arrive at school earlier than 8:00 AM unless they are attending the Breakfast Program.

SCHOOL BELL TIMES

8:05 Entry
 8:10 Morning Start Time
 9:45 Recess
 11:20 Lunch
 12:10 Afternoon Start Time
 2:45 Dismissal Monday to Thursday
 1:15 Dismissal on Friday

KINDERGARTEN

AM Class 8:05 - 11:25 Monday to Thursday
 PM Class 12:10 - 2:45 Monday to Thursday
 & 8:05 - 11:00 on Friday

Website & Google Calendar

Our school website is found at :
rjhawkey.rockyview.ab.ca

You can find our monthly newsletter, teacher pages and our google calendar on our site. Our google calendar is our most up to date record of events in our school. We suggest that you bookmark it and check it often.

STUDENT ATTENDANCE

When your child is absent from school, please contact the school 24 hour attendance line at:
403 - 948-3939 then press 1

Leave the following information; child's name, homeroom and the reason for the absence. If your child is away for the morning or full day, please contact us prior to the morning bell. Your cooperation with this procedure saves us a great deal of time and concern and helps to ensure the safety and well-being of your child. If your child's absence has not been reported, our automated system will attempt to contact you for verification.

We encourage you to phone as soon as you become aware of upcoming absences as we are able to enter them into our system in advance.

Parent Involvement

Parents are vital partners in education. You influence your children's attitudes about learning, and support learning at home. You are a vital link between home and school. When you become involved in the life of our school, you make it a better place to learn, grow and thrive. Parent volunteers are an important part of our school. There are many opportunities for parent involvement in our school such as reading with children, supporting children in classrooms, preparing materials, showcasing talents or skills, helping in our Learning Commons or office, and many more. All volunteers must have a Criminal Record and Vulnerable Sector Check prior to the start of volunteer activities. In Airdrie, the RCMP will complete this at a minimal cost with the appropriate documentation. Forms are available at the school office.

Parent Council and Friends of R.J. Society

R.J. Hawkey School Council and Friends Society consist of an executive and parents from the school community. Executive members are usually elected at the final meeting of the school year in June. Our Parent Council meets once a month for approximately an hour and a half. The meetings provide the opportunity to learn more about current school initiatives and have input into educational decisions. We welcome new members who want to make a difference in our school.

Recess

We have a recess break twice each day when all students go outside and play. Please ensure your child is dressed appropriately to be outside each day. At times of inclement weather, students are kept inside and have breaks in their classrooms.

A note is required if a child is requested to remain indoors at recess. We kindly ask that children who are ill are kept at home as germs spread quickly in the school.

Student Snacks

Children are given time midmorning to eat a healthy snack. During snack time we reinforce the principles of good nutrition. We encourage you to provide your children with healthy choices for their snacks. We discourage candy, chips and pop and appreciate your support with this.



Illnesses at School

Please do not send your sick child to school as it is hard on your child and may spread germs to others. We have a small room in the office known as the infirmary. A student who does not feel well is allowed to lie down in the infirmary for a limited time. If the student does not improve, or has a fever, we will notify you to pick up your child. If unable to do so, you will need to make alternate arrangements. If we are unable to contact parents/guardians the student's emergency contact will be called. It is vital that you notify us of changes to phone numbers and caregivers so we can get a hold of someone. We encourage children to wash their hands often and refrain from sharing drinks and snacks. When we have an outbreak of an infectious condition, we seek advice from Alberta Health Services.

Bussing

Transportation service is available through Rocky View Schools. For more information check out:

<http://www.rockyview.ab.ca/transportation>
or call: 403-945-4102

Readers are Leaders

There are many ways in which parents can support education at the school. First and foremost, you can support your child's learning by encouraging your child to read regularly. We do this because we know that when families regularly engage in tasks that promote reading, children win. Their skills develop faster; they gain confidence and acquire a love of reading. These children have an advantage!

Research says that a child's oral language skills are the most significant predictor of future success in reading. By the age of three children from "privileged families" have a vocabulary of about 525 words, whereas children in homes considered disadvantaged had a vocabulary of about 117 words. It went on to say that talking anchors learning. The more children talk the more neuro-connections they create that will embed what they are learning in their brains.

The importance of developing your child's vocabulary can't be underestimated! A large vocabulary will help them develop background knowledge and inspire a curiosity about the world – both of which help them develop their skills as a reader and writer. All parents talk to their children but we encourage you to expand on your conversations. Ask questions, help your children notice the world around them. Tell your children stories, sing songs, recite poems and rhymes. Being exposed to language in many different forms will help your children to use language fluidly and flexibly and become a stronger reader.

Clothing and Footwear

Please clearly mark your child's clothing, shoes, boots, backpack, books etc. with his or her name and homeroom. In order to assist the caretaking staff to keep our school clean, students must have two pairs of shoes (indoor and outdoor). Inside shoes should be runners with non-marking soles that can be used for physical education.

We have **Lost and Found** bins in the school which we encourage you to check when you notice items missing.

Child Development Advisor

The primary role of the CDA at our school is to work closely with students who are experiencing behavioural, social and/or emotional difficulties. In addition, the CDA assists in developing and maintaining a positive school climate which enhances school life for all students. There is always an open door policy where children and parents are free to come in to discuss issues, concerns or share suggestions.

Emergency Response Plan

The safety of our students and staff is a priority. In order to provide an effective response in the event of an emergency Rocky View Schools has developed an Emergency Response Plan. Throughout the year we will conduct training and drills in order to rehearse emergency procedures. We prepare students and staff to act quickly and help to minimize fear during a real emergency. Some of the drills we practice include:

Lock-Down - students and staff get into a safe location and doors are locked. This protocol is used when there is a threat of violence directly impacting the school.

Hold and Secure - all entrances are locked and no one permitted in or out of the school. This protocol is used when something is going on outside.

Shelter-in-Place - students and staff retreat to safe zones to seek shelter. This protocol is used during environmental emergencies such as a storm.

Evacuation - students and staff leave the school and meet at a designated spot. This protocol is used during fires.

Student Conduct

Kindness is emphasized at our school. We would like all members of our school community to act and speak in a kind manner. We recognize children will make mistakes regarding their behaviour. When they do we encourage them to:

- ◆ Be honest and take ownership for their words and actions
- ◆ Apologize for any wrong doing.
- ◆ Make amends as best they can
- ◆ Make sure it does not happen again.

As a school community, we consider the following to be non-negotiable behaviours:

- ◆ Physical aggression
- ◆ Offensive language
- ◆ Bullying behaviours
- ◆ Theft of or purposeful damage to property

If a student is referred to the office for one or more of these behaviours they will be helped to understand why their behaviour was unacceptable and guided in solving the problems they have created.

If the problem persists, the problem solving approach will again be used with the student and parents will be notified. Referral may be made to the CDA. An appropriate plan of action to improve the student's behaviour will be made.

Depending on the nature, severity and frequency of the problem, other resource people such as counsellors, administrators, psychologist, Family Liaison Workers or police may be called to work with the parents and school.

Communication Regarding Concerns

During the course of the year you may have a concern about your child and his/her programming, relationships, behaviours or another area. Your child's homeroom teacher is always your **first point of contact**. The Child Development Advisor (CDA) is also a good contact person concerning behavioural or social-emotional issues. If you feel the issue or concern has not been resolved through those channels, you are invited to call the Administration.

Medication, Allergies & Medical Conditions

We will NOT issue any medication or provide medical attention beyond that of first aid treatment. Parents, emergency contacts, or an ambulance will be contacted. Students who require Epi-pens should carry them at all times. Please consider that R.J. Hawkey is allergy aware with a focus on nut allergies. Parents should **not** assume that the school is allergen free. We have requested that nuts not be brought to school but we **cannot guarantee** that everyone will comply with our request.

Parents of children with severe allergies are strongly encouraged to:

- Secure a medic-alert bracelet for your child
- Educate your child as to safe and unsafe foods and symptoms as well as how to self-administer the (auto-inject) Epi-pen if age appropriate
- Ensure you have discussed the matter with the classroom teacher
- Provide a second Epi-pen to be housed in the school's infirmary, as well

Parents are asked to complete the "Request for Administration of Medication" form if your child has medical conditions of which the school must be aware. Teachers review Epi-pen use for seizures and diabetes with the school nurse each fall.

Social Media

We regularly post information regarding our school on our social media sites.

We encourage you to like us on Facebook:

<https://www.facebook.com/RJHawkeySchool/>

or follow us on Twitter:

<https://twitter.com/RJHawkey>

Messages to Your Children

We appreciate you doing your best to inform your child of their after school arrangements before they go to school in the morning. With almost 500 students in our school it is difficult to relay messages to them regarding transportation home or after school activities. We do our best to locate students but classes may be outside, in the gym, at music, in the library or with a buddy class. This becomes quite complex when numerous parents are phoning and time is of the essence.

Technology

All students in the school have access to lap top computers, iPads and iPad Mini's to assist them with their learning. These technologies are available to be used in the classroom and throughout the school. Rocky View policy requires all children using these digital technologies in the school have parents sign an agreement indicating that school technology will be used responsibly. Any child using the technology in an inappropriate manner will have their access curtailed.

Traffic Safety & Parking

Please take care in transporting and collecting your children as they go to and from our school each day. Big Springs Drive is very busy and parking is a challenge. Please respect the no parking zone in front of our school as we have busses bringing students to and from school.

Our grade 4 school patrollers do a fantastic job of providing a safe crosswalk for all. Please support them by not jaywalking or crossing through traffic. It is very busy and walking to the controlled crosswalk may take a little extra time but your support sends the message that we teach your children - safety is a priority, cross with our school patrollers. **CROSS SAFELY!**

Breakfast Program

Have your children join Airdrie Food Bank staff members and volunteers each morning from 7:15 am – 8:00 am for breakfast, crafts, and games. We are pleased to offer your children a selection of cereals, oatmeal, yogurt, juice, and snacks such as fruit, cheese, and granola bars.

All students are welcomed, no registration required.

Toys & Digital Devices from Home

Although we have no rule prohibiting toys and devices at school, we encourage students to keep precious items at home to keep them safe and sound.

Learning Commons

Our Learning Commons is not only a space where students select and check out books but also a room that is used flexibly by staff and students for a myriad of purposes. There are numerous digital tools available for student use, large white boards for brainstorming and furniture that can easily change configuration for group work. Students can select books at times that are mutually agreed upon by their classroom teachers and check out numerous books at a time. We see this space as a hub of learning within our school.