

# Rainbow Creek Elementary School



## Handbook

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## Message from School Administration

I am honoured and privileged to have joined the learning community as principal of Rainbow Creek Elementary School (RCE). I am excited for the year to come and welcome our returning and new staff members, students, and families to our school.

Creating a safe and caring environment is one of our top priorities at RCE. We work collectively to establish a culture of kindness, respect, and empathy, to make sure that the students feel safe and supported. We promote positive relationships and address challenges with care to ensure that our school is a place where students, staff, families, and visitors feel welcome and accepted.

Our dedicated staff provide students with relevant, meaningful, and authentic learning opportunities where they can experience success and demonstrate growth. We believe in providing students with challenging learning opportunities to encourage them to reach their full potential.

A key focus for this year is enhancing our literacy and numeracy programs. We recognize the importance of these foundational skills, for academic success and for helping to build future-ready students who use critical thinking and problem-solving skills.

We are extremely proud of the diversity within our learning community. We believe that every student brings a unique perspective that enhances our collective learning experiences. By fostering an inclusive environment, we are committed to honoring and embracing these differences.

This year will undoubtedly bring many incredible educational moments. We look forward to engaging and empowering our students, staff, and community to care, create, grow, and belong!

Lisa Schultz      &      Joe Knight  
Principal                      Assistant Principal

***Vision:***      Creativity, happiness, and passion thrive here.

***Mission:***      At Rainbow Creek Elementary, creativity, happiness, and passion grow through meaningful experiences and a culture of care, trust, and respect.

***Motto:***      Care. Create. Grow. Belong.

## Student Expectations

### Dress Code

The following items ARE NOT ACCEPTABLE at school

- tube tops, halter tops, spaghetti straps, or tops with plunging necklines, gaping arm holes, open backs or sheer material
- undergarments that are showing
- belly/stomach showing
- skirts or shorts shorter than the ends of fingertips when arms are extended at the sides of the body
- t-shirts with offensive/suggestive comments or cartoons, or with double innuendos
- bare feet and no shirts
- hats inside the building

Students in grades K-6 are expected to go outside for recess and should be appropriately dressed for the weather.

Outdoor shoes and boots must be removed upon entering the school. Students are required to wear a pair of clean shoes with non-marking soles while indoors.

### Technology Rules

The provincial government established standards for personal mobile devices and social media use in schools to be implemented by September 1, 2024.

RVS is committed to fostering a focused and engaging learning environment. By establishing clear expectations for the responsible use of cell phones, personal mobile devices and social media in schools we can work together to reduce distractions and maximize valuable instructional time. Administrative Procedure (AP) 148: Responsible use of Personal Mobile Devices and social media in Schools has been developed and provides clear direction in all RVS schools for students and families. This administrative procedure is in effect as of the first day of school.

RVS teachers and administration teams will work with students to help them understand the expectations of personal mobile devices and social media at school. Families are encouraged to read the new AP and discuss it with their child(ren).

#### AP Highlights:

- The safest place for students' devices is at home. Should they choose to bring them to school, they must be out of sight and turned off or silent. Parents/guardians and students assume full responsibility if their device is lost, stolen or damaged.
- Students cannot use their personal mobile device in school during instructional time, unless specially authorized by their school's administrator or their teacher for educational purposes. This includes any personal electronic device that can be used to communicate with or access the internet. Examples include cell phones, smart watches, laptops and tablets.

- Students with health or medical reasons or special learning needs may be granted permission to use personal mobile devices during instructional time, upon completion of Form AF148A or as indicated in the student's Individualized Program Plan.
- Students will not have access to social media platforms at school over the school's Wi-Fi network and are not permitted to access it at school using their own data plans to ensure students remain focused on educational tasks.

The AP includes progressive consequences that are designed to have teachers and administrators work with students and parents/guardians toward the common goal of limiting distractions and staying focused on learning.

### **Disciplinary Actions**

Our disciplinary actions are based upon the following beliefs:

- Children will make mistakes regarding their behaviour.
- Children have the ability to make educated choices.
- Children can and should learn from their mistakes.
- Children's self esteem and dignity will be maintained.
- Children should be provided with the opportunity to learn and practice the skills that may be lacking and led to the misbehavior.

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

- Physical aggression
- Offensive language
- Purposefully and repeatedly targeting another student either in person and/or online

Any student engaged in such behaviour(s) will be referred to the office. The referral begins with investigating the incident through student and teacher interviews.

Office referrals will be dealt with using a restorative justice model and based on students' understanding of the following:

1. I understand what I did wrong.
2. I accept responsibility for my actions.
3. I agree to apologize for my actions.
4. I agree to make amends as best as I can.

When a student is referred to the office, parents or guardians are contacted by phone, Email, or letter. This communication allows school and home to work together.

If the behaviour persists or presents a significant threat to the safety of others (students or staff) a suspension may be given as per the Education Act.

## **General Information**

### **Office Hours**

Monday - Thursday 8:10am - 2:45pm

Friday 8:10am - 12:55pm

If you are calling the office before/after these hours you will automatically be transferred to voicemail and asked to leave a message.

If you get voicemail during regular office hours, please leave a message and somebody will get back to you as soon as possible.

### **Closed Campus**

At Rainbow Creek we believe in the safety of our children. During school hours, 7:30am - 3:30pm, we are a closed campus; this includes the playground. All visitors must report to the office. When you are picking up your child at the end of the day, we ask that four legged friends remain at home. Some children and adults are uncomfortable.

### **Fees and Supplies**

In spring 2017, the Government of Alberta enacted new legislation and regulations related to the fees schools can charge families for various items related to school life.

Fees that are permissible relate to: optional course fees, activities and field trips, extracurricular activities, non-curricular travel, supplies, materials and services, lunch supervision and activities, and other fees to enhance education.

Under the new regulations, schools are required to establish all fees prior to the end of June for the following school year. The fees for our school are listed on our [school's website](#) under Our School / School Fees.

### **Lost and Found**

Please clearly label all personal items with your child's first and last name. The lost and found is located in the drawers and on the coat racks at the front entrance of the school. Unclaimed items are donated to charity, every 2-3 months after several reminders to students in our morning news and to our families in "Whiskers Weekly".

### **School Council**

Rainbow Creek School Council consists of an executive and parents from the school community. School Council meetings occur monthly, and all parents are welcome to attend. Executive members are elected at the Annual General Meeting that is held every year at the end of May/beginning of June. Attending is a great way for parents to have a voice in the decision-making of the school.

Our School Council is active in fundraising to provide support for activities for our students such as dance, theatre performances and field trips. The School Council also assists in funding new technologies and resources.

## **Communication**

### **Good Communication is Key**

We have found through experience that if all the partners involved in the education of children communicate with each other regularly and effectively, concerns are better addressed and resolved. If you have any questions or concerns about your child's progress, please contact the specific teacher involved.

*Please be sure to update contact information with the school office staff regularly. Being able to contact parents/guardians at all times is extremely important.*

### **Attendance**

We believe that punctuality and regular attendance are very important for successful learning and establishing good habits. We ask that parents ensure that children are in school and arrive on time each day. Late arrivals disrupt teachers, students, and classroom routines.

**Safe Arrival** is a program which allows parents to record their child's absence from an app on a cell phone or from a phone call. It can be downloaded for your use. The app synchronizes with PowerSchool to record student absences.

If you need to take your child out of school during the day, please come into the school through the main doors. There are tablets on the front desk to sign your child out.

The school office must be notified each day that your child will be absent. Our preference is through Safe Arrival. If this is not possible, as we know things can arise unexpectedly, please call 403-273-8129. If notification of an absence is not received, an automated message will be dispatched to parents. Please be sure to notify the office of any changes to your contact information.

### **Extended Vacations**

At Rainbow Creek Elementary School we recognize that a child's educational experience is not confined to the school building. However, we do have concerns about vacations that are taken when school is in session. Please consider the following when making your vacation plans:

1. Being in school is a unique experience that cannot be duplicated.
2. Many children who have been absent from school often have a period of readjustment when they return.
3. Teachers are not required to provide work for your child while you are on vacation.

If you are going on a vacation, please notify your child's classroom teacher and the office of your vacation plans as soon as possible

### **Communication of Student Learning**

The Communication of Student Learning process is designed to help students build knowledge of themselves as learners while capturing their proficiency in demonstrating learner outcomes and facilitating conversations of the next steps on the student's learning journey. The reporting process for kindergarten to grade 6 incorporates online

portfolios via myBlueprint, teacher/parent/student conferences, and Real-Time Reporting.

Real-Time Reporting is accessed through your PowerSchool account. If you require support with accessing your account, please contact our office.

### **Agendas**

Many classes at Rainbow Creek use agendas to communicate daily messages home. These agendas go home every day and are to be read and signed by parents. Agendas contain important information about homework and special events.

### **Whiskers Weekly**

Please be sure to watch your email every Friday for communication from our school. If you are unable to receive emails, please contact the school office for a paper copy of our weekly newsletter called "Whiskers Weekly".

## **Safety and Security**

### **Visitors to the School**

During school hours the only door that is unlocked is the front door on West Creek Drive. This is to promote the safety of our staff and students.

**All visitors** must sign in and out at the office.

### **Volunteers**

Parent volunteers are a valued and important part of our school community. Per RVS Administrative Procedure 490, all volunteers in RVS as part of a classroom, school or system-wide program are required to submit Criminal Record and Vulnerable Sector Checks prior to the start of volunteer activities.

In Chestermere, the RCMP will complete this at no cost with the appropriate documentation. These forms are available at the front office.

The following forms must be completed prior to volunteering:

- Criminal Record and Vulnerable Sector Check (valid for 5 years)
- Health and Safety Orientation Checklist for Volunteers
- Annual Declaration
- Confidentiality/Non-Disclosure Undertaking Volunteers

### **Illnesses at School**

If a student becomes ill at school and needs to be sent home, parents/guardians will be contacted and asked to come pick up the student as soon as possible. If unable to do so, parents need to make alternate arrangements. If we are unable to contact parents/guardians, the student's emergency contact will be called.

Please have your child return to school 24 hours after symptoms have passed.



## **Medical Concerns**

Parents need to ensure that the school is aware of any medical concerns and that the information is up to date. For students with potentially life-threatening conditions, an Emergency Medical Plan is developed and shared with all staff members. Please ensure this information is shared at the start of every school year and that appropriate documentation is provided to our school.

## **Administration of Medication**

Rocky View Schools' Administrative Procedure 316 stipulates if there is a need for students to have medication administered at school, parents must sign the appropriate documentation.

## **Allergy Policy**

Rainbow Creek Elementary School is an "Allergy Aware" school. Being allergy aware means that we take precautions to reduce the chance of exposure for students to allergens while acknowledging that it is impossible to eliminate all risk. Parents who have children with allergies must notify the office.

In classrooms marked with a red "Allergy Alert" sign, foods indicated are NOT permitted in the classroom due to the risk of anaphylactic shock. To reduce the risk of anaphylactic shock through contact with an allergen, food is not allowed on the playground. If an "Allergy Alert" sign is posted outside your child's classroom, please consult the teacher before sending treats for the class.

We also ask all students to consider refraining from bringing nut products to school as much as possible as we have many common areas in our school that is accessed by all students.

## **First Aid**

We have staff members trained in first aid. All injured or ill students are brought to the infirmary and taken care of by a qualified staff member.

## **Emergency Response Plan**

The Division has developed an Emergency Response Plan to deal with a wide range of emergency situations that may impact our school community. The Plan works in concert with other local emergency preparedness plans. The Division-wide plan and those plans tailored specifically to each individual school are reviewed and revised annually and, if required, after an emergency.

Our school has an on-site emergency team composed of school staff. We regularly provide staff with emergency training and practice various emergency drills with students and staff. A Division-based Emergency Response Team has also been established to assist schools in responding to emergencies.

## **School Programs**

### **Breakfast Club**

Fruit is available to all students every morning. It is served in a grab and go style.

### **Hot Lunch**

We have an optional hot lunch program being served every Thursday at Rainbow Creek. The program is run by the School Council and supported by a dedicated group of volunteers. You can contact our office for more information on how to purchase these lunches.

### **Freezie Friday**

Students in grades 1 - 6 can opt to purchase Freezies every Friday during lunch from April to June. The program is run by the School Council and supported by a dedicated group of volunteers.

## **About Learning and Teaching**

### **Program of Studies**

The Program of Studies as outlined by Alberta Education is the basis for instruction. Assessment of students is broad-based, and progress and achievement is determined using a variety of strategies and shared regularly on PowerSchool.

### **Homework**

Throughout the year, students may bring work home that is designed to reinforce curriculum concepts or work that they have not completed in class. This home practice is carefully designed to connect with what they are learning at school and serves one of the following purposes:

- To support classroom learning through the practice of skills already taught in literacy and numeracy, such as home reading and specific number concept practice.
- To allow students to reflect on, or apply, concepts learned in class to a 'real world' project. These projects are often larger in scope and are worked on at school and home.

### **Field Trips**

Field trips are an important part of student learning. Parent consent must be given for children to participate in field trips and a fee may be collected, depending upon the trip. If your family is unable to afford a field trip, please contact the office. We do not want our students to miss the opportunity to attend these great learning activities.

### **Learning Support**

Rainbow Creek has moved away from a solely stand alone, pull-out approach to supporting students. We use a team approach to meet the needs of learners within their homeroom classes.

Our team calls on the expertise of our English as an Additional Language (EAL) teacher, our Literacy teacher, our Learning Support teachers, our Child Development Advisor

(CDA), as well as our school administrators. This team works collaboratively with homeroom teachers to improve practice, meet the social and emotional needs of students, leverage technology in the classroom and problem solve ways to best meet the needs of every student in the most appropriate environment.

### **Child Development Advisor**

Our Child Development Advisor (CDA) offers a planned and balanced approach to student development. Planned activities focus on developing social and emotional skills in students with the goal of enhancing both their social interactions and their academic achievement.

The CDA consults with staff, students, parents, and when necessary, with outside agencies. This ensures that the needs of all learners are being met. The program is designed to provide proactive and preventative programs as well as intervention with issues, which have already been identified. The CDA works with students individually, in groups, with classes and with whole school initiatives. The CDA receives parent permission prior to working regularly with students.

The CDAs are an active member of both the Learning Support Team and Crisis Management Team.